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THE SECRETARY'S HANDBOOK

SARAH AUGUSTA TAINTOR (Coauthor with Helen L. Paddock)

ON WRITING ESSAYS; A MANUAL OF THE ESSAY

TRAINING FOR SECRETARIAL PRACTICE (Sole author)

KATE M. MONRO (Sole author)

ENGLISH FOR SECRETARIES

A WORKBOOK COURSE IN BUSINESS ENGLISH

SARAH AUGUSTA TAINTOR AND KATE M. MONRO

THE SECRETARY'S HANDBOOK

THE HANDBOOK OF SOCIAL CORRESPONDENCE

CORRECTIVE EXERCISES IN ENGLISH

ENGLISH FOR AMERICAN YOUTH

EDITORS OF "THE BOOK OF MODERN LETTERS"

THE SECRETARY'S HANDBOOK

A Manual of Correct Usage

BY

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SEVENTH EDITION

COMPLETELY REVISED

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PRINTED IN THE UNITED STATES OF AMERICA

To the Secretaries of America

TO WHOSE UNTIRING AND OFTEN UNHERALDED WORK THE WORLD OF BUSINESS OWES MUCH OF ITS SUCCESS, THIS BOOK IS GRATEFULLY DEDICATED

PREFACE TO SEVENTH EDITION

Since the sixth edition of *The Secretary's Handbook* was published, teachers, librarians, and secretaries have suggested additional material to be included in the handbook. More information and examples have, therefore, been inserted regarding capitalization, punctuation, grammar, the writing of reports, and the framing of resolutions. The chapter on "Correct Usage in Letter Parts" has been enlarged by the addition of many examples of good form in addressing officials. In the chapter on "Letter-Writing" more information with illustrations has been given regarding the attention line, the reference line, and forms of address to individuals and to organizations. New examples have been inserted in the chapters on "Invitations" and "Citations." The chapter on "Telegrams, Cablegrams, and Radiograms" has been revised in accordance with the latest regulations. "Sources of Information" has also been entirely revised to bring it up to date, and enlarged by the addition of books that should prove of value in general reference or research. To facilitate the finding of material, many new items have been placed in the Index. At the request of teachers and secretaries who frequently need illustrations of correct form for programs, a new chapter giving examples of programs has been included in this edition.

In fact, in this thorough revision every effort has been made to add information useful to secretaries who turn to a handbook as a guide in the writing of business correspondence.

The authors wish to express their appreciation to Mr. A. P. DeWeese, Head of the Information Desk, to Miss Luella Otis Beaman, and to other members of the Information Desk Staff of the New York Public Library for valuable suggestions throughout the book and for assistance in the revision of the

chapter on Sources of Information; to the Western Union Telegraph Company for material on telegrams; and to the many schools, colleges, and universities and to the following organizations that have generously responded to requests for illustrative material: The General Federation of Women's Clubs, Washington; the Poor Richard Club of Philadelphia; the New York State Society of Professional Engineers, Inc.; the American Woman's Association, New York City; and the Woman's Club, Winter Park, Florida.

Grateful acknowledgment is also made to the following persons for material or suggestions that will add to the usefulness of the book: Mr. Charles A. Williams, President, New Haven Chamber of Commerce; Miss Grace Spofford, Director of the Music School of the Henry Street Settlement, New York City; Mrs. Flora Lindsay Magoun, Assistant Professor of Business English, Rollins College, Winter Park, Florida; Miss Florence A. Johnson, Financial Secretary of the Peabody Home, New York City; Mrs. Bertha Hawley Allen, Social Director, West Virginia University; Miss Lily Peck, Secretary of the National Federation of Settlements, New York City; P. J. Bolton of the Executive Office of the Secretary-General of the United Nations, Lake Success, New York.

S. A. T.
K. M. M.

PREFACE TO FIRST EDITION

The number of good handbooks on English published during the last few years almost forbids the writing of another. Indeed, it would be futile if a new one should approach the subject of good usage from the same point of view or should offer no different material. This handbook is intended primarily for secretaries whose duties include the writing of letters and other business forms. Not a day passes in a business office that some question of usage does not arise. Secretaries have desired a book planned from their point of view, stressing their problems. With this in mind, the manual has been written as a reference book containing authoritative usage.

The material is divided into two parts: the first containing rules with illustrations of correct form in English; the second consisting of various types of letters relating to business, social, and official usage, as well as other forms of business writing often required of the secretary. These include, among other types, the making of resolutions, the writing of minutes, the framing of petitions, and the compiling of reports.

With particular problems of the secretary in mind, specific directions have been given for the preparation of manuscript for publication and the reading of it in proof, for the making of indexes, and the compiling of bibliographies. Other chapters contain sources of information for the secretary, and a number of citations used in conferring honors upon individuals. These will prove interesting and suggestive both for their content and for their manner of expression.

While the problems of the secretary have been emphasized, it is hoped the manual will prove helpful to all who are seeking concise information on points of correctness.

The authors have consulted freely other style books to which they acknowledge their indebtedness. Among these are: *A*

Manual of Style of the University of Chicago Press; A Style-Book for Writers and Editors, compiled by C. O. Sylvester Mawson; *Text, Type, and Style,* published by The Atlantic Monthly Press; and *The Style Manual of the Government Printing Office.* Where usage is divided, the authors have endeavored to record such differences for the benefit of the secretary.

Special acknowledgment is made to the following persons who have offered helpful suggestions in making the book practical or who have made it possible to use valuable illustrative material: Nicholas Murray Butler, President of Columbia University; Professor John H. H. Lyon, Professor Ernest Hunter Wright, Miss Mildred Loxton de Barritt, of the English Department of Columbia University; Judge John J. Freschi; Mr. Augustus Loring Richards; Colonel Theodore Roosevelt; H. C. Major, Captain U.S.M.C.; L. G. Caton, Acting Secretary of the Library of Congress; Professor James C. Egbert, Columbia University; John A. Lynch, President of the Borough of Richmond; Mr. Eugene F. McLaughlin, Secretary of the Borough of Manhattan; Mr. E. F. Austin, Chief Engineer of the Borough of the Bronx; Mr. Peter McArdle, Secretary to the President of the Borough of Brooklyn; Julia M. Wilkinson, Executive Secretary, University of Wisconsin; Miss Ella Banks, Secretary to the President of Boston University; Mr. Hermann Hagedorn, Director of the Roosevelt Memorial Association; F. M. Wilmot, Manager of the Carnegie Hero Fund Commission; Mr. Cameron Beck, Director of the Personnel Department of the New York Stock Exchange; Congressman Sol Bloom; Mr. Andrew Keogh, Librarian of Yale University; Dr. Lawson Purdy, Secretary of the Charity Organization Society of New York; Mr. Hiller C. Wellman, Librarian of the City Library Association of Springfield, Mass.; Mother M. Corrigan, Instructor in the College of the Sacred Heart, New York; Dr. Otto Zobel, Research Department of the American Telephone and Telegraph Company; Miss Isabel Stevenson Monro, New York Public Library; Mr. William R. Hayward, Principal of

the Theodore Roosevelt High School; Mr. John B. Opdycke, Chairman of the Department of English of Haaren High School; Miss Katherine Morse, of the English Department of the Manhattan Training School; Dr. Charles R. Gaston, Chairman of the English Department, Mrs. Alice Butler Richards, Mrs. Edna B. Kerr, Dr. Bruno Fedter, Mr. H. S. Leonard, Mr. Jack Silverman, Mr. Harold Fields, of Theodore Roosevelt High School; Miss Olive Carter of The Macmillan Company; Miss Madeline Lane, Secretary, The Dorr Engineering Company; Miss Alice Ames, Secretary, The International Telegraph and Telephone Company; Miss Rose Wolcott, Architect; Miss Margaret Hanna, Washington, D. C.; Miss Marie Konzelman, student in Columbia University, and the classes of 1928 and 1929 in Secretarial Correspondence.

To Miss Katherine Spencer, who read the manuscript in proof, the authors wish to express their grateful appreciation.

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SARAH AUGUSTA TAINTOR
KATE M. MONRO

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THE SECRETARY'S HANDBOOK

CHAPTER I

CAPITALIZATION

1. Capitalize the first word of every sentence.

Much may be made of a Scotchman if he be caught young.
SAMUEL JOHNSON

Modern writers often capitalize the first word of detached phrases and clauses used in place of sentences.

These essays are the records of moods and sometimes contradict each other. So much the better.
JOSEPH WARREN BEACH

Islands, islets, and mere rocks; some jutting high up, some nestling low. A dangerous coast, and a splendid fishing-ground.
HUGH S. SCOTT

2. Capitalize the first word of every line of poetry.

To the glory that was Greece,
And the grandeur that was Rome.
EDGAR ALLAN POE

In some modern English poetry forms, only the first word of the first line is capitalized, and sometimes even this is written lower case.

The sky
is that beautiful old parchment
in which the sun
and the moon
keep their diary.
ALFRED KREYMBORG

3. Capitalize all proper nouns that are names of individuals.

Jane Addams Herbert Hoover

(1) Capitalize epithets added to proper names or applied to people or places.

Edward the Eighth	the Empire State
William the Conqueror	the Great White Way
the Commoner	the Golden Gate
the Lone Eagle	the Hub

(2) Capitalize *father* and *mother* when used in address; but do not capitalize such nouns when a possessive pronoun is used with them.

Yes, Mother, I am going.
My father is at home.

(3) Capitalize *uncle, aunt,* and other family appellations when used with a proper noun.

I met Uncle John who told me of my aunt's good fortune.

4. Capitalize particles in names of persons as follows.

(1) In foreign names such particles as *d', da, della, van,* and *von* are capitalized unless preceded by a forename or title.

D'Orbigny; Alcide d'Orbigny
Da Ponte; Cardinal da Ponte
Van Rensselaer; Stephen van Rensselaer

(2) In American and British names such particles are usually capitalized, even if preceded by a forename or title, but individual usage, if ascertainable, should be followed.

Justice Van Devanter	Henry van Dyke
Thomas De Quincey	Louis de Forest
William Von Glahn	Oscar von Engeln

References for authoritative capitalization: *Who's Who, Who's Who in America,* etc.

5. Capitalize all academic degrees following the name whether abbreviated or written out.

John H. Finley, LL.D.; Dorothy Ann Burnett, Ph.D.; Kate Douglas Wiggin, Litt.D.; Katherine Morse, Master of Arts.

(1) When writing more than one degree after a name, arrange according to their importance, the most important last, or, when they are of the same rank, as various doctoral degrees, according to the time of their being granted. (*See* p. 164.)

Arthur Sutton Corbin, LL.B., M.A.
James Rowland Angell, Ph.D., Litt.D., LL.D.
Alexander William Evans, M.D., Ph.D.

6. Capitalize all academic and religious titles, as, *Doctor, Bishop, Professor, Dean,* when preceding a name.

Dr. Mary Morton, Bishop Lawrence, Professor Ernest H. Wright, Dean Gildersleeve.

(1) With *Reverend,* other academic titles and abbreviations for academic degrees may be used, as they do not repeat the title. The following are correct forms for the use of *Reverend:*

Rev. John Blake
The Reverend John Blake
The Reverend John Blake, D.D.
The Reverend Dr. John Blake
The Reverend President John Blake
The Reverend Professor John Blake
The Very Reverend Dean John Blake
The Right Reverend John Blake (Bishop)
The Most Rev. John Blake (Archbishop)
The Very Reverend John Blake (Monsignor)
The Reverend Mother Superior
The Reverend Father John Blake
The Reverend Martha Simpson

The article *the* when preceding *Reverend* in a sentence should not be capitalized. The abbreviation *Rev.* should not be used when preceded by *the.*

On Sunday *the* (not *The*) Reverend Roy Gates will preside.
We heard *the Reverend* (not *The Rev.*) Roy Gates.

(2) The title *Reverend* is an adjective, not a noun, and must, therefore, always be used with a given name or initials on the envelope or in writing the inside address; as,

Rev. John L. Blake *or* Rev. J. L. Blake
not
Rev. Blake

It is permissible, however, in referring to a clergyman, in the body of a letter, to write

Rev. Mr. Blake *or* Rev. Dr. Blake

although it is considered better form to use the given name with the title in even such a reference.

(3) The titles *Reverend* and *Doctor* are usually abbreviated, but are often spelled out in formal use. *Reverend* is not used in the salutation of a letter. Where there is no other title, the salutation is *Dear Mr.* ——.

(4) Do not capitalize the following when they stand alone (see Rule 9):

judge	cantor	rabbi
justice	elder	rector
principal	minister (of religion)	attaché
professor	pastor	consul
superintendent	priest	consul general

The rector has engaged a new secretary.

Did the professor receive his class list from the registrar or from the clerk?

The judge asked the assistant director for all data on the case.

7. Capitalize all titles of rank, honor, or respect when preceding the name.

President ——
Vice President ——
the Earl of ——
General ——
Senator ——
Congressman ——
Speaker ——
Governor ——
Mayor ——
Cardinal ——
Chief Justice ——
Under Secretary ——

8. Capitalize all Government titles when referring to definite persons or offices, and all titles of honor or nobility when referring to specific persons.

the Secretary of Defense
the Secretary of the Treasury
the Assistant Secretary of the Treasury
Acting Secretary of State
the Architect of the Capitol
Associate Justice of the Supreme Court
Chairman of the Committee of the Whole
Chief Justice of the Supreme Court
the Under Secretary of State
the Speaker of the House
the Congressman from Maine
the Senator from Florida
House Chaplain
Solicitor of Internal Revenue
Director, U. S. Coast and Geodetic Survey
the King of England
the President of the French Republic
the Archbishop of Canterbury
the Mayor of Southampton
His Honor the Mayor
Your Grace
Your Royal Highness

CAPITALIZATION

Difference in Usage of Capitalization of Titles

9. Usage varies as to the capitalization of titles following a name.

BUSINESS USAGE OF CAPITALIZATION OF TITLES

In reports and in correspondence, business titles referring to positions of authority are usually capitalized as a form of courtesy when they refer to definite individuals.

Lewis Barr, President of the Southern Cotton Association, called the meeting to order.

The Director of Arnold & Cole was authorized by the stockholders to increase the dividend.

NEWSPAPER USAGE OF CAPITALIZATION OF TITLES

In printing, as in newspapers, books, and magazines, titles following a name are usually not capitalized.

Other features of the afternoon session included a radio message from England by Prime Minister Baldwin, chancellor of Cambridge University, of which John Harvard was an alumnus; addresses by Alexander Dunlop Lindsay, master of Balliol and vice chancellor of Oxford University; James Russell Agassiz, president of the Harvard Board of Overseers; and Judge Learned Hand, '93, president of the Alumni Association.

The New York Times

ACADEMIC USAGE

Henry Solon Graves, LL.D., Provost, Dean of the School of Forestry, and Sterling Professor of Forestry.

Bulletin of Yale University

10. Capitalize *president* when referring to the President of the United States, or any synonymous title referring to him.

Commander in Chief	Chief Magistrate

Note the manner of writing the following:

ex-President Hoover	the President-elect
former President Hoover	the Vice President

Usage varies in regard to adjectives derived from *President* and *Vice President* in referring to the officials of the Government.

NEWSPAPER USAGE	GOVERNMENT USAGE
the Vice-Presidential suite	the vice-presidential suite
the Presidential nomination	the presidential nomination

11. Capitalize *governor* when preceding the name of any state; as, the Governor of Wisconsin.

12. Capitalize *commissioner* when used definitely with a title, but do not capitalize it when standing alone.

Commissioner of Education of the State of New York
Commissioner General of Immigration
Commissioner of Patents
Commissioner of the District of Columbia

But write *civil service commissioner, interstate commerce commissioner.*

Style Manual

13. Titles are sometimes used instead of the names of those who bear them. In such cases, when a definite person is referred to in the singular number, the title is to be capitalized.

Proof-Reading and Style, JOHN FRANKLIN DOBBS

(1) In the second person if used as synonyms of proper names.

Mr. Secretary, please examine the report.
You will report, Captain, to Headquarters.
Do you think, Senator, this bill will pass?

Do not capitalize *sir, madam, monsieur,* and such expressions used alone in address.

What's that to you, sir?
Why, madam, look what it means.

And so, my fellow citizens, the reason that I came away from Washington is that I sometimes get lonely down there.

WOODROW WILSON

(2) In the third person.

When the Governor, escorted by local Democrats, appeared at the door of the station, there was a roar from the crowd.

The New York Times

14. The *Style Manual* presents the following in referring to the Army and the Navy:

United States Army, French Army: the Army; the Infantry; Eighty-first Regiment; the Regulars; the Volunteers; Army Establishment; the Army Band; Army officer; Regular officer; Reserve officer; *but* volunteer officer; army shoe; Grant's army; Robinson's brigade; the brigade; the corps; the regiment; infantryman.

United States Navy, British Navy: the Navy; the Marine Corps; the Air Service; Navy (Naval) Establishment; Navy officer; *but* navy yard; naval officer; naval station.

15. Capitalize the words *department, bureau, service, station, office,* and *board* if referring to a bureau or executive department of the United States Government if the name is given.

the Department of State	Newport Naval Station
the Bureau of Customs	the Office of Education
the Foreign Service	the Farm Loan Board

Business usage varies as to the capitalization of such words as *bureau, department, office,* and the like following a name.

Adjustment Bureau *or* adjustment bureau
Savings Department *or* savings department
Department of Applied Science *or* department of applied science
Employment Office *or* employment office

Do not capitalize *department, office, bureau,* and like words when used without a name or if used as an adjective.

I am going to the office.
He belonged to one of the Government bureaus.
The department clerk filed the report.

16. Capitalize *committee* with a name or in place of the name when referring to all standing and select committees of the Senate and the House of Representatives.

House-Banking Committee	Committee on Post Offices and Post Roads

17. Capitalize *Federal* and *State Courts* when used with a definite name. Do not capitalize *city* and *county courts* (*Government usage*).

the United States Supreme Court	the State Court of Appeals
the United States Circuit Court	Federal Grand Jury

the police court
the magistrate's court

Capitalize *Court* meaning a judge or judicial tribunal in direct personal reference to such a judge or tribunal.

The Style Book of The New York Times

18. Capitalize the word *Cabinet* when referring to the Cabinet of the President of the United States.

Cabinet Officer
The President's Cabinet
the chief post of the Cabinet

19. Capitalize *Federal* when referring to the United States Government.

He was in the service of the Federal Government.

Notice, however, that the "down" style does not capitalize *federal.*

What it would cost the federal government to finance this scaling down of farm mortgages is conjectural.

The act would be administered by the federal farm loan board and the federal land banks.

Chicago Daily Tribune

20. Usage varies as to the capitalization of *administration.* When referring to the political party in power or when used with a name to designate a Government board, *administration* is usually capitalized.

the Democratic Administration
the Administration
the Taft administration
Veterans' Administration

21. Capitalize *Government* when used synonymously with the United States Government or when referring to that of any foreign nation.

a Government official
Federal Government
National Government
Government ownership
the Italian Government
Imperial Government
His Majesty's Government
a Government Bureau

Do not capitalize *government* when referring to that of a state in the United States or to that of any possession of the United States.

22. Capitalize *commonwealth, confederation, powers, union,* etc., if used with proper names or as proper names or as proper adjectives.

British Commonwealth of Nations
Swiss Confederation
United Nations
Union of Soviet Socialist Republics
Union of South Africa

23. Capitalize *Constitution* when referring to that of the United States.

Thomas Jefferson signed the Constitution.
James Madison was called the Father of the Constitution.
The Constitution of the United States of America was adopted in 1789.
The Constitutional Convention of Philadelphia set up the Federal Government of the United States.
Constitutional Committee, Constitutional Amendment.

Note the "down" style of capitalization in the following news item:

> The nullification of the fourteenth amendment in congress has given the United States a form of representative government for which the constitution does not provide.
>
> *Chicago Daily Tribune*

24. Capitalize any United States Government commission when it is designated by its name.

Interstate Commerce Commission
Commission of Fine Arts
International Waterways Commission
National Forest Reservation Commission
U.S. Tariff Commission
Philippine Commission
Federal Radio Commission

Also capitalize *commission* when standing alone, if it refers to a national or international commission already named.

25. Capitalize all names of state legislatures when used with the name of the state and all names of national legislatures and their branches.

the Assembly of New York
the Ohio House of Representatives
the General Court of Massachusetts
House of Parliament
Chamber of Deputies
Rigsdag
the Sixty-ninth Congress

But do not capitalize *assembly, general court, the legislature,* if they stand alone without the name of the state to which they belong. Do not capitalize *national legislature,* meaning the United States Congress, or *city legislature,* meaning City Council or Board of Aldermen; or *executive session, special session.*

26. Capitalize *nation* when used as a synonym for the United States or when used with a name to designate a definite nation.

What are we going to do with the influence and power of this great Nation?

WOODROW WILSON

But, What great nation in such circumstances would not have taken up arms?

WOODROW WILSON

The Six Nations lived within the boundaries of New York.

Capitalize *national* when preceding a capitalized word.

National Capital
National Academy of Sciences
The National Government
But, national ideas, national pride

The national defence demands not merely force but intelligence.

27. Capitalize *state* when used with a name or when used in place of the name, but lower-case when used as a general term.

New York State	State ticket
the State of Ohio	State government
the State leaders	State Democratic headquarters

This State must cope with its own problems.

The United States is a Federal republic of sovereign states bound together by the Constitution.

Note the usage of capitalization in the following:

State prison	State's evidence *or*
State rights	state's evidence
State's attorney	State banking division
statehood	State-wide (United States)

28. Capitalize all names of political parties and their adherents; names of royal families and dynasties.

Democrats	Bourbon
Republicans	Ming Dynasty
Fascisti	House of Stuart

Usage varies as to capitalization of *party*. *The New York Times* capitalizes *party*, as, Republican Party; the *Manual of Style*, the *New York Herald Tribune*, and *The Sun* do not capitalize it, as, Republican party.

29. Capitalize names of clubs, associations, institutions, orders, and companies.

Union League Club
Tammany Hall
University Club of New York
American Association of University Women
American Association for the Advancement of Science
Young Women's Hebrew Association
American Legion
American Academy of Arts and Letters
English Speaking Union
Knights of Columbus
Masonic Order
Russell Sage Foundation
Order of the Sacred Heart
American Ice Company

Do not capitalize *club, association, union, college,* or *university* when used alone, unless it has the value of a proper name.

I will meet you at the Club this afternoon.
The clubs and associations of this city are numerous.
He belonged to a carpenter's union.
The Association voted on the question of dues.

Note the following illustrations of the "down" style of capitalization in regard to names of clubs, associations, etc.

The Chicago chapter of the Connecticut College Alumnae *association* is to meet for dinner this evening at the Chicago College *club,* after which the annual election of officers will take place. Mrs. Clarence Silber is now the president.

Chicago Daily Tribune

30. Capitalize names of squares, parks, towers, monuments, statues, buildings, thoroughfares.

Union Square	Trinity Church
the Tower of London	the Washington Monument
Park Row	*or* the Monument
Gramercy Park	the House (National)
the Mall	Halls of Congress
Eiffel Tower	the Capitol Grounds
the Capitol (Washington)	the Lincoln Memorial
the Congressional Library	Capitol Halls of Congress
the Library of Congress	the Senate (National)
El Bethel Synagogue	Governor's Mansion
Avery Library	Kingsway
the Hall of Fame	the Lincoln Highway
the Executive Mansion	Capitol Chamber
Mansion House (London)	Westminster Abbey
the Guild Theater	Champs Elysées
the White House	Rock Creek Park

But, the statue of Lincoln, the tomb of Washington.

In some telephone and city directories, and in many newspapers the words *avenue, street, boulevard, square, place* and *court* are not written with initial capitals, even when used to indicate particular places.

English Grammar and Composition, CLARENCE STRATTON

Construction of a new Y.M.C.A. building at Grove *street* and Elmwood *avenue,* Evanston, will begin this week, it was announced yesterday by Edward Sherman, chairman of the building committee.

News Item from *Chicago Daily Tribune*

Mr. Augustus Dinkler, of Waterbury, Conn., formerly of Narberth, is the guest for a few days of Mr. and Mrs. Newlin Wismer, of 210 Essex *avenue,* Narberth.

The plural form of a common noun written as part of a proper noun is capitalized, according to Government usage; but many publications advocate writing the plural form of the common noun without initial capitals.

GOVERNMENT USAGE	NEWSPAPER USAGE
Park and Madison Avenues	Park and Madison avenues
Sylvan and Orange Boulevards	Sylvan and Orange boulevards
Milk and Winter Streets	Milk and Winter streets
Union and Pershing Squares	Union and Pershing squares
Hudson and Harlem Rivers	Hudson and Harlem rivers
Avery and Morgan Libraries	Avery and Morgan libraries
Trinity and Grace Churches	Trinity and Grace churches

Capitalize a common noun when it is used as a well-known short form of a specific proper name.

the Canal (Panama Canal) The Lakes (Great Lakes)

Place references when merely descriptive and preceded by *the* and a definite name are not capitalized.

the mountains of North Carolina the valley of the Susquehanna

(1) The *Style Manual* lists the following geographical terms to be capitalized in the singular or plural, immediately following the name:

archipelago	gap	ocean
basin	glacier	park
bend	gulch	passage
branch (stream)	harbor	peninsula
butte	hill	plateau
canal	hollow	pond
channel	inlet	range (mountains)
county	island	reef
crater	light	ridge
creek	mesa	run (stream)
draw (stream)	mountain	shoal
flats	narrows	sound
fork (stream)	nation (Oklahoma)	township

(2) The *Style Manual* lists the following to be capitalized, singular or plural, when they stand before a name or after it, or when they are used as a part of a name:

bay	lake
bayou	mount
camp (military)	oasis
cape	pass
Dalles (the)	peak
desert	port (*but,* port of New York)
falls	river
fort	sea
head	strait
isle	valley

(3) Capitalize the following when used with a name, a number, or a letter (Government usage):

chute	forest	light	lock
dune	jetty	lighthouse	reservoir
ferry	landing	light station	woods

(4) Do not capitalize the following terms, even when they are used with a name or a number (Government usage):

aqueduct	dike	lock	tunnel
bottom	ditch	pier	watershed
breakwater	dock	seaway	waterway
buoy	drydock	slip	weir
chute	levee	spillway	wharf

31. Capitalize special names of countries, or regions of countries, cities or sections of cities, countries, rivers, bays, oceans, mountains, islands, and other geographical words.

New World	Greater New York
Old World	the Southland
the Levant	the Tropics
Middle West	the North End (Boston)
Orient	the North Drive (Chicago)
Occident	the Right and Left Bank (Paris)
the Northwest Pacific States	Beacon Hill (Boston)
Far East	the Border (Scotland)
the Reich	the South Pole
the Empire State	New Orleans
the Continent (*but,* the continent of Europe)	Livingston County

Hudson River	Isle of Man
Bay of Biscay	Strait of Gibraltar
Atlantic Ocean	English Channel

In the South and in the Border States the Democrats rest their claims upon past majorities.

New York Evening Post

32. Capitalize points of the compass when they designate geographical parts of the country.

Southern States	the Northwest
out West	Midwestern States

The South has increased its manufactures.
Election returns from the East are eagerly awaited.
The North took a decided stand on the question.

Big concentrated buying orders credited to Eastern sources were in evidence.

New York Evening Post

Do not capitalize such words when used merely to indicate direction.

—in Virginia and the colonies to the north and south of her.

WOODROW WILSON

facing south	north of Boston
driving east	west of the Rockies

(1) Do not capitalize adjectives derived from regional names when they are merely descriptive in character.

continental customs	oriental life
western hospitality	southern cooking
eastern fashions	northern climate
tropical fruits	an east wind

(2) Capitalize *northern, southern, western, eastern,* etc., when used as a part of proper names to designate a world division; do not capitalize such words when used to indicate parts of states.

Central and Southwestern Europe	western New York
Eastern Asia	eastern Pennsylvania
West South Africa	southern California
Eastern Hemisphere	northern Idaho

(3) Capitalize nouns referring to the inhabitants of different sections of the country.

Northerner	Westerner
Easterner	Southerner

33. Capitalize all proper names denoting political divisions.

British Empire	the Papal States
French Republic	the Pine Tree State
the Dominion of Canada	Ward Ten
the Commonwealth of Massachusetts	Nineteenth District
	Fourth Precinct
the Republic (United States)	Thirteenth Congressional District
the South American Republics	
Thornton Township	Westchester County

34. Capitalize *college, university, seminary, school, high school,* when used with a proper name; but when such words are used alone do not capitalize unless the word stands for a definite college or university and has the value of a proper name.

Elmira College	Oak Park High School
the College of Fine Arts	Bacon Academy
the School of Philosophy	the Academy (Athens)
the Graduate School	Students Hall

35. Capitalize *church* when used with a name to designate a body of religious belief or a building and also when it designates the Church Universal; capitalize *cathedral, synagogue,* and *chapel* when used with a name.

the Roman Church	the Cathedral of St. John the Divine
the Church of England	
High Church	St. Patrick's Cathedral
Protestant Episcopal Church	the National Cathedral
the Presbyterian Church	Beth-El and Emanuel Synagogue
the dignitaries of the Church	
Church and State	Free Synagogue

When *church, cathedral, synagogue, chapel* are used without a name or in a general sense, do not capitalize them.

church history	synagogue services
church altars	chapel exercises
cathedrals of France	church societies

36. Capitalize all names for the Bible, for parts and versions of the Bible, and all names of other sacred books.

Bible	Lord's Prayer
Scriptures	Twenty-third Psalm
Holy Writ	Gospel of Mark
Word of God	King James Version
Holy Bible	Authorized Version
Breeches Bible	Septuagint
Old Testament	Vulgate Version
New Testament	Revised Version
Pentateuch	Koran
the Ten Commandments	Talmud
Gospels (*but,* gospel teachings)	Apocrypha

Do not capitalize adjectives derived from such nouns.

Manual of Style

biblical	apocryphal
koranic	scriptural

Text, Type, and Style, by George B. Ives, however, capitalizes *Biblical* and *Scriptural.*

37. Capitalize all names for the Deity.

Father	Messiah the Comforter
Almighty	Son of Man
Judge of Nations	King of the Jews
Jehovah	Holy Ghost
Supreme Being	Holy Spirit
First Cause	Holy Trinity
Divine Providence	Redeemer
Lord of Hosts	Saviour

Do not capitalize *fatherhood, sonship, messiahship, messianic.*

38. Capitalize the *Virgin Mary,* the *Virgin,* the *Blessed Virgin, Madonna,* the *Holy Mother, Our Lady.*

39. Do not capitalize the word *goddess* except when referring to statues, such as the Goddess of Liberty.

> When the daughter of Jupiter presented herself among a crowd of goddesses, she was distinguished by her graceful stature and superior beauty.
>
> JOSEPH ADDISON

40. In the Bible and in the Book of Common Prayer, pronouns relating to the Deity are not capitalized.

> O Lord, thou hast been our dwelling-place in all generations.
> And he looked up and saw the rich men that were casting their gifts into the treasury.

Opinions of publishers of other books differ in regard to the capitalization of pronouns relating to the Deity.

The nominative and the accusative of the personal pronouns —He and Him, Thou and Thee—are capitalized in this connection, but not the possessives, his and thine.

Text, Type, and Style

All pronouns referring to the same (the Supreme Being, or any member of the Christian Trinity) when not closely preceded or followed by a distinct reference to the Deity should be capitalized.

> "Trust Him who rules all things" (*but,* "When God worked six days, he rested the seventh.")

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41. Capitalize *Heaven* when referring to the Deity, and *Paradise* and *Heaven* only when referring to a future abode; also *Hades,* but not *hell.*

The Style Book of The New York Times

> Her prayers, whom Heaven delights to hear.
>
> WILLIAM SHAKESPEARE

> New Thoughts of God, new hopes of Heaven.
>
> JOHN KEBLE

> O bed! bed! bed! delicious bed!
> That heaven upon earth to the weary head.
>
> THOMAS HOOD

> He descended into hell.
>
> *Book of Common Prayer*

> And in Hades, he lifted up his eyes, being in torment.
>
> *Gospel of Luke, Revised Version*

42. Capitalize the *Pope,* or the *Popes,* always; also *Holy Father* and *Pontiff,* meaning the Pope; *Cardinal, Apostolic Delegate, Archbishop, Bishop, Moderator* and *Presiding Elder* before personal names; also when used separately after the

person has been named or when used in direct reference to persons holding office.

The Style Book of The New York Times

> Every heart that has not been blinded and hardened by this terrible war must be touched by this moving appeal of his Holiness, the Pope.
>
> WOODROW WILSON

43. Capitalize all names of creeds and confessions of faith and general biblical terms.

the Apostles' Creed	the Westminster Catechism
Nicene Creed	Thirty-nine Articles
Athanasian Creed	Lord's Supper
Westminster Confession of Faith	

44. Capitalize *Devil,* the *Evil One,* the *Adversary,* the *Father of Lies,* and *Beelzebub* meaning Satan.

Do not capitalize when used in a general sense or as an expletive.

> "The beggar is in the saddle at last," cries Proverbial Wisdom. "Why, in the name of all former experience, doesn't he ride to the Devil?"
>
> JAMES RUSSELL LOWELL

> And the great dragon was cast out, that old serpent, called the Devil, and Satan, which deceiveth the whole world.
>
> *Revelation* 12:9

> The things, we know, are neither rich nor rare.
> But wonder how the devil they got there.
>
> ALEXANDER POPE

45. Capitalize all names of holy days and holidays.

Christmas	Feast of Tabernacles
Easter	Whitsuntide
Good Friday	Memorial Day
Labor Day	New Year's Day
Yom Kippur	Thanksgiving Day
Fourth of July	All Saints' Day
Columbus Day	Michaelmas
Passover	Lincoln's Birthday

46. Capitalize the first word following a colon when it introduces an independent passage or sentence. (*See* p. 47.)

47. Capitalize the first word of each of a group of headings following a colon in a sentence if the topics are to be developed.

48. Capitalize the first word of such topics even when written in a tabular form.

1. Attracting attention.
2. Creating desire.
3. Convincing the mind.
4. Stimulating action.

Advanced Business Correspondence, HOTCHKISS AND KILDUFF

Do not capitalize a short list of words or phrases following a colon directly.

The steps of a century of educational development in America: industrialism, urbanization, mass schooling.

The Child-Centered School, RUGG AND SHUMAKER

49. Capitalize the first word of every complete quotation.

In one of his letters, Franklin K. Lane wrote, "To be gay, one must see how very little some things are."

(1) Do not capitalize the first word of a direct quotation if this quotation is introduced indirectly in the text.

Lincoln ended his famous speech at Gettysburg with a plea for government "of the people, for the people, and by the people."

It was said by Theodore Roosevelt that "no people on earth have more cause to be thankful than ours."

(2) Do not capitalize that part of a quotation resumed within the same sentence.

"Nature," said Lowell, "abhors the credit system."

(3) Capitalize the first word of a question made in direct form but not quoted.

1789 asked of a thing, Is it rational? 1642 asked of a thing, Is it legal? or, when it went further, Is it according to conscience?

SIR M. FOSTER [1]

[1] Quoted in *Text, Type, and Style.*

(4) Do not capitalize the first words of an indirect question or statement.

He asked what was the meaning of the party's steady growth in power.

Stevenson says that it is charm which is the basis of enduring art.

(5) Do not capitalize a partial quotation when this quotation is used as a motto on a title page or as a heading of a chapter; as,

. . . a letter may be written upon anything or nothing just as that anything or nothing happens to occur.

WILLIAM COWPER [1]

(6) Do not capitalize a parenthetical statement that occurs in the middle of a sentence.

The enclosed matter either falls between the parts of a sentence or follows a sentence. When within a sentence the enclosed matter does not begin with a capital letter even though a full sentence, unless the first word is a proper noun, nor does it take a period at the end. If, however, the language is either interrogative or exclamatory, it takes the proper mark to show this; and such mark is placed within the parentheses or brackets.

Why We Punctuate, W. L. KLEIN

The clanging of the ambulance bell (for I had been brought to the hospital in an ambulance) was still ringing in my ears as the attendants tied me to a bed.

Scribner's Magazine

"We're going to annoy you, Worth!" (He kept on reading.) "We've invented a new game." (At this he appeared interested.) "It's called 'Eenie, meenie, minee, moe'—you get out and I go to Central Islip, or vice versa." Worth actually smiled.

Scribner's Magazine

50. Capitalize the first word of exclamatory or of interrogative sentences used in a series.

Not believe in Santa Claus! You might as well not believe in fairies!

FRANCIS R. CHURCH in *The Sun*

[1] On introductory page to Part V, "Letters," in *Harper's Anthology of Prose.*

The pale nymphs dancing at dawn, in a landscape of Corot's, —are they not formed from the dawn itself, from the first shafts and glimmerings of light on the forest's edge? And may not myths have been evolved in the same manner?

SOPHIA KIRK

51. Capitalize *Whereas* and *Resolved* in resolutions and generally the first word following them. (*See* pp. 408-411.)

Whereas, The United States Tariff Commission————
Be it Resolved, That the President of the Senate————

52. Capitalize the definite article *the* when it is a part of a proper name or of a title belonging to a person, to a book, or to a work of art, or when incorporated as part of the legal name of a company, a corporation, or an institution.

The Hague
The Right Reverend Bishop Manning
The Prisoner of Zenda
The Sistine Madonna
The Federal Sugar Refining Company

When used with titles, if it is not the first word in a sentence, *the* should not be capitalized.

Two new ex-officio members of the Board were the Reverend Joseph O'Donnell and the Honorable James Ryan.

Most authorities do not, in referring to the titles of a newspaper, capitalize the article *the* even when it is a part of the actual title.

Do you take the *Chicago Daily Tribune?*

The New York Times, however, capitalizes the article *the* when it is a part of the actual title.

The owner of *The New York Times* was Adolph S. Ochs.

Note also that the article *a* is capitalized when it is part of the title: A Tale of Two Cities.

53. Capitalize all references to divisions or parts of a specific work.

The Preface of the textbook is interesting.
Look in the Table of Contents.

The Index is well arranged.
The Introduction to the text presents biographical information.
Look in the Appendix for further information.

Do not capitalize these when used in a general sense; as,

We learned how to make an index.

54. Capitalize the names of the seasons only when they are personified or when they are referred to specifically.

If Winter comes, can Spring be far behind?
PERCY BYSSHE SHELLEY

We are going in the spring.
The Spring of 1930.

55. Capitalize words personified.

Sport that wrinkled Care derides,
And Laughter holding both his sides.
JOHN MILTON

For emphasis in advertisements and in journalistic writing and for humorous effect, many writers capitalize important words.

A Married Couple possessed two Boys named Joseph and Clarence. Joseph was much older. His Parents brought him up on a Plan of their Own. They would not permit him to play with other Boys for fear that he would soil himself, and learn to be Rude and Boisterous.
GEORGE ADE

As the practice of capitalizing personified terms gives rather an old-fashioned appearance, some modern writers disregard it.

56. Capitalize the pronoun *I* and the interjection *O;* also Roman numerals and letters used separately as abbreviations or to indicate paragraphs or divisions in a subject.

OK, Paragraph B, Article II

57. Capitalize nouns followed by a capitalized Roman numeral.

Act I, Vol. V, Book II

Often *in references* such nouns and Roman numerals are not capitalized.

Subdivisions and their abbreviations in literary references are not capitalized.

article—art.	line—l.	page—p.	verse—vs.
chapter—chap.	note—n.	section—sec.	volume—vol.

58. Capitalize all principal words (that is, nouns, pronouns, adjectives, adverbs, verbs, first and last words) in titles of books, pictures, plays, musical compositions, documents, reports, papers, proceedings, captions, display lines, headings.

Books
A Son of the Middle Border
Mark Twain's Letters

Pictures
Raphael's Madonna of the Grand Duke
The Last Supper

Plays
The Merchant of Venice
They Knew What They Wanted
She Stoops to Conquer

Musical Compositions
Beethoven's Fifth Symphony
The Moonlight Sonata
The Pirates of Penzance
Chopin's Nocturne, Opus 37, No. 2

Documents, Reports, and Proceedings
Charter of the United Nations
The Report of the Committee on Vocational Education
The Proceedings of the Modern Language Association

Captions
Aloft They Soar in Their Air Taxis
At the Flying Fields Adventurers of all Types Get New Thrills

A style has sprung up lately of printing book catalogues without capitals—sometimes, even, words which should be printed with a capital occurring in any other place. No advantage whatever is gained by this, and the common practice is always the best.

Proof-Reading and Style, JOHN FRANKLIN DOBBS

59. Capitalize scientific names of the world's eras, common names for historical epochs, periods in the history of literature or language, and important events.

the Neolithic age	the Wars of the Roses
the Paleozoic period	Colonial days
the Fourth Glacial age	Revolutionary period
the Dark Ages	the days of the Empire
the Christian Era	the Civil War
the Crusades	the World War
the Middle Ages	the Louisiana Purchase
the Renaissance	the Battle of Bull Run
the Exile	Armistice Day

60. Capitalize all names of the bodies of the solar system except the words *earth, moon, stars,* and *sun* unless they are personified.

the Milky Way	Orion
the Great Bear	Cassiopeia's Chair
the Big Dipper	the North Star
Venus	the Southern Cross

61. Capitalize in botanical, geological, zoölogical, and paleontological matter the scientific (Latin) names of divisions, orders, families, and genera, but not their English derivatives.

Cotylosauria, *but;* cotylosaurs
Cruciferae, *but;* crucifers

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62. In botanical, geological, zoölogical, paleontological, and medical matter the names of species are never capitalized.

Cedrus libani	*Styrax californica*
Felis leo	*Conodectes favosus*
Cocos nucifera	

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63. Do not capitalize abbreviations unless the words they represent are usually capitalized, as, *F.* or *Fahr.* (Fahrenheit), or unless the abbreviation has been capitalized by custom, as, *EB* (eastbound).

64. Abbreviations for forenoon and afternoon may be written as follows:

A.M.	*or*	a.m.
P.M.	*or*	p.m.

65. Do not capitalize units of measurements such as 6 *ft.*, 4 *lbs.*, 3 *qts.*

66. Capitalize the trade names of manufactured products, but lower-case the words following a trade name that are not part of the name.

Bon Ami Celotex Dixie milk Silvertown tires

67. Capitalize most adjectives formed from proper nouns. Do not capitalize such adjectives in French, Italian, Norwegian, Spanish, and Swedish text.

British
Canadian
Chesterfieldian
Elizabethan
Gregorian
Hellenic
Latin
Napoleonic
Olympian
Pan-American
Papal
Parisian
Rooseveltian
Semitic
Swiss
Victorian

68. A list of words and expressions showing their generally accepted capitalization follows:

Allies (World War)
American history
Americanism
Americanization
anglicize
Anglo-French entente
artesan well
boycott
Breton lace
Cheshire cheese
chinaware
delftware
English literature
Georgian architecture
Gothic architecture
gothic type
Grades I-XIII
Icelandic legends
india rubber
Indian corn
Iroquois nation
jersey cloth
Jersey cows
Jewish people
lyonnaise potatoes
macadamized roads
mercurial
mid-Atlantic
morocco leather
Negro (the race)
negro spirituals
Pan-American
plaster of paris
Pompeian red
poor whites
portland cement
pro-British
Province of Quebec
Red Man
Roman citizens
roman type
Room 224
Statement No. 2
Table No. 5
transatlantic
transoceanic
tropical fruits
Tropics, the
Wedgwood ware
X-ray

CAPITALIZATION

REFERENCE BOOKS

BUTTERFIELD, WILLIAM H. *The Business Letter in Modern Form.* Prentice-Hall, Inc.

Canadian Government Editorial Style Manual (The). Printer to the King's Most Excellent Majesty.

DEVINNE, THEODORE LOW. *Correct Composition.* The Century Company.

HART, HORACE. *Rules for Compositors and Readers at the University Press.* Oxford University Press.

HOTCHKISS, GEORGE BURTON, and KILDUFF, EDWARD JONES. *Handbook of Business English.* Harper and Brothers.

IVES, GEORGE BURNHAM. *Text, Type, and Style; a Compendium of Atlantic Usage.* The Atlantic Monthly Press.

KIERZEK, JOHN M. *The Macmillan Handbook of English.* The Macmillan Company.

KLEIN, WILLIAM LIVINGSTON. *Why We Punctuate; or, Reason versus Rule in the Use of Marks.* The Lancet Publishing Company.

THE NEW YORK TIMES. *Style Book.*

SUMMEY, GEORGE, JR. *Modern Punctuation.* Oxford University Press.

UNITED STATES. GOVERNMENT PRINTING OFFICE. *Foreign Languages for the Use of Printers and Translators.* Superintendent of Documents.

UNITED STATES. GOVERNMENT PRINTING OFFICE. *Style Manual.* Superintendent of Documents.

UNITED STATES. GOVERNMENT PRINTING OFFICE. *Style Manual of the Department of State.*

UNIVERSITY OF CHICAGO PRESS. *A Manual of Style with Specimens of Type.* University of Chicago Press.

WOOLLEY, EDWIN CAMPBELL, SCOTT, FRANKLIN WILLIAM and BERDAHL, E. T. *College Handbook of Composition.* D. C. Heath and Company.

CHAPTER II

PUNCTUATION

The Period

1. Place a period at the end of a declarative sentence and at the end of an indirect question.

The pure scientists are the advance guard of civilization.
The chairman asked where the conference would be held.

2. Place a period after a request.

Will you please give me a copy of the Summer Session Catalogue of Columbia University.

May I have your answer by next Friday.

May I not help you with your problem of reorganization of the Advertising Department.

A technically interrogative sentence—disguised as a question out of courtesy but actually embodying a request—does not need the interrogation point.

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Will you kindly sign and return the inclosed card.

Will you please quote prices for (1) 200 copies in paper, (2) 300 copies in regular cloth binding, and (3) 25 copies in library binding.

Modern Punctuation, George Summey, Jr.

3. Place a period after an abbreviation that stands for a single word. (See also Rules 5 and 6.)

Y.M.C.A.	inst.	o.p.
ctge.	mdse.	q.v.

Keep the period of an abbreviation with any other punctuation mark needed, except another period.

Before a colon:

The following prices were quoted yesterday on standard forty-inch burlap by E. R. Hill and Co., Inc.:

Before a semicolon:

Tune in *Magazine of the Air*. Full half hour—Monday, Wednesday and Friday mornings, 11 E.S.T.; 10 C.S.T.; 9 M.T.; 12 Noon P.T.

At the end of a sentence:

Formal notice was issued today of a sale of the property of Payson Brothers & Co., Ltd.

4. Do not place a period after MS [1] (*see* p. 150); after Mme and Mlle in French (American usage, Mme. and Mlle.); after letters of technical matter of well-known publications, as PMLA (Publications of the Modern Language Association); or after abbreviations for linguistic epochs, as OE (Old English), MHG (Middle High German).

5. Ordinarily do not place a period between letters indicating the names of government boards; as, AAA, FBI, TVA; or after the call letters of broadcasting stations: WOR, WQXR.

6. According to individual preference, periods may or may not be placed after initials representing full personal names. Formerly periods were usual, as, *R. L. S., T. R., F. D. R.*

In monograms periods are always omitted.

OWR BI

In indicating the initials of a person dictating a letter and those of the typist, periods are always omitted.

AJ:STM LPD MK

7. Do not place a period after Roman numerals unless desired in a table of contents, or other enumerative parts of lists.

Vol. X George V

[1] Usage advocated in *A Manual of Style*, p. 70.

I. The Development of the Letter
II. Letter Arrangement
III. What Enters into the Making of a Letter

8. Do not place a period after letters when they designate a person, as, *Mr. A* has paid his monthly interest.

9. Place periods after letters or figures in an outline when they mark the chief division of a subject. Omit the periods when the letters or figures are enclosed in parentheses.

I.
A.
B.
1.
2.
a.
b.
c.
(1)
(2)
(a)
(b)
II. etc.

10. Place a period before a decimal; and after abbreviations for *shillings* and *pence*.

24.55 £6 5s. 10d.

British money may also be written:

£6 5 10 *or* £6.5.10 *or* £6:5:10 *or* 6/5/10

11. A period may be used between figures denoting hours and minutes; as, 10.15. It is more usual, however, to use a colon; as, 10:15. (*See* pp. 47, 89.)

12. Place the period inside the parentheses when they inclose an independent declarative sentence.[1] (*See* p. 62.)

"Orchestra?" repeated Ben, in a puzzled voice.

"The crickets." (She tried not to make it sound like an explanation.) "I'd forgotten that nights on the Island were like this."

CHRISTOPHER MORLEY

[1] *Manual of Style*, p. 80

13. Place the period outside the parentheses when the enclosed matter forms a part of the preceding statement.

H. Poincaré, *Science and Method* (trans., pp. 54-55) (Footnote in *The Art of Thought*).

Orator, statesman, philosopher, rhetorician, and letter writer was the great Marcus Tullius Cicero (B.C. 106–B.C. 43).

Since the tendency today is to avoid double punctuation, that is, more than one punctuation mark at the same place, parentheses are often used without the addition of any other punctuation mark even at the end of a sentence where formerly a period would be placed after the parentheses as in the examples above.

14. Place a period inside quotation marks. (*See* p. 57.)

I am going to read Tomlinson's "Gifts of Fortune."

"I am not afraid of work," said Gissing. "But I'm looking for horizons. In my work, I could never find any."

CHRISTOPHER MORLEY

15. Omit the period after all display lines; after running heads; after centered headlines; after side-heads set in separate lines; after cut-in heads; after box-heads in tables; after superscriptions and legends that do not make more than a single line of type; after items in enumerated lists; after date lines heading communications; and after signatures.

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16. Do not place a period after chemical symbols, the words indicating size of books, or the words "per cent."

H_2O 16mo 10 per cent

17. Omit the period after a signature and after a title following a signature in a letter.

Yours truly,
Martha Alexander
Personnel Director

18. Use three dots to denote the omission of part of a sentence or part of a paragraph of quoted matter. When the omission occurs at the end of a sentence, four dots are ordinarily used. Use seven dots across the page to denote the omission of one or more paragraphs of quoted matter.

Henry Clay declared that the veto is totally irreconcilable with the genius of representative government if it is . . . employed with respect to the expediency of measures, as well as their constitutionality.

The Comma

1. Use a comma to separate words and phrases in a series.

Chess players, mathematicians, and organists are clannish, as all are workers in mysteries.

Sharing in the indicated larger yields were corn, potatoes, apples, tobacco, and peanuts.

Present usage advocates the use of the comma before *and* connecting the last two words of a series.

Some writers, however, prefer to omit the comma before *and,* as, The room is large, dignified and hospitable.

Their equipment includes fire extinguishers, safety flares, hydraulic jacks, portable danger signs, crow-bars and an emergency first-aid kit.

The New York Times

(1) Do not use a comma when the conjunction connects all the words in a series.

Men and puppies and dolphins and baby lions, it is true, obedient to a kind of play principle in the universe, have disported themselves since the beginning of time.

Robert L. Duffus

The soul of the largest and wealthiest and proudest nation may well go half-way to meet that of its poets.

Walt Whitman

There was in it (the song of a thrush) youth and hope and spring and glories of dawns and sunsets and moonlight and the sound of the wind far away.

Samuel Scoville, Jr.

2. Use a comma between two adjectives preceding a noun when they are coordinate qualifying words.

Neutral, solid colors predominate, but a definite trend toward lighter shades is seen.

Do not use a comma between two adjectives preceding a noun if such punctuation destroys the relationship intended, as the adjectives are too closely related to be separated.

A State road runs northward by my door, dropping at length, through rolling fields, to a *pretty little* valley threaded by a *clear mountain* brook, and swinging across a neat bridge into an elm-shaded village.

WALTER PRICHARD EATON

so-called long-term obligations
daily average output
outstanding common stock

3. Use a comma to separate pairs of words in a series.

Arbutus and violets, crocuses and snowdrops, daffodils and jonquils bloom early.

4. Use a comma to separate the name of the person addressed or his title from the rest of the sentence.

I believe, Mr. Cameron, that insurance is advisable for protection.

We welcome you, Mr. President, to our Conference.

Is there not a motion, Mr. Chairman, already before the House?

5. Use a comma to set off words in apposition.

Brigadier General Hugh A. Drum, Commander of the First Division, U.S. Army, formerly War Plans Officer of the General Staff, addressed reserve officers of the Metropolitan district last night at the De Witt Clinton High School.

News Item

Kessler and Adler, great tragedians both, once trod the boards with no more than a sentimental notice from the world uptown.

The American Mercury

(1) The compound personal pronouns (myself, himself, herself, etc.) are not set off from words which they emphasize.

Stevenson himself confesses, but with no trace of egotism, that it is charm which is the basis of enduring art.

(2) Also do not use the comma when the word or phrase is in italics or is set apart by some other device.

The word *caprice* is derived from the Latin word *caper.*

Some few years ago painters coined the word "expressionism."

JOHN GALSWORTHY

(3) Omit the comma in the following:

a. When the appositive has become part of the proper name.

Cedric the Saxon William the Conqueror

b. When the connection is unusually close between the appositive and the word it modifies.

Our salesman Brown covers the New England territory.

But, Our salesman, Herbert Brown, covers the New England territory.

6. Use a comma to set off inverted names in bibliographies, in directories, or in other reference lists. (*See* p. 474.)

Cleveland, Grover Lane, Franklin K.
Eliot, Charles W., LL.D. Taylor, Howard C., Dr.

7. Use a comma to separate a name from a title or degree that follows it.

Robert M. Hutchins, President of the University of Chicago
Simon Flexner, M.D.

8. Use a comma to set off a contrasted word, phrase, or clause.

Idling, in the true sense, is a gracious, not an inane thing.
HELEN COATE CREW.

In regard to inspiration man is passive, not active.
ROBERT W. S. MENDL

Unlike the builders of the Renaissance, our engineers are not yet artists.
WALTER PRICHARD EATON

The rule works both ways: The higher the yield, the less the safety; the greater the safety, the less the yield.

9. Use a comma to set off a transitional word or expression.

Moreover, a series of short unrelated problems does not sustain the interest.
ABBOTT LAWRENCE LOWELL

On the contrary, it is very clear that native good judgment and good feeling are not proportional to education.
CHARLES WILLIAM ELIOT

Of course, the subway has its incidental charms—its gay fresco of advertisements, for instance, and its faint mysterious thunder when it runs near the surface of the street on which we stand.
JOYCE KILMER

In conclusion, then, let it be stated again that the secretary in going into a new position has a vast amount of information to acquire.

EDWARD J. KILDUFF

We need not wonder, then, if perfect sentences are rare, and perfect pages rarer.

R. L. STEVENSON

All that we can say, therefore, as to the choice of words, is that we should use the words which fit the thought, whether they are Saxon or Latin.

GEORGE PHILIP KRAPP

10. Use a comma to set off parenthetical words, phrases, and clauses.

1. He, however, hurried forward, led by instinct towards an unknown goal.

HANS CHRISTIAN ANDERSEN

2. The foreign born, in fact, compose only fifty per cent of the East Side population.

News Item

3. All students, except aliens, are required to attend exercises in military drill.

University Bulletin

4. A recent writer, it is true, has done much to show that the general reader daily indulges in poetry of a kind without knowing it.

HENRY SEIDEL CANBY

5. Travel, we are often told, gives light to the mind.

H. M. TOMLINSON

11. Use a comma to indicate the omission of a word.

The former lead to the degree of Bachelor of Science or Bachelor in Architecture; the latter, to the degree of Master in Architecture, Master in Science, Doctor of Philosophy, Doctor of Science, Doctor of Public Health.

Bulletin, Massachusetts Institute of Technology

Often, however, commas are omitted, if the meaning is clear without them.

The Englishman's virtue is wisdom; the Frenchman's is reason; the Spaniard's serenity.

SALVADOR DE MADARIAGA

12. Use a comma to set off light exclamations.

Ah, if it were only the ocean to cross, it would be a matter of small thought to me—and great pleasure.

R. L. STEVENSON

13. Use a comma to set off a phrase denoting residence or position and after, but not before, postal-delivery zone numbers.

Mr. Alexander Vanderpoll, of Larchmont, New York, addressed the meeting.

Also written:

Mr. Alexander Vanderpoll of Larchmont, New York.

Miss Ella Lane, 121 Fifth Street, N.E., Washington 2, D.C.

14. Use a comma in dates.

On February 25, 1920, the business was organized.

A comma usually separates the month from the year when the day of the month is omitted, as June, 1927; but modern usage permits June 1927.

15. Use a comma to set off figures in groups of more than four; as, 1,000,000; 31,842. (*See* p. 90.)

16. Use a comma to separate two figures or words indicating figures in order to make their meaning clear.

In 1935, 37,000 people in the United States were killed in automobile accidents.

On November 11, 379 issues closed higher.

Instead of thousands, millions were spent.

17. If such introductory words as *as, for example, for instance, e.g., namely, viz., that is, i.e.,* and the terms following form parenthetical expressions and do not introduce enumerations, a comma precedes and follows the introductory word. (*See* p. 44 for use of semicolon and p. 45 for use of colon.)

Many of our American universities, for example, Harvard and Columbia, offer excellent courses in business.

You know that our November holiday, that is, Thanksgiving, was a New England institution.

Perhaps the most important factor of all is the psychological one, namely, the charm of aviation, for this means that the whole weight of American sentiment is behind this industry.

18. Use a comma to mark off phrases of the following kinds:

(1) Introductory adverbial phrases out of their natural order or phrases not closely connected with the rest of the sentence.

In the beginning, I know there was nothing more unusual in the things about me than a motor-car standing by the entrance to a dull, palatial, and expensive hotel on the Devon coast.

H. M. TOMLINSON

Here—in this excellent civilized, antipodal club smoking-room, I have just read the first part of your *Solution*.

R. L. STEVENSON in a letter to Henry James

Like a spear of silver piercing the velvet dusk, the Graf Zeppelin nosed her way to rest on the landing field.

News Item, *Boston Herald*

To be happy, we all need a certain tenacity and continuity of aim and view.

A. C. BENSON

(2) Introductory absolute phrases.

The matter being decided, the President continued his report.

Generally speaking, a ship outranged is a ship defeated.

To quote your heading to my wife, I think no man writes so elegant a letter.

R. L. STEVENSON in a letter to Henry James

(3) Descriptive phrases following the noun they modify.

The stock, having reached 175, remained there for three weeks.

The child, pale with fatigue, waited for her mother.

19. When a dependent adverbial clause precedes a main clause, a comma is generally used.

While the general trend has been upward, decreases in the tax rates are not unknown.

Before the sale is advertised, we must take an inventory of our present stock.

When the subject of the dependent clause is the same as that of the independent clause following it, the comma is usually omitted.

Before I began to write novels I had forgotten all I learned at school and college.

JOHN GALSWORTHY

Note that when the dependent clause follows the main clause, the comma is usually omitted.

He was always at hand when there was difficult work to do.

He saw that some causes of international jealousy and of war would be removed if the grosser forms of exploitation of labor and the more distressing kinds of competition in this field . . . were eliminated.

The New York Times

20. Use commas to separate the members of a compound sentence when the clauses are short and closely connected.

Annoyances were laughed at, our noisy behavior was overlooked, conversation took an agreeable turn, and a delightful air of cheerfulness and good humor pervaded the entire household.

AGNES REPPLIER

21. Use a comma to separate similar or identical words standing next to each other, even when the sense or continuation does not require it.

Whatever is, is right.

22. Use a comma to set off a non-restrictive adjective clause. Such a clause is one that is not needed to make the meaning clear.

Engraved letterheads, which convey the impression of dignity and reliability, add to the attractiveness of letter pictures.

Dr. Peter Bell, who is regarded as one of the leading educators of the country, will address the meeting.

23. Do not use a comma to set off a restrictive adjective clause. Such a clause is one that is needed to make the meaning clear.

Most of the sales are made to people that are footloose or retired and that see in the trailer a means of casting off the cares of a home.

Anyone that does not appreciate music is unfortunate.

Present usage generally favors *who* or *which* when the relative clause conveys a qualification or statement simply additional or parenthetic, and *that* when it is definitely restrictive.

Webster's Collegiate Dictionary

Our advertisements, *which* we strive to make truthful and convincing, have increased our business enormously this year.

Mrs. Martin, *who* visited the exhibition, came away delighted.

Women *that* visited the exhibition came away delighted.

24. Use a comma to set off informal direct quotations.

"Isn't it remarkable," marvelled Tonseten, "that such things can spring up out of the very ground? This is truly a Promised Land."

O. E. RÖLVAAG

"Let our object be our country, our whole country, and nothing but our country," said Webster in his *First Bunker Hill Oration.*

Washington declared, in his *Farewell Address,* "Harmony, liberal intercourse with all nations, are recommended by policy, humanity, and interest."

Note that in an indirect quotation no comma is needed.

Washington said that we should not enter into political alliances with foreign nations.

25. Do not use a comma after a verb followed by an object noun clause introduced by *that, how, whether,* or *what.*

They believe that such a system, in order to be efficient, must be carefully planned and controlled.

Experience has shown how speed classes keep a stenographic force alert.

The firm did not know whether or not it would be successful in its new venture.

I learned what radio means to thousands of active-minded men and women, temporarily in drydock.

The New York Times

26. Use a comma to set off words, phrases, and clauses that would otherwise not be clear.

Wrong: For a dollar you can secure dinner or bed and breakfast.

Right: For a dollar you can secure dinner, or bed and breakfast.

Wrong: When I was about to begin the speech ended.

Right: When I was about to begin, the speech ended.

27. For use of the comma with parentheses, *see* p. 62.

28. Notice the correct uses of the comma in the various parts of a letter. The comma at the ends of lines in handwritten headings and in inside addresses, formerly so common, is seldom used today. The Department of State, however, advocates the use of the comma in the inside address of letters to officials.

IN FRIENDLY LETTER

Avon, New York
April 10, 19—

Dear Helen,

Sincerely yours,

IN BUSINESS LETTERS WITH HANDWRITTEN ADDRESS

(1)

121 Fifth Street, N.E.
Washington 2, D.C.
July 24, 19—

Donald Charles, M.D.
7746 South Shore Drive
Chicago 49, Illinois

Dear Dr. Charles:

Yours sincerely,
Katherine Coleman
Secretary to Mr. Ayre

(2)

Box 14, Rollins College
Winter Park, Florida
June 12, 19—

The Reverend Albert Reed, D.D.
New Boston, Mass.

Dear Sir:

Very truly yours,
Emily Rush Thompson
(Mrs. Peter Thompson)

(3)

Room 906, Grace Building
1896 South Main Street
Blanksville, Ohio
February 26, 19—

Eastern Steamship Lines
Pier 25, North River
New York 13, N.Y.

Gentlemen:

Yours truly,
Howard A. Wentworth, Jr.
Credit Manager

(4)

RFD 1, Kings Road
West Chester, Pa.
December 24, 19—

Mason, Brooks and Co., Inc.
170 State Street
Boston 2, Mass.

Gentlemen: Attention of Mr. J. H. Green, Manager

Yours truly,
Madeline Longwood
(Mrs. Andrew Longwood)

(5)

General Delivery
Bangor, Maine
August 30, 19—

Mrs. J. E. Atkins, Secretary
Beaufort Garden Club
Beaufort, South Carolina

Dear Mrs. Atkins:

Sincerely yours,
Harriet Price, President
Longmeadow Civic Society

The Semicolon

Much modern writing, such as that found in newspapers, magazines, and business letters, makes use of the comma instead of the semicolon as formerly used.

The following are the generally accepted rules for the use of the semicolon.

1. Use a semicolon between the clauses of a compound sentence when the conjunction is omitted or when the connection is not close.

> Some of us are wise in this way naturally and by genius; some of us never become so.
>
> William James

> A man of action may be thinking; a man of passion may be acting.
>
> Salvador de Madariaga

> He is at home in any society, he has common ground with every class; he knows when to speak and when to be silent; he is able to converse, he is able to listen; he can ask a question pertinently, and gain a lesson seasonably, when he has nothing to impart himself; he is ever ready, yet never in the way; he is a pleasant companion, and a comrade you can depend upon; he knows when to be serious and when to trifle with gracefulness and to be serious with effect.
>
> John Henry Newman

2. Use a semicolon to separate coordinate clauses when they are long or when they contain commas.

> In writing about himself, he may assume a serious or semi-serious attitude; but more frequently he deals with his subject in a humorous, mock-serious, or even playful, personal gossip.
>
> William Turner

3. Use the semicolon in lists of names with titles or addresses and in other lists which would not be clear if separated by commas. (*See* p. 5.)

> Other speakers on this program were L. R. Alderman, Specialist in Adult Education in the U.S. Bureau of Education; Miss Willie Lawson, Deputy State Superintendent of Public Schools, Little Rock, Ark.; Edward L. Thorndike, Teachers

College, Columbia University; and Reed Lewis, Director of Foreign Language Information Service, New York City.

The four members who received the next highest number of votes and constituted with Mrs. Sanger the Roll of Honor for 1935 were William Beebe, author and explorer; Adolph Lewisohn, philanthropist; Mary K. Simkhovitch, founder and director of Greenwich House; and Henry W. Taft, lawyer.

The government placed a number of career men in high embassy posts abroad.

These men included Hugh S. Gibson, Ambassador to Brazil; Nelson T. Johnson, Ambassador to China; Joseph C. Grew, Ambassador to Japan; Hoffman Philip, Ambassador to Chile; Jefferson Caffery, Ambassador to Cuba; William Phillips, Ambassador to Italy; and John Van A. MacMurray, Ambassador to Turkey.

In addition to foreign affairs, American life in cultural and political aspects was covered by the ten regular staff lecturers of the league and by visitors to the league's platform, representing the following subjects: American poetry, Edna St. Vincent Millay and Christopher Morley; literature, John Cowper Powys and William Lyon Phelps; stage, E. H. Sothern and Peggy Wood; press, Walter Lippmann and Will Irwin; social philosophy, Jane Addams and Will Durant; colleges, William Starr Myers (Princeton) and Curtis Hidden Page (Dartmouth); army, Major Gen. William R. Smith, West Point; pulpit, Rev. S. Parkes Cadman.

The earlier translations were the work of T. Nugent, 1771; T. Roscoe, 1822; and J. A. Symonds, 1888.

Bibliographical References.

Political Conditions in the South in 1868.—Dunning, *Reconstruction, Political and Economic* (American Nation Series), pp. 109-123; Hart, *American History Told by Contemporaries,* Vol. IV, pp. 445-458, 497-500; Elson, *History of the United States,* pp. 790-805.

Psalms 23:1-4; 37:2-5; 91:1-10.

4. Use a semicolon to separate groups of words, whether phrases or clauses, dependent on a general term or statement.

We hold these truths to be self-evident,—that all men are created equal; that they are endowed by their Creator with

certain inalienable rights; that among these are life, liberty, and the pursuit of happiness.

THOMAS JEFFERSON

5. Use a semicolon to precede *for example, namely, for instance, viz., to wit, as, i.e.,* when they introduce an enumeration of examples not felt to be parenthetical or when they precede a principal statement or a sentence. (*See* p. 36 for use of comma, p. 45 for use of colon.)

The examinations will be both oral and written and will also include practical demonstrations of professional skills in actual life situations; for example, a secretary in an actual office situation, a teacher in an actual classroom and a nurse in an actual hospital ward.

Periodic reports, which are invariably administrative, may be either public or private; that is, they may deal with the affairs either of a community or of a business organization.

RAY PALMER BAKER

The qualities of the examination report are those which have been stressed in connection with the report as a type of literature; that is, completeness, clearness, and conciseness.

RAY PALMER BAKER

The course in Mechanical Engineering prepares the student to enter any one of the various branches of the profession; i.e., engine design, automatic design, locomotive construction, etc.

The Catholic Church lays down rules and regulations; to wit, the Canon Law and the regulations made by the bishops of the several dioceses throughout the world for the conduct of its members.

6. Use a semicolon to separate clauses joined by such words as *hence, moreover, however, also, therefore, consequently.*

The principles are almost universally accepted; hence you should learn them.

Altogether, the style of a writer is a faithful representative of his mind; therefore, if any man wishes to write a clear style, let him first be clear in his thoughts; and, if any would write in a noble style, let him first possess a noble soul, and live a noble life.

JOHANN WOLFGANG VON GOETHE

7. Place a semicolon after the parentheses when the parenthetical matter is explanatory of something that precedes.

> Example: All marks [proofreader's] should be made in the margin on the same line as the error, and if there is more than one correction in a line, they should appear in their order separated by a slant line (i.e., *cap/wf/tr/*); if there are many, both margins may be used for marks.
>
> *A Manual of Style*

The Colon

1. Use a colon to introduce a list, or to introduce formally a statement, an enumeration or an illustration. Lower-case the first word after the colon unless the statement is an independent sentence.

> In the preparation of every report, there are three distinct steps:
>
> 1. Formulating the plan
> 2. Making the examination
> 3. Writing the report
>
> Ray Palmer Baker

> News will be announced as follows: at the opening of the market, during trading, and after the close.

> Among the New England colleges represented were the following: Tufts, Radcliffe, and Mount Holyoke.

> The matches resulted as follows:
> The County Club No. 1 defeated Detroit Curling Club No. 2, 18 to 9; St. Andrews Golf Club defeated Caledonia Curling Club No. 1, 14 to 12; and the County Club No. 3 won from Detroit Curling Club No. 3 by default.

When such introductory expressions as *namely, for example, for instance* are omitted before a list, a colon is used.

> There were three reasons for his failure: laziness, ill health, and lack of training.

When the enumeration is informal or closely connected with the verb, the colon should be omitted.

> Qualities every employee should exhibit are honesty, promptness, and courtesy.

2. Use a colon to introduce a formal or long direct quotation.

After visiting the island yesterday with Byrnes McDonald, director of the Juvenile Aid Bureau of the Police Department, and Dr. C. V. Akin, surgeon of the United States Public Health Service, the Mayor said:

"It has long been my ambition to have the city provide a camp where youngsters not otherwise provided for could get the healthful benefits of sunshine, swimming and other recreational activities under ideal conditions. There are many private organizations which are doing excellent work in caring for children at Summer camps every year.

"Nevertheless, we find each Summer that these accommodations are not wholly sufficient, and that thousands of children who would benefit by Summer vacations are unable to get them. We are, therefore, planning this camp as an additional facility to those already in existence under the supervision of private organizations."

The New York Times

3. Use a colon after a formal salutation in a letter. (*See* p. 40.)

Dear Sir: Gentlemen:

4. A colon is sometimes used instead of a comma after the place of publication in bibliographical matter, such as the following:

Van Doren, Dorothy. *The Lost Art.* New York: Coward-McCann, Inc., 1929.

5. Use a colon preceding a restatement of an idea.

Special intensity of silence seemed to emanate from Ben and Ruth, who sat close together on the top step. In the general pause theirs was like a hard core: it was not true silence, but only repressed speech.

CHRISTOPHER MORLEY

6. A colon is often used to precede an extended explanation.

True democracy presupposes two conditions: first, that the vast majority of the people have a genuine opinion upon public affairs; secondly, that electors will use their power as a public benefit.

ANDRÉ SIEGFRIED

7. Capitalize the first word following a colon when it introduces an independent passage or sentence. Do not capitalize the first word following a colon when it introduces an explanatory element or one logically dependent on what precedes.

> Of what use is a college training? A certain amount of meditation has brought me to this as the pithiest reply which I myself can give: The best claim that a college education can possibly make on your respect, the best thing it can aspire to accomplish for you, is this: that it should help you to know a good man when you see him.
>
> WILLIAM JAMES

8. A colon may be placed between figures denoting hours and minutes. 11:30. (*See* pp. 30, 89.)

THE INTERROGATION POINT

1. Use an interrogation point at the end of a direct question.

> "What are you going to do about it?" she asked.
>
> She asked, "What are you going to do about it?" in a sarcastic manner.

Note that an indirect question is followed by a period.

> They asked what we were going to do about it.

2. Use an interrogation point after a question not a direct quotation, which occurs within a sentence, when the question is emphatic.

> Will advertising to such an extent pay? is a question.
>
> The question put to the company will not be: What would you like to do? The question will be: What are you able to do? And the answer to that question will have to be: We can do little or nothing without the active collaboration of the employes.

When the question is not emphatic, a comma is generally used instead of an interrogation point.

> How can such heavy expenditures be met, is a question that the administration must consider.
>
> His main test for a salesman is, Will he create good will for the company.

3. Use an interrogation point after a quoted question at the end of a sentence.

The subject he will discuss is "How can credit be controlled?"

4. Use an interrogation point to indicate the end of a parenthetical question.

There are some odd laws to watch out for, even if one be "Jenkins, sir," butler to the Vice President of the United States. They arrested Jenkins (do butlers have first names?) for riding a bicycle without a light on it. "I'm Jenkins, sir," he said, "butler to Vice President Dawes, sir." The police went into a huddle, gave him a good talking to and let it go at that.

News Item, *Associated Press*

They wanted to know (would you believe it?) whether we should go by airplane. (*See* p. 63.)

Note also that a request is usually followed by a period, rather than by an interrogation point. (*See* p. 28.)

Will you send me these articles by parcel post.

May I ask you to come early.

Would you mind letting me know whether or not he is still with the company.

Will you please look into this matter and let us have your comments.

May we suggest that you immediately notify the bank to cancel this check.

5. An interrogation point in parentheses is sometimes used to indicate doubt or irony.

Booker T. Washington was born in 1858 (?).

The necklace consisted of real (?) emeralds.

6. Place the interrogation point inside the quotation marks when it belongs to the quoted matter.

"Page," said Mr. McClure, "there are only three great editors in the United States."

"Who's the third one, Sam?" asked Page.

Life and Letters of Walter Hines Page

But place the interrogation point outside the quotation marks when it is not a part of the quoted matter.

Have you heard "Carmen"?

Were you ever "Way Down South in Dixie"?

The Exclamation Point

1. Use an exclamation point to mark an exclamatory word, phrase, or sentence.

Eastward Ho!

New Hampshire! historic state of scenic beauty, enshrined in the hearts of Americans! [Advertisement]

Simplicity, simplicity, simplicity! I say, let your affairs be as two or three, and not a hundred or a thousand; instead of a million count half a dozen, and keep your accounts on your thumbnail.

HENRY DAVID THOREAU

This is a pretty state of things, seven o'clock and no word of breakfast!

R. L. STEVENSON

2. If the whole sentence is exclamatory in form, place an exclamation point at the end.

And I awoke in struggles, and cried aloud, "I will sleep no more!"

THOMAS DE QUINCEY

3. Use an exclamation point at the end of sentences, interrogatory in form, but exclamatory in meaning.

What could have been better than our supper, cooked in the open air and eaten by firelight!

HENRY VAN DYKE

4. When the exclamation is not emphatic, place a comma instead of an exclamation point after it.

Well, well, Henry James is pretty good, though he is of the nineteenth century, and that glaringly.

R. L. STEVENSON

5. Use an exclamation point to express irony, surprise, and dissension.

What if words are doomed—merely to be used to fill in the interstices of architecture, the intervals between jazz music, or just written on a board! What if the dramatist is to become second fiddler, a hack hired and commissioned!

JOHN GALSWORTHY

The Apostrophe

1. To form the possessive singular of nouns add *'s:* the *woman's* child, the *secretary's* report, the *professor's* book, *Dun's,* the *witness's* testimony.

2. To form the possessive singular of compound nouns add an apostrophe and *s* (*'s*) at the end of the word: his *daughter-in-law's* manners, the *vice-consul's* arrival, a *letter-carrier's* appointment.

3. To form the possessive singular of expressions used as compound nouns add an apostrophe and *s* (*'s*) to the last word of an expression: *Charles the First's* failure, *Peter Miller Jr.'s* education, the *Duke of York's* palace.

4. To denote the possessive when a phrase is regarded as a compound noun and means a person or persons, the apostrophe and *s* (*'s*) are added to the last word of the phrase: the *University of Chicago's* second revolution in education, the *Bank of the Republic's* gold reserve.

5. To form the possessive plural of nouns add an apostrophe if the plural ends in *s: girls'* coats, the *Ladies' Home Journal.*

6. If the plural does not end in *s,* add an apostrophe and *s* (*'s*)*: children's* games, *women's* clubs.

7. To form the possessive plural of compound nouns add an apostrophe and *s* (*'s*) at the end of the word: his *sons-in-law's* taxes.

8. To form the possessive of two or more words in a series connected by conjunctions and denoting joint possession use the apostrophe and *s* (*'s*) after the last noun only: *Lord & Taylor's, Park and Tilford's.*

9. When joint possession is not denoted, use the apostrophe and *s* (*'s*) after each noun: *Macy's and Gimbel's, Altman's and Bonwit Teller's, Wordsworth's and Shelley's* poetry, *Hoover's and Roosevelt's* policies, *ladies' and children's* apparel.

10. In proper nouns ending in *s,* add an apostrophe and *s* (*'s*) to indicate the possessive: *Adams's* chronicle, *Dawes's* bank, *Cross's* theory, *Wells's* heroes, *Ayres's* references, *Ellis's* psychology, *Sinclair Lewis's* new novel, *Watkins's* lectures, *Lily Pons's* song recital, *Keats's* poems, *Dickens's* stories, *Brooks's* composition, *Mrs. Gates's* estate. I read *Holmes's* (not *Oliver Wendell's*) School History and *Wells's* History of the World.

This usage is advocated by *Text, Type, and Style;* by *A Handbook of Style of Princeton University Press;* by *Rules for Compositors and Readers at the University Press,* Oxford, and by Woolley and Scott's *College Handbook of Composition.*

(1) Some authorities allow the omission of *s* after the apostrophe in singular nouns ending in *s, x,* or *z;* as, Grant *Richards'* insinuatingly simple tale (*New York Herald Tribune*), *Clemens'* autobiography, *Keats'* poems, *Dickens'* stories, *Thomas'* broadcasting, *Knox'* coats, *Diaz'* biography.

Modern usage, as noted above, prefers *Keats's, Dickens's, Brooks's.*

(2) Notice the omission of apostrophes in some titles: *Teachers* College, *Governors* Island, *Johns Hopkins* University, *Citizens* Bank, American *Bankers* Association. (Reference: *The Style Book of The New York Times.*) Although many follow the general rule; The *Actors'* Dinner Club, Southern *Women's* Educational Alliance.

(3) To avoid unpleasant sound, the apostrophe without the *s* is used by most authorities in the following: for *conscience'* sake, in *Jesus'* name.

11. The object of an action should be expressed by an *of-phrase* rather than by the possessive case: the assassination *of President McKinley,* the expulsion *of the Romanoffs.*

12. Note that either the possessive case or the *of-phrase* may sometimes be used interchangeably, the choice often depending upon the sound of the expression in the sentence: the *secretary's* work or the work *of the secretary, Roosevelt's* Ad-

ministration or the Administration *of Roosevelt.* The possessive, however, does not always mean the same as the objective with the *of-phrase.* Compare *Mary's* picture, a picture *of Mary.*

13. In certain idiomatic expressions both the apostrophe and *s* (*'s*) and the *of-phrase* (sometimes called the double possessive) are used: This is a favorite pen *of John's;* the Court *of St. James's;* I have examined that report *of the bookkeeper's.*

14. To denote the possessive of inanimate objects an *of-phrase* is used instead of the possessive form: the success *of that store,* the routine *of the office,* the chapters *of the book,* the thunder *of the surf.*

(1) When an inanimate object is personified, the apostrophe and *s* (*'s*) may be used: *Death's* approaching stride, the *Sun's* rim dips, the *wind's* tongue.

(2) Certain idiomatic expressions referring particularly to time are written with the apostrophe and *s* (*'s*): *College Handbook of Composition,* Woolley and Scott, p. 217.

a day's vacation, a day's work, a day's journey, a two weeks' trip, a week's work, a month's notice, four months' wages, a year's interest, three years' salary, a two years' lease. Notice also *a stone's throw, my heart's desire, the world's work, a dollar's worth, ten dollars' worth, thirty days' grace, the week's development.*

15. The *'s* is used to form the plural of figures and of letters of the alphabet. Some authorities, however, prefer omitting an apostrophe in such cases.

Your *a's* look very much like your *o's.*

In our grandmothers' days the three *Rs* (or *R's*) formed the basis of education.

The *8's* are to be placed in this column.

They marched by *twos* (or by *two's*).

Why do you have so many *and's* and *but's* in your paragraphs?

The children are learning their *abc's.*

In the *1800s* (or in the *1800's*) business made great strides.

Julian Hawthorne recalls the *70s* and *80s.*

16. An apostrophe is used in expressions like the following:

I.W.W.'s, OK'd, William Madison Jr.'s garage.

17. Use an apostrophe to denote the omission of a letter in contractions.

can't, couldn't, didn't, it's, isn't, o'clock, they're, 'tis, won't.

Such words as *bus,* from *omnibus,* and *phone* from *telephone* are written without an apostrophe.

18. Do not use an apostrophe to denote the omission of a letter or letters in an abbreviation.

Asst.	chg.	pkg.	Supt.
Dept.	Comdt.	shpt.	Wm.
Chas.	pfd.	sgd.	yd.

19. Sometimes the apostrophe is used in place of the first two figures for the year: *the Class of '38.* But *6, 8, 33* or *6/8/33* to denote the day, month, and year is not advised for the date line in letters or in literary work.

20. A noun modifying a gerund must be in the possessive case.

I had not heard of *John's* going.

Kreisler's playing of the *Kreutzer Sonata* delighted his audience.

Quotation Marks

1. Use double quotation marks to enclose a direct quotation.

"The truth is," says Roland Hall in *Business Writing,* "that business and industry are full of romance, adventure, and interesting pictures if the observer will only train his mind to see and appreciate."

Weseen states in *Everyday Uses of English,* "Speaking and writing are done, not for the sake of the speaker or writer, but for the sake of other persons."

"Page could reject a story with a letter that was a compliment," O. Henry said, "and make everybody feel so happy that you could take it to a bank and borrow money on it."

Life and Letters of Walter Hines Page

Do not use quotation marks to set off indirect quotations.

Wrong: He remarked "that he was tired."
Right: He remarked that he was tired.
Right: He remarked, "I am tired."

Do not capitalize the first word of a quotation introduced indirectly in the text. (*See* p. 20.)

Field Marshal Lord Allenby praised the Kellogg anti-war pact as the "finest achievement of modern times."

The Christian Science Monitor

Mr. Humphrey expressed confidence that the commission would have the coöperation of "practically every publisher in the country" in its attempt to suppress fraudulent advertising.

The Monitor

2. When two or more paragraphs are quoted, quotation marks should be placed at the beginning of each paragraph, but only at the end of the last.

In *Writing of Good English,* Manly and Rickert state the following:

"The chances are that on almost any subject, if you have done your bibliographical work well, you will have many references. Where shall you begin to read?

"It is usually best to begin with the most recent books and articles, for the reason that they often include summaries of earlier work on the same subject and may save you the trouble of looking that up.

"As between two recent writers on the same subject, choose the one of better reputation."

Modern usage advocates the omission of quotation marks around single extracts quoted in smaller type or placed in paragraphs indented on both sides.

John Burroughs, who had plenty of time and leisure to read and think about books and nature, said of writing:

> One thing is certain: where there is no distinct personal flavor, we soon tire of it. The savor of every true literary production comes from the man himself. The secret is not in any prescribed order or words—it is the quality of mind and spirit that warms the words and shines through them.

If Burroughs had written these words in regard to letters, he could not have spoken more truly, for one of the requisites of great letters is the revelation of personality.

Training for Secretarial Practice, S. A. TAINTOR

3. Styles vary regarding the use of quotation marks to enclose complete letters or telegrams with date and signature. *The Style Manual* states the following:

Quotation marks are not used to enclose complete letters having date and signature, extracts that are indented or set in smaller type, or (generally) solid extracts in leaded matter.

Many business firms, however, prefer the use of quotation marks before the date, the inside address, and the salutation, and after the final word in the signature.

"January 1, 19—

"Baldwin Paint Company
298 Fourth Avenue
New York, N. Y.

"Gentlemen:

UNIVERSITY LIBRARY
OSMANIA UNIVERSITY

28980

Yours truly,
Henry Grant
Manager"

If the letter requires an additional page, quotation marks should precede each paragraph to make clear the continuation of quoted matter.

4. Use single quotation marks to enclose a quotation within a quotation. When it is necessary to use the quotation marks within these use double marks again.

"Fourth 'world's greatest movie' this season on at the Manzanita tonight," Nat said.

" 'Did you ever know,' said the indignant Mr. Balfour, turning to me, 'of such a things as a minister not even being informed of his Government's decisions?' 'Yes,' I said, 'if I ransack my memory diligently, I think I could find such cases.' The meeting went into laughter."

Life and Letters of Walter Hines Page

5. Use quotation marks or italics to set off from the context any quoted or emphasized word or short phrase.

"Inquiry" and "address" are words often mispronounced by secretaries.

People never cease to marvel at the so-called "suddenness" of fate. In the next street a house "suddenly" falls down, an old neighbor "suddenly" dies, a famous European dynasty is "suddenly" wiped out. As a matter of fact, as all scientists, most newspaper men, and a few historians know, nothing ever happens "suddenly."

HENDRIK VAN LOON

The phrase, "A hundred per cent American," is often carelessly used.

The government is "playing with fire" in sending troops.

6. Quotation marks are often used to enclose titles of books, but in present usage titles are ordinarily italicized.

My favorite? It is "Joan of Arc." My next is "Huckleberry Finn," but the family's next is "The Prince and the Pauper."

Mark Twain's Letters

David Copperfield is one of Dickens's most popular novels.

Underline in manuscript what is intended to be in italics in print.

In the best present usage titles of whole printed works and periodicals are italicized and titles of parts are inclosed in quotation marks. (*See* pp. 83, 473-474.)

A Dictionary of English Grammar, MAURICE WESEEN

To denote titles of lectures and of similar items on programs, quotation marks, italic, small caps, or roman may be used. Since too many quotation marks on a page are unattractive, italic or roman is often preferred.

Quotation Marks with Reference to Other Punctuation Marks

7. The following usage of quotation marks represents modern practice in writing.

Quotation marks are always set *outside* the comma and the period; always *inside* the colon and the semicolon; *outside* or *inside* the marks of exclamation and interrogation according as those marks do or do not belong to the quoted matter; *outside* the dash when it stands for something left *unsaid,* and *inside* when it is used as an ordinary punctuation mark; *inside* parentheses when the parenthetical clause is quoted, otherwise *outside.*

Text, Type, and Style, Atlantic Monthly Press

With the comma:

Never were "we, the people of the United States," so thoroughly united as in that vast coöperation.

Henry van Dyke

With the period:

Elbert Hubbard's essay bore the title of "A Message to Garcia."

With the semicolon:

"Punctuality," says the proverb, "is the courtesy due to kings"; and the saying has an extra super-diplomatic force when the sovereign happens to be a very beautiful young lady.

Henry van Dyke

There are Americans who appear to love their country for much the same reason that Stevenson's "child" loves the "friendly cow";

"She gives me cream with all her might
To eat with apple tart."

Agnes Repplier

Newspapers unsparingly denounced "trade union politicians" as "demagogues," "levellers," and "rag, tag and bobtail"; and some of them, deeming labor unrest the sour fruit of manhood suffrage, suggested disfranchisement as a remedy.

History of the United States, Beard and Beard

With the dash:

He asked Christopher if he would like to leave St. Benedict's and come back to Mr. Porteous.

"No,—I'm all right there now, pater. Now—that I've had these talks. It is not being sure about things——"

"Work is the cleanest of all things, the game you are playing or the job you are going to do."

"I see that in a sort of way. But I suppose one has feelings——"

"Get your feelings to back up your job."

Sorrell and Son, WARWICK DEEPING

With the exclamation and interrogation points:

O, if I could only write my own biography from beginning to end—without reservation or false colouring—it would be an invaluable document for my countrywomen in more than one particular; but "decency forbids"!

JANE CARLYLE

"Mother!" he appealed. "Tell the truth. It's awfully important. Cross your heart, and hope to die. Do you have a good time?"

CHRISTOPHER MORLEY

Why should we be told that "the world gapes in wonder" as it contemplates "an Aladdin romance of steel and gold"?

AGNES REPPLIER

But who shall say that a hundred dollars a minute is beyond the "order of reason"?

AGNES REPPLIER

THE DASH

1. Use a dash to indicate an abrupt change in a sentence.

July 25—your birthday!

"We haven't found out yet, but—here comes the doctor," Mother replied.

2. Sometimes a dash is used in place of the parentheses to set off interpolated explanatory matter.

Care should be exercised in the construction of any sort of insert—be it notice or announcement or frank sales appeal—to make it comply with the general principles involved in writing good advertising copy.

JOHN B. OPDYCKE

Then there is a never-failing crop of birds—robins, gold-finches, king-birds, cedar-birds, hair-birds, orioles, starlings—all nesting and breeding in its branches.

JOHN BURROUGHS

3. Use a dash to indicate an unfinished sentence.

"Oh, but I can't," I said. "They're the most interesting letters I've read this year. In fact, she is the most alive and compelling personality I've met since—since—" I hesitated for a worthy comparison.

"You surely wouldn't give a present of books you didn't like," Gretta interrupted. "If you can't give away the poor ones, and won't give away the good—" She raised her eyes in despair.

4. A dash is sometimes used in appositive expressions.

They sit there forever on the dim horizon of my mind, that Stonehenge circle of elderly disapproving Faces—Faces of the Uncles and Schoolmasters and Tutors who frowned on me in my youth.

LOGAN PEARSALL SMITH

5. Use a dash to indicate hesitancy in speech.

"You're—you're fine!" she said admiringly. "Just—just fine!"

"Think, for instance, of—well—of Helen's foolish extravagance or Paul's selfishness."

"Never to marry!" exclaimed Anne. "To be—to be an old maid—why—why that would be tragic."

6. Use a dash instead of the word *to* in reference to dates, pages, paragraphs, verses, and cantos.

1455–1485	Genesis 2:10–14
pages 10–49	verses 5–10
paragraphs 1–14	Cantos I–IV

7. Use a dash under names in a catalogue to indicate repetition.

Galsworthy, *The Forsyte Saga*
————, *The Silver Fox*
————, *Justice*

Note that the dash for this purpose must never be used at the top of a page.

Parentheses

1. Use parentheses to denote parenthetical matter not necessary to the grammatical structure of the sentence. For slight or informal parenthetical elements, the comma or the dash is preferred.

> The French (and I never could write a book without some reference to that peculiar wisdom of the French people which seems to harmonize whatever it touches), the French long ago gave us a recipe for the writing of history.
>
> Hendrik van Loon

> But, my dear fellow, a gout (the most obscure of diseases) of thirty-two years standing (and when the patient is sixty-five years old) is not to be driven off by the Medicine-men incantations.
>
> *Letters from Joseph Conrad*

> The old New England covered bridge (covered, of course, to protect the traffic from the winter blasts during the long crossing) had the box-like simplicity of the New England farmhouse and barn.
>
> Walter Prichard Eaton

> Sentiment (so far as literature is concerned) may be defined, I suppose, as the just verbal expression of genuine feeling.
>
> John Galsworthy

2. Parentheses may be used to enclose figures or letters marking the divisions of a subject.

> Alexander Hamilton believed that Washington's *Farewell Address* should include among other topics the following:
> (a) The Union
> (b) Relation of the parts of the Union to each other
> (c) Morals, religion, industry, commerce, economy
> (d) Good faith with all other nations
>
> Webster spoke on the following subjects at Bunker Hill: (1) the significance of the occasion, (2) honor to the dead, (3) the principle of popular government.

Modern usage omits parentheses with Roman numerals.

3. Use parentheses to enclose matter interpolated by way of explanation.

> The figure of a knight in armor (see plate 4) shows the style worn by King Richard.

Yale University beneficiary funds (available in part for financial aid to undergraduates in addition to that provided by the above funds of the separate schools) include the University Loan Fund and those founded in memory of Francis Bacon, Joseph Lyman, and David Willcox.

University Bulletin

The Perfect Tribute (a story of Lincoln's Address at Gettysburg) by Mary Raymond Shipman Andrews, Charles Scribner's Sons.

5. Parentheses are sometimes used to indicate place and time of publication in bibliographical references. In making a list of such references, however, the parentheses are usually omitted.

The Spirit of St. Louis, ed., Charles Vale (New York, 1927).

6. Use parentheses around dates indicating the years of a man's life.

Robert Louis Stevenson (1850–1894).

7. Parentheses with other marks of punctuation.

(a) The mark of punctuation follows the second parenthesis of the pair when this mark applies to the sentence containing the parenthesis and not to the passage in parentheses.

WOOLLEY AND SCOTT

(b) The mark of punctuation precedes the second parenthesis of the pair when this mark applies to the passage in parentheses.

WOOLLEY AND SCOTT

Since the tendency today is to avoid double punctuation, that is, more than one punctuation mark at the same place, no additional punctuation is used with parentheses unless it is needed to punctuate the whole sentence. Carrying out the avoidance of double punctuation, many authorities even advocate the omission of the period at the end of a sentence following the parenthesis.

With the period:

Outside the parentheses: (*See* p. 31.)

The whole of this passage is worth studying. Part of it is quoted by T. Hazlitt (*loc. cit.*, pp. 84-88).

GRAHAM WALLAS

The Headmaster of a London County Council secondary school, attended mainly by boys drawn at the age of 11+ from the elementary schools, published a novel called *The Day Boy* (R. Gurner, 1924).

Ibid.

Inside the parentheses: (*See* p. 30.)

The remark set me wondering to what extent dealers in other articles are perplexed by their customers' preferences. (Some milliners, I hope.)

E. V. LUCAS

With the exclamation point:

I find that on my list of loves, scents would take a very important place— . . . the leaves of the lemon verbena, the scent of pine trees, the scent of unlit cigars, the scent of cigarette smoke blown my way from a distance, the scent of coffee as it arrives from the grocer's (see what a poet I am!), the scent of the underside of those little cushions of moss which come away so easily in the woods, the scent of lilies of the valley, the scent of oatcake for cattle, the scent of lilac, and, for reasons above all, perhaps, the scent of a rubbish fire in the garden.

E. V. LUCAS

With the comma, semicolon, and colon:

A comma, semicolon, or colon is not generally placed in front of an opening parenthesis.

Manual of Style

Right: He takes the *Winter Park* (Florida) *Herald.*
Wrong: He takes the *Winter Park,* (Florida) *Herald.*
Right: This case (124 U.S. 329) is not relevant.
Wrong: This case, (124 U. S. 329) is not relevant.

A comma, semicolon, or colon should not be inserted after the closing parenthesis unless such punctuation would be needed if there were no parentheses.

Right: Essays, magazines (recent ones), poems, and plays were listed.
Wrong: Essays and magazines (recent ones), were listed.
Right: Ships sail on June 2 for Buenos Aires, Argentine Republic (Mails close at 4 P.M.); for Caracas, Venezuela (Mails close at 2 P.M.); and for Montevideo, Uruguay (Mails close at 6 P.M.).

With the interrogation point: (*See* p. 48.)

He was vain (who would not be under the circumstances?) and loved to hear the applause of the multitude.

HENDRIK VAN LOON

BRACKETS

1. Use brackets to enclose words and phrases independent of the sentence, such as explanatory notes, omissions, and such comments as are not written by the author of the text.

I once asked him [John] what he thought.
The following year [1620] the Pilgrims landed at Plymouth.

2. Use brackets to enclose *sic* following an error in spelling or usage in copied matter.

The Rosevelt [*sic*] family contributed two presidents to the United States.

ASTERISK

The asterisk is used to indicate the omission of letters or words, to mark a word or phrase as having a special character, or to call attention to a reference footnote.

REFERENCES

For authorities on punctuation consult reference books, pp. 27, 203-204.

CHAPTER III

HYPHENATION AND DIVISION OF SYLLABLES

The Hyphen

General Uses

A hyphen is used to indicate the following:

1. Words compounded of two or more words to represent a new idea.

2. The division of a word into syllables.

3. The division of a word at the end of a line.

Compound Words with the Hyphen

1. Use a hyphen as follows between words forming an adjective when preceding the noun modified:

semi-final examination	house-to-house search
first-class bond	long-distance telephone
world-wide fame	one-man job
deep-blue color	one-way street
four-year-old girl	up-to-date fashion

2. Foreign phrases used adjectively should not be hyphened; as, an *a priori* argument, a *noblesse oblige* attitude, an *ex cathedra* pronouncement.

3. An adverb ending in *ly* is not joined with a hyphen to the adjective with which it is compounded; as, a *highly* developed intelligence, a *fully* balanced ration, a *beautifully* told story.

4. Surnames written with a hyphen are considered as one name; as, Harley *Granville-Barker,* Sheila *Kaye-Smith,* and Madame *Schumann-Heink.*

5. Proper names used adjectively are not joined by a hyphen; as, *New England* winters, *Fifth Avenue* shoppers, *South American* Indians.

But notice such forms as *German-American, Anglo-Indian, Indo-European,* which are purely adjective in nature and always hyphened.

6. Use a hyphen in compound numerals; as, *forty-six, twenty-one* hundredths, *twenty-first.*

7. Use a hyphen when compounding numerals with other words; as, *five-o'clock* tea, *twenty-foot* pole, *150-yard* dash.

8. Fractions are hyphened only when the word is used as an adjective; as, They were entitled to *ten and one-half* shares of stock.

Note that when the fraction is used as a noun no hyphen is necessary; as, He invested *one third* of his money in real estate.

9. Use a hyphen in compounds made up of nouns and prepositional phrases.

sons-in-law	eau-de-vie
daughter-in-law	vis-à-vis
man-of-war	tête-à-tête
hand-to-hand	will-o'-the-wisp

10. Use a hyphen in titles compounded with *ex* and *elect.*

ex-Governor	Governor-elect
ex-Mayor	President-elect
ex-President	Vice President-elect

11. Civil and military (single) titles are not hyphened.

Style Manual

CIVIL TITLES

Ambassador at Large	Assistant Secretary
Ambassador Extraordinary and Plenipotentiary	Associate Justice
	Attorney at Law

Attorney General
Chargé d'Affaires
Chief Clerk
Chief Executive
Chief Justice
Chief Magistrate
Chief of Police
Chief of Protocol
Congressman at Large
Consul General
Counselor of Embassy
Deputy Commissioner
Director General
Editor in Chief
Envoy Extraordinary and Minister Plenipotentiary
First Secretary
Second Secretary
Third Secretary
Governor General
Lieutenant Governor
Military Attaché
Naval Attaché
Postmaster General
Public Printer
Secretary of Labor
Secretary General of the League of Nations
Sergeant at Arms
Under Secretary
Vice Consul
Vice President

Words denoting the office itself are hyphened; as, *under-secretaryship, vice-presidency.*

MILITARY AND NAVAL TITLES

Adjutant General
Brigadier General
Brigadier General Commandant
Commander in Chief
Lieutenant Colonel
Lieutenant Commander
Lieutenant General
Major General
Quartermaster General
Rear Admiral
Surgeon General
Vice Admiral

According to British usage the following titles are hyphened:

Field-Marshal
Lieutenant-Colonel
Lieutenant-Commander
Lieutenant-General
Major-General
Rear-Admiral
Vice-Admiral

12. Use the hyphen in compounds made up of prefixes joined to proper names and in compounds of unusual formation.

anti-American
mid-Atlantic
mid-August
neo-Platonism
pan-Hellenic
pre-Raphaelite
pseudo-Gothic
un-American
anti-suffragist
anti-trust
ante-bellum
ultra-fashionable

13. Do not ordinarily use the hyphen between a prefix and the stem. If the prefix, however, ends with the same letter with which the stem begins, a diaeresis is usually placed over the second vowel or a hyphen between the two; as, *preëminent, pre-eminent; coöperate, co-operate,* also written *cooperate.*

14. In the following, use the hyphen to distinguish words spelled alike but pronounced differently:

re-cover, to cover again	re-create, to create anew
recover, to regain	recreate, to refresh oneself

15. Use the hyphen to form adjectives compounded with *well* preceding the noun; as, *well-bred, well-born, well-to-do, well-earned, well-expressed, well-known.*

His *well-known* courtesy made him a favorite.

Do not use the hyphen with such expressions when they follow the word modified.

She showed herself a woman *well versed* in the ways of the world.

16. Use the hyphen generally in words compounded with *self* as a prefix; as, *self-conceit, self-confidence, self-control, self-reliance, self-respect, self-starter, self-assured, self-explaining, self-governing, self-made, self-taught, self-willed.*

Do not use the hyphen in *selfsame* and *selfless* or in pronouns compounded with *self;* as, *myself, himself, herself, itself, oneself, ourselves, themselves.*

17. Use the hyphen in unusual words compounded with *non;* as, *non-contagious, non-interference, non-commissioned.*

In the following omit the hyphen: *nondescript, nonessential, nonplussed, noncombatant, nonconformist, nonpareil, nonsuit.*

18. Note the use of the hyphen in the following compounds with *cross:*

cross-banded	cross-fire (v.)
cross-country	cross-grained
cross-examination	cross-interrogate
cross-fertilize	cross-examine

cross-eyed
cross-fertilization
cross-purpose
cross-question
cross-reading
cross-refer

Write the following as one word:

crossbow
crosspiece
crossway
crosswise

Write the following as separate words:

cross action
cross bill (law term)
cross fire (n.)
cross grain
cross reference
cross section
cross street

The following adjectives selected from a list included in the *Style Manual,* take the hyphen:

able-bodied
absent-minded
after-dinner
all-around
all-round
awe-stricken
base-minded
book-learned
brand-new
broad-brimmed
broad-minded
clean-cut
clear-sighted
coarse-grained
cold-blooded
cold-hearted
color-blind
cream-colored
cross-country
cross-eyed
cross-grained
deep-dyed
deep-rooted
dry-as-dust
dry-eyed
dull-eyed
dull-sighted
eagle-eyed
ear-splitting
easy-going
egg-shaped
faint-hearted
fair-minded
fair-spoken
far-fetched
far-reaching
far-seeing
feeble-minded
first-born
first-rate
flat-bottomed
foul-mouthed
foul-spoken
four-footed
free-born
free-for-all
free-handed
free-hearted
free-spoken
gilt-edged
God-fearing
goggle-eyed
gold-filled
golden-eyed
good-humored
good-natured
half-and-half
half-breed
half-heartedly
half-hourly
half-witted
half-yearly
hard-favored
hard-headed
hard-hearted
hawk-eyed
heart-easing
heart-rending
heart-shaped
hit-and-miss
hit-or-miss
honey-tongued
hot-tempered
ill-advised
ill-humored
ill-mannered
ill-natured
kind-hearted
knife-plaited
labor-saving
large-hearted
law-abiding
left-handed
letter-perfect

life-giving
light-fingered
light-footed
light-headed
like-minded
lion-hearted
long-distance
long-suffering
loose-bodied
loose-jointed
low-lived
low-spirited
lower-case
man-eating
middle-aged
middle-class
middle-sized
money-making
moss-backed
moss-grown
moth-eaten
motor-driven
muddle-headed
namby-pamby
narrow-minded
near-by
neat-handed
noble-minded
non-stop
off-color
old-fashioned
old-maidish
old-womanish
old-world
on-coming
open-hearted
parti-colored
pepper-and-salt
poverty-stricken
powder-blue
quick-witted
rain-proof
rattle-brained
rattle-headed
red-breasted
red-handed
red-headed
red-winged
rose-colored
second-class
second-rate
sharp-witted
shock-headed
short-handed
shrill-tongued
side-splitting
silver-haired
simple-hearted
sky-high
slow-burning
square-built
tender-hearted
thick-and-thin
third-class
third-rate
three-bagger
top-heavy
two-decker
ultra-violet
uncalled-for
unheard-of
unhoped-for
unlooked-for
up-to-date
warm-blooded
warm-hearted
wonder-working
wool-dyed
word-blind
word-deaf
worldly-minded
worn-out
wrong-headed
wrong-minded

Compound Words without the Hyphen

1. In the following compound words, authorities differ in regard to the hyphen: *goodby, today, tomorrow, tonight* (*Manual of Style*); good-by *or* good-bye, today *or* to-day, tomorrow *or* to-morrow, tonight *or* to-night. (*Webster.*)

2. Write as one word two nouns used together to form another, when the prefixed noun consists of only one syllable; as, *cupboard, notebook, penknife, penholder, schoolroom, textbook, viewpoint.*

3. Write without the hyphen words compounded with *like;* as, *childlike, businesslike, ladylike.*

4. Write without the hyphen such words as *northeast, southwest;* but write with the hyphen *north-northeast, south southwest,* and the like.

5. For personal pronouns compounded with *self,* see p. 33. For pronouns compounded with *any, every, no,* and *some,* see p. 73.

6. Do not use a hyphen when the following prefixes are used with a stem to form a word except when the added word is a proper noun; as, *Anti-Trust* Law, *Anti-Labor* League, *Anti-British.*

after	over
ante	post
anti	pre
bi	pro
by (*but,* by-name, by-law, by-product)	pseudo
	re
circum	retro
contra	semi
counter	step
demi (*but,* demi-tasse)	sub
extra	super
fore	there
hyper	thorough
inter	to
intra	trans
intro	tri
mis	ultra
mono	under
non	up
off	where

Co. Write words compounded with *co* as follows:

co-operate	coeducation
coöperate	co-workers
cooperate	coequal

The following common words according to Webster's *New International Dictionary* are written solid:

aircraft	antechamber	backdoor
airman	armchair	background
airship	autotruck	baggageman

barberry
baseball
basketball
bathhouse
bathroom
bathtub
battleship
bedcover
bedridden
bedroom
bedside
bedspread
bedtime
beechnut
beefeater
beefsteak
beehive
beeswax
beforehand
behindhand
biannual
billposter
birthday
birthmark
bittersweet
blackboard
blackmail
blindfold
bloodhound
bloodthirsty
blunderbuss
boathouse
boldface
bombproof
bonbon
bondholder
bonfire
bookbinder
bookcase
bookcraft
bookkeeper
booklore
bookmaker
bookmaking
bookman
bookmark
bookplate
bookrack
bookseller
bookshop
bookstall
bookstand
bookstore
bookworm
brakeman
breadwinner
breakneck
breastbone
breastpin
brickyard
bridesmaid
broadside
brotherhood
businesslike
busybody
bygone
byplay
bystander
byword
cabinetmaker
candlepower
cardboard
cardcase
caretaker
careworn
cashbook
castaway
causeway
cellarway
centerboard
churchgoer
churchman
churchwarden
churchyard
clapboard
claptrap
classmate
classroom
closefisted
clotheshorse
clothesline
clothespin
clubhouse
coeducation
commonplace
commonwealth
companionway
copperplate
copybook
copyright
corkscrew
courthouse
courtyard
craftsman
crossroad
cupboard
curbstone
customhouse
daybook
daybreak
daylight
daytime
downhearted
downpour
downtrodden
dressmaker
earache
earthquake
eastbound
elsewhere
evergreen
everlasting
everybody
everywhere
facsimile
farmhouse
farsighted
fellowship
ferryboat
fireplace
fireproof
flagpole

flagstaff
foghorn
foolhardiness
foolproof
foolscap
football
forasmuch
foreclosure
forever
freethinker
gangplank
gaslight
gatekeeper
godchild
godfather
godmother
handbook
handclasp
handiwork
handshake
handwriting
heartache
henceforth
henceforward
hereafter
hereby
herein
herewith
highball
horsepower
household
housekeeper
housetop
iceberg
inkstand
inkwell
innkeeper
keyboard
keyhole
kinsman
landholder
landlord
lawgiver
lawmaker
layout
letterpress
lifeboat
lifelike
lifetime
machinemade
mailman
mainland
mainsail
mainspring
masterpiece
mealtime
meanwhile
midday
midsummer
milestone
motorcycle
noontime
northeast
notebook
oneself
onlooker
onrush
onslaught
onward
otherwise
pawnbroker
paymaster
piecework
pocketbook
pocketknife
policeman
policyholder
postgraduate
postmark
postscript
praiseworthy
pressroom
presswork
railroad
railway
roommate
runabout
safeguard
sailboat
salesman
salesroom
saleswoman
schoolbook
schoolboy
schoolfellow
schoolhouse
schoolmaster
schoolmate
schoolroom
schooltime
schoolyard
scrapbook
seacoast
seafarer
seaman
searchlight
seashore
semiannual
semicircle
semicolon
semiofficer
shipboard
shipbuilder
sideboard
sidewalk
signboard
signpost
slaughterhouse
snowflake
snowstorm
somebody
something
sometimes
somewhat
somewhere
songbook
spoilsman
spokesman
spoonful
stockbroker
stockholder
stockjobber

storehouse
storekeeper
storeroom
straightforward
subdivisions
subnormal
subtreasury
sunshine
tablecloth
taxicab
teacup
teamwork
teaspoon
textbook
thousandfold
timekeeper
timesaver
toothache
toothbrush
transatlantic
transoceanic
tricolor
turnover
typesetter
typewriter
viceroyal
viewpoint
warehouse
warship
waterproof
wayfare
wayfarer
waylay
weatherman
weatherproof
weathersail
whatever
whatsoever
whenever
whereabouts
wherefore
whereof
whereon
wheresoever
whereto
whereupon
wherever
whichever
whirlpool
whitewash
whoso
whosoever
widowhood
windmill
windstorm
wintergreen
wintertime
womanhood
wonderful
woodwork
workaday
workingman
workman
workroom
workshop
wrongdoer
yachtsman
yearbook
yesterday

Note the correct ways of writing the following words:

all right
any one (of them)
anyone (anybody)
any time
any way (when *way* is a noun)
anyway (an adverb meaning in *any way* or in *any case*)
bank book, bankbook
by and by
cannot (Webster)
cannot (*Manual of Style*)
check book (*Manual of Style*)
check-book (*Style Manual*)
every day
every one (of them)
everyone (everybody)
ex dividend
ex officio
ill at ease
ill health
ill humor (*but* ill-humored)
ill temper (*but* ill-tempered)
ill will
no one (*but* nobody)
per cent
pro tempore

Division of Words into Syllables

The following suggestions are founded on principles of division of words in Webster's *New International Dictionary.*

Avoid all unnecessary divisions of words. Pronunciation is usually the best guide in determining how to divide words into syllables. An important principle to follow is that the part of the word left at the end of the line should suggest the part beginning the next line.

1. Do not divide monosyllables: *friend, through, stopped.*

2. Divide words of two syllables at the end of the first: *pave-ment, Eng-lish.*

3. Do not divide words of four letters or, if avoidable, those of five or six: *item, index, supper.*

4. Do not divide a syllable that does not contain a vowel: *haven't, Jones's.*

5. Do not divide a word on a single letter or on two letters: *able,* not *a-ble; omit,* not *o-mit; ratio,* not *rati-o; only,* not *on-ly.*

6. In words beginning with prefixes, divide, if possible, on the prefix: *mis-pronounce, sub-sidize.*

7. Never let more than two consecutive lines end with a hyphen if it can be avoided.

8. Do not divide such suffixes as the following:

cial	in	spe-cial
tial	"	pala-tial
cion	"	coer-cion
sion	"	occa-sion
tion	"	administra-tion
cious	"	falla-cious
geous	"	gor-geous
gious	"	conta-gious
tious	"	frac-tious

9. Separate suffixes, as a rule, from the stem of the word: *hop-ing, dear-est.*

10. Divide words containing the endings *able, ance, ant, ence, ent, ible, ical, ive,* according to the sound.

lov-able	prefer-ence
consider-able	correspond-ent
practi-cable	forc-ible
appli-cable	possi-ble
attend-ance	logi-cal
assist-ant	crea-tive

Notice, however, this does not apply to such words that end in a double letter: *bluff-ing, fulfill-ing.*

11. In general, when a word contains double consonants, divide between the two consonants: *pos-sessor, mil-lion.*

12. Words containing a single consonant or digraph are divided as follows:

(a) If the preceding vowel is short and the syllable accented, let the consonant end the syllable: *bal-ance, treas-ury.*

(b) If the preceding vowel is long, write the consonant with the following syllable: *beau-ti-ful, le-gal.*

13. When two or more consonants, capable of beginning a word or a syllable, come between two sounded vowels, they are joined to the following vowel if the preceding vowel is long: *peo-pled;* but divided if the preceding vowel is short: *mas-ter, advan-tage, finan-cier.*

14. Divide two or more consonants, not capable of beginning a syllable or word, when coming between two sounded vowels: *demon-strate, tech-nical, strength-en, mor-tality, bor-row.*

15. Unless absolutely necessary, do not divide names of persons or other proper nouns.

16. Do not separate such titles as *Capt., Dr., Esq., Mr., Mrs., Rev., St.,* or abbreviations for degrees, from names to which they belong.

17. Do not separate abbreviations for societies or parties: *Y.W.C.A., B.P.O.E.*

18. Do not divide initials preceding a name.

19. Do not divide a word at the end of a page or a paragraph if it is possible to avoid doing so.

20. Do not add another hyphen to words already hyphenated: not *self-con-trol,* but *self-control.*

21. When two vowels come together but are sounded separately, divided them into separate syllables: *gene-alogy, creation.*

Division and Accent of Words

according to

Webster's New International Dictionary

and

The Standard Dictionary

ab-bre'vi-ate
a-bil'i-ty
ab'so-lute-ly
a-bun'dance
ac-cel'er-ate
ac-cept'a-ble
ac-cept'ance (W)
ac-cep'tance (S)
ac-ces'so-ry
ac-ci-den'tal
ac-com'mo-date
ac-com'pa-ny
ac-com'plish
ac-cord'ance
ac-knowl'edge
ac-qui-esce'
ac-qui-si'tion
ac-quit'tal
a-dapt'a-ble
ad-di'tion-al
ad-dress-ee'
ad-journ'ment
ad-ju'di-cate
ad-just'a-ble
ad-min'is-ter
ad-mis'sion
ad-mit'tance
ad-van'tage
ad-vis-a-bil'ity
af-fir-ma'tion
af-firm'a-tive
au'thor-ize
au-to-mat'ic
au-to-mo'bile (W)
au-to-mo-bile' (S)
au'tumn
aux-il'ia-ry
a-vail'a-ble
av'e-nue

bac-te'ri-a
bal'ance
bank'rupt-cy
be-gin'ning
be-hav'ior (W)
be-ha'vior (S)
be-liev'a-ble
ben'e-fit
bil'lion
bi-tu'men
bi-tu'mi-nous
blot'ted
book'keep-er
brev'i-ty
brib'er-y
budg'et
busi'ness (W)
bus'i-ness (S)

ca'ble-gram
ca-lam'i-ty
can'di-date
ca-pa-bil'i-ty
ca-pac'i-ty
cap'i-tal-ist
car'di-nal
ca-reer'
cash-ier'
cas'u-al
cat-e-gor'i-cal
cat'a-log *or*
cat'a-logue
ca-tas'tro-phe
cel'e-brate
ce-leb'ri-ty
cen'te-na-ry
cen-ten'ni-al
cer-tif'i-cate

cer'ti-fy
cham'pi-on
change'a-ble
char'ac-ter-ize
chil'dren
chi-rop'o-dist
chron'ic
cig-a-rette'
cir-cu'i-tous
ci-ta'tion
ci-vil'ian
civ-i-li-za'tion
clas'si-fy
cli-en-tele'
co-ad'ju-tant
co-a-lesce'
co-a-li'tion
cod'i-cil
co'di-fy (W)
cod'i-fy (S)
co-erce'
co-her'ence
col-lab'o-rate
col'league
colo'nel
com-bi-na'tion
co-me'di-an
com'e-dy
com'men-ta-ry
com-mer'cial
com-mit'ment
com-mod'i-ty
com-mu'ni-cate
com'pa-ra-ble
com-par'a-tive
com-pen'di-um
com-pet'i-tive
com-pi-la'tion
com'plai-sant
com'pli-cate
com'pli-ment
com-po-si'tion
com-pre-hend'
com-pu-ta'tion
con-ceiv'a-ble
con'cen-trate
con-ces'sion
con-cil'i-ate
con-cord'ance (W)
con-cor'dance (S)
con-de-scend'
con-di'tion-al
con-do'lence
con-du'cive
con-fec'tion-e-ry (W)
con-fec'tion-er-y (S)
con'fi-dence
con-fir-ma'tion
con-fla-gra'tion
con-fu'sion
con-gre-ga'tion
con-gres'sion-al
con-gru'ity (W)
con-gru'i-ty (S)
con'science
con-sci-en'tious
con'se-quence
con-ser-va'tion
con-serv'a-tive (W)
con-ser'va-tive (S)
con-serv'a-to-ry (W)
con-ser'va-to-ry (S)
con-sid'er
con-sid'er-a-ble
con-sign-ee'
con-sist'ence (W)
con-sis'tence (S)
con-sist'en-cy (W)
con-sis'ten-cy (S)
con-stit'u-en-cy
con-sti-tu'tion
con-ta'gious
con-tem-po-ra'ne-ous
con-tem'po-ra-ry
con'ti-nent
con-ti-nen'tal
con-tin'gen-cy
con-ti-nu'i-ty
con-tin'u-ous
con-tra-dic'to-ry
con-trib'ute
con-trib'u-tor
con-triv'ance (W)
con-tri'vance (S)
con-trol'
con'tro-ver-sy
con-va-lesce'
con-ven'ient (W)
con-ve'nient (S)
con-vert'i-ble
co-or'di-nate
cor'o-ner
cor-po-ra'tion
cor-re-spond'ence(W)
cor-re-spon'dence (S)
cor-rob'o-rate
cos-mo-pol'i-tan
coun-ter-bal'ance
coun'ter-feit
coun'ter-sign
cour'te-sy
cre-den'tial
cred'i-ble
cred'it-a-bly
cred'i-tor
cri-te'ri-on
crit'i-cal
crys'tal-lize
cul-mi-na'tion
cu'mu-la-tive
cu-ra'tor
cur'ren-cy
cus'tom-er

dec'ade
dec-la-ra'tion
de-fi'cient
def'i-cit
def'i-nite
de-nom-i-na'tion
de-par'ture
de-pend'a-ble

de-pend'ence (W)
de-pen'dence (S)
dep-o-si'tion
de-pre-ci-a'tion
de-scend'ant (W)
de-scen'dant (S)
de-scrip'tion
de-sir'a-ble
de-vel'op
dif'fi-cul-ty
di-min'ish
di-rec'tion
dis'ci-pline
dis-crep'an-cy
dis-crim'i-nate
dis-miss'al (W)
dis-mis'sal (S)
dis-patch'
dis-pos'al (W)
dis-po'sal (S)
dis-pos-sess'
dis-turb'ance (W)
dis-tur'bance (S)
dis-tinc'tion
di-verge'
div'i-dend
di-vi'sion
do-na'tion
du'pli-cate
dy-nam'ic

ear'nest
e-co-nom'i-cal (W)
ec'o-nom-i-cal (S)
e-co-nom'ics (W)
ec'o-nom-ics (S)
e-con'o-my
ed-i-to'ri-al
ef-fi'cient
e-lec'tric
e-nor'mous
en-thu'si-asm
es'ti-mate
ex-ec'u-tive
ex-pe'ri-ence
ex-ter'mi-nate
ex-traor'di-na-ry

fal'la-cy
fi-nan'cial
fin-an-cier'
for'ger-y
for'mal

gra-tu'i-ty
guar-an-tee'

his-to'ri-an
hos-pi-tal'i-ty
hun'dred
hy'dro-plane

i-den'ti-cal
im-me'di-ate-ly
in-ac'cu-ra-cy
in-cal'cu-la-ble
in-ca'pa-ble
in-ca-pac'i-ty
in-de-scrib'a-ble
in-di-vid'u-al
in-di-vis'i-ble
in-dus'tri-al
in-es'ti-ma-ble
in-ex-pe'di-ent
in-ex-pe'ri-ence
in-fe'ri-or
in-fir'ma-ry
in-ge-nu'i-ty
in-ju-di'cious
in-se-cu'ri-ty
in-spi-ra'tion
in-sta-bil'i-ty
in-sub-or'di-nate
in-suf-fi'cient
in-teg'ri-ty
in-te'ri-or
in-ter'mi-na-ble
in-ter-pre-ta'tion
in'ti-ma-cy
in-tro-duc'tion
in-tu-i'tion
in-val'i-date
in'ven-to-ry
in-vi-ta'tion
ir-ref'u-ta-ble
ir-rep'a-ra-ble
ir-re-press'i-ble (W)
ir-re-pres'si-ble (S)
ir-re-spon'si-ble
i'so-late (W)
is'o-late (S)
i-tal'i-cize
i-tin'er-a-ry

ju-di'cial
ju-di'ci-a-ry
jun'ior
ju'rist
jus-ti-fi'a-ble

knowl'edge

lan'guage
leg'is-la-ture
le-git'i-mate
lei'sure
le'ni-ent
li'cense
liq'ui-date

ma-te'ri-al
me-chan'i-cal
me'di-um
me-mo'ri-al
mile'age
mis-cal'cu-late
mo-nop'o-ly
mu-nic'i-pal

nat'u-ral-ize
nec'es-sa-ry
ne-ces'si-ty

neg-lect'
ne-go'ti-a-ble
nul'li-fy

ob'li-ga-to-ry
ob-lit'er-ate
op-por-tu'ni-ty

par-lia-men'ta-ry
par'ti-san
pe-cul'iar (W)
pe-cu'liar (S)
pe-cu'ni-a-ry
pe-des'tri-an
pe'nal-ize
per'emp-to-ry
per-mis'si-ble
per'pe-trate
pic-to'ri-al
plain'tiff
plau'si-ble
pneu-mat'ic
pol'i-tic
po-lit'i-cal
pol-i-ti'cian
po-lice'
po-si'tion
pos-si-bil'i-ty
prac'ti-cal
pre-ced'ence (W)
pre-ce'dence (S)
prec'e-dent
pre-ci'sion
pref'er-a-ble
pre-lim'i-na-ry
priv'i-lege
prod'uct
pro-duc'tion
prof'it-a-bly
pro-gres'sive
pro-hib'it
prom'i-nent
prom'is-so-ry
pro-pos'al (W)
pro-po'sal (S)
pros'pect
punc'tu-al

qual'i-fy
quo'ta
quot'a-ble
quo-ta'tion

rat'i-fy
re'al-ize
re-cip'ro-cal
rec-om-men-da'tion
re-mu'ner-ate
re-pris'al (W)
re-pri'sal (S)
rep'u-ta-ble
req-ui-si'tion
res'tau-rant
res-to-ra'tion
ro'de-o (W)
ro-de'o (S)
rou-tine'

sat-is-fac'to-ry
sce-na'ri-o
se-cu'ri-ty (W)
se-cur'i-ty (S)
serv'ice (W)
ser'vice (S)
sev'en-ti-eth
sev'er-al
si-mul-ta'ne-ous
spon-ta'ne-ous
stand'ard-ize
sta-tis'tics
sub-sid'i-a-ry
sub'si-dize
sub-or'di-nate
suf-fi'cient
su-per-fi'cial
su'per-in-tend
su-pe'ri-or
sym-pa-thet'ic

tem'po-ral
ten'ta-tive
ter'mi-nal
ter'ri-to-ry
tes'ti-fy
treas'ur-y (W)
trea'sur-y (S)
un-com'pro-mis-ing
un-de-ni'a-ble
u-til'i-ty

va-lid'i-ty
va-ri'e-ty
vo-li'tion
vol'un-ta-ry

ward'en
wa'ter
wa'ver
weath'er

Zep'pe-lin

REFERENCE BOOKS

BALL, ALICE MORTON. *Compounding in the English Language.*
Century Dictionary and Cyclopedia.
The Macmillan Dictionary.
TEALL, EDWARD N. *Meet Mr. Hyphen and Put Him in His Place.*
UNITED STATES GOVERNMENT PRINTING OFFICE. *Manual of Foreign Languages*
Webster's New International Dictionary.

CHAPTER IV

USE OF ITALICS

1. Italics are often used to give prominence or emphasis to words or expressions. To indicate italics in print, underline in manuscript the words to be so written.

> When I was an undergraduate in Brown, it seemed quite out of order either to write or to read a *popular* book on science.
>
> DALLAS LORE SHARP
>
> If anything can make hard things easy to follow, it is a *style* like Bergson's.
>
> WILLIAM JAMES

2. Italicize the words *Continued, To be continued, Continued on page,* and *To be concluded.*

3. Italicize the words, *See also, See,* in writing cross reference for indexes; also the words *For* and *Read* in a list of errata placed at the beginning or at the end of a volume.

> *See also* Advertising.
> *Errata, For* Rosevelt *read* Roosevelt.

4. Abbreviations of Latin words in common use are not ordinarily italicized; as, e.g., i.e., viz, and vs. Italicize *v.* or *vs.* as in Yale *vs.* Princeton, 5 to 0, when it stands between terms not italicized. (*See* p. 84.)

5. Italicize the following abbreviations, words, and phrases used for reference unless they occur in italic matter.

ad loc. (to the place)
ante
circa, c., ca. (about)
et al. (and others)
ibid. (the same reference)
idem (the same person)
infra (below)
loc. cit. (place cited)
op. cit. (work cited)
passim (here and there)
post (after)
sc. (namely)
supra (above)
vide (see)

6. Italicize such foreign words and phrases as have not become a part of the English language. The following are found italicized in *Webster's New International Dictionary.*

amor patriae
Anschluss
ancien régime
ante meridiem
a posteriori
bambino
beau geste
beaux-arts
bonne
bon soir
bon vivant
bon voyage
cabaña
café noir
casus belli
chez
comédien
comme il faut
confetti
coup de grace
coup de main
coup d'état
crème
danseur
de facto
dégagé
de jure
de trop
double entente
eau de vie
élan
embarras de richesse
émigré
empressement
en bloc
enceinte
en masse
entente cordiale
entre nous
fait accompli
fauteuil
faux pas
femme de chambre
feu de joie
fiesta
garçon
in loco
in loco parentis
in medias res
jeu d'esprit
jeune fille
laissez-aller
lapsus linguae
mal de mer
mise en scène
nisi
noblesse oblige
nom de guerre
nouveau riche
on dit
opus magnum
pâté
passim
petits fours
pièce de résistance
pourboire
première
prie-dieu
raconteuse
raison d'être
rapprochement
rara avis
salon
sang-froid
savoir-faire
savoir-vivre
soi-disant
soigné
status quo
sub rosa
tant mieux
tabula rasa
Te Deum
thé dansant
valet de chambre
vide
videlicet
wagon-lit
Zeitgeist

7. Use italics when a word is spoken of as a word. (*See* p. 56.)

The word *very* is incorrectly used in the expression *very pleased.*

When a word, however, is quoted, it is better to enclose it in quotation marks rather than to put it in italics.

I said "minuteness" and "selfishness" of suggestion: but it would have been enough to have said "injustice" or "unrighteousness" of sensation.

JOHN RUSKIN

8. *Webster's New International Dictionary* lists the following words and phrases as not italicized:

addendum
ad infinitum
ad interim
agenda
à la carte
à la mode
ante bellum
a priori
apropos
artiste
attaché
au revoir
beau ideal
belles-lettres
bête noire
billet doux
blasé
bloc
bona fide
canapé
carte blanche
charge d'affaires
chef d'oeuvre
cliché
coup
cul-de-sac
décolleté
distrait
divorcée
dramatis personae
éclat
elite
en route
ensemble
entente
entourage
entree
entrepreneur
ex cathedra
ex officio
exposé
habeas corpus
habitué
hors d'oeuvre
in memoriam
laissez faire
lèse majesté
levee
mâitre d'hôtel
mandamus
manège
melange
melee
ménage
morale
mores
naïve
nee
noblesse
nom de plume
opus
papier mâché
par excellence
penchant
per annum
per capita
per contra
per diem
porte cochere
poseur
post-mortem
prima donna
prima facie
procès verbal
pro rata
pro tempore
protocol
quasi
regime
resumé
soiree
subpoena
tâble d'hôte
tour de force
vice versa
vis à vis
viva voce

9. Use italics or quotation marks for titles of books, of music, of periodicals, pamphlets, and newspapers. (*See* p. 56.)

Then from over the edge of the world appeared *The Popular Science Monthly, The Warfare of Science* by Andrew D. White, and the *Lay Sermons* by Huxley.

DALLAS LORE SHARP

I am going to hear Beethoven's *Symphonie Pathétique* tonight.

My authority is "Text, Type, and Style."

It appeared in the "Springfield Republican."

USE OF ITALICS AS SHOWN IN BIBLIOGRAPHICAL MATTER

"Some Neglected Characteristics of the New England Puritans"; *Annual Report of the American Historical Association for 1891.*

(1) Do not use italics, but use quotation marks, however, around titles of divisions of books and around titles of magazine articles and other contributions.

"How He Went to the Devil"; Two Tales, April 30,—From Bibliography attached to *Barrett Wendell and His Letters.*

"Were the Salem Witches Guiltless?" *Historical Collections of the Essex Institute,* February.

"The Dean at Bourges" (poem): *Scribner's Magazine,* January.

(2) Do not use italics, but use quotation marks around the titles of lectures, toasts, articles, sermons, and papers.

Russell H. Conwell's famous lecture, "Acres of Diamonds," was given hundreds of times.

Miss Jane Brown read her paper, "Women in Business," before the Business and Professional Women's Club.

"Francis Parkman"; *Proceedings,* American Academy of Arts and Sciences, May 9.

Notice, however, the following:

Review of *The Transit of Civilization from England to America in the Seventeenth Century,* by Edward Eggleston: *American Historical Review,* July.

(3) Do not use italics or quotation marks in long bibliographies where their use would detract from the appearance of the page.

(4) Do not use italics or quotation marks for the Bible, its books, or for titles of ancient manuscripts.

The clergyman took the text for his sermon from Matthew 5:5.

To this list, *The Style Book of The New York Times* adds the following:

Book of Common Prayer, Prayer Book, Blue Book, Scriptures, New Testament, Corporation Manual, Revised Statutes,

Encyclopaedia Britannica, Lippincott's Gazeteer, Almanacs, Annuals or similar publications.

10. Legal usage customarily places in italics the names of plaintiff and defendant in the citation of cases at law, and titles of procedure.

Brown v. *Jones*
The Atlantic Pencil Company vs. *Henry Taylor*
In re Sumner
Ex parte John Chase
In the matter of Elmer White for a writ of—

The *Style Manual* uses italics for *v.,* in titles of cases referring to bills introduced into Congress and for contested election cases. It states, however, that Supreme Court records use roman for both titles of cases and for *v.*: Jones v. Brown.

Under Court Briefs and under Court of Claims Opinions, the *Style Manual* presents the following to illustrate capitalization, italic, small caps, and abbreviations generally used in court work.

The *Legal Tender* cases.
In Clarke's case the court says.
In the case of Clarke.
In *Ex parte 74* the court said.
In the *Fifteen Per Cent Rate Increase case* the court decided.
In the case of Jones against Robinson. (A general or casual reference to a case.)
In *Jones* v. *Robinson* (122 U. S. 329). (A specific citation of a case.)
In *In re Robinson* (19 Wall. 304) the court * * *.
(*Ex parte 74,* 58 I. C. C. 220).
Bowman Act (22 Stat. L., ch. 4, § [or sec.] 4, p. 50).
Act Aug. 5, 1882 (Supp. Rev. Stat. 284; Stat. L. 28; R. S. 15).
Clarke's case (14 Howe, 14).
WALLACE, J., delivered the opinion.
(31 Stat. 154).
Rev. Stat., Stats., Stat. L., Stats. L., or R. S., as written.
In *Roe* v. *Doe* the court ruled.
United States v. *12 Diamond Rings.*
The United States v. *Forty Hogsheads of Tobacco.*

In titles of cases, follow copy as to figures and abbreviations.

11. Modern usage differs widely as to the correct manner of indicating the names of ships in print or in typewritten manuscript.

The *Manual of Style* advocates the use of quotation marks; the *Style Manual,* italics; while most newspapers seem to prefer roman.

(1) The "Mauretania" had a record for speed.
(2) The *Leviathan* was one of the largest ships.
(3) The Olympic arrived in port early.

12. Italicize the scientific names of species and genera.

Salix babylonica, Acer rubrum, Liriodendron tulipifera.

Do not italicize the names of groups of higher rank than genera (classes, orders, families, tribes, etc.); as, the family Leguminosae.

13. Use italics for abbreviations for shillings and pence after numerals: 5*s.* 6*d.*

14. Use italics for address lines in speeches and in reports.

To the Honorable Senate and House of Representatives of the United States of America Now Assembled at Washington, D. C.

Mr. President, Ladies and Gentlemen:

15. In preparing matter for publication, use italics for a title following a signature: William Hawthorne, *Secretary.*

16. Do not use italics for foreign titles or designations of foreign leaders, as, Emir; or for names of foreign legislatures or institutions, as, Rigsdag and Bibliothèque Nationale.

CHAPTER V

FIGURES

1. Numbers in ordinary text

In bookwork and other plain reading matter, as editorials and book reviews, usually spell out all numbers under one hundred.

Book

For thirty-six years after the Treaty of San Stefano and the Berlin Conference, Europe maintained an uneasy peace within its borders.

H. G. Wells

Editorial

Whether the Antarctic is one continent or two great bodies of land separated by a frozen sea, he may be able to determine.

The New York Times

Business Letters

When an isolated mention of a sum in round numbers is written, spell out the number if it can be done in one or two words; as, *six, three hundred, ten thousand, five million.* For other numbers, use the sign $ and figures; as $321; $4,425; $2,640,000. (*See* p. 36.)

Please invest twenty thousand dollars for me in ———— stock.

His shares depreciated over twelve hundred dollars.

His estate amounted to $67,554.

When writing ordinal numbers to designate days of a month, figures or words may be used.

I forwarded your order on the fourth of March (*or* on March 4).

Financial News Item

They frequently have risen as much as 10 points a day.

After selling as low as 75 this year, the debentures touched a new price yesterday at 92 7/8.

Sport News

Henri Cochet, ace of the French Davis Cup team, advanced into the semi-final round by defeating Gerald Stratford of San Francisco, 6—4, 6—1.

2. ROUND NUMBERS

Usage differs as to the writing of such figures. The *Style Manual* states that in spelling out numbers greater than one thousand, write *one thousand eight hundred and fifty dollars,* not *eighteen hundred and fifty dollars; one thousand two hundred tons,* not *twelve hundred tons.*

The *Manual of Style* and the *Style Book of The New York Times* state that numbers of four figures, if spelled out, as in straight reading matter, should read *eighteen hundred and fifty dollars,* not *one thousand eight hundred and fifty dollars.*

(1) The word *and* may or may not be used between tens and units. Modern usage seems to prefer its omission; as, *three hundred five.*

(2) Spell out all round numbers of approximate figures; as, *four or five feet, six or seven hundred miles, a thousand reasons, almost a million slaves.*

(3) Spell out round numbers of sums of money in general matter if this can be done in one or two words; as, *two hundred dollars, seven thousand dollars, three million dollars.* (*See* p. 36.)

In newspapers, however, figures are generally used for definite amounts:

The movement of gold from London to New York, which started in mid-September, was increased to $10,000,000 yesterday when it was announced that $5,000,000 of bars was being sent here on the *Mauretania,* steaming today.

At the start of the movement, estimates were made by bankers that it would total $25,000,000 or so, and it is still believed this is a fairly accurate gaging of the situation.

In their feverish activity, however, may be seen pretty clear proof that the party managers are as doubtful about the outcome of the campaign, in which perhaps 40,000,000 votes will be cast, as are the rest of us.

3. Figures at the beginning of a sentence

Spell out all figures at the beginning of a sentence, even when other numbers in the sentence are expressed by figures.

Forty cows comprised his livestock.

Three years ago he left for South Africa.

Two cars of new sample grade corn were received here during the day and sold at 68 to 71 cents.

Twenty-four States retain the total amount collected in gasoline taxes for the State highway funds. Alabama, with a 2-cent tax and Georgia with one of 3½ cents, apportion 1 cent of the tax to the general fund, and Georgia applies ½ cent to the school fund. Twenty States distribute some portion of the tax to local communities.

4. Figures within a sentence

Numbers or amounts within a sentence should be expressed either entirely in figures or entirely in words unless this would result in lack of clearness.

They employed 10 girls for 3 weeks at $15 a week. *Or,* they employed ten girls for three weeks at fifteen dollars a week.

Note that it is better not to place next to each other two numbers referring to different things:

Incorrect:	In 1929 15 states ratified the law.
Correct:	In 1929 fifteen states ratified the law.
Allowable:	In 1929, 15 states ratified the law.
Incorrect:	2 3-room apartments.
Correct:	Two 3-room apartments.

When one number immediately precedes another, spell out one, preferably the one with the fewer letters; as, ten 3-inch nails, 20 six-foot poles.

5. Dates

In decades and centuries. Spell out numbers referring to decades and centuries; as, the gay *nineties;* the *nineteenth century.*

In years. For general purposes, in expressing years in words, write *nineteen hundred and fifty;* but in formal and legal documents, write *one thousand nine hundred and fifty.*

In letters. Use figures, as a general rule, in the heading of a business letter to express the date; as, *January 27, 1949,* not 1/27/1949 or January 27th, 1949.

(1) Many business houses write out the day and the year in the headings of letters; as, *June sixth, Nineteen Hundred and Forty-nine* or *June sixth, 1949.*

(2) According to European practice, the day precedes the month in letter headings; as, *12 May, 1949.*

(3) In the body of a business letter, when the name of the month precedes the date, the date should be written in figures without the ordinal abbreviation.

Make the appointment for January 22. (*not* January twenty-second *or* January 22d)

When the name of the month follows the date or when the name of the month is omitted, the date should be written in full or in figures with the ordinal abbreviation.

Make the appointment for the twenty-second of January *or* the twenty-second *or* the 22d of January *or* the 22d. (*not* the 22 of January *or* the 22)

(4) In formal invitations, announcements, and acceptances, dates are invariably spelled out; as, *February Twenty-first, Nineteen Hundred and Forty-nine,* or, *February Twenty First, Nineteen Hundred and Forty Nine.*

In legal documents. In legal documents, such as wills, deeds, and the like, dates are invariably written out; as, *the twelfth day of January, one thousand nine hundred and forty-nine.*

6. Time of day

Spell out the time of day in text matter.

(1) Use *A.M.* or *a.m., P.M.* or *p.m.* in connection with figures; as,

1:30 A.M., *or* 1.30 a.m.
1:30 P.M., *or* 1.30 p.m. (*See* p. 25.)

Note that when the time is spelled out, the abbreviations a.m. or A.M., p.m. or P.M., must not be used:

The train left at three in the afternoon.
Not: The train left at three P.M.

7. STREETS

In the text spell out numbers of streets, avenues, wards, and districts; as, *Forty-second Street, Sixth Avenue, Thirteenth District, Ninth Ward.*

In writing streets and avenues, spell out the names of those up to twelve; as, *Fifth Avenue, Ninth Street.*

Express numbers above twelve in figures; as, *121 Street* or *121st Street.*

8. PAGE NUMBERS

Use figures for page numbers; as, page 533.

9. REFERENCES IN FOOTNOTES

In footnotes and in all bibliographical material abbreviate a word designating a part when followed by a number.

Chap. III	art. 14 (arts.)
Vol. II (pl. Vols.)	p. 1 (pp.)
Fig. 80 (Figs.)	col. 2 (cols.)
sec. 3 (secs.)	pp. 6f. (page 6 and the following page)
No. 1 (Nos.)	

pp. 6ff. (page 6 and the following pages)
vs. (vss.) pp. 5-8 (pages 5 to 8 inclusive)

Section is usually abbreviated in enumeration, except the first:

Section 1
Sec. 2
Sec. 3

10. SUMS OF MONEY

Write sums of money in general matter as follows:

$55,000 *not* $55,000.00.

They also announced September earnings were $650,000, equal to about $8 a share on the present stock, and sales of more than $4,000,000. Earnings for four months were said to be about $20 a share.

59 cents *not* $.59 *or* 59¢.

The company declared a special dividend of 75 cents a share.

The heavy offerings of highway bonds by various States since the war have been made possible to a large extent by State gasoline taxes ranging from 2 to 5 cents a gallon.

(1) In bills and in other distinctly financial statements the symbol for cents is used when given in cents only; as, *steers low, 25¢ to 40¢ lower.*

(2) Do not use both figures and words for sums of money except in commercial and legal documents. When both are used, parentheses follow the completed expression; as, thirty dollars ($30) or thirty (30) dollars *not* thirty ($30) dollars. The custom of using both figures and words for sums of money is seldom used today in letters. (*See* p. 233-234.)

11. Decimals

Use figures for expressing decimals and percentages, but spell out percentages when they begin a sentence.

0.832; 10.5

The Saskatchewan official reports said 80 per cent of the wheat in that province had been threshed.

Ten per cent will be the profit.

12. Fractions

Spell out fractions when they stand alone; as, one third.

13. Ages

In stating definite ages, usage differs. The *Style Manual* states that figures should be used to represent ages; as, "My age is 52 years, 6 months, 10 days; a boy 6 years old; a boy about 6 years old; 3-year-old colt; 2-months-old child."

The *Manual of Style* rules that references to ages should be spelled out; as, "eighty years and four months old; children between six and fourteen."

14. Results of ballots

These should be expressed by figures; as, 38 for, 25 against. Yeas 56; nays 24.

15. DIMENSIONS

In text write to represent dimensions, 10 by 15 inches, *not* 10 x 15 inches *or* 10″ x 15″.

16. DISTANCES

Write in figures all measures of distances except a fraction of a mile; as, 16 miles, 12 yards, 3 feet; *but,* one-half mile.

17. MEASURES

Enumerations of measure must be expressed by figures; as, 10 gallons, 4 quarts, and 3 pints; 60 bushels, 5 pecks.

18. TEMPERATURE

Use *F.* for Fahrenheit preceded by the degrees in figures; use *C.* for Centigrade preceded by degrees in figures; as, 32° F., 45° C.

19. WEIGHTS

Enumerations of weight should be expressed in figures; as, 2 tons, 40 pounds, 10 ounces.

20. METRIC SYSTEM

Abbreviate after a numeral all designations of weights and measures in the metric system. The period is usually omitted.

2 m 8 kg

21. ROMAN NUMERALS

The following table represents Roman numerals commonly used:

1—I	19—XIX	500—D
2—II	20—XX	600—DC
3—III	30—XXX	700—DCC
4—IV or IIII	40—XL	800—DCCC
5—V	50—L	900—CM
6—VI	60—LX	1000—M
7—VII	70—LXX	2000—MM
8—VIII	80—LXXX	3000—MMM
9—IX	90—XC	4000—M$\overline{V}$
10—X	100—C	5000—$\overline{V}$
11—XI	200—CC	1928—MCMXXVIII
14—XIV	300—CCC	1930—MCMXXX
18—XVIII	400—CCCC or CD	1,000,000—$\overline{M}$

CHAPTER VI

SPELLING

Rules for Spelling

Doubling final consonants

1. Monosyllables and words accented on the last syllable when ending with a single consonant preceded by a single vowel, double the consonant before a suffix beginning with a vowel.

bag	baggage	occur	occurred
begin	beginning	refer	referring
bid	bidden	remit	remittance
control	controlling	repel	repellent
equip	equipped	sad	sadden
impel	impelled	sit	sitting
man	mannish	wed	wedded
plan	planned	wit	witty

Exceptions

gas	gaseous
transfer	transferable, *but,* transferring, transferred

2. Final consonants when preceded by two vowels are not doubled in adding a suffix beginning with a vowel.

beat	beaten
congeal	congealing
retail	retailing
soak	soaking

3. Final consonants are not doubled when the word ends in more than one consonant.

conform	conformed	conforming
help	helped	helping

4. Final consonants are not doubled when the accent is not on the last syllable or when the accent is thrown forward in the case of a derivative.

benefit	benefiting	benefited
cancel	canceling	canceled
worship	worshiping	worshiped
travel	traveler	traveled

Note that the American and the British usage often differ. (*See* pp. 95-96, 99-100.)

5. Words ending with *l* keep that letter before a suffix beginning with *l*.

accidentally	exceptionally	occasionally
casually	finally	really
coolly	legally	unusually

Prefixes and suffixes ending in *ll* generally drop one *l* in combination.

although	always
altogether	helpful
already	wonderful

6. Words ending in *n* keep that letter before the suffix *ness*.

barrenness	meanness
greenness	plainness
keenness	suddenness

7. Words ending in a double consonant usually retain both consonants on adding suffixes.

assess	assessment	shrill	shrilly
embarrass	embarrassment	success	successful

Note the spelling of the following words according to American and British usage:

American	*British*
enroll	enrol
enrollment	enrolment

8. British usage authorizes the doubling of the final *l* when adding a suffix beginning with a vowel; American usage does not authorize the doubling of the final *l* in such cases.

The following show both American and British usage in the doubling of the *l:*

American	*British*
appareled	apparelled
appareling	apparelling
barreled	barrelled
beveled	bevelled
chiseled	chiselled
chiseling	chiselling
councilor	councillor
counseled	counselled
counselor	counsellor
dueling	duelling
enameled	enamelled
enameling	enamelling
equaled	equalled
equaling	equalling
impaneled	empanelled
impaneling	empanelling
imperiled	imperilled
imperiling	imperilling
jeweled	jewelled
jeweler	jeweller
jewelry	jewellery
kidnaped	kidnapped
labeled	labelled
labeling	labelling
leveled	levelled
leveling	levelling
libeled	libelled
marshaled	marshalled
marshaling	marshalling
marveling	marvelling
marvelous	marvellous
medalist	medallist
metaled	metalled
modeled	modelled
modeler	modeller
paneled	panelled
paneling	panelling
parceled	parcelled
parceling	parcelling
penciled	pencilled

American	*British*
penciling	pencilling
periled	perilled
periling	perilling
quarreled	quarrelled
quarreling	quarrelling
raveled	ravelled
raveling	ravelling
reveling	revelling
rivaling	rivalling
shoveled	shovelled
shriveled	shrivelled
shriveling	shrivelling
signaled	signalled
signaling	signalling
stenciled	stencilled
stenciling	stencilling
toweling	towelling
trammeled	trammelled
trammeling	trammelling
tranquilize	tranquillize
traveled	travelled
traveler	traveller
traveling	travelling
tunneled	tunnelled
tunneling	tunnelling
woolen	woollen
worshiped	worshipped
worshiping	worshipping

FINAL E

9. Words ending in silent *e* usually omit the *e* before suffixes beginning with a vowel.

arguing	giving	pleasing
arrival	guidance	salable
blamable	hoping	separating
coming	judging	subduing
deplorable	lovable	truism
desirable	loving	typing
dining	managing	writing

British usage does not conform entirely to this rule.

10. When words end in soft *ce* or *ge*, keep the *e* before *able* and *ous*.

advantageous	noticeable
allegeable	outrageous
changeable	peaceable
chargeable	pronounceable
courageous	serviceable
enforceable	traceable (*but*, tracing)

11. Keep final *e* in the present participle of *singe, tinge, dye.*

singeing
tingeing
dyeing

12. When words end in *oe*, keep the *e* before a suffix beginning with any vowel except *e*.

hoeing
toeing

13. When words end in silent *e*, keep the *e* before the suffix beginning with a consonant.

baleful	lonely
encouragement	lovely

movement

Exceptions

acknowledgment	duly
argument	judgment

truly

14. Verbs ending in *ie* change the termination to *y* before adding *ing*.

die dying (*but*, died) lie lying (*but*, lied)
tie tying (*but*, tied)

FINAL Y

15. Words ending in *y* preceded by a consonant change *y* to *i* before a suffix, unless the suffix begins with *i*.

busy	busier	business
mercy	merciful	merciless

But

carry	carrying
hurry	hurrying
study	studying

16. Words ending in *y* preceded by a vowel generally keep the *y* before a suffix.

buyer	buying
gayest	gayety gayly
	(gaiety and gaily sometimes used)

Exceptions

daily	said
paid	laid

17. Monosyllabic adjectives usually keep *y* when adding a suffix.

dry	dryly
sly	slyly

EI AND IE

18. Follow the well-known rhyme in spelling words in *ie* and *ei*.

I before E
Except after C
Or when sounded as A
As in *nei*ghbor and *wei*gh

ei used after *c*

receive, perceive, conceive
ceiling, receipt, deceit

ie used after all letters but *c*

achieve	fiend	niece	shriek
apiece	frontier	pierce	shrieve
believe	grief	relieve	sieve
chief	mischief	reprieve	yield

ei sounded as *a*

feign	reign
heinous	weight
neighbor	their

Exceptions

counterfeit	forfeit	leisure
foreign	height	seize

WORDS ENDING IN C

19. When words end in *c*, add *k* to *c* when adding *ing* or *ed*.

frolicked picnicking trafficking

VARIATIONS IN AMERICAN AND BRITISH SPELLING

20. Note the variations in American and British usage in the following:

(1) Words ending in *or*.

American	*American*	*British*	*British*
arbor	labor	arbour	labour
ardor	misdemeanor	ardour	misdemeanour
behavior	neighbor	behaviour	neighbour
candor	odor	candour	odour
clamor	parlor	clamour	parlour
endeavor	rancor	endeavour	rancour
favor	rumor	favour	rumour
flavor	splendor	flavour	splendour
harbor	vapor	harbour	vapour
honor	vigor	honour	vigour
humor		humour	

Note that *discoloration, horror, invigorate, mirror, pallor, tenor, terror,* and *tremor* do not take *u*.

Note that adjectives formed from *clamor, humor, labor, odor, rigor, vigor* do not take *u*.

clamorous	laborious	rigorous
humorous	odorous	vigorous

(2) Words ending in *er*.

American	*American*	*British*	*British*
caliber	meter	calibre	metre
center	miter	centre	mitre
fiber	niter	fibre	nitre
liter	reconnoiter	litre	reconnoitre
maneuver	theater	manoeuvre	theatre

(3) Words ending in *ise* and *ize*.

Most words ending in this sound take *ize*. Some may be spelled either *ize* or *ise*, but American usage generally prefers *ize*.

The following spellings are those given in Webster:

advertise	comprise	equalize	organize
advise	compromise	exercise	patronize
anglicize	criticize	extemporize	penalize
apologize	demoralize	familiarize	recognize
apprise	despise	fertilize	satirize
authorize	devise	franchise	scrutinize
baptize	disfranchise	harmonize	specialize
capitalize	disorganize	merchandise	supervise
centralize	dramatize	mobilize	surmise
characterize	economize	modernize	surprise
chastise	enfranchise	monetize	sympathize
civilize	enterprise	naturalize	utilize
colonize			visualize

(4) Words beginning with *in* and *en*.

American	*British*
inclose	enclose
indorse	endorse
inquire	enquire

Geographical Names Often Misspelled

Adirondacks
Albuquerque
Allegany County, N. Y.; Md.
Alleghany County, Va.
Alleghany Mountains
Allegheny-county, river and city, Pa.
Appomattox
Asheville
Baireuth, Bavaria
Barbados
Bedlow's Island, N. Y.
Beirut, Syria
Bering Sea
Budapest
Buenos Aires
Cape Verde Islands
Caribbean Sea
Cayuga
Chattanooga
Chautauqua
Chesapeake
Cheyenne
Chile
Cincinnati
Czechoslovakia
Des Moines
Dobbs Ferry, N. Y.
East Chester, N. Y.
Edinburgh

Governors Island, N. Y.
Guatemala
Hoosac Tunnel
Hoosick Falls
Kearny, N. J.
Khartum
Kingsbridge, N. Y.
Korea
Kyoto (Japan) not Kioto
Leipsic
Louisiana
Luxemburg (a country)
Luxembourg Gardens and Museum (Paris)
Massachusetts
Matawan, N. J.
Matewan, W. Va.
Mattawan, Mich.
Matteawan, N. Y.
Mississippi
Muscle Shoals, Ala.
Newcastle, England
New Castle, U. S.
Newfoundland
Niu-chwang
Nuremberg
Panhandle (of Texas)
Paterson, N. J.
Patterson, N. Y.
Philippines
Pittsburgh, Pa.
Plattsburg, Pa.
Pocatello
Puerto Rico
Prince George's County, Md.
Prince George County, Va.
Princes Bay, S. I.
Pulaski
Roanoke
Rumania
Sacket Harbor
Sands Point, L. I.
Santo Domingo
Saskatchewan
Schenectady
Schuyler
Shenandoah
Spuyten Duyvil
St. Andrews, Scotland
St. Andrew's, Westchester County
St. John, N. B.
St. John's, N. F.
Strasbourg
Tallahassee
The Hague
Tokio
Trieste
Waynesboro
Wilmington
Wood's Hole
Westchester, N. Y.
West Chester, Pa.
Yosemite

Argentina (when used as the name of the country without the word "Republic")

Argentine (the adjective form—an Argentine product, Argentine wheat, &c.)

Words Often Misspelled

(Divided according to Webster's *New International Dictionary*)

a bridg ment
a cad e my
ac ci den tal ly
ac com mo date
a chieve ment
ac knowl edg ment
ac quaint ed
ac quit ted
a cross

ad dressed
aer o drome
air plane
all right
al read y
a lu mi num
am a teur
an es thet ic
ap pa ra tus
ar chae ol o gy
ar gu ment
as cend an cy
as cend ant
ath let ic
aux il ia ry

bal ance
ba zaar
be lieve
be liev ing
bi ased
bound a ry
bou quet
Brit ain
broad cast
buc ca neer
bus i ness

car bu ret or
cem e ter y
chang ing
cli en tele
col umn
com mit tal
con fec tion er y
con trol ler
cor rob o rate
coun ci lor
coun se lor

de bat er
de ceive
de ferred
de mean or
de scend ant
de scribe
de scrip tion
de spair
dex ter ous
diph the ri a
di rect
dis ap pear
dis ap point
dis patch
dis trib u tor

ear nest
ec sta sy
eighth
em bar rass
em i grant
ex ag ger ate
ex ceed
ex cel
ex cel lent
ex er cise
ex hil a rate
ex ist ence

fas ci nate
Feb ru a ry
fi nal ly
for eign er
fore tell
for ward
friend

gov ern ment
gov er nor
gram mar
grand daugh ter
griev ous
guard i an
hair breadth
har ass
height
he roes
hop ing
hun dredths
hy giene

ic ing
im ag i na ry
im me di ate ly
im mi gra tion
im mi nent
im ping ing
in ci den tal ly
in de pend ent
in dis creet
in fi nite
in noc u ous
in oc u late
in sist ence
in stil
in ter cede
ir i des cent

judg ment

keen ness
knowl edge

lab o ra to ry
le gion naire
li bra ry
li cense
light ning
lik a ble
liq ue fy

man i kin
man u al
mar riage
mat i nee
me di e val
mes sen ger
mil len ni um
mil lion aire
mis cel la ne ous
mis chie vous
mis spell
mis state ment
mon as ter y
mon eyed

ne groes
nick el
nine teenth
no tice a ble

oc ca sion al ly
oc cur rence
oc cur ring
om e let
o mis sion
o mit ted
op ti mis tic
out ra geous

pac i fist
paid
par al lel
par lia ment
pas sen ger
pas time
peace a ble
per ceive
per emp to ry
per se ver ance
per son nel
per spi ra tion
pic nic
pneu mo ni a
pol i ti cian
pol i tics
pos ses sor
pre ced ence
prep a ra tion
priv i lege
pro ced ure
pro fes sion
prof fered
prom is so ry
psy chol o gy

ques tion naire
real ly
re ceive
rec og nize
rec om mend
ref er ence
rep e ti tion

sec re ta ry
seize
ser geant
serv ice a bly
siege
sim i lar
sin cere ly
su per in tend ent

tend en cy
trace a ble

u nan i mous
un nec es sa ry
use ful

venge ance
vil lage

war rant
weath er

List of Words Ending in *IBLE*

accessible
admissible
audible
collapsible
collectible
combustible
comprehensible
compressible
convertible
corruptible
deducible
destructible

dirigible
discernible
divisible
edible
eligible
exhaustible
feasible
forcible
horrible
illegible
imperceptible
inaudible
incompatible
incorrigible
incredible
indefensible
indelible
indigestible
infallible
inflexible
intangible
intelligible
invincible
invisible
irascible
legible
negligible
permissible
plausible
possible
reprehensible
resistible
responsible
reversible
susceptible
tangible
terrible
transmissible

List of Words Ending in *ANT*

abundant
accountant
adjutant
appellant
applicant
arrogant
assailant
attendant
benignant
blatant
claimant
coadjutant
commandant
complainant
complaisant
concomitant
conversant
covenant
currant
(*see* current)
defendant
determinant
discordant
disinfectant
disputant
dissonant
distant
exorbitant
extravagant
exultant
flagrant
flippant
fragrant
gallant
hesitant
hydrant
ignorant
immigrant
important
incessant
inconstant
indignant
intolerant
intoxicant
irrelevant
irritant
itinerant
lieutenant
malignant
mendicant
militant
mordant
observant
occupant
pedant
penchant
pennant
petulant
pheasant
pleasant
poignant
precipitant
predominant
pregnant
preponderant
protestant
protuberant
pursuant
quadrant
recalcitrant
redundant
relevant
reliant
reluctant
repentant
repugnant
resistant
resonant
restaurant
servant
significant
stagnant
sycophant
tenant

termagant
tolerant
trenchant
triumphant
truant
vagrant
vigilant
visitant

List of Words Ending in *ENT*

abstinent
accident
affluent
antecedent
astringent
coherent
comment
competent
complacent
component
concurrent
confident
consistent
constituent
contingent
convergent
corespondent
correspondent
current
(*see* currant)
despondent
deterrent
different
diffident
diligent
discontent
eminent
equivalent
evident
expedient
immanent
imminent
impatient
impertinent
improvident
imprudent
impudent
incident
inclement
incompetent
incontinent
incumbent
indecent
independent
indigent
indifferent
indolent
indulgent
inexpedient
inherent
innocent
insistent
insolent
insolvent
insurgent
intelligent
intermittent
irreverent
magnificent
malevolent
negligent
obedient
omnipotent
opponent
penitent
permanent
persistent
pertinent
pre-eminent
recurrent
redolent
remittent
repellent
reverent
somnolent
strident
stringent
succulent
transcendent
translucent
transparent
truculent
turbulent
urgent
vehement
violent

List of Words Ending in *ANCE*

abeyance
acceptance
accordance
acquaintance
acquittance
admittance
affiance
alliance
ambulance
allowance
arrogance
appearance
assistance
assurance
attendance
balance
circumstance
clearance

complaisance
compliance
concordance
connivance
contrivance
conveyance
countenance
counterbalance
deliverance
discontinuance
discordance
discountenance
disturbance
encumbrance
endurance
enhance
entrance
expectance
extravagance
exuberance
finance
forbearance
fragrance
furtherance
grievance
ignorance
importance
inheritance
instance
insurance
intemperance
intolerance
irrelevance
issuance
maintenance
nuisance
obeisance
observance
ordinance
ordnance
parlance
perchance
performance
precipitance
preponderance
protuberance
pursuance
quittance
radiance
reconnaissance
redundance
reliance
reluctance
remembrance
remittance
remonstrance
renaissance
repentance
repugnance
resemblance
resistance
resonance
riddance
romance
significance
substance
sustenance
temperance
tolerance
transmittance
variance
vigilance

List of Words Ending in *ENCE*

abhorrence
absence
abstinence
adherence
adolescence
affluence
audience
benevolence
coherence
commence
competence
complacence
concurrence
condolence
conference
confidence
confluence
conscience
continence
contingence
consistence
convergence
correspondence
credence
deference
dependence
despondence
difference
diffidence
diligence
disobedience
divergence
excellence
experience
imminence
impatience
impertinence
impotence
improvidence
imprudence
impudence
incandescence
incidence
incompetence
inconsequence
incontinence
independence
indifference
indolence
indulgence
inexperience

inference
influence
inherence
innocence
insistence
insolence
insurgence
intelligence
interdependence
interference
intermittence
irreverence
magnificence
malevolence
negligence
obedience
occurrence
omnipotence
penitence
permanence
persistence
pertinence
pestilence
precedence
presence
prevalence
prominence
providence
prudence
recurrence
redolence
repellence
residence
resilience
reticence
reverence
science
silence
somnambulenc
subsequence
subsistence
transcendence
transference
translucence
transparence
truculence
turbulence
violence

List of Words Ending in *ER*

ccuser
acquitter
admirer
adventurer
advertiser
adviser *or*
advisor
appraiser
artificer
assayer
assigner
astronomer
astrologer
banker
barkeeper
barrister
beginner
believer
bibliographer
bidder
biographer
bombarder
bookbinder
bookkeeper
bookmaker
bookseller
bowler
broker
buyer
bystander
carpenter
cataloguer *or*
cataloger
commander
commissioner
commuter
comptroller *or*
controller
conjurer *or*
conjuror
coroner
costumer
counterfeiter
crusader
customer
daughter
dealer
deceiver
deserter
destroyer
discoverer
dreamer
driver
dyer
embroiderer
employer
engraver
examiner
explorer
exporter
extortioner
falsifier
fighter
flyer
follower
foreigner
fruiterer
furrier
gambler
harvester
householder
idolater
importer
inciter
indorser

insurer
interloper
interpreter
intruder
islander
jailer
jeweler *or*
jeweller
joiner
juggler
keeper
kidnaper *or*
kidnapper
laborer
landowner
lawgiver
lawmaker
lawyer
leader
leper
lexicographer
lithographer
manager
manufacturer
masquerader
meddler
messenger
miner
mourner
observer
offender
officer
organizer
painter
passenger
pauper
peddler
pensioner
performer
perfumer
photographer
pitcher
planner
planter
plasterer
pleader
plodder
plumber
pointer
porter
poser
potter
preacher
premier
preserver
printer
prisoner
producer
promoter
prompter
provider
prowler
publisher
purchaser
purser
racer
rancher
ranger
reaper
receiver
recorder
redeemer
reformer
reporter
retainer
reveler *or*
reveller
reviewer
reviler
revolver
rioter
robber
romancer
ruler
sharper
shipper
shopkeeper
skipper
soldier
sorcerer
southerner
spinster
stammerer
stationer
stenographer
stockbroker
stockholder
stranger
striker
subscriber
swimmer
swindler
teamster
telegrapher
teller
tiller
topographer
trader
trainer
traveler *or*
traveller
treasurer
trickster
trooper
trumpeter
tumbler
typesetter
typographer
unbeliever
underwriter
user
versifier
warder
watcher
whisperer
widower
worshiper *or*
worshipper
wrecker
youngster

List of Words Ending in *OR*

actor
adjudicator
administrator
advisor *or*
adviser
agitator
aggressor
ambassador
ancestor
annotator
arbitrator
assessor
auditor
author
aviator
bachelor
benefactor
calculator
chancelor *or*
chancellor
collaborator
collector
commentator
competitor
compositor
conductor
confessor
conjuror *or*
conjurer
conqueror
conservator
consignor
constructor
contractor
contributor
councilor *or*
councillor
creditor
curator
debtor
decorator
demonstrator
depositor
director
distributor
editor
elector
emancipator
emperor
executor
governor
grantor
guarantor
illustrator
imitator
impostor
inspector
instructor
interlocutor
inventor
investigator
investor
janitor
junior
juror
legislator
liberator
liquidator
malefactor
mediator
minor
monsignor
mortgagor
narrator
navigator
neighbor *or*
neighbour
objector
officiator
operator
oppressor
orator
originator
participator
pastor
perpetrator
possessor
preceptor
precursor
predecessor
procrastinator
proctor
professor
progenitor
projector
proprietor
protector
purveyor
realtor
rector
sailor
savior *or*
saviour
sculptor
senator
spectator
speculator
stipulator
successor
suitor
supervisor
survivor
tailor
testator
traitor
tutor
valuator
visitor
warrantor
warrior

List of Words Ending in *CEDE*

accede	precede
concede	recede
intercede	secede

List of Words Ending in *CEED*

exceed	proceed	succeed

Word Ending in *SEDE*

supersede

Variant Spellings according to *Webster's New International Dictionary*, 1934 Edition

Preferred	*Allowed*
adviser	advisor
busses	buses
cannot	can not
canyon	cañon
catalogue	catalog
check	cheque
coconut	cocoanut
dispatch	despatch
draft	draught
employee	employe
formulas	formulae
fulfill	fulfil
maneuver	manoeuvre
medieval	mediaeval
mold	mould
mustache	moustache
pajamas	pyjamas
peddler	pedlar
practice (v. & n.)	practise (verb only)
program	programme
skillful	skilful
subpoena	subpena
taboo	tabu
willful	wilful

CHAPTER VII

DICTION

Words Often Confused in Meaning and in Spelling

accede	to attain, to agree
exceed	to surpass
accept	to receive
except	to exclude
adverse	opposed
averse	disinclined
adapt	to suit oneself to
adept	proficient
addition	something added
edition	number of books printed at a time
advice	counsel
advise	to give counsel. Not used correctly for *inform.*
affect	to influence, to change, to assume, always a verb
effect	to bring about, as a verb; a result, as a noun
all together	in a body
altogether	entirely
aloud	audibly
allowed	permitted
altar	a sacred place for worship
alter	to change
apprise	to inform
apprize	to value
appraise	to value
ascent	act of rising
assent	consent
berth	a place in which to sleep in a Pullman or a ship
birth	act of being born
biannual	half-yearly
biennial	two-yearly

canon	a law; a rule
cannon	a large gun
canvas	a coarse cloth
canvass	to solicit
capital	a chief city, a sum of money
capitol	a state-house
cast	a group of factors; to throw
caste	hereditary class
censer	an incense pan
censor	a critic, to criticize
censure	to blame
cite	to summon
sight	a view
site	a place
cession	a ceding, a yielding up
session	a meeting assembled
coarse	common, rough
course	a direction of going
collision	an act of colliding; a clash
collusion	a secret agreement for fraudulent purposes
complement	that which completes
compliment	flattery, praise
correspondent	one who writes letters
corespondent	a third party in a divorce suit
council	an assembly or group for conference
counsel	advice; legal adviser
device (noun)	a plan
devise (verb)	to plan
decent	respectable
descent	act of descending
dissent	act of disagreement
desert	a barren place
dessert	a course at the end of dinner
divers	various
diverse	of different nature
dual	two-fold
duel	a combat between two persons
dying	ceasing to live
dyeing	coloring

elicit	to draw forth
illicit	illegal
elusive	baffling
illusive	unreal
eminent	prominent
imminent	threatening
exercise	to practice in order to develop
exorcise	to purify a person or a place from an evil spirit
faint	fatigued; a swoon
feint	a pretense
fair	just; blond
fare	sum paid for journey
fore	in front
four	a number
formally	perfunctorily, ceremoniously
formerly	in times past
forth	away; forward
fourth	a number
farther	in space
further	in degree
guarantee	preferred in the verb sense
guaranty	preferred in the noun sense
hypercritical	too critical
hypocritical	insincere
indict	to charge with an offense
indite	to write, to compose
ingenious	clever
ingenuous	frank
instance	an example
instants	periods of time
its	pronoun
it's	contraction of *it is*
know	to be aware of
no	a negative
later	comparative of late
latter	the second of two mentioned
least	little
leased	held on lease

loath	adjective
loathe	verb
loose	free
loosen	to free
lose	to cease to have
mantel	a shelf above a fireplace
mantle	a cloak
mean	shabby; to intend
mien	manner of look
meat	food
meet	to assemble
mete	to measure
miner	a workman in a mine
minor	one under age; lesser
ordinance	act of ordaining, ordering or arranging
ordnance	military supplies
ought	should
aught	anything
naught	a cipher
pair	two; a couple
pare	to slice thinly
pear	a fruit
past	adjective, adverb, or preposition
passed	past tense of *to pass*
peal	sound of bells
peel	to skin
pedal	a foot lever
peddle	to sell from house to house
personal	individual, private
personnel	staff of an institution
persecute	to subject to persistent ill-treatment
prosecute	to pursue, to bring lawsuit against
precede	to go before
proceed	to begin
precedence	priority
precedents	previous examples taken for basis of present action
presence	state of being present
presents	gifts

prescribe	to lay down authoritatively a course of action
proscribe	to outlaw
principal	chief; head of a school; sum of money
principle	a general truth
prophecy	a noun
prophesy	a verb
quite	completely
quiet	not noisy
rapped	struck
rapt	transported in feeling
wrapped	folded
respectfully	manner of feeling
respectively	proper to each
role	a part in a play
roll	a round thing
sewage	matter carried in sewers
sewerage	system of sewers
shone	to reflect light
shown	exhibited
stationary	not moving
stationery	writing paper
straight	direct
strait	a narrow water passage; circumscribed
statue	a piece of sculpture
stature	height
statute	a law
talesman	a person added to a jury
talisman	a charm
terminal	the end, particularly of a line of railroad
terminus	either end of a railroad line; particularly the station, town, or city at the end of a line of railroad
their	a pronoun
there	an adverb
they're	contraction of *they are*
therefor	to that end
therefore	for the reason
till until	(interchangeable)

topography	local geography, features
typography	the art of printing or the use of type in printing
troop	a body of soldiers or of cavalry
troupe	a company of stage performers
who's	contraction of *who is*
whose	pronoun, possessive of *who*
your	pronoun
you're	contraction of *you are*

Words Commonly Misused

ability	power to do
capacity	power to receive
all right	Note this is the correct and only spelling. There is no such spelling as *alright.*
almost	an adverb meaning *very nearly* (almost all)
most	an adjective, a pronoun, and an adverb of comparison: *most* people; *most* of them came; *most* beautiful
allusion	an indirect reference
illusion	an error of vision
delusion	an error of judgment
amoral	non-moral
unmoral	having no moral perception
immoral	dissolute
amount	the sum total referring to number
number	refers to something counted
quantity	refers to something measured
anecdote	a narrative of a particular incident
antidote	a remedy to counteract poison
antagonist	an enemy
protagonist	principal character in a drama
anywhere	There is no such word as *anywheres.*
apt	suitable, appropriate, skilled
likely	possible
liable	implies undesirable consequences, legally bound
as—as	used in affirmative comparison
so—as	used in negative comparison
avocation	a minor occupation
vocation	a regular calling or profession

balance	the difference between the debit and credit side of an account
remainder	the comparatively small part left over
beside	at the side of
besides	in addition to
bring	to convey toward the speaker
take	to carry from the speaker
can	denotes ability
may	denotes permission
casual	happening by chance
causal	relating to a cause or causes
comprehensive	having a wide scope
comprehensible	intelligible
credible	worthy of belief
creditable	praiseworthy
credulous	too ready to believe
customer	person entering shop to buy, especially one dealing with a firm
client	person using the services of a lawyer or other professional man
deposition	sworn testimony obtained out of court; removal from office; sediment
disposition	arrangement; temper
directly	never a conjunction; as, *Directly* he came, I left. *Correct: As soon as* he came, I left.
due to	adjective modifier *Correct:* His failure, *due to* ill health, caused financial embarrassment. *Incorrect: Due to* the bad weather, we could not go.
because of	*Because of* financial embarrassment he could not go to Europe.
each	refers to the members of a group
both	two considered together
each other	Use *each other* of *two.* Use *one another* of *more than two.*
economic	pertaining to economics
economical	thrifty
emigration	the moving from a country
immigration	the moving into a country

exceedingly	very greatly
excessively	too greatly
exceptional	unusual
exceptionable	open to objection
excite	to stir up emotionally
incite	to stir to action
expect	to regard as likely to happen
suspect	to doubt the truth of
farther	referring to distance
further	in addition, to greater extent
few	used in reference to number
less	used in reference to quantity
first	both adjective and adverb. *Firstly* is not in good use.
hanged	of a person
hung	of an object
healthy	in good health or condition
healthful	health-giving, as of climate
wholesome	producing a good effect, as of food
hire	to employ, to obtain the use of
let	to give the use of
lease	to give the use of by lease
human	pertaining to mankind (an adjective, not a noun)
humane	benevolent
irrelevant	not pertaining to
irreverent	wanting in reverence
last	after all others
latest	the most recent
learn	to acquire knowledge
teach	to give instruction
legible	easy to read, readable
eligible	qualified to be chosen
luxuriant	profuse of growth
luxurious	self-indulgent, conducive to luxury
mad	insane. Do not use in the sense of *angry.*
angry	enraged
Madam	polite form of address to women
Madame	prefix to foreign name

majority	receiving more than half of the number of votes
plurality	receiving a greater number than any other, but less than half of the votes cast
much	referring to quantity
many	referring to persons or things
near	in proximity to time or space
nearly	almost
new	recent, not old
novel	unusual, strange
none (*See* p. 186)	may be singular or plural according to sense
noted	favorably known
notorious	unfavorably known
famous	celebrated
observance	rite, a ceremonial
observation	act of observing
partake	to take a share, as of food
participate	to have a share in
party	a body of persons; in law term, a person
person	an individual
practical	that which can be done advantageously
practicable	that which can be done
proposition	statement, assertion, something offered for discussion
proposal	something offered for acceptance or rejection
real	not counterfeit
quite	adverb of degree, meaning entirely
very	adverb of degree, meaning extremely. Do not use to modify a participle.
raise	transitive verb, to lift
rear	to bring up, to train
rise	intransitive verb, to ascend
recipe	a statement of ingredients and procedure for a medicine or dish
receipt	a written acknowledgment of receiving money, a fact of receiving
salary	a fixed periodical payment made to a person employed in other than manual or mechanical work
wages	workman's or servant's periodical pay

some	an adjective or a pronoun
somewhat	an adverb of degree
valuable	of great value
valued	estimated

Words Commonly Mispronounced

acclimate—ăk-klī′-māt, *not* ăk′-klīm-āt
acumen—ȧ-kū′-mĕn, *not* ăk′-yū-mĕn
address (n.)—ăd-drĕs′
address (vb.)—ăd-drĕs′
adept (n.)—ăd-ĕpt′, *not* ăd′-ĕpt
adept (adj.)—ăd-ĕpt′
admirable—ăd′mĭr-ȧ-bl, *not* ăd-mī′-rȧ-bl
admirably—ăd′mĭr-ȧ-blĭ, *not* ăd-mī′-rȧ-blĭ
adult—ȧdŭlt′, *or* ăd′-ŭlt
advertisement—ăd-vẽr′tĭz-ment or ȧd-ver-tīz′-ment
alias—ā-lĭ-ăs, *not* ăl-ī′-ăs
alma mater—ăl′-mȧ mā′-tẽr or äl-mȧ mä′-tẽr
alumnae—ȧ-lŭm′-nē
alumni—a-lŭm′nī
annex (n.)—ăn-nĕks′ or ăn′-nĕks
annex (vb.)—ăn-nĕks′
annihilate—ăn-nī′-hĭl-āt
applicable—ăp′-plĭk-ȧ-bl, *not* ăp-plĭk′-ā-bl
appreciate—ăp-prē′-shĭ-āt, *not* ăp-prē′-sĭ-āt
apropos—ăp-rō-pō′
aristocrat—ȧ-rĭs′-tō-krăt or ăr′-ĭs-tō-krăt
ask—ȧsk, *not* ăsk
associate—ăs-sō′-shĭ-āt, *not* ăs-sō′-sĭ-āt
association—ăs-sō-sĭ-ā′shŭn or ăs-sō-shĭ-ā′-shŭn
athlete—ăth′-lēt, *not* ăth′l-ēt or ăth′-a-lēte
avenue—ăv′ ē-nū, *not* ăv′-ē-nōō
aviator—āv′-iātor
bade—băd, *not* bād
banquet—băng′-kwĕt, *not* băn′-kwĕt
bicycle—bī′-sĭk-l, *not* bī′-sī-kl
biography—bī-ŏg′-rȧ-fĭ
blatant—blā′-tănt, *not* blăt′-ănt
bouquet—bōō-kā′ or bō-kā′
cello—chĕl′-ō
chaos—kā′-ŏs
chastisement—chăs′-tĭz-mĕnt, *not* chăs-tīz′-mĕnt
chiropodist—kī-rŏp′-ō-dĭst

clique—klēk, *not* klĭk
cognomen—kŏg-nō′-mĕn, *not* kŏg′-nō-mĕn
combatant—kŏm′-băt-ănt; kŭm′-băt-ănt
comparable—kŏm′-pa-ra-bl, *not* kŏm-pâr′-a-bl
complaisance—kŏm′-plā-zăns or kŏm-plā′-zăns
compromise—kŏm′-prō-mīz
comptroller—kŏn-trō′-lēr
condolence—kŏn-dō′-lĕns, *not* kŏn′-dō-lĕns
connoisseur—kŏn′ĭ-sûr′ or kŏn′ĭ-sūr′
conscientious—kŏn-shĭ-ĕn′-shŭs, *not* kŏn-sĭ-ĕn′-shŭs
considerable—kŏn-sĭd′-ēr-a-bl, *not* kŏn-sĭd′-ra-bl
conspiracy—kŏn-spĭr′-a-sĭ, *not* kŏn-spī′-ra-sĭ
corps (military)—kōr; pl., kōrz
coupon—kōō′-pŏn
cowardice—kow′-ärd-ĭs, *not* kow′-ärd-īs
credence—krē′-dĕns, *not* krĕd′-ĕns
creek—krēk, *not* krĭk
crematory—krĕm′-a-tō-rĭ or krē′-ma-tō-rĭ
culinary—kū′-lĭn-ā-rĭ, *not* kŭl′-ĭn-ā-rĭ
data—dā′-ta, or dă′-ta
deaf—dĕf
decade—dĕk′-ād, *not* dĕk-ād′
deficit—dĕf′-ĭs-ĭt, *not* dē-fĭs′-ĭt
detail (n.)—dē′-tāl or dē-tāl′
depot—dē′pō
detour—de-tōōr′ or dā-tōōr′
digest (n.)—dī′-jĕst
digest (vb.)—dĭ-jĕst′ or dī-jĕst′
digestion—dĭ-jĕs′-chŭn, *not* dī-jĕs′-chŭn
direct—dĭ-rĕkt′, *not* dī-rĕkt′
discourse—dis-kōrs′, *not* dĭs′-kōrs
economic—ē-kō-nŏm′-ĭk or ĕk-ō-nŏm′-ĭk
egotism—ē′-gō-tĭzm or ĕg′-ō-tĭzm
envelope—ĕn′-vĕl-ōp or ŏn′-vĕl-ōp
epitome—ē-pĭt′-ō-mē, *not* ĕp′-ĭ-tōm
epoch—ĕp′-ŏk or ē′-pŏk
err—ĕr
errata—ĕr-rā′-ta
exigency—ĕks′-ĭj-ĕn-sĭ
exit—ĕks′-ĭt, *not* ĕgz′-ĭt
exquisite—ĕks′-kwĭz-ĭt, *not* ĕks-kwĭz′-ĭt
extol—ĕks-tōl′ or ĕks-tōl′
extraordinary—ĕks-trôr′-dĭn-ā-rĭ
faucet—fô′sĕt, *not* făs′-ĕt
fiat—fī′-ăt

finale—fē-nä′-lā, *not* fī-năl′-ē
finance—fĭn-ăns′, *not* fī′-năns
financial—fĭn-ăn′-shăl, *not* fī-năn′-shăl
financier—fĭ-năn-sēr′, *not* fī′năn-sēr
forbade—fôr-băd′, *not* fôr-bād′
forehead—fŏr′-ĕd or fŏr′-ĭd
formidable—fôr′-mĭd-ȧ-bl
forward—fôr′-wĕrd
fragile—frăj-ĭl, *not* frāj′-īl
frequent (adj.)—frē′kwĕnt
frequent (vb.)—frē-kwĕnt′
gala—gā′-lȧ, *not* găl′-ȧ
gamut—găm′-ŭt, *not* gā′-mŭt
genuine—jĕn-ū-ĭn, *not* jĕn-ū-īn
gigantic—jī-găn′-tĭk *not* jĭg-ăn′-tĭk
gist—jĭst, *not* gĭst
gondola—gŏn′-dō-lȧ, *not* gŏn-dō′-la
gratis—grā′-tĭs or grăt′-ĭs
Hades—hā′-dēz
harass—hăr′-ăs or hȧ-răs′
hearth—härth, *not* hērth
height—hīt, *not* hītth
helm—hĕlm, *not* hĕl′-ŭm
herb—ērb or hērb
herculean—hēr-kū′-lē-ăn, *not* hēr-kū-lē′-ăn
humor—hū′-mēr or yū′-mēr
hypocrisy—hĭp-ŏk′-rĭs-ĭ
hysteria—hĭs-tē′-rĭ-ȧ
illustrate—ĭl-lŭs′-trāt or ĭl′-lŭs-trāt
incomparable—ĭn-kŏm′-pȧ-rȧ-bl, *not* ĭn-kŏm-pâr′ā-bl
indict—ĭn-dīt′
indictment—ĭn-dīt′-mĕnt
indisputable—ĭn-dĭs′-pū-tȧ-bl or ĭn-dĭs-pū′-tȧ-bl
indissoluble—ĭn-dĭs′-ō-lū-bl or ĭn-dĭ-sŏl′-u-bl
industry—ĭn′-dŭs-trĭ, *not* ĭn-dŭs′-trĭ
inertia—ĭn-ēr′-shĭ-ȧ, *not* ĭn-ēr′-shȧ
inexorable—ĭn-ĕks′-ō-rȧ-bl
inexplicable—ĭn-ĕks′-plĭk-ȧ-bl
inextricable—ĭn-ĕks′-trĭk-ȧ-bl
infamous—ĭn′-fȧ-mŭs
infantile—ĭn′-făn-tīl or ĭn′-făn-tĭl
inhospitable—ĭn-hŏs′-pĭt-ȧ-bl, *not* ĭn-hŏs-pĭt′-ȧ-bl
inquiry—ĭn-kwīr′ĭ or ĭn′-kwĭ-rĭ
insatiable—ĭn-sā′-shȧ bl or ĭn-sā′-shĭ-ȧ-bl

interested—ĭn′-tẽr-ĕst-ĕd, *not* ĭn-tẽr-ĕst′-ĕd
interesting—ĭn′-tẽr-ĕst-ĭng, *not* ĭn-tẽr-ĕst′-ĭng
irreparable—ĭr-rĕp′-ȧ-rȧ-bl, *not* ĭr-rē-păr′-ȧ-bl
isolate—ī′-sō-lāt or ĭs′ō-lāt
italic—ĭ-tăl′-ĭk, *not* ī-tăl′-ĭk
juvenile—jū′-vē-nĭl or jū′-vē-nīl
kept—kĕpt, *not* kĕp
length—lĕngth, *not* lĕnth
mischievous—mĭs′-chēv-ŭs, *not* mĭs-chē′-vŭs
municipal—mū-nĭs′-ĭp-ăl, *not* mū-nĭs-ĭp′-ăl
nauseate—nô′-shē-āt or nô′-sē-āt
nephew—nĕf′-yū or nĕv′-yū
often—ŏf′-n, *not* ŏf′-tĕn
oral—ō′-rȧl
pageant—păj′-ent or pā′-jent
parquet—pär-kā′ or pär-kĕt′
pertinacious—pēr-tĭn-ā′-shŭs, *not* pēr-tĭn-ăsh′-ŭs
poem—pō′-ĕm, *not* pō′-ŭm
precedence—prē-sē′-dĕns, *not* prĕs′-ē-dĕns
precedency—prē-sē′-dĕn-sĭ, *not* prĕs′-ē-dĕn-sĭ
precedent (n.)—prĕs′-ē-dĕnt
precedent (adj.)—prē-sē′-dĕnt
premature—prē-mȧ-tūr′ or prē′-mȧ-tūr
promissory—prŏm′-ĭs-sō-rĭ
promulgate—prō-mŭl′-gāt
qualm—kwäm, *not* kwôm
radiator—rā′-dĭ-ā-tor
radio—rā′-dĭ-o
raillery—rāl′-ēr-ĭ or răl′-ēr-ĭ
ratio—rā′-shĭ-ō or rā′-shō
recognize—rĕk′-ŏg̃-nīz
referable—rĕf′-ēr-ȧ-bl
retailer—rē′tāl-er or re-tāl′-er
revocable—rĕv′-ō-kȧ-bl, *not* rē-vō′kȧ-bl
revolt—rē-vōlt′ or rē-vŏlt′
rinse—rĭns, *not* rĕns
romance—rō-măns′
roof—rōōf, *not* rŏŏf
room—rōōm, *not* rŏŏm
root—rōōt, *not* rŏŏt
route—rōōt or rowt (*Century*)
salmon—săm′-ŭn, *not* sä′-mŭn
says—sĕz, *not* sāz
several—sĕv′-ēr-ăl, *not* sĕv′-răl

shone—shōn or shŏn
suggest—sŭg-jĕst′ or sŭj-jĕst′
suite—swēt, *not* sūt
superfluous—sū-pĕr′-flū-ŭs
tedious—tē′-dĭ-ŭs or tēd′-yŭs, *not* tē′-jŭs
tepid—tĕp′-ĭd, *not* tē′-pĭd
tomato—tō-mā′-tō or tō-mä′-to
toward—tōrd, *not* tō-wôrd′
tribune—trĭb′-yūn
ultimatum—ŭl-tĭm-ā′-tŭm, *not* ŭl-tĭm-ä′-tŭm
usage—ūs′-ĭj or ūz′-ĭj
vagary—vȧ-gā′-rĭ, *not* vā′-gȧ-rĭ
vagrant—vā′-grănt, *not* văg′-rănt
vice versa—vī′-sē vĕr′-sȧ, *not* vīs′-vĕr-sȧ
wan—wŏn
yacht—yŏt
yolk—yōk or yōlk
yule—yūl
zealous—zĕl′-ŭs

Foreign Words and Phrases Commonly Used
(Selected from the *Standard Dictionary*)

LATIN WORDS AND PHRASES

annus mirabilis	Wonderful year
ante bellum	Before the war, especially before the Civil War
ante meridiem	Before the sun reaches the meridian, that is, before noon
a priori	From what is before; from cause to effect
arbiter elegantiae	A judge in matters of taste
bona fides	Good faith
carpe diem	Enjoy the present
casus belli	A cause justifying war
causa sine qua non	An indispensable condition
cave canem	Beware of the dog
circa	About
conditio sine qua non	An indispensable condition
confer (cf.)	Compare
consensus facit legem	Consent makes the law
copia verborum	Fluency of speech

cor unum, via una	One heart, one way
cui bono?	For whose advantage, to what end?
cum privilegio	With privilege
de gustibus non est disputandum	There is no disputing about tastes
Dei gratia	By the grace of God
de mortuis nil nisi bonum	Concerning the dead say nothing but good
Deo volente (D.V.)	God willing
Deus vobiscum	God be with you
dis aliter visum	It seemed otherwise to the gods
Dominus vobiscum	The Lord be with you
dulce et decorum est pro patria mori	Sweet and seemly is it to die for one's country
ecce homo	Behold the man
ex cathedra	Officially, with authority
ex curia	Out of court
exempli gratia (e.g.)	By way of example
exeunt omnes	All go out (used as a stage direction)
ex more	According to custom
facile princeps	Easily the first
fide et amore	By faith and love
fidus Achates	Faithful Achates; trusty friend
fortuna favet fortibus	Fortune favors the brave
gaudeamus igitur	Let us be joyful
genius loci	The spirit of the place; guardian deity
gloria in excelsis	Glory to God in the highest
hic et ubique	Here and everywhere
hic sepultus	Here lies buried
hinc illae lacrimae	Hence these tears
hoc anno	In this year
hoc loco	In this place
hoc tempore	At this time
hodie mihi, cras tibi	Mine today, yours tomorrow
homo sum; humani nihil a me alienum puto	I am a man; I count nothing human indifferent to me
honores mutant mores	Honors change manners
horribile dictu	Horrible to be told
humanum est errare	To err is human
id est (i.e.)	That is
in curia	In court

in extremis	At the point of death
in hoc signo spes mea	In this sign is my hope
in hoc signo vinces	By this sign you will conquer
in hoc statu	In this state of things
in loco parentis	In the place of a parent
in medias res	In the midst of things; into the heart of the matter
in memoriam	In memory of
in nomine Domini	In the name of the Lord
in pace	In peace
in omnia paratus	Prepared for all things
in perpetuum	Forever
in personam	*Law.* Against the person instead of against specific things
in posse	In possibility; in potential existence
in propria persona	In one's own person
in re	In the matter of
in rem suam	*Civ. Law.* In his own affair; said of a certain power of attorney
in rerum natura	In the nature of things
in secula seculorum	To ages of ages; for ever and ever
in situ	In its place; in proper position
in statu quo	In the state in which it was before
in statu quo ante bellum	In the state in which it was before the war
in toto	Altogether; entirely
in transitu	In transit
in totidem verbis	In so many words
ipso jure	By the law itself
jure divino	By divine law
jus civile	Civil law
jus canonicum	Canon law
jus gentium	Law of nations
jus gladii	The law of the sword
justitia omnibus	Justice for all
laborare est orare	To work is to pray
labor est etiam ipsa voluptas	Labor is pleasure itself
labor ipse voluptas	Labor itself is pleasure
labor omnia vincit	Labor conquers all things

laesa majestas	Lese-majesty; treason
lapis philosophorum	The philosophers' stone
lares et penates	Household gods
laus Deo	Praise be to God
legalis homo	A person in good standing before the law
lex loci	The law of the place
lex scripta	The written law
lex terrae	The law of the land
licentia vatum	Poetic license
lite pendente	During the trial
loco citato	In the place cited
locum tenens	One taking the place of another
locus in quo	Place in which
locus sigilli	The place of the seal
longe absit	Far be it
longo intervallo	At a long interval
loquitur	He (or she) speaks
lux mundi	The light of the world
magna civitas, magna solitudo	A great city is a great solitude
magni nominis umbra	The shadow of a great name
magnum bonum	A great good
malis avibus	Under bad auspices
malum in se	Evil in itself
maximus in minimis	Very great in little things
me judice	In my judgment
memento mori	Remember that you must die
memoria in aeterna	In everlasting remembrance
mens agitat molem	A mind keeps the mass in motion; mind animates matter
mens legis	The spirit of the law
mens sana in corpore sano	A sound mind in a healthy body
meo periculo	At my own risk
meo voto	By my wish
merum sal	Pure salt; true good sense or wit
meum et tuum	Mine and thine
miles gloriosus	A braggart soldier
mirabile dictu	Wonderful to say
mirabile visu	Wonderful to be seen
mirabilia	Miracles
modus operandi	A mode of operating
modus vivendi	A mode of living

more majorum	According to the custom of our fathers
more meo	In my own way
more suo	In his own way
morituri te salutamus	We who are about to die salute thee
motu proprio	Of one's own accord
multum in parvo	Much in little
mutatis mutandis	The necessary changes being made
mutato nomine	The name being changed
mutuus consensus	Mutual consent
natale solum	Native soil
natura abhorret a vacuo	Nature abhors a vacuum
ne cede malis	Do not give way to misfortunes
nemine contradicente	No one speaking in opposition
nemine dissentiente	No one dissenting
nemo me impune lacessit	No one attacks me with impunity
nemo mortalium omnibus horis sapit	No one is wise at all times
nihil ad rem	Nothing to the point
nihil quod tetigit non ornavit	He touched nothing without embellishing it
nil admirari	To wonder at nothing
nil desperandum	Nothing to be despaired of
nil dicit	He says nothing
nisi Dominus, frustra	Unless the Lord build the house, it is in vain (to build it)
nitor in adversum	I struggle against adversity
nolens volens	Unwilling or willing
noli me tangere	Do not touch me
non constat	It does not follow
non libet	It does not please me
non omnia possumus omnes	We cannot, all of us, do everything
non possumus	We are not able
non quis, sed quid	Not who but what
non quo, sed quomodo	Not whom but in what manner
nulla dies sine linea	Not a day without a line
nulli secundus	Second to none

nunc aut nunquam	Now or never
obiit	He or she has died
omnia ad Dei gloriam	All things to the glory of God
omnia bona bonis	All things are good to the good
omnia vincit amor	Love conquers all things
operae pretium est	It is worth while
opere citato	In the volume cited
opus artificem probat	The craftsman is proved by his work
ora et labora	Worship and work
orator fit, poeta nascitur	The orator is made, the poet is born
O tempora! O mores!	What times! What morals!
otium cum dignitate	Leisure with dignity
panem et circenses	Bread and circus; food and amusements
pari passu	With equal pace; at the same speed
particeps criminis	A sharer in the crime
pater patriae	Father of his country
paucis verbis	In few words
pax vobiscum!	Peace be with you!
peccavi	I have sinned
pendente lite	During the suit
per diem	Daily
periculum in mora	There's danger in delay
per se	By itself
persona grata	An acceptable person
pleno jure	With full right
posse videor	I seem to myself to be able
possunt quia posse videntur	They can because they think they can
post meridiem	After the sun has reached the meridian, that is, after noon
primus inter pares	First among equals
principia, non homines	Principles, not men
probatum est	It has been proved
pro bono publico	For the public good
pro Deo et ecclesia	For God and the church
pro et con	For and against
pro forma	As a matter of form
pro memoria	As a memorial
pro tempore	For the time, temporary
quantum libet	As much as you please

quantum meruit	As much as he deserved
quantum sufficit	As much as suffices
quantum vis	As much as you wish
qui docet discit	Who teaches, learns
quid faciendum?	What is to be done?
quid pro quo	Something for something
quo animo?	With what intent?
quo Fata vocant	Whither the Fates call
quo jure?	With what right?
quo modo?	In what manner?
quo vadis?	Whither goest thou?
quod erat demonstrandum	Which was to be proved
quorum pars magna fui	Of which things I was a great part
re infecta	The business being unfinished
religio laici	The religion of a layman
requiescat in pace	Rest in peace
sal Atticum	Attic salt; wit wisdom
scripsit	He or she wrote it
sculpsit	He or she sculptured it
secundum artem	According to art or custom
secundum naturam	According to nature
secundum usum	According to usage
semel pro semper	Once for all
semper eadem	Always the same
semper fidelis	Always faithful
semper paratus	Always prepared
sic passim	Thus everywhere
sic semper tyrannis	Thus ever to tyrants
sic transit gloria mundi	Thus passes the glory of the world
si Deus nobiscum, quis contra nos?	If God be with us, who can be against us?
si diis placet	If it pleases the gods
sine cura	Without care
sine die	Without a day being appointed definitely
sine dubio	Without doubt
sine mora	Without delay
sine qua non	Something indispensable
status quo	The state in which
sub judice	Under consideration
subpoena	Under a penalty
sub praetexto juris	Under the pretext of justice

sub rosa	Under the rose; in strict confidence
sui juris	In one's own right
summa summarum	Sum total
summum bonum	The supreme good
summum jus, summa injuria	The extreme of justice, the extreme of injustice
suo jure	In one's own right
suo loco	In its proper place
sursum corda!	Lift up your hearts!
suum cuique	To each one his own
tempora mutantur	Times change
tempus fugit	Time flies
tertium quid	A third something
timeo Danaos et dona ferentes	I fear the Greeks even when bearing gifts
totum	The whole
ubi libertas, ibi patria	Where liberty is, there is my country
ubique	Everywhere
ultimum vale	A last farewell
ultimus Romanorum	The last of the Romans
una voce	With one voice
usus loquendi	Usage in speaking
ut dictum	As said or directed
ut infra	As below
ut supra	As above
vade in pace	Go in peace
vade mecum	Go with me; companion
vae victis	Woe to the conquered
vale!	Farewell!
vera causa	A true cause or complaint
verbatim et literatim	Word for word and letter for letter
vide ut supra	See as above
vincet amor patriae	Love of country will conquer
vita brevis, longa ars	Life is short and art long
vox populi, vox Dei	The voice of the people is the voice of God

French Words and Phrases

à bon droit	With justice
à bon marché	At a good bargain

affaire du cœur	A love affair
à gauche	To the left
amende honorable	Public reparation; an apology
à propos de rien	Apropos of nothing
à tout prix	At any price
au fait	Skilled, expert
au fait	In fact
au revoir	Till we meet again
au rez-de-chaussée	On the ground floor
autre temps, autres moeurs	Other times, other manners
avec plaisir	With pleasure
beau monde	The fashionable world
bête noire	Black beast; object of abhorrence
bon ami	A good friend
bon jour	Good morning
bon soir	Good evening
bon voyage	A prosperous voyage to you
catalogue raisonné	An illustrated or classified catalogue
cause célèbre	Celebrated case in law
cela va sans dire	That is a matter of course
c'est-à-dire	That is to say
c'est une autre chose	That is a different thing
chacun à son goût	Everyone to his own taste
chef de cuisine	Head cook
chemin de fer	Railway
cher ami, or (fem.) chère amie	Dear friend
cherchez la femme	Seek the woman
chevalier d'industrie	Knight of industry; a swindler
communiqué	Official communication
compagnon de voyage	Traveling companion
compte rendu	An official report
conseil d'état	Council of state
coûte que coûte	Cost what it may
dégagé	Free; unrestrained
de haut en bas	From top to bottom
dernier ressort	A last resource
de trop	Too much; too many
Dieu avec nous	God with us
Dieu défend le droit!	God defend the right!
Dieu et mon droit	God and my right
distingué	Distinguished
distrait	Absent-minded

double entendre	Double meaning
edition de luxe	An elaborate and costly edition, as of a book
embarras de richesses	Embarrassment of riches
en masse	In a body
en passant	In passing
en plein jour	Before the whole world
en rapport	In sympathetic relation
en règle	According to rule
entre nous	Between us
fait accompli	An accomplished fact
femme de chambre	A chamber-maid; a lady's maid
fête champêtre	An open-air festival
garde du corps	A body-guard
gardez bien	Take good care
gardez la foi	Keep the faith
grâce à Dieu	Thanks to God
grand merci	Many thanks
grand monde	The world at large; refined society
homme d'affaires	Man of business
homme de lettres	Man of letters; literary man
homme d'esprit	Man of intellect; wit
honi soit qui mal y pense	Evil be to him who evil thinks
honneur et patrie	Honor and fatherland
ici on parle français	French is spoken here
il faut de l'argent	Money is necessary
il n'y a rien à dire	There is nothing to be said
il n'y a pas de quoi	There is no occasion; don't mention it
je maintiendrai le droit	I will maintain the right
je me fie en Dieu	I trust in God
je ne sais quoi	I know not what
je suis prêt	I am ready
jeu de mots	Play on words
jeu d'esprit	A play of wit or fancy
j'y suis	I am here
le bon temps viendra	There's a good time coming
le jeu n'en vaut pas la chandelle	The game is not worth the candle
le jour viendra	The day will come
le roi est mort! vive le roi!	The king is dead! Long live the king!
le style est l'homme même	The style is the man himself

le tout ensemble	The whole taken together
lettre de cachet	A sealed or secret letter, usually containing orders for the arrest or imprisonment of the person concerned
lettre de change	Bill of exchange
lettre de créance	Letter of credit
lettre de marque	Letter of marque
l'homme propose, et Dieu dispose	Man proposes and God disposes
loyal en tout	Loyal in everything
ma foi!	Really! faith! to be sure!
maître d'hôtel	A house-steward
mal de mer	Seasickness
maladie du pays	Homesickness
mise en scène	Stage-setting; hence, visible surroundings, generally
mon ami	My friend
monde	World; society
moyen âge	The Middle Ages
n'est-ce pas?	Isn't that so?
ni l'un ni l'autre	Neither the one nor the other
n'importe	It does not matter
nom de guerre	Literally, a war-name; any assumed name
nom de plume	A pen-name
n'oubliez pas	Do not forget
objet d'art	A work of art
par accord	By agreement
pardonnez-moi	Pardon me
pâté de foie gras	A paste of fat goose-livers
peu de chose	A small matter
pièce de résistance	A piece of resistance; the most substantial dish of a dinner
pied-à-terre	A temporary lodging
pis aller	To go worse; last shift; end of resources
place aux dames	Make way for the ladies
poste restante	To remain at the post-office until called for; General Delivery
pour faire visite	To pay a visit
pour passer le temps	To pass the time
pour prendre congé (P.P.C.)	To take leave

procès verbal	A statement in writing
projet de loi	Bill (for legislation)
quand même	Notwithstanding
que voulez-vous?	What do you wish?
quelque chose	Something; a trifle
qui s'excuse, s'accuse	Who excuses himself accuses himself
qui va là?	Who goes there?
raison d'état	Reason of state
raison d'être	Reason for being; an excuse for existing
répondez s'il vous plait	Reply if you please (R.S.V.P.)
salle à manger	Dining-hall
sans cérémonie	Without ceremony
sans Dieu rien	Nothing without God
sans doute	Without doubt
sans façon	Informally
sans gêne	Without embarrassment
sans pareil	Without equal
sans peine	Without difficulty
sans peur et sans reproche	Without fear and without reproach
sans souci	Without care
savoir faire	The knowing how to do; tact
savoir vivre	The knowing how to live
tant mieux	So much the better
tant pis	So much the worse
tour de force	A feat of strength or skill
tout à fait	Entirely
tout à l'heure	Instantly
voilà	There
vous l'avez voulu	You have wished it

Pronunciation of Geographical Names Often Mispronounced

Alabama ăl′ ȧ-bă′ mȧ; ăl′ ȧ băm′ a	Buenos Aires bwā′ nōs ī′ rās
Albuquerque ăl′ bû-kûr′ kė	Butte būt
Allegheny ăl′ ĕ-gā′ nĭ	Carácas kä-rä′ käs
America ȧ-mĕr′ ĭ-kȧ	Caribbean kăr′ ĭ bē′ ăn
Arkansas är′ kăn-sô	Caucasus kô′ kȧ-sŭs
Basque bȧsk	Cayuga kă-yo͞o′ gȧ
Baton Rouge băt′ ŭn ro͞ozh	Cherbourg shĕr′ bo͞or′
	Cheyenne shī-ĕn′

Chicago shĭ kô′ gō
Colorado kŏl′ ô rä′ dō
Connecticut kŏ nĕt′ ĭ kŭt

Des Moines dē moin′
Detroit dē troit′

Edinburgh ĕd′ ĭn bŭ-rŭ

Genoa jĕn′ ô ȧ
Gloucester glŏs′ tēr
Guiana gē-ä′ nȧ
Guinea gĭn′ ĭ

Hagerstown hā′ gērz-toun
Hawaii hä-wī′ ē
Himalaya hĭ-mä′ lȧ-yȧ;
hĭm′ ȧ-lā′ yȧ
Hoboken hō′bō-kĕn

Iowa ī′ ô wȧ

Kansas kăn′zȧs

Leicester lĕs′ tēr
Loire lwȧr
Los Angeles lōs ăn′ gĕl-ĕs;
lŏs ăn′ jĕl ĕs

Manitoba măn′ ĭ-tō′ bȧ
Miami mī-ăm′ ĭ
Montreal mont′ re-al′

Nevada nē-vä′ dȧ
New Orleans ôr′ lē-ănz
Niagara nī ăg′ ȧ-rȧ
Nice nēs

Palestine păl′ ĕs-tīn
Potomac pô-tō′ măk
Poughkeepsie pô-kĭp′ sĭ

Reading rĕd′ ing
Regina rē-jī′ nȧ
Rheims rēmz; F. răns

Saar zär
Saguenay săg′ ē-nā′
Sahara sȧ-hä′ rȧ; sä′ hȧ-rä
San José sän hô-sa′
Sault Sainte Marie sō′ sānt′
mȧ rē′; sōō; sō′ sănt′ mȧ rē′
Schenectady skē-nĕk′ tȧ-dĭ
Seine sān

Thames tĕmz
Tucson tōō-sŏn′
Tyrol tĭr′ ŏl

Uruguay ū′ rōō-gwā;
ōō′ rōō-gwī′

Venezuela vĕn′ ē zwē′ lȧ
Vermont vēr-mŏnt′
Versailles vĕr′ sä′ y′; vēr-sālz′

Warwick wŏr′ ĭk (Eng.)
Westminster wĕst′ mĭn′ stēr
Winchester wĭn′ ches-tēr
Worcester wŏŏs′ tēr

Yosemite yô-sĕm′ ĭ tē

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CHAPTER VIII

ABBREVIATIONS

Modern usage advocates the spelling out of most words in letters and in literary text. Abbreviations are commonly used in tabulations, technical matter, and routine writing.

Capitalization of Abbreviations. (*See* p. 25.)

Punctuation after Abbreviations. (*See* p. 29.)

Plurals of Abbreviations. Most abbreviations form their plurals by adding *s* to the singular form; as, *bds., mfrs., mos.*

Some abbreviations are the same in both singular and plural; as, *ft., kg., s,* (shillings), *deg., enc.*

Some abbreviations form their plurals by doubling the letter which represents the singular of the abbreviation; as, *MM.* (Messieurs), *pp.* (pages), *SS.* (Saints).

Some uncapitalized abbreviations form their plurals by adding an apostrophe *s* (*'s*) to the singular form; as, *b.o.'s* (buyer's options), *b.v.'s* (book values), *g.a.'s* (general averages).

Capitalized abbreviations usually form their plurals by adding *s;* as, *C.P.A.s, K.C.s, Ph.D.s, Y.W.H.A.s.*

The Possessive of Abbreviations. The singular possessive of abbreviations is formed like other possessives by the addition of an apostrophe and *s* (*'s*); as, *Sr's., M.P.'s, C.E.'s.*

The plural possessive of abbreviations is formed like other plural possessives by the addition of an apostrophe to abbreviations whose plurals end in *s;* as, *M.P.s', C.E.s'.*

Abbreviations of Business Terms

A

A.	answer in court trials
A-1	first class
A.A.R., aar	against all risks

abb., abbr.	abbreviated; abbreviation
abr.	abridged; abridgment
abst.	abstract
a/c, acct.	account
accum.	accumulative
ack., ackgt.	acknowledgment
acpt.	acceptance
ad, advt.	advertisement
a.d.	after date
A.D.	*Anno Domini* (in the year of the Lord)
ad int.	*ad interim* (in the meantime)
ad lib.	*ad lib* (at pleasure)
Admr.	Administrator
Admx.	Administratrix
ads.	address
ad val., a/v	*ad valorem* (according to the value)
adv. chgs.	advance charges
ae., aet., aetat.	*aetatis* (aged; of age)
a.f.	audio frequency
afft.	affidavit
agcy.	agency
agr.	agricultural; agriculture
agt.	against; agent
aj., adj.	adjustment
Al	aluminum
A.L.	American Legion
alt.	alternate; altitude
a.m. *or* A.M.	*ante meridiem* (before noon)
amp.	ampere
amp-hr.	ampere-hour
amt.	amount
anon.	anonymous
ans.	answer (*See* A.)
a/o	account of
a.p.	additional premium
A.P., AP	accounts payable; Associated Press
app.	apparatus; appendix; appointed
appt.	appointed
approx., ap.	approximately
Apt.	Apartment

aq.	*aqua* (water)
A.R.	accounts receivable; all risks; annual return
ar.	arrival; arrive
arr.	arranged; arrival; arrive
art.	article; artist
a/s	account sales
asgd.	assigned
asgmt.	assignment
asmt.	assessment; assortment
Assn. *or* Assoc.	Association
asso.	associate
Asst.	Assistant
asst., ast.	assented; assessment
asstd.	assorted
att.	attached
Attn., Atten.	Attention
atty.	attorney
at. wt.	atomic weight
aux.	auxiliary
Av., Ave.	Avenue
av., avg.	average
avdp., avoir.	avoirdupois
avn.	aviation

B

b.	book; born
bal.	balance
bar.	barometer
b.b.	ball bearing; bank book
bbl., *pl.* bbl. *or* bbls.	barrel
B.C.	before Christ
bd.	board; bond; bound
bd. rts.	bond rights
bdl., bdle.	bundle
bds.	beds; boards; bonds; bound in boards
b.e. *or* b/e	bill of exchange
bg.	bag
bk.	bank; book
bkg.	banking; bookkeeping
bkt., bsk.	basket
bl.	bale; block
b/l	bill of lading

B/L Att.	bill of lading attached
Bldg.	Building
bldr.	builder
Blvd.	Boulevard
b.m.	board measure
b.o.	back order; buyer's option
B.O.	branch office
Bor.	Borough
B.P., b.p., b.pay.	bills payable
bpl.	birthplace
b.p.d., bpd., b/d, bbls/day	barrels per day
B.R., b.r., b.rec.	bills receivable
Bro., *pl.* Bros.	Brother
brt. fwd., b.f.	brought forward
b.s.	balance sheet; bill of sale
bt.	bought
btl., *pl.* btls.	bottle
bu., *pl.* bu.	bushel
bull., *pl.* bulls.	bulletin
Bur.	Bureau
bus.	business
bx., *pl.* bxs.	box

C

c	candle; cycle
c.	cash; cent; chapter (in law citations only); coupon; centimes
c., ca., cir.	*circa* (about)
C.	Catholic; Centigrade; Congress
c.a.	chartered accountant; chief accountant; commercial agent; controller of accounts
c.a.f.	cost and freight
Can.	Canada; Canadian
cap., *pl.* caps	capital
Cash.	Cashier
cat.	catalog
c.b.	currency bond
cc., c.c.	cubic centimeter
C.C.	Construction Corps
cd.	cord
CDE	code

c.e.	*caveat emptor* (at buyer's risk; let buyer beware)
cen.	center; central; century
cent.	*centum* (one hundred)
Cent.	Centigrade
cert., ct., ctf.	certificate; certification; certified
cf.	compare
c. and f.	cost and freight
c.f. and i.	cost, freight, and insurance
cg.	centigram
c.g.	center of gravity
ch., *pl.* chs.	chain; check
c.h.	candle hours
C.H.	Clearing House; Courthouse; Custom House
chap., ch., *pl.* chaps.	chapter
chem.	chemical
chf.	chief
chg., *pl.* chgs.	charge
chge.	change
Chm.	Chairman
chron.	chronological
Cía.	(Sp.) Compañia (Company)
Cie	(Fr.) Compagnie (Company)
c.i.f.	cost, insurance, freight
cit.	citation; citizen
civ.	civil; civilian
ck., *pl.* cks.	cask; check
cl.	class; carload; clause
cld.	called (bonds); cleared
clk.	clerk
clt.	collateral trust (bonds)
cm.	centimeter
cml.	commercial
cm. pf.	cumulative preferred (stock)
c.m.	circular mil (wire measure)
c/o	care of
C.O.	cash order; Commanding Officer
co	cobalt
Co.	Company; County
c.o.d.	certificates of deposit (securities)

C.O.D., c.o.d.	cash on delivery
C. of C.	Chamber of Commerce
col.	colony; column
Col.	Colonel
coll.	collateral; collection; collector
com.	commerce; commission; committee; common
Com., Comdr.	Commander
coml., cml.	commercial
con., cons., consol.	consolidated
con.	*contra* (against)
Con.	Consul
Cong.	Congress; Congregational
cons.	consolidated; consigned; consignment
const.	construction
cont.	contents; continent; contract
contd.	continued
conv.	convention; convertible
co-op.	co-operative
Corp.	Corporal; Corporation
corr.	corrected; corresponding
cp.	candlepower; compare; coupon
C.P.A.	Certified Public Accountant
cp., cpn.	coupon
cr.	credit; creditor
cres., cresc.	*crescendo* (a gradual increase in volume of sound)
C.R., c.r.	company's risk
crt., *pl.* crts.	crate
cr. 8vo	crown octavo book size
cs.	case
C.S.T., CST	Central standard time
ct.	cent; certificate; count
c.t.	commercial traveler
C.T., CT	Central time
ctg., ctge	cartage
ctn.	carton
ct. stp.	certificate stamped
cts.	cents
cu., c., cub.	cubic
cum	with
cum.	cumulative

cum d., cum div	with dividend
cum. pref., cu. pf.	cumulative preferred
cur.	currency; current
cv., cvt.	convertible
cv. db.	convertible debentures
cv. pf.	convertible preferred
c.v.d.	cash against documents
c.w.o.	cash with order
cwt.	centum weight (hundredweight)

D

d.	date; daughter; died; pence; penny
D	five hundred
D.	Democrat; diameter
D/A	documents upon acceptance
d.b.	day book
db. rts.	debenture rights
d.c.	direct current
d.d.	day's date; days after date
d.&w.tf.	daily and weekly till forbidden
deb.	debenture
dec.	deceased; declaration; decoration; decrease
Dft.	Defendant
del.	delegate
Dem.	Democrat
dia., diam., D.	diameter
dep.	deposit
Dept., Dpt.	Department
diag.	diagram
Dir.	Director
dis., disc., disct.	discount; district
dis., disch.	discharge
dist.	distance; district; distributed
distr.	distribution
div.	dividend; division
dk.	deck; dock
DL	day letter
dld.	delivered
D.L.O.	Dead Letter Office
do.	ditto
d/o	delivery order

doc.	document
dol., *pl.* dols.	dollar
dom.	domestic; dominion
doz.	dozen
D/P	documents upon payment (of draft)
dr.	debit; debtor; dram; drawn; drum
Dr., *pl.* Drs.	Doctor
d.s.	days after sight
d.s.p.	*decessit sine prole* (died without issue)
dstn.	destination
D.S.T.	daylight saving time
D.V.	*Deo volente* (God willing)
D.W.	dock warrant
dwt.	pennyweight

E

E.	Earl; East; engineer; English
ea.	each
EB	eastbound
ed.	editor
edit.	edition
E.D.T., EDT	Eastern daylight time
e.g.	*exempli gratia* (for example)
8vo	octavo
e.m.f.	electromotive force
enc.	enclosure; enclosures
end.	endorsed; endorsement
ENE.	east-northeast
Eng.	England; English
engr.	engineer; engraved; engraver
ens.	ensign
entd.	entered
e.o.d.	every other day
E. & O.E., e. & o.e.	errors and omissions excepted
ESE.	east-southeast
esp.	especially
Esq., Esqr.	Esquire
est.	estate; estimate
E.S.T., EST	Eastern standard time
E.T.	Eastern time
et al.	*et alii* (and others)

etc., &c.	*et cetera* (and so forth)
et seq., seq., sq.	*et sequentia* (and the following)
et ux.	*et uxor* (and wife)
et vir	and husband
ex.	example; exchange; executive
exam.	examination
exc.	except
exch., ex.	exchange; exchangeable; exchanged
excl.	exclusive
ex div., xd.	without dividend
exec.	executive; executor
exp.	expense; export; express
exr., exor.	executor
exrx.	executrix
ext.	exterior; extract

F

f., fo., fol., *pl.* ff.	and the following (page); folio
F. *or* Fahr.	Fahrenheit
f.a.a.	free of all average
f.a.q.	fair average quality
f.a.s.	free alongside ship
f.b.m., fbm	feet board measure
fcp.	foolscap
fd.	fund
f.d.	free dock
fdg.	funding
Fed.	Federal
fem., f.	feminine
ff.	following (pages); folios
ff.	*fortissimo* (very loud)
f.g.a.	free of general average
fgt. *or* frt.	freight
fict.	fiction
f.i.c.	freight, insurance, carriage
fig., *pl.* figs.	figure
Fin. Sec.	Financial Secretary
fir.	firkin
fm.	fathom
f.o.b.	free on board
f.o.c.	free of charge

f.o.r.	free on rail; free on road
for.	foreign
for'd, fwd.	forward
f.o.s.	free on steamer
f.o.t.	free on truck
f.p., fp	freezing point
f. pd.	full paid
Fr.	French
fr.	fragment; franc; frequent; from
ft.	foot; feet
fth.	fathom
fur.	furlong
FX	foreign exchange

G

g.	gauge; general; good; goods; guinea
g.a., G/A	general average
gal., *pl.* gals., *or* gall.	gallon
gaz.	gazette; gazetteer
G.B.	Great Britain
gd. bds., g.b.	gold bonds
g.c.d.	greatest common divisor
Ger.	German; Germany
Gk.	Greek
GM	Grand Master
G.M.T. *or* g.m.t.	Greenwich mean time
G.O.P.	Grand Old Party (Republican)
gov., govt.	government
g.p.d., gpd	gallons per day
g.p.m., gpm	gallons per minute
G.P.O.	General Post Office
GPU	secret service (Russia)
gr.	grain
gro.	gross
Gr.	Greece
gr. wt.	gross weight
G.S.	General Secretary; Grand Scribe; General Staff
g.s.	ground speed
GTC	good till canceled
gtd.	guaranteed
gu., guar.	guarantee; guaranty

H

h.	harbor; height; high; hour; house; hundred
h.a.	*hoc anno* (this year)
hab. corp.	habeas corpus
h.c., H.C., H.C.L.	High Cost of Living
hdbk.	handbook
hdkf.	handkerchief
Hdqrs., Hq.	Headquarters
hdwe.	hardware
h.e. (*hoc est*)	this *or* that is
H.E.	His Excellency
hf.	half
H.F.C.	High-Frequency Current
hhd.	hogshead
H.M.S.	His *or* Her Majesty's Service *or* Ship
Hon.	Honorable
hp., HP	horsepower
h.p.	half pay; high pressure
hr.	hour
H.R.	Home Rule; House of Representatives
ht.	height; heat
hun., hund.	hundred
h.w.m.	high water mark

I

I., is., isl.	island
i.b.	invoice book
ib., ibid.	*ibidem* (in the same place)
i. bu.	imperial bushel
I.D., i.d.	Intelligence Department
i.e.	*id est* (that is)
imp.	imperative; imperial; imported; improved
in.	inch *or* inches
in trans.	*in transitu* (on the way)
inc., incl.	inclosure
Inc.	Incorporated
incog.	*incognito* (in secret; unofficially)
inf.	inferior

in f.	*in fine,* final, at the end
init.	initial
in lim.	*in limine* (at the outset)
in loc.	*in loco* (in the place of)
in re	in regard to; pertaining to
INP	International News Photos
INS	International News Service
ins.	inscribed; inspector; insurance
inst.	installment; instant
Inst.	Institute; Institution
int.	interest; interim
Intl.	International
intro., introd.	introduction; introductory
inv.	invested; investment; invoice
i.o.	in order
IOU	I owe you
I.Q.	intelligence quotient
I.R.	Internal Revenue
I.R.O.	Internal Revenue Officer
iss.	issue
ital.	italics
I.W.W.	Industrial Workers of the World

J

J.	Judge; Justice
j/a	joint account
jnt. stk.	joint stock
Jour.	Journal
J.P.	Justice of the Peace
Jr., jr., jun.	Junior
jt.	joint
junc.	junction

K

K	karat; king
k.	knot
kg.	kilogram
kg.	keg; kegs
kl.	kiloliter
km.	kilometer
Kr.	krone
kw.	kilowatt
kw-hr., kwhr.	kilowatt-hour

L

l	liter
l.	left; length; line
L	fifty; lire; listed
L.	Latin; law; libra (pound sterling)
l.a.	law agent
lab.	labor; laboratory
lang.	language
lat.	latitude
lb., *pl.* lbs.	*libra* (pound)
l.c.	lower case
LC	deferred cable (letter cable)
L/C *pl.* Lo/C *or* l/c	letter of credit
L.C.L.	less than carload lots
leg.	legal; legislation; legislature
l.f.	ledger folio
l-f.c.	low-frequency current
l.h.	left hand
lin.	linear
liq.	liquid; liquor
lit.	liter; literally; literary; literature
L.M.	long meter
ln.	lien; loan
loc.	local; location
loc. cit.	*loco citato* (in the place cited)
lon., long.	longitude
l.p.	low pressure
l.s.	left side
L.S.	*locus signilli* (place of the seal)
L.S.S.	Life Saving Station
l.t.	long ton
ltd.	limited

M

m	meter
m.	mark (German money); married; masculine; mile; minute; month; moon; *meridies* (noon)
M	*mille* (1000)

M., *pl.* MM.	Monsieur; Master
mach.	machine; machinery
mag.	magazine; magnitude
maj.	major; majority
man.	manager; manual
Man.	Manhattan
mar.	maritime; market
mas., masc., m.	masculine
mat.	maturity (bonds)
max.	maximum
m.d.	months after date
mdnt., mid.	midnight
mdse.	merchandise
meas.	measure
med.	medium; medicine; medieval
mem.	member
mem., memo	memorandum
mer.	mercantile
Messrs.	Messieurs
mf. *pl.* mfs.	manufacture
mf., m.f.	*mezzo forte* (moderately loud)
mfd.	manufactured
mfg.	manufacturing
mfr. *pl.* mfrs.	manufacturer
mfst.	manifest
mg	milligram
mgr.	manager
Mgr., Monsig., Msgr.	Monseigneur; Monsignor
M.H.	Medal of Honor
Mid'n	Midshipman
mil.	mileage; military; militia, million
min.	minimum; mining; minor; minority; minute
misc.	miscellaneous
Mlle *pl.* Mlles	Mademoiselle
mm	millimeter
MM.	Messieurs
Mme. Mme (French)	Madame
Mmes	Mesdames
mo., *pl.* mos.	month
m.o.	mail order; money order
m.o.m.	middle of month

mol. wt.	molecular weight
M.P.	Member of Parliament; military, mounted, *or* municipal police
M.P.C.	Member of Parliament, Canada
m.p.g., mpg	miles per gallon
m.p.h., mph	miles per hour
Mr., *pl.* Messrs.	Mister
Mrs., *pl.* Mmes. *or* Mmes (French)	Mistress *or* Madam
ms, MS, *pl.* mss. MSS	manuscript
m/s	meters per second; months after sight
m.s.l.	mean sea level
M.S.T.	Mountain standard time
Mt., *pl.* Mts.	mountain
mtg.	mortgage
mun.	municipal
mus.	museum; music; musical
m.v.	market value

N

n.	net; news; north; noon; note; noun; number
N	Navy
N., No.	North
N.A. *or* n/a	no account
nat., natl.	national
naut.	nautical
nav.	naval; navigation
n.b.	*nota bene* (note well); take notice
NB	northbound
N.C.O.	Noncommissioned Officer
n.d.	no date; next day's delivery
NE.	Northeast
neg.	negative
nem. con.	*nemine contradicente* (no one contradicting)
neut., n.	neuter
n.e.s.	not elsewhere specified
n.g.	no good
N.H.P.	nominal horse power

NL	night letter
n.l.; n. lat.	north latitude
NLT	night letter cable
NM	night message
NNE.	north-northeast
NNW.	north-northwest
no., *pl.* nos.	number
non seq.	*non sequitur* (it does not follow)
n.o.p.	not otherwise provided for
N.O.S., n.o.s.	not otherwise specified
n.p. or d.	no place or date
N.P.	Notary Public; no protest
n.s., n/s	not specified; not sufficient; new series; new style
N.S.F.	not sufficient funds
n.t.p.	no title page
n.u.	name unknown
nv	non-voting (stocks)
NW.	northwest
n. wt.	net weight

O

o.	old; order; oxygen
o/a	on account
ob.	*obiit* (died)
O.B/L, ob/l	order bill of lading
obs.	obsolete
oc.	overcharge
oct.	octavo size
o/d	on demand
o.e.	omission excepted
off.	office; officer
OK, o.k.	correct
op.	*opus* (work)
op., opp.	opposite
o.p.	out of print
op. cit.	*opus citatum* (the work cited)
opt.	optician
o.r.	owner's risk
org.	organ; organic; organization
o/s	out of stock
o.t.	overtime
oz.	ounce; ounces

P

p., *pl.* pp.	page; parallel; part; participle; party; pay; penny; period; person; piano; pint; pipe; pole; population; post; profession
p.a.	private account; particular average
p.a., per an.	*per annum* (by the year)
P.A.	Press Agent; Purchasing Agent
P.a.C.	put and call
pat.	patent
Pat. Off.	Patent Office
payt.	payment
pc., *pl.* pcs.	piece
P.C.	petty cash
p.c.	per cent; post card
pcl.	parcel
pd.	paid
per cent, per ct.	*per centum* (by the hundred)
per m.	by the thousand
per pro., p.p., p. pro.	*per procurationem* (on behalf of)
pert.	pertaining
pet.	petroleum
petn.	petition
pf., pfd., pref.	preferred
pharm.	pharmacist; pharmacy
pinx.	*pinxit* (he, or she, painted it)
pk.	pack
pkg., *pl.* pkgs.	package
pl.	plate; place; plural
p.l.	partial loss
P.&L., p/l	profit and loss
plf.	plaintiff
P.L.&R.	Postal Laws and Regulations
p.m., prem.	premium
p.m.	*post meridiem* (afternoon); postmaster
p.n.	promissory note
P. O.	post office
P.O.D.	Post Office Department; pay on delivery

pol.	political; politics
p.o.o.	post office order
pop.	population
P.O.R.	pay on return
pp.	pages; prepaid
P.P.	parcel post
p.p.c., P.P.C.	*pour prendre congé* (to take leave)
pph.	pamphlet
p.p.i.	parcel post insured *or* policy proof of interest
p.p.m.	parts per million
pr.	pair; printed; printer
PR	payroll
pref.	preface; preferred
prem.	premium
Pres.	President
prin.	principal
pro tem.	*pro tempore* (for the time)
prob.	problem
prod.	produce; product
proc.	proceedings
Prof.	Professor
prop.	property; proposition
Prot.	Protestant
Prov.	Province
prox.	*proximo* (in next month)
prs.	pairs
pr. pf.	prior preferred
p.s., *pl.* p.ss.	*post scriptum* (post script)
P.S.T., PST	Pacific standard time
pseud.	pseudonym
pt.	part; payment; pint; point
P.T., PT	Pacific time
ptg.	printing
pt. pf.	participating preferred
pub.	publisher
pwr., pow.	power
pwt.	pennyweight
p.x.	please exchange

Q

q.	quart; quasi; queen; query; question; quire

Q.E.D., q.e.d.	*quod erat demonstrandum* (which was to be proved)
Q.E.F., q.e.f.	*quod erat faciendum* (which was to be done)
Q.E.I., q.e.i.	*quod erat inveniendum* (which was to be found out)
Q.M.	Quartermaster
qr.	quarter; quarterly; quire
qt.	quart
quar., quart., qu.	quarterly
ques.	question
q.v.	*quod vide* (which see)
qy.	query

R

r	railroad; rare; received; recipe; rector
R.	Regina; Republic; Republican; Rex
R.A.	regular army; Royal Academy; royal artist
R.C.	Red Cross; Roman Catholic
rc., rcpt., rect.	receipt
R.D.	rural delivery
re	regarding
R.E.	real estate
rec.	receipt
Rec. Sec., R.S.	Recording Secretary
recd.	received
ref.	reference; referee; referred; reformed
reg.	registered; regular
R.E.O.	real estate owner
rep.	reporter
Rep.	Republic; Republican; Representative
req.	requisition
ret.	retired; return
rev.	revenue; revised; revolution
Rev.	Reverend
rf., rfg.	refunding
r.f.	radio frequency
R.F.D. *or* RFD	rural free delivery
r.h.	right hand

R.I.P.	*requiescat in pace* (may he or she rest in peace)
rm.	ream; room
R.N.	Registered Nurse; Royal Navy
R.N.R.	Royal Naval Reserve
rom.	roman type
RP	reply paid
r.p.m., rpm	revolutions per minute
R.P.O.	railroad post office
rpt.	report
R.R., RR., RR	railroad
R.R. No.	rural route number
r.s.	right side
R.S.V.P., *r.s.v.p.*	*répondez s'il vous plaît* (reply if you please)
r.s.w.c.	right side up with care
rt., *pl.* rts.	right
Ry., ry., *pl.* Rys.	railway

S

s.	second; shilling; silver; south; stock
S.	Sabbath; Saint; Saxon; Signor
s.a.	subject to approval
SB	southbound
s.b.	sales book
sc., sci.	science
sc., scil., ss.	*scilicet* (namely)
sc., sculp.	carved; sculptor
s.c., s. caps, sm. caps	small capitals
s.d.	*sine die* (without naming a date)
s.e., SE.	southeast
sec	second; secretary; section
Sec.	Secretary
second	2d; 2nd (seldom used)
sel.	selected; selection
Sen.	Senate; Senator
seq., *pl.* seqq.	*sequens* (the following)
ser.	serial; series; service
sergt., serg., sgt.	sergeant
s.f.	sinking fund
sg., sig.	signature
sgd.	signed

sh., *pl.* shs.	share
ship., shipt.	shipment
s.i.	short interest
sic	so; thus
sine die	without a day for meeting
sing.	singular
s.j.	*sub judice* (under consideration)
S.J.	Society of Jesus
s.l.	salvage loss; south latitude
sld.	sailed; sold
so.	south
s.o.	seller's option
soc.	society
s.o.d.	seller's option to double
sol.	solution; soluble
SOS	distress signal (suspend other service; "save our ship")
sp., spec.	special
Sp.	Spain; Spanish
sp. gr.	specific gravity
s.p.q.r.	small profits and quick returns
sq.	square
Sr. *or* sr.	Senior; Señor
Sra.	Señora
Sres.	Señores
SRO	standing room only
Srta.	Señorita
SS., S.S., SS, *pl.* SS.s.	steamship
SSE.	south-southeast
SSW.	south-southwest
St.	Saint
St.	State; Street
s.t.	short ton
sta.	station; stamped
stat.	statistics; statutes
stat.	*statim* (immediately)
stbt.	steamboat
std.	standard
Ste.	Sainte (feminine of Saint)
sten.	stencil; stenographer
stet	let it stand
stg., ster.	sterling
stge., stor.	storage

stk.	stock
str.	steamer
subj.	subject
sund.	sundries
sup. *or* supp.	supplement
Supt.	Superintendent
surg.	surgeon
Sw., Swed.	Swedish; Sweden
SW.	southwest
synd.	syndicate
syst.	system

T

t.	temperature; time; ton
T.B., t.b.	trial balance
t/c	till counterbalanced
tech.	technical
tel	telegram; telegraph; telephone
temp.	temperature
Ter.	Territory; territorial
t.f.	till forbidden
third	3d; 3rd (seldom used)
t.l.	total loss
t.l.o.	total loss only
t.m.o.	telegraph money order
TN	true north
t.o.	telegraph office; turn over; turnover
ton.	tonnage
tr.	tenant; trust; trustee; transpose
T.R.	tons registered
Treas.	Treasurer; Treasury
t.t.	telegraph transfer
t.u.	trade union

U

u.	uncle
u.c.	upper case (printing term)
UGT	urgent
ulc	upper and lower case (printing term)
ult.	*ultimo* (of last month)
Univ.	University
unl.	unlimited

UP	United Press
US	Universal Service
U.S.	United States
U.S.A.	United States of America; United States Army
U.S.C.	United States Code
U.S.M.	United States Mail
U.S.M.C.	United States Marine Corps
U.S.N.	United States Navy
U.S.SS.	United States Steamship
U.S.S.R.	Union of Soviet Socialist Republics

V

V	five
v	volt
v.	verse, *pl.* VSS. *or* VV.; verb; versus; volume
vac.	vacuum
val.	value; valuation
v.g.	*verbi gratia* (for example)
v.i.	*vide infra* (see below)
vid., vide	*vide* (see)
vis.	visibility
viz.	*videlicet* (namely)
vol., *pl.* vols.	volume
v.pres.	vice-president
vou.	voucher
vs., v.	versus (against)

W

w	watt
W.	West
w.	week; west; wide; wife; with; work
war., wt., w.	warrant
WB or w/b	waybill; westbound
w/c, wpc	watts per candle
w.f., wf	wrong font
w.g.	wire gauge
whf.	wharf
whge.	wharfage
whs.	warehouse
whsle.	wholesale

whs. rec., W.R.	warehouse receipt
wk.	week
w.l.	wave length
WNW., w.n.w.	west-northwest
WSW., w.s.w.	west-southwest
w.r., wr	with rights
wt.	weight
W.W., ww	with warrants

X

x	box; boxes
X	ten
X	express; *as,* Ry.X
XC, XCP.	ex *or* without coupon
x.d., x.div.	ex *or* without dividend
x in.	without interest
Xmas	Christmas
xr, xrts.	without rights
Xw	without warrants
XX	good quality; twenty
XXX	very good quality; thirty
XXXX	best quality

Y

y., yd., *pl.* yds.	yard
y., yr., *pl.* yrs.	year

Z

Z	zero; zone
z.	zinc

Geographical Names

1. Use the following official abbreviations for states and territories:

Ala.	Fla.
Ariz.	Ga.
Ark.	Ill.
Calif.	Ind.
Colo.	Kans.
Conn.	Ky.
Del.	La.
D. C. (District of Columbia)	Md.
	Mass.

Mich.	Pa.
Minn.	P. I. (Philippine Is.)
Miss.	P. R. (Puerto Rico)
Mo.	R. I.
Mont.	S. C.
Nebr.	S. Dak.
Nev.	Tenn.
N. H.	Tex.
N. J.	Vt.
N. Mex.	Va.
N. Y.	Wash.
N. C.	W. Va.
N. Dak.	Wis.
Okla.	Wyo.
Oreg.	

2. Do not abbreviate Alaska, Canal Zone, Guam, Hawaii, Idaho, Iowa, Maine, Ohio, Utah, Virgin Islands.

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3. In general, do not abbreviate geographical names except to gain space in tabular matter: Fort William Henry, Port Jervis, Mount Vernon.

4. Always abbreviate *Saint* in the following:

St. Helena Sault Ste. Marie

5. Use the abbreviated form *U. S.* for United States, when preceding the name of a Government vessel; also when used in footnotes, tables, or in names of departments, bureaus, commissions, and other services. (*Government usage.*)

U. S. Navy, U. S. Army

But, when used in ordinary text, United States should be spelled out.

6. Use the following abbreviations for Canadian provinces and territories:

Alta.	Alberta	Ont.	Ontario
B. C.	British Columbia	P.E.I.	Prince Edward Island
Man.	Manitoba	Que. *or* P.Q.	Province of Quebec
N.B.	New Brunswick	Sask.	Saskatchewan
N.S.	Nova Scotia	Y.T.	Yukon Territory
N.W.T.	Northwest Territories		

NAMES OF FIRMS AND CORPORATIONS

7. In writing the words *Company, Brother, Brothers, Limited, Incorporated,* and *Corporation,* in firm or corporate names, follow the usage of the company:

The Macmillan Company
James McCreery & Co.
Gimbel Brothers
Brooklyn Edison Company
Judd & Detweiler, Inc.
C. F. Church Mfg. Co.
National City Company
The Shelbourne Motor Company, Ltd.
Trust Company of Larchmont
Huguenot Trust Company

(1) It is better not to use *&* unless the firm's name consists of the names of persons. Many firms, however, do not follow this usage:

American Bond & Mortgage Company
The Mechanics & Metals Bank

(2) In footnotes and bibliographies use *Co., Bro.,* and *&* when they form part of the name of a firm.

(3) The character *&,* known as ampersand, should never be used to connect two names in text matter unless in connection with a firm name:

Beaumont and Fletcher (Elizabethan dramatists whose names are closely associated)
Neilson and Thorndike (joint authors of a history of English literature)
Lord & Taylor (firm name)

8. In writing given names of firms, follow the usage of the writer or firm addressed:

Thos. Cook & Son (abbreviation of given name as used by firm)
Henry Clews & Co. (unabbreviated name as used by firm)
The H. W. Wilson Co. (initials as used by firm)

ABBREVIATIONS

Titles

TITLES PRECEDING PERSONAL NAMES

9. Use the following abbreviations for titles preceding personal names:

Mr., Messrs., M. (Monsieur), MM. (Messieurs), Mme. (Madame), Mme (French), Mmes (Mesdames), Mlle (Mademoiselle), Mlles (Mesdemoiselles), St. (Saint). (*See* p. 29.)

10. In formal usage such as invitations and announcements it is better to spell out titles, such as *Honorable, Governor, Lieutenant-Governor, Reverend, Professor.*

The Honorable James L. Tong, Governor Alfred P. King, Professor John Dewey.

11. In writing salutations, titles should not be abbreviated except Mr., Mrs., and Dr.

Dear Professor Harris
Dear Colonel Brown
Dear Dr. Thomas
Dear Mr. Bailey
Dear Mrs. Luetscher
Dear Governor Lehman

12. In writing *doctor, general, professor,* and the like without the surname, no abbreviation should be used.

The doctor will be here tomorrow.
I hope, General, that you will accept the invitation.

13. The title of *doctor* is given to holders of high university degrees in any faculty. (*Doctor of Divinity, Music, Medicine, Literature, Law, Philosophy,* etc.)

Abbreviations for scholastic degrees are not used in the United States in combination with such personal titles of address as *Mr., Dr.,* or *Honorable.*

John McKay, A.B. *not* Mr. John McKay, A.B.
James Holmes, A.M. *not* Hon. James Holmes, A.M.

14. In the case of *Reverend* usage varies. The following are considered correct: (*See* pp. 3-4, 314-318.)

Rev. Dr. Ramsay, *or* Rev. Mr. Ramsay
Rev. Hugh Miller
Reverend President Henry Sloane Coffin

The Right Reverend Bishop Manning
The Reverend Harry Emerson Fosdick, D.D.
The Reverend Professor Hugh Black

Reverend should never be used as follows:

The Reverend Brown Reverend Brown

In writing abbreviations for academic degrees and religious orders after a name, observe the following sequence:

First, Religious orders
Second, Theological degrees
Third, Other doctorate degrees
Fourth, Honorary degrees in chronological order of their bestowal

The Right Reverend John Smith, D.D., Ph.D., LL.D., L.H.D.
The Very Reverend Thomas O'Brien, S.J., S.T.D., Litt.D.

ABBREVIATIONS FOR TITLES FOLLOWING PERSONAL NAMES

15. Use the following abbreviations following personal names:

Esq. This title is written, according to the British usage, after a gentleman's name. In America, it follows most commonly names of lawyers, architects, and those of other professions. If used, it should not be written with any other title.

Wallace Wolcott, Esq., *not* Mr. Wallace Wolcott, Esq.

Sr., Jr., and *2d* in personal names. Written of father and son with the same names. Usage differs as to the capitalization of these abbreviations.

The *Style Manual,* as well as several newspapers, uses *sr.* and *jr.; The New York Times* uses *Sr.* and *Jr.*

Usage differs as to punctuation before such abbreviations, as *John Briggs Jr., John Briggs, Jr.,* or *John Briggs jr.*

The abbreviations Jr. and Sr. should not be used unless the surname is preceded by initials or by a first name, as *P. E. Grant, Jr.* or *Philip Grant, Jr.,* not *Grant, Jr.* or *Mr. Grant, Jr.*

These abbreviations may also be used when a first name or initials are preceded by a title, as *Dr. Philip Grant, Jr.*

Although *Jr.* is usually dropped after the death of the father of the same name, this is a matter of preference.

Col. Theodore Roosevelt, Jr.
John D. Rockefeller, Jr.

In formal social notes, such as wedding invitations, the word *junior* is usually written out.

The title *Sr.* is not generally used to follow the surname unless two men of the same name are members of the same business organization or whose mailing address is the same.

16. Academic degrees and honors

A.B. *or* B.A.	Bachelor of Arts
A.M. *or* M.A.	Master of Arts
A.R.A.	Associate of the Royal Academy of Arts
A.R.A.M.	Associate of the Royal Academy of Music
Arch. E.	Architectural Engineer
A.R.S.A.	Associate of Royal Scottish Academy
B. Ag. *or* B. Agr.	Bachelor of Agriculture
B. Ar. *or* B. Arch.	Bachelor of Architecture
B.C.E.	Bachelor of Civil Engineering
B.C.L.	Bachelor of Civil Law
B.D.	Bachelor of Divinity
B.L.	Bachelor of Law
B.L.S.	Bachelor of Library Science
B. Litt.	Bachelor of Literature or of Letters
B. Mus.	Bachelor of Music
B.S.	Bachelor of Science
C.A.	Chartered Accountant
C.E.	Civil Engineer
Ch.E.	Chemical Engineer
C.P.A.	Certified Public Accountant
D.C.L.	Doctor of Civil Law
D.D.	Doctor of Divinity
D.D.S.	Doctor of Dental Surgery
D.E. *or* D.Eng.	Doctor of Engineering
D.J.S.	Doctor of Juridical Science
D.Litt. *or* Litt. D.	Doctor of Literature or Letters
D. Mus. *or* D.M.	Doctor of Music
D.O.	Doctor of Osteopathy
D.P.H.	Doctor of Public Health
D.R.E.	Doctor of Religious Education
D.S. *or* D.Sc.	Doctor of Science

D. Theol.	Doctor of Theology
Ed. D.	Doctor of Education
E.E.	Electrical Engineer
E.M.	Engineer of Mines
F.A.C.S.	Fellow of the American College of Surgeons
F.A.G.S.	Fellow of the American Geographical Society
F.B.A.	Fellow of the British Academy
F.C.A.	Fellow of the Institute of Chartered Accountants
F.C.I.S.	Fellow Chartered Institute of Secretaries
F.R.A.S.	Fellow of the Royal Astronomical Society
F.R.C.P.	Fellow of the Royal College of Physicians
F.R.C.S.	Fellow of the Royal College of Surgeons
F.R.G.S.	Fellow of the Royal Geographical Society
F.R.I.B.A.	Fellow of the Royal Institute of British Architects
F.R.S.	Fellow of the Royal Society
F.S.A.	Fellow of the Society of Antiquaries
Ind. E.	Industrial Engineer
J.C.D.	Doctor of Canon or Civil Law
L.H.D.	Doctor of the Humanities
LL. B.	Bachelor of Laws
LL. D.	Doctor of Laws
LL. M.	Master of Laws
M.B.A.	Master of Business Administration
M.D.	Doctor of Medicine
M.E.	Mechanical Engineer
Met. E.	Metallurgical Engineer
M.R.C.P.	Member Royal College of Physicians
M.R.C.S.	Member Royal College of Surgeons
Mus. B.	Bachelor of Music
Pd. D.	Doctor of Pedagogy
Phar. D.	Doctor of Pharmacy
Ph. B.	Bachelor of Philosophy
Ph. D.	Doctor of Philosophy
Ph. G.	Graduate in Pharmacy
R.A.	Royal Academician
R.N.	Registered Nurse
S.P.D.	Doctor of Political Science
Sc. D.	Doctor of Science
S.J.D.	Doctor of Juridical Science
S.T.B.	Bachelor of Sacred Theology
S.T.D.	Doctor of Sacred Theology

17. Military abbreviations

In abbreviations such as the following, authorities differ regarding to the use or the omission of periods. Modern tendency leans toward the omission of periods.

AC	Air Corps
ANC	American Nurse Corps
CAC	Coast Artillery Corps
CEC	Civil Engineering Corps
CG	Coast Guard
ChC	Chaplain Corps
CO	Commanding Officer
CPO	Chief Petty Officer (Navy)
CWO	Chief Warrant Officer (military)
DC	Dental Corps
GHQ	General Headquarters
GSC	General Staff Corps
HC	Hospital Corps
MC	Medical Corps
NG	National Guard
ORC	Officers' Reserve Corps
OTC	Officers' Training Corps; Officer in Tactical Command
Pvt	Private (Army)
QMC	Quartermaster Corps
RA	Regular Army
ROTC	Reserve Officers' Training Corps
SC	Supply Corps
U S Army *or* USA	United States Army
USCG	United States Coast Guard
USMC	United States Marine Corps
USMCR	United States Marine Corps Reserve
USN	United States Navy
USNR	United States Naval Reserve
VC	Veterinary Corps

18. Military and Naval Titles

REGULAR ARMY (ACTIVE LIST)

Line Officers

Title	*Abbreviation*
General	Gen.
Lieutenant General	Lt. Gen.
Colonel	Col.

Line Officers (Continued)

Title	*Abbreviation*
Lieutenant Colonel	Lt. Col.
Major	Maj.
Captain	Capt.
1st Lieutenant	1st Lt.
2d Lieutenant	2d Lt.

NON-COMMISSIONED OFFICERS (N.C.O.)

Title	*Abbreviation*
Warrant Officer	WO
Cadet	None
Sergeant	Sgt.
Corporal	Corp.

UNITED STATES NAVY (ACTIVE LIST)

Line Officers

Title	*Abbreviation*
Admiral	None
Vice Admiral	None
Rear Admiral	Rear Adm.
Captain	Capt.
Commander	None
Lieutenant Commander	Lt. Comdr.
Lieutenant	Lt.
Lieutenant (junior grade)	Lt. (J.G.) *or* (j.g.)
Ensign	Ens.

RETIRED (RET.) LIST

Titles for Retired Line officers are the same as on the active list, with the addition of the grade of *commodore,* which takes rank just below that of *rear admiral.* The abbreviation *Ret.* follows each name.

STAFF OFFICERS

medical officers
dental officers
supply officers
chaplains
professors of mathematics
naval constructors
civil engineers

WARRANT OFFICERS AND CHIEF WARRANTS

Title	*Abbreviation*
Boatswain	Bosn.
Gunner	Gun.
Electrician	Elec.

Title	*Abbreviation*
Machinist	Mach.
Carpenter	Carp.
Pharmacist	Pharm.
Pay Clerk	Pay Clk.
Acting Pay Clerk	Actg. Pay Clk.
Chief Boatswain	Chf. Bosn.
Chief Gunner	Chf. Gun.

UNITED STATES COAST GUARD (U.S.C.G.)

Line Officers

Title	*Abbreviation*
Rear Admiral Commandant	None
Captain	Capt.
Commander	Comdr.
Lieutenant Commander	Lt. Comdr.
Lieutenant	Lt.
Lieutenant (junior grade)	Lt. (j.g.)
Ensign	Ens.

Staff Officers

Title	*Abbreviation*
Engineer-in-Chief	None
Captain	Capt.
Commander	Comdr.
Lieutenant Commander	Lt. Comdr.
Constructor	Constr.
District Commander	Dist. Comdr.

19. MILITARY AWARDS

A.F.C.	Air Force Cross
C.G.	Croix de Guerre
C.S.C.	Conspicuous Service Cross
D.F.C.	Distinguished Flying Cross
D.S.C.	Distinguished Service Cross
D.S.M.	Distinguished Service Medal
M.C.	Military Cross
V.C.	Victoria Cross

20. ORDERS OF KNIGHTHOOD, DECORATIONS, AND HONORS

C.B.	Companion of the Bath
C.I.E.	Companion of the Order of the Indian Empire

C.M.G.	Companion of the Order of St. Michael and St. George
C.S.I.	Companion of the Order of the Star of India
C.V.O.	Companion of the Royal Victorian Order
D.B.E.	Dame Commander Order of the British Empire
D.S.O.	Distinguished Service Order
G.B.E.	Knight or Dame Grand Cross Order of the British Empire
G.C.B.	Knight Grand Cross of the Bath
G.C.I.E.	Knight Grand Commander of the Indian Empire
G.C.L.H.	Grand Cross of the Legion of Honor
G.C.M.G.	Knight Grand Cross of St. Michael and St. George
G.C.S.I.	Knight Grand Commander of the Star of India
G.C.V.O.	Knight Grand Cross of Royal Victorian Order
I.E.	Order of the Indian Empire
K.B.	Knight of the Bath
K.C.	King's Counsel
K.C.I.E.	Knight Commander of the Star of India
K.C.V.O.	Knight Commander of the Royal Victorian Order
K.G.	Knight of the Order of the Garter
K.G.M.G.	Knight Commander of the Order of St. Michael and St. George
K.P.	Knight of the Order of St. Patrick
K.T.	Knight of the Order of the Thistle
M.V.O.	Member of the Royal Victorian Order
O.M.	Order of Merit

TITLES OF BRITISH OFFICIALS

21. The following abbreviations are frequently used for titles of British officials and members of the nobility:

C.J.	Chief Justice
G.R.	Georgius Rex (King George)
H.B.M.	His or Her Britannic Majesty
H.E.	His Excellency
H.I.H.	His or Her Imperial Highness
H.I.M.	His or Her Imperial Majesty
H.M.	His or Her Majesty

Hon.	Honorable
Hon. Sec.	Honorable Secretary
H.R.H.	His or Her Royal Highness
H.S.H.	His or Her Serene Highness
K.C.	King's Counsel
Kt.	Knight
M.P.	Member of Parliament
Q.C.	Queen's Counsel
R.	Regina (queen); Rex (king)
R. et I.	Rex et Imperator (King and Emperor); Regina et Imperatrix (Queen and Empress)
T.I.H.	Their Imperial Highnesses
T.R.H.	Their Royal Highnesses

22. Learned and professional societies

A.A.A.L.	American Academy of Arts and Letters
A.A.A.S.	American Association for the Advancement of Science
A.B.A.	American Bar Association
A.C.S.	American Chemical Society
A.C.S.	American College of Surgeons
A.G.S.	American Geographical Society
A.H.A.	American Historical Association
A.I.A.	American Institute of Architects
A.I.E.E.	American Institute of Electrical Engineers
A.L.A.	American Library Association
A.M.A.	American Medical Association
A.M.S.	American Mathematical Society
A.N.A.	American National Academy
A.P.A.	American Philological Association
A.S.C.E.	American Society of Civil Engineers
A.S.M.E.	American Society of Mechanical Engineers
A.R.I.B.A.	Association of the Royal Institute of British Architects
M.L.A.	Modern Language Association
N.A.D.	National Academy of Design
N.A.S.	National Academy of Sciences
N.E.A.	National Education Association
N.I.A.L.	National Institute of Arts and Letters
R.A.	Royal Academy
R.A.M.	Royal Academy of Music
R.B.A.	Royal Society of British Artists
R.B.S.	Royal Society of British Sculptors
R.C.P.	Royal College of Physicians

R.C.S.	Royal College of Surgeons
R.G.S.	Royal Geographical Society
R.I.B.A.	Royal Institute of British Architects
R.S.A.	Royal Scottish Academy
R.S.E.	Royal Society of Edinburgh

Organizations of Social and Religious Nature

23. The following abbreviations are often used in place of the names of social, welfare, and religious organizations:

A.R.C.	American Red Cross
A.S.S.U.	American Sunday School Union
A.W.A.	American Woman's Association
Bapt.	Baptist
B.P.O.E.	Benevolent Protective Order of Elks
C.E.	Church of England; Christian Endeavor Society
Cong.	Congregational
C.S.S.	Community Service Society
C.S.	Christian Science
D.A.R.	Daughters of the American Revolution
D.R.	Daughters of the Revolution
F. & A.M.	Free and Accepted Masons
I.O.F.	Independent Order of Foresters
I.O.O.F.	Independent Order of Odd Fellows
K. of C.	Knights of Columbus
K.P.	Knights of Pythias
M.E.	Methodist Episcopal
O.S.A.	Order of St. Augustine
O.S.B.	Order of St. Benedict
O.S.D.	Order of St. Dominic
O.S.F.	Order of St. Francis
Pres.	Presbyterian
R.C.	Roman Catholic
S.A.	Salvation Army
S.A.R.	Sons of the American Revolution
S.J.	Society of Jesus
S.P.C.A.	Society for the Prevention of Cruelty to Animals
S.P.C.C.	Society for the Prevention of Cruelty to Children
S.R.	Sons of the Revolution
U.D.C.	United Daughters of the Confederacy
W.C.T.U.	Woman's Christian Temperance Union
Y.M.C.A.	Young Men's Christian Association

Y.M.H.A.	Young Men's Hebrew Association
Y.P.S.C.E.	Young People's Society of Christian Endeavor
Y.W.C.A.	Young Women's Christian Association
Y.W.H.A.	Young Women's Hebrew Association

24. Government boards

AAA	Agricultural Adjustment Administration
FHA	Federal Housing Administration
FRS	Federal Reserve System
FSA	Farm Security Administration
HOLC	Home Owners Loan Corporation
ICC	Interstate Commerce Commission
NLRB	National Labor Relations Board
NYA	National Youth Administration
PWA	Public Works Administration
RFC	Reconstruction Finance Corporation
SEC	Securities and Exchange Commission
TVA	Tennessee Valley Authority
WPA	Works Progress Administration

25. American railroads

ACL	Atlantic Coast Line
AT & SF	Atchison, Topeka & Santa Fe (called the Santa Fe route)
B & O	Baltimore & Ohio
CB & Q	Chicago, Burlington & Quincy (called the Burlington route)
CM & St P	Chicago, Milwaukee & St. Paul
C & N W	Chicago & North Western
DL & W	Delaware, Lackawanna & Western (called the Lackawanna route)
ERR	Erie Railroad (called the Erie)
FEC	Florida East Coast
GN	Great Northern
LV	Lehigh Valley (called the Lehigh)
MoPac	Missouri Pacific
NYCRR	New York Central Railroad
NYNH & H	New York, New Haven & Hartford
PM	Pere Marquette
PRR	Pennsylvania Railroad
SAL	Seaboard Air Line
SP	Southern Pacific

SR	Southern Railway Company
UP	Union Pacific

Months

26. Do not abbreviate the names of the months except when necessary. It is better, in accordance with modern usage, to spell out the names of the months in the heading of a letter.

Note that *rd* and *nd* are used in Great Britain; *d,* in the United States. The forms *st, d, th,* written after the date, are no longer considered correct in the heading, but are still used in the body of a letter. In letters it is not considered good form to abbreviate the date as follows: 1/5/24. When necessary on account of space to use abbreviations, write the names of months as follows: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec. Do not abbreviate May, June, and July.

The following system of abbreviations is recommended for tabular matter, particularly for library use:

Ja.	My.	S.
F.	Je.	O.
Mr.	Jy.	N.
Ap.	Ag.	D.

Days of the Week

27. The names of the days of the week should usually be written in full, but when space makes abbreviations necessary, use the following:

Sun.	Thurs.
Mon.	Fri.
Tues.	Sat.
Wed.	

Compass Directions

28. For compass directions use the following letters with a period:

N.	E.	NE.	SE.	NNW.
S.	W.	NW.	SW.	NNE.

Sizes of Books

29. Use the following without a period to denote the sizes of books where abbreviations are desirable:

4to	quarto	24mo	twenty-four-mo
8vo	octavo	32mo	thirty-two-mo
12mo	duodecimo	36mo	thirty-six-mo
16mo	sextodecimo	48mo	forty-eight-mo
18mo	octodecimo	64mo	sixty-four-mo

The Books of the Bible and Principal Versions

30. Abbreviations for the books of the Bible and for names of translations and versions may be found in the following lists:

The Books of the Old Testament

Gen.	I and II Kings	Song of Sol.	Obad.
Exod.	I and II Chron.	Isa.	Jonah
Lev.	Ezra	Jer.	Mic.
Num.	Neh.	Lam.	Nah.
Deut.	Esther	Ezek.	Hab.
Josh.	Job	Dan.	Zeph.
Judg.	Ps. (Pss.)	Hos.	Hag.
Ruth	Prov.	Joel.	Zech.
I and II Sam.	Eccles.	Amos	Mal.

The Books of the New Testament

Matt.	Gal.	Philem.
Mark	Eph.	Heb.
Luke	Phil.	Jas.
John	Col.	I and II Pet.
Acts	I and II Thess.	I, II and III John
Rom.	I and II Tim.	Jude
I and II Cor.	Titus	Rev.

Principal Versions of the Bible

A.V.	Authorized Version
R.V.	Revised Version
A.R.V.	American Standard Revised Version
E.R.V.	English Revised Version
E.V.	English Version(s) of the Bible
Vulg.	Vulgate
LXX (*See* p. 17.)	Septuagint

References to books or chapters of the Bible are not usually abbreviated in text matter:

The story of the Creation is found in Genesis, Chapter I.

References to Parts of Books

31. Write out references to chapters, pages, verses, and notes occurring in the text; but in parentheses, footnotes, cut-in notes, side notes, and tables, abbreviate as follows:

art. (arts.)	article	pl. (pls.)	plate
ch. (chs.)	chapter	pt. (pts.)	part
fig. (figs.)	figure	sec. (secs.)	section
p. (pp.)	page	vol. (vols.)	volume

Note that the Roman numeral with capital letter is used with these abbreviations except in the case of *p.* or *pp.*

Signs and Symbols

a/c	account
´	acute accent
&	and
*	asterisk, a mark used to denote a reference
***	asterisks used to denote omissions
@	at, about; as, velvet @ $10 per yd.
[ ]	brackets used to enclose matter incidental to the thought of the sentence
˘	breve, a mark used to indicate a short vowel; as, ĭll
c/o	care of
^	caret, a sign inserted below a line between words or letters to denote an incorrect omission
¸	cedilla, a character used under *c* (ç) to show it is pronounced like *s*
¢	cent or cents
√	check
..	diaeresis, a mark placed above a vowel to denote that it is pronounced separately from the preceding letter; as, coöperate
"	ditto
÷	division
$	dollar or dollars
=	equals
° F.	degrees Fahrenheit
° C.	degrees Centigrade
′	feet; as, 16′; also minutes; as, 6′
>	greater than
`	grave accent
∴	hence, therefore
-	the sign used for hyphen in most dictionaries

=	the sign used for hyphen in the Standard Dictionary
″	inches; as, 10′ 16″ (ten feet, sixteen inches); a secondary accent used in dictionaries
——	macron, a mark used to indicate a long vowel; as, īce
—	minus
x	a sign denoting multiplication; a sign denoting *by* in dimensions; as, 3 ft. x 3 ft.; a character used instead of a signature by one unable to write his name
#	number; as, #7; also a printing mark used to indicate a needed space
¶	paragraph
‖	parallel to
%	per cent
+	plus
£	pound; as, 6£ (English money
~	tilde, a mark placed over *n* in Spanish words to denote the addition of the sound of *y;* as, *cañon* pronounced *canyon*
··	umlaut

Some Abbreviations and Symbols Used for Indicating Money

The following are some of the abbreviations and symbols used for indicating money.

$, dol. (dollars)	₱ (pesos)
c., ct., ¢ (cent, cents)	£ (pounds)
£T175 (Turkish)	s. (shillings)
$US15,000	d. (pence)
$Mex2,650	£12 16s. 8d. (*not* 12/16/8)

REFERENCE BOOKS

ABBREVIATIONS IN COMMON USE

Rogers, Walter Thomas. *Dictionary of Abbreviations* (being citations of those terms used in the professions, sport and trade). New York, The Macmillan Company, 1913.

Shankle, George Earlie. *Current Abbreviations.* New York, The H. W. Wilson Company, 1944.

ABBREVIATIONS FOR BRITISH TITLES

Burke, Sir John Bernard. *Genealogical and Heraldic History of the Peerage and Baronetage, the Privy Council and Knightage.*

Debrett's Peerage, Baronetage, Knightage and Companionage.

Kelly's Handbook to the Titled, Landed, and Official Classes.

Whitaker's Peerage, Baronetage, Knightage and Companionage.

CHAPTER IX

POINTS OF GRAMMAR

SUGGESTIONS FOR CORRECT USAGE

Nouns

Formation of Plurals of Nouns

1. Most nouns form the plural by adding *s* to the singular; *banks, letters, desks.*

2. Nouns ending in *s, sh, ch, x,* and *z* form their plurals by adding *es* to the singular: *kisses, bushes, branches, boxes, waltzes.*

3. Nouns ending in *f* or *fe* change *f* to *v* before adding *es: thieves, halves, shelves, wives.*

But the following nouns in *f* add *s* to form the plural:

beliefs
chiefs
dwarfs
handkerchiefs
hoofs
proofs
scarfs (sometimes *scarves*)
serfs
wharfs (*wharves* more usual in the United States)

4. Nouns ending in *y.*

(1) Nouns ending in *y* preceded by a consonant, and those ending in *quy,* form their plurals by changing *y* to *i* and adding *es: cities,* their *Excellencies, colloquies.*

(2) Nouns ending in *y* preceded by a vowel form the plural in the usual way by adding *s* to the singular: *valleys, alleys.*

5. Nouns ending in *o.*

(1) Nouns ending in *o* preceded by a vowel add *s* to form the plural: *cameos, portfolios, studios.*

(2) Nouns ending in *o* preceded by a consonant form the plural by adding *es: mulattoes, tomatoes.*

Some of the most common exceptions to this rule are the following: *pianos, solos, sopranos, cantos.*

(3) Several words ending in *o* form their plurals in both ways: *cargoes, cargos; mottoes, mottos.*

The following list gives plural spellings of other words ending in *o* according to Webster's *New International Dictionary:*

altos
archipelagos
calicoes
cantos
casinos
contraltos
curios
dynamos
echoes
embargoes
embryos
Eskimos
frescoes or frescos
grottoes or grottos
haloes or halos
heroes
innuendoes
kimonos
manifestoes
mementoes or mementos
mosquitoes
negroes
octavos
oratorios
porticoes
potatoes
provisos
quartos
ratios
stilettos
tornadoes
torpedoes
torsos
twos
volcanoes
zeros or zeroes

6. Nouns that retain in English their foreign endings form their plurals in the following ways: those ending in *a* to *ae; us* to *i; um* to *a; on* to *a; is* to *es.*

Note the plurals of the following nouns which retain their foreign forms and in some cases have also an English plural:

a to *ae*
alumna-alumnae (f)
formula-formulae-formulas
minutia-minutiae
vertebra-vertebrae

us to *i*
alumnus-alumni (m)
genius-genii; geniuses
syllabus, syllabi
terminus-termini

um to *a*	addendum-addenda
	agendum-agenda
	bacterium-bacteria
	curriculum-curricula-curriculums
	datum-data
	erratum-errata
	medium-mediums-media
	memorandum-memoranda-memorandums
	stratum-strata-stratums
on to *a*	criterion-criteria
	phenomenon-phenomena
is to *es*	analysis-analyses
	axis-axes
	crisis-crises
	ellipsis-ellipses
	oasis-oases
	parenthesis-parentheses
	synopsis-synopses
	thesis-theses

The following nouns also retain their foreign forms and in some cases have also an English plural:

appendix	appendices, appendixes
beau	beaux, beaus
château	châteaux, châteaus
dilettante	dilettanti
genus	genera
index	indices, indexes
madame	mesdames
monsieur	messieurs
tableau	tableaux, tableaus

7. Plurals of Titles.

When the title *Mr.* or *Dr.* is used with a name, the whole term is usually pluralized by making plural the title only; as, *Mr. Harper,* the *Messrs. Harper; Messrs. Jones and Gray; Dr. Lee,* the *Drs. Lee.* In commercial use "the" is commonly omitted, giving *Messrs. Harper, Drs. Lee, Drs. Simpkins and Thompson,* or the like.

In using the title *Mrs.* to designate two or more married ladies, the proper name should be pluralized; as, the *Mrs. Barlows.* But in using the title *Misses* to designate two or more

unmarried ladies of the same name the preferred plural, especially in formal writing, is the *Misses Barlow,* though the *Miss Barlows* is permissible in less formal address.

When the names of two or more married women of different names occur in a list, the title *Mesdames* precedes them: Mesdames James Norton, Alfred Blakselee, and Henry Johnson.

8. Proper nouns form their plurals in the usual way by adding *s: Helens, Henrys, Barrys, Marys, Murphys, Dalys, Rowleys, Carolinas, Ciceros.*

Those ending in a sibilant form their plurals by adding *es: Joneses, Adamses.*

9. Certain words are used with the plural only:

annals	proceeds
dregs	scissors
goods	shears
nuptials	thanks

10. Certain words may be used either as singular or as plural according to their meaning.

Athletics (that is, *athletic training*) *has become* popular.
Athletics (that is, *sports*) *are indulged* in by many students.
Acoustics (that is, the *science*) is studied by architects.
The acoustics (*acoustic qualities*) of the hall are poor.

Politics may be used as singular or as plural. The tendency today is to consider it as singular.

11. Some nouns are plural in form but singular in meaning. They, therefore, take a singular verb.

aëronautics	measles
alms	molasses
economics	news
ethics	physics
means (in the sense of *way to an end*)	statistics
	tactics

12. Some nouns form their plurals by the change of an internal vowel: *men, women, geese, mice.*

Notice that *Germans, Normans, Ottomans, talismans,* which are not compounds of *man,* form their plurals in the usual way.

13. Some nouns have the same form in the plural as in the singular: *chassis, corps, deer, heathen, salmon, series, sheep, species, trout, Chinese, Iroquois, Japanese, Portuguese.*

14. Most compound nouns form the plural by adding the sign of the plural to the fundamental part of the word: *aides-de-camp, courts-martial, editors-in-chief, maids-of-honor, sons-in-law.*

15. In forming the plurals of complex titles, the principal word (always a noun) takes the plural form.

Principal word first:	Principal word second:
attorneys general	deputy judges
chargés d'affaires	judge advocates
consuls general	lieutenant colonels
postmasters general	major generals
sergeants at arms	military attachés
sergeants major	under secretaries
surgeons general	vice chairmen

16. When the words are written solid, the sign of the plural is always at the end: *cupfuls, handfuls, spoonfuls.*

17. Some nouns form their plurals by adding an additional syllable: *children, oxen.*

18. Letters and figures form their plurals by adding *'s: A's, 8's.* (*See* p. 52.)

19. Some nouns have two plurals differing in meaning: *brothers, brethren; cloths, clothes; dies, dice; fish, fishes; indexes, indices; pennies, pence.*

Pronouns

1. The nominative case of pronouns is used:

(1) As subject

They paid the premium promptly.
I met the chairman *who, I* think, is a friend of yours.
Who will be appointed secretary?
They sent cards to those *who they* thought would come.
I do not know *who* is treasurer.
We trustees must carry out the policy of the college.

(2) As a predicate complement

It is *I* (*he, she, we, they*).
I am *he* (*she*).
Are you *he* (*she*)?
It seemed to be *he* (*she, they*).

(This construction has been a matter of disputed usage. A few modern writers believe this form too stilted and advocate It is *me,* etc.)

Current English Usage
STERLING A. LEONARD

Note that the verb *to be* takes the same case after, as before it.

It is *I.*
I am often taken to be *she.*
They took it to be *him.* (*Him* is in the objective case because *it,* the subject of the infinitive, is in the objective case.)

(3) In apposition with the subject of a verb or with a predicate nominative.

The Ambassador at the time was Walter Hines Page, *he* who assisted so many Americans in Europe during the early days of the World War.
We trustees must carry out the policy of the college.

2. The objective case of pronouns is used:

(1) As the object of a verb

The president trusted *him.*
I do not know *whom* you want.
Whom do you wish to see?
Who did you wish to see? (An accepted colloquialism.)
The New English Dictionary states that such usage is common in *colloquial use.*

(2) As the indirect object of a verb

The treasurer gave *him* fifty dollars.

(3) As the object of a preposition

The medal was awarded to *her* whom the faculty considered worthy of the honor.
The task was to be divided between *you* and *me* (not *you* and *I*).
The result depended upon *us* (not *we*) younger men.

The book was left for *you* and *him* (not *you* and *he*).
Whom are you looking for?
Who are you looking for? (An accepted colloquialism.)

(4) In apposition with the object of a verb or of a preposition

They fined Lawrence—both *him* and his brother.

(5) As subject of an infinitive

They asked *him* and *me* (not *he* and *I*) to report to the office.
Let *her* and *me* (not *she* and *I*) finish the proofreading.

3. The possessive case of pronouns is used:

(1) To denote possession

Their estate was divided equally.
They were interested in the campaign and *its* results.

Note that there is no apostrophe in possessive pronouns. The correct forms are *its, hers, ours, yours, theirs.*

Note that *whose,* the pronoun, must not be confused with *who's* meaning *who is.*

Whose book is that?
Who's going to the theatre with me next Thursday?

(2) To complete the predicate when the noun is omitted

The book is *mine* (*hers, his, yours, theirs*).

(3) To form a double possessive

This chair of *yours.*
A book of *his* has just been published.

(4) To modify a gerund

On account of *his* going to Florida, the meeting had to be postponed.
The success of the meeting depends on *his* (not *him*) being present.
Father would not hear of *my* (not *me*) taking the case.

4. Compound personal pronouns are used:

(1) For emphasis

I *myself* answered the telephone.
He gave the money to the boys *themselves.*

(2) Reflexively when they are used as objects of a verb or of a preposition to refer back to the subject and denote the same thing or person as the subject.

He convinced *himself* that the scheme would work.
Anybody can see for *himself* that the plan is a good one.

Most authorities believe that compound personal pronouns should not be used as substitutes for personal pronouns.

Right: Amy, Anne, and *I* went.
Wrong: Amy, Anne, and *myself* went.
Right: He gave it to Mother and *me*.
Wrong: He gave it to Mother and *myself*.

5. Interrogative pronouns (*who, which,* and *what*) are used in asking questions. Care must be taken to use the nominative and the objective correctly.

Who is going with you?
Whom are you going with?
Who has been appointed chairman?
Whom have the boys appointed chairman?

Agreement

1. A pronoun must agree with its antecedent in person, number, and gender, but not in case.

Each girl should do *her* (not *their*) work accurately.
Everybody should pay *his* (not *their*) share.

2. Such words as *each, every, everyone, everybody, anybody, either, neither, no one, nobody,* are singular in number and, therefore, must take a singular verb and be referred to by a singular pronoun.

Each of the girls *was* (not *were*) present today.
Everyone *takes his* part well.
Nobody *was* willing to read *his* own poem.

H. W. Fowler's *Dictionary of Modern Usage* discusses *each* as follows:

"*Each* as subject is invariably singular, even when followed by *of them.*

"When *each* is not the subject, but in apposition with a plural noun or pronoun as subject, the verb (and complement) is invariably plural.

The wheels *have* twelve spokes each.
The wheels each *have* 12 spokes. (*Not to be advised.*)
The wheels *are each* 12-spokers.

"But the number of a later noun or pronoun, and the corresponding choice of a possessive adjective, depend upon whether *each* stands before or after the verb, and this again depends on the distributive emphasis required. If the distribution is not to be formally emphasized, *each* stands before the verb and the plural noun and corresponding possessive are used.

We each *have* our own troubles.

"If the distribution is to be formally insisted on, *each* stands after the verb (and complement) and is followed by singular nouns and the corresponding possessives.

We *are* responsible each for his own vote."

3. *None* may be singular or plural according to the meaning.

None is usually used with a plural verb, unless a singular idea is clearly intended; in that case *no one* is frequently substituted for *none*. (Woolley and Scott's *College Handbook of Composition.*)

None of the directors *wishes* to cast *his* vote for the appropriation.
None *were* willing to sign the petition.

4. A relative pronoun must agree with its antecedent in person and number.

It is *I who am* surprised.
It is *she who is* afraid.
It is *they who are* in need.
This is the only *one* of my brothers *who likes* to travel.
He is one of the best *governors that have* ever served the State.

(In such expressions, the antecedent of *that* is *governors,* not *one*. But when *one* is preceded by *only,* the antecedent of *who* or *that* is *one*.)

5. With pronouns the verb must agree in person, as well as in number, with the subject nearest it.

Either you or *I am* to blame.
Either you or *she is* to blame.

But it is better to reconstruct such sentences.

Either *you are* to blame, or *I am.*
Either *you are* to blame, or *she is.*

The Writer's Index
MANLY AND RICKERT

VERBS

NUMBER

Agreement of Subject and Predicate

1. A verb should agree with its subject in person and number.

(1) Two or more nouns connected by *and* take a plural verb.

Weather and unemployment *are* (not *is*) cited as causes of the decline in trade.

The secretary and the treasurer *were* (not *was*) absent from the meeting when their names were called.

(2) Do not mistake the form of the plurals of foreign nouns for the singular. (*See* pp. 179-180.)

The data *are* (not *is*) ready for the expert.

The errata *are* (not *is*) placed in the front of the book.

The phenomena of the Northern Lights *are* (not *is*) striking.

(3) Collective nouns may be regarded as singular or plural: singular, if the word denotes a group acting as an individual; plural, if the word denotes the individuals that make up the group.

The jury *has* (not *have*) agreed upon the verdict.

The jury *have* (not *has*) disagreed as to their verdict.

The company *has* (not *have*) decided to reopen.

Brown Bros. *is* building a new store.

The Brown, Penton, Robinson Company *has* issued bonds for sale.

Smith, Porter and Company *is* going into bankruptcy.

With such words as *number, remainder,* and *rest,* use a singular or a plural verb according as they refer to a whole or to the several members of a group.

(*The* number is usually singular.)
(*A* number is usually plural.)

The number of students in economics *has* increased rapidly.

A number of students in economics *have* signified their intention to take advanced work.

The remainder of the hour *was* spent in discussion.

The rest of the votes *were* lost.

(4) A verb should agree with its subject rather than with a noun placed between the verb and its subject.

The joint meeting between the American and British engineers *is* one of the most amazing examples of the development of the radio.

A group of seven communities south of Springfield *is* served by the company.

But with fractions, the verb agrees with the noun in the prepositional phrase.

Half of the chairs *were* painted red.

Half of the chair *was* painted red.

(5) Expressions introduced by such phrases as, *as well as, together with, in addition to,* are not part of the subject and, therefore, do not affect the number of the verb.

The book, together with the newspapers and magazines, *was* destroyed.

(6) Singular subjects connected by *or* or *nor* always take a singular verb.

The letter or the report *was* lost.

Either the secretary or the treasurer *is* always present at the monthly meeting.

Neither America nor England *fears* the outcome.

(7) When two subjects differing in number are connected by *or* or *nor,* the verb agrees with the subject next to it.

Neither his sisters nor his mother *was* present.

Neither the garage nor the houses *were* burned.

(8) When the verb precedes the subject, care should be taken to have it agree with its subject in person and number.

In this catalogue *are* (not *is*) the requirements of admission, the courses, and the fees.

(9) When nouns of quantity, distance, time, and amount are thought of as a unit, use the singular verb.

Forty pounds *is* all we need.
Two hundred miles *makes* a good day's journey.
Four years *is* required in preparation for such work.
Twenty dollars *pays* for this set of books.

Tense

1. The present tense should be used to express action or being of the present time.

(1) The present tense should not be used in telling of a past event.

Mary *said* (not *says*) to me, "The tire was punctured on the way from Newton."

(2) The present tense should not be used to express time begun in the past and still continuing.

I have *been* (not *am*) in New York for ten years.

(3) The present tense should be used to express a present fact or an unchangeable truth.

The guide explained that Grant's Tomb *is* (not *was*) at 122nd Street and Riverside Drive.

2. The past tense should be used in speaking of a definite past event or action.

I *heard* Dr. Cadman speak when I *was* in New York.

3. The present perfect tense denotes "something happening repeatedly, continuously, or at a time not specifically mentioned." JAMES MELVIN LEE

I *have heard* John Masefield speak many times.
Helen *hasn't arrived* yet.

4. The past perfect tense denotes that the action of the verb was completed at some definite point in past time.

Before my visit to New York, I *had* never *heard* him speak.
If he *had* (not *would have*) *waited,* he would have won the prize.

Note the correct use of tense in the following sentences:

He didn't ring the bell.
He hasn't rung the bell yet.
He hadn't rung the bell when I entered the room.
I have visited most of the capitals of Europe.
I have been in America ten years.
He always has paid and always will pay the bill.
Not: He always has and always will pay the bill.

5. The future tense denotes action in the future. It consists of the auxiliary verb *shall* or *will* with the infinitive without *to.*

Shall and *will,* and *should* and *would* in simple declarative sentences:

Shall is used with the first person to denote simple futurity.

I *shall* expect to see you soon.

Shall is used with the second and third persons to denote control or compulsion on the part of the speaker.

You shall do it now, meaning *you must do it now.*
They shall not go until I tell them to.

Will is used with the first person to express determination or willingness on the part of the speaker.

I *will* come when you call.

Will is used with the second and third persons to express simple futurity.

You *will* come soon, *will* you not?
They *will* help us build the house.

Should and *would* follow the same rules as *shall* and *will.*

Should in first person expresses futurity.

If I *should* come, I *should* bring a trunk.
If you would like to have a more detailed analysis made we *should* be glad to assist you.

Should in second and third persons expresses obligation.

He *should* do his work better.

Would in the second and third persons expresses futurity or customary action.

They *would* come every day for food. (*That is,* They used to come every day for food.)

In questions, always use *shall* in the first person; in the second and third use the form expected in the answer.

Question: *Shall* I raise the window?
Question: *Will* you come with me?
Answer: Yes, I *will.*
Question: *Will* they meet us at the station?
Answer: Yes, they *will* be there.

6. The tense of the infinitive is always relative to the time of the main verb.

(1) The present infinitive denotes the same time or future time in relation to the action of the main verb. Notice that in the following sentences the present infinitive is used with verbs denoting present or past time. The time denoted by the infinitive is the same as that of the principal verb or later than that denoted by the principal verb.

I intend *to go* tomorrow.
I intended *to go* Thursday.
For several days I have been intending *to write.*
I should have liked *to do* it (not *to have done* it).
Jim would have liked *to go* with his brother last week (not *to have gone*).
I had intended *to write* the letter before breakfast (not *to have written*).

(2) The perfect infinitive denotes action that is complete at the time of the principal verb.

The Zeppelin was reported *to have been sighted* off Bermuda at noon.

7. Note the difference in meaning implied by the present and perfect infinitives in the following sentences:

His men believed Washington *to be* a great general.
We believe Washington *to have been* a great general.
The Milan Cathedral is said *to be* one of the largest in the world.
The Parthenon is said *to have been* erected in the Age of Pericles.

8. The subjunctive mood is little used today except in a few special cases:

(1) To express a wish

I wish I *were* in Europe.

(2) To express a contrary-to-fact condition

If I *were* you, I should take the position.

Kittredge and Farley's *Advanced English Grammar* states the following:

Present and past conditions may be either (1) non-committal or (2) contrary to fact.

1. A condition is non-committal when it implies nothing as to the truth or falsity of the case supposed.

If James is angry, I am sorry. (Perhaps James is angry, perhaps not.)

2. A condition is contrary to fact when it implies that the supposed case is not or was not true.

If James were angry, I should be sorry. (James is *not* angry.)

In a non-committal present condition, the *if* clause takes the present indicative; in a non-committal past condition, the past, the perfect, or the pluperfect.

The conclusion may be in any form that the sense allows.

Present Condition, Non-Committal:

If this pebble is a diamond, it is valuable.

Past Condition, Non-Committal:

If that pebble was a diamond, it was valuable.

If Tom has apologized, he has done his duty.

If John had reached home before we started, he must have made a quick journey.

In each of these examples, the speaker declines to commit himself as to the truth of the supposed case. Perhaps the pebble was a diamond, perhaps not; Tom may or may not have apologized; whether or not John had reached home, we cannot tell.

Principal Parts

9. The principal parts of verbs consist of the present and the past indicative, and the past or perfect participle.

The following table shows the principal parts of many troublesome verbs, most of which are irregular. Illiterate and careless errors occur most often in the use of the past tense and the past participle; as, *has went* for *has gone, sunk* for *sank*,

Present	*Past*	*Perfect Participle*
am or be	was	been
arise	arose	arisen
awake	awoke	awaked
bear	bore	borne
beat	beat	beaten
begin	began	begun
bend	bent	bent
beseech	besought	besought
bid (to order)	bid	bid
bid (to greet)	bade	bidden
bleed	bled	bled
blow	blew	blown
break	broke	broken
bring	brought	brought
broadcast	broadcast	broadcast
catch	caught	caught
choose	chose	chosen
climb	climbed	climbed
cling	clung	clung
come	came	come
dive	dived	dived
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
fall	fell	fallen
fight	fought	fought
flee	fled	fled
fly	flew	flown
flow	flowed	flowed
forbid	forbade	forbidden
forget	forgot	forgotten
forsake	forsook	forsaken
freeze	froze	frozen
get	got	got
go	went	gone
grow	grew	grown
hang (of a picture)	hung	hung
hang (of a person)	hanged	hanged
hide	hid	hidden
hurt	hurt	hurt
lay (to cause to lie)	laid	laid

Present	*Past*	*Perfect Participle*
lie (to recline)	lay	lain
lie (to tell a falsehood)	lied	lied
lead	led	led
leap	leaped	leaped
loose	loosed	loosed
lose	lost	lost
pay	paid	paid
plead	pleaded	pleaded
prove	proved	proved (not *proven*)
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
seek	sought	sought
set (to place)	set	set
shake	shook	shaken
shine	shone	shone
shrink	shrank	shrunk
sing	sang	sung
sink	sank	sunk
sit (to sit down)	sat	sat
show	showed	shown
speak	spoke	spoken
slay	slew	slain
sleep	slept	slept
stay	stayed (staid)	stayed (staid)
steal	stole	stolen
stick	stuck	stuck
stop	stopped	stopped
sting	stung	stung
strive	strove	striven
swear	swore	sworn
swim	swam	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
throw	threw	thrown
tread	trod	trodden or trod
wake	woke (waked)	waked

Present	*Past*	*Perfect Participle*
wear	wore	worn
weave	wove	woven
win	won	won
wring	wrung	wrung
write	wrote	written

10. ILLUSTRATIONS OF THE CORRECT USAGE OF VERBS

Perry *began* (not *begun*) his speech early in the evening.
Ann *did* (not *done*) her work well.
Charles *drank* (not *drunk*) a glass of milk.
Father *has gone* (not *has went*) to Florida.
The criminal *was hanged* (not *hung*) at twelve.
He *knelt* (not *kneeled*) before the altar.
She *lay* (not *laid*) on the beach every afternoon.
Mother *has lain* (not *laid*) down for her afternoon nap.
Helen *was lying* (not *laying*) down when I called her.
He told the dog to *lie* (not *lay*) still.
Lie (not *lay*) down, Fido.
He *was lying* (not *lieing*) to you about the accident.
The patient *paid* (not *payed*) his bill promptly.
His lawyer *has proved* (not *proven*) his point.
The bell *rang* (not *rung*) at ten o'clock.
He *ran* (not *run*) to meet his mother.
I *saw* (not *seen*) Mr. Brown yesterday.
The secretary *has shown* (not *has showed*) me his report.

ADJECTIVES AND ADVERBS

1. Adverbs, not adjectives, are used to modify verbs.

He behaved *perfectly* (not *perfect*) even in that trying situation.
Will you do this for me? *Surely* (not *sure*).

Note that when the condition of the subject is described, an adjective is used.

The vegetables boiled *soft.*

But when the action of the verb is explained, an adverb is used.

The vegetables boiled *softly.*

2. The following words have the same form whether they are used as adjectives or as adverbs: *fast, first, ill, loud.*

3. Note that *quick, slow,* and *direct* may be used as adverbs.

Correct

He drives slow.	Come quick.
He drives slowly.	Come quickly.

Orders from customers mailed direct to Boston would be shipped from Detroit.

4. A few adjectives end in *ly,* such as *cowardly, gentlemanly, leisurely, lonely, orderly.*

5. Verbs of the senses, such as *look, sound, smell, taste, feel,* and copulative verbs, such as *be, appear, seem,* take an adjective to denote a quality or condition of the subject.

Hazel looked *pretty* (not *prettily*) in her new hat.
Bells sound *clear* (not *clearly*) at dusk.
Violets smell *sweet* (not *sweetly*).
The pudding tastes *delicious* (not *deliciously*).
Robert feels *unhappy* (not *unhappily*) about his Latin.

Note that usage is divided in regard to *He feels bad* and *He feels badly.*

6. Note that the modifier should be an adjective if it denotes the condition of the object, but an adverb if it explains the action of the verb.

He kept it *firm* (not *firmly*).
She held the wheel *tight* (not *tightly*).
He looked *quietly* around.
He spoke *clearly* over the telephone.

7. *Well* may be an adverb or an adjective.

How did you sleep? *Well,* thank you. (adverb)
The work was *well* done. (adverb)

Note that *good* is not used of physical well-being.

I feel *well* (not *good*). (adjective)

Comparison

8. The comparative degree is used in comparing two persons or things. The superlative degree is used in comparing more than two persons or things.

Henry is the *more* (not *most*) *reliable* of the two authorities.
In our club Alfred Noyes is the *most popular* poet read.

9. Adjectives of one syllable and most adjectives of two syllables form their comparative by adding *er,* and their superlative by adding *est,* to the positive.

Susie's manner was *gayer* (not *more gay*) than her sister's.
Elmer seems *wittier* (not more *witty*) than his brother.
Shakespeare is the *greatest* British dramatist.

Many adjectives of two syllables and most adjectives of more than two syllables form their comparative by adding *more* or *less,* and their superlative by adding *most* or *least.*

The recent news of the expedition seemed *more hopeful.*
As a business man he became *most successful.*

10. Some adjectives, and adverbs derived from them, are incapable of comparison because they express a quality complete or perfect; as, *universal, unique, perfect, infinite, preferable.*

11. In comparing two things exclude the thing compared; as, Chicago is *larger* than any *other* city in Illinois.

12. In comparing more than two objects include the thing compared; as, Chicago is the *largest* city in Illinois.

Note that a double comparison, although once in good use, is now considered incorrect.

The flood was the *gravest* (not *most gravest*) in the history of the country.

Negatives

13. Two negatives make an affirmative.

There aren't *any* (not *no*) books on the shelf.
He doesn't want *any* (not *no*) help.

The words *hardly, scarcely, but,* and *only* are negative in meaning and should not be used with another negative.

He *can hardly* (not *can't hardly*) hear what you say.
There was *scarcely any* (not *no*) water in the jar.
John *had but one* (not *hadn't but one*) sheet of paper.
They *had* (not *hadn't*) only one report of the meeting.

The Article

14. *A* is used before all consonants except silent *h* (*a history, an hour*); *an* was formerly usual before an unaccented syllable beginning with *h* (*an historical work*) . . . *A* is now usual also before vowels preceded in fact though not in appearance by the sound of *y* or *w* (*a unit, a eulogy, a one*).

A Dictionary of Modern English Usage, H. W. FOWLER

The article should be repeated in referring to two separate persons or objects.

We engaged a typist and a stenographer (two persons).
We engaged a typist and stenographer (one person).

She has a maple and a mahogany bureau (two bureaus).
She has a maple and mahogany bureau (one bureau).

But when two or more nouns refer to the same person, the article should not be repeated.

Caesar was a general, writer, and statesman.

Position of "Only"

15. The adverb *only* should be placed as near as possible to the word it modifies.

The bookkeeper made *only one* error (not *only made*).
He *only* nominated the president (he didn't vote for him).
He nominated *only* the president (he did not nominate anyone else).

Agreement of Adjective and Noun

16. *This* and *that* are singular and must be used to modify singular nouns. *These* and *those* are plural and must be used to modify plural nouns.

This kind (not *these* kind) of books is instructive.
These kinds (not *these* kind) of books are instructive.
That sort (not *those* sort) of answer carries little weight.

Note that *kind of* (not that *kind of a*) and *sort of* (not *sort of a*) are permissible although colloquial.

That *kind of* (not that *kind of a*) boy ranks high.
That *sort of* (not that *sort of a*) position is what I want.

Unnecessary Adverbs

17. Unnecessary adverbs should be avoided.

Each sheet of paper should be carefully numbered (not numbered *throughout*).
Repeat it (not repeat it *again*).
They returned (not returned *back*) to the hotel.
Let us cooperate (not cooperate *together*).
Finish the business (not finish *up* the business).
They expect to divide (not divide *up*) the proceeds.

Prepositions

Care must be taken in the use of prepositions. A dictionary should always be consulted in case of doubt as to correct usage. The following illustrations may be helpful:

among, between

(Use *among* with more than two; *between* with two.)
The flowers were divided *among* (not *between*) the patients of the ward.
The flowers were divided *between* (not *among*) the two patients.

at, with

(*with* a person, *at* a thing)
Jane was angry *with* (not *at*) me.
The minority was angry *at* (not *with*) the resolution passed.
The lawyer was displeased *with* (not *at*) the witness.

beside, besides

(at the side of, in addition to)
George walked *beside* (not *besides*) Mary.
Besides (not *beside*) the large doors, there are several smaller ones.

back of, behind

They ran *behind* (not *back of* or *in back of*) the garage.

of, for

The family is in need *of* (not *for*) funds.

of, on

The company has a monopoly *of* (not *on*) sugar.

The preposition *of* should not be used in such phrases as *could of, may of, must of.*

on, onto

(*onto* is usually avoided by careful writers)

They stepped *on* (not *onto*) the grass.

IDIOMATIC PREPOSITIONAL PHRASES

adapted for	The apartment is adapted for housekeeping.
adapted to	Helen soon adapted herself to her changed circumstances.
	The tone of a letter should be adapted to the reader.
adapted from	The story is adapted from the French.
agree on	The faculty agreed on limiting the number of students.
agree to	Do you agree to this proposition?
agree with	He agrees with me on the matter.
argue about	Do not argue about the question.
argue for	They argued for the abolition of child labor.
argue with	He argued with me about prohibition.
confide in	May I confide in you?
confide to	She confided her troubles to me.
consist in	Success does not always consist in achieving wealth.
consist of	The play consists of five acts.
denounce as	Arnold was denounced as a traitor.
denounce for	The thief was denounced for his crime.
die from	They died from exposure.
die of	She died of pneumonia.
differ about	We differ about the success of co-education.
differ from	Mary differs from her sister in appearance.
differ in	Mother and Father differ in their opinions about our summer vacation.
differ on	They usually differ on religious questions.
differ with	I differ with you in regard to the discipline of the school.
disappointed of	Bad weather often disappoints the farmers of their harvest.

disappointed in	Farmers are often disappointed in their yearly income.
enter at	Enter at the front gate. He entered his son at Harvard.
enter for	John has entered for the championship.
enter in	He has entered the bill in his accounts.
enter into	The Faculty entered into an agreement with the townspeople.
enter upon	He entered upon his new work with enthusiasm.
impatient at	The superintendent was impatient at the delay.
impatient with	Mother was impatient with the boys.
live at	He lives at the Hotel Astor.
live in	Helen lives in Florida.
prejudice against	No one is prejudiced against you.
reconcile to	He was reconciled to his father.
reconcile with	These opinions can be reconciled with hers.

NECESSARY PREPOSITIONS

Prepositions should not be omitted when they are needed to make the meaning clear. In the following sentences note the need of the italicized prepositions.

It is *of* no use to object.

Barbara will be *at* home tomorrow.

The tree was a foot *in* diameter.

Will you refrain *from* reading aloud?

His remark is unworthy *of* your notice.

They are going either to France or *to* Italy.

On this side of the river is a group of houses.

An appointment with the dentist prevented Rose *from* going to the concert.

You will find reading a comfort in youth as well as *in* later life.

The states of the East and *of* the West stood together on the question.

I had no faith *in*, or hope *for*, the movement.

UNNECESSARY PREPOSITIONS

Prepositions should be omitted when they are not needed to make the meaning clear. In the following illustrations note the unnecessary prepositions:

The girls in the school were all *about* (not *of about*) sixteen.
No one can help observing (not *from* observing) her.
Let us examine (not examine *into*) the room.
The class entered (not entered *into*) the room.
They are going home (not *to* home).
The tree is *near* (not *near to*) the garage.
The child fell *off* (not *off of*) the chair.
They sail *about* (not *on about*) the thirteenth of June.
The club disbanded *about* (not *at about*) ten.
Where has John been (not *been at*)?
Where shall we go (not *go to*)?
She does not remember (not *remember of*) any such happening.

Conjunctions

The correct use of conjunctions is sometimes confusing. Note the following suggestions which illustrate good usage:

as, as if

Do *as* (not *like*) the manager suggests.
I feel *as if* (not *like*) I need a change.

but, and

The manager believed in auditing the report, *but* (not *and*) the vice-president did not consider it necessary.

unless

Do not do it *unless* (not *without*) he gives you directions.
I cannot write a story *unless* (not *without*) I am in the proper mood.

Co-ordinate conjunctions

Correlative conjunctions, that is, conjunctions used in pairs, should be placed next to the words they connect. These words or expressions should be in the same construction.

The most common correlatives are *either–or, neither–nor, not only–but also, both–and, and–therefore, whether–or.*

They have read neither the book nor the magazine.
Not: They have neither read the book nor the magazine.
The work gave me both pleasure and experience.
Not: The work both gave me pleasure and experience.
We visited not only London, but also Paris, Nice, and Rome.

Not: We not only visited London, but also Paris, Nice, and Rome.

With co-ordinate conjunctions such as *and* and *but,* ideas must be expressed in similar construction.

He was strong in body and in mind.
Or: He was strong physically and mentally.
Not: He was strong in body and also mentally.

SUBORDINATE CONJUNCTIONS

When one idea in a sentence is dependent upon another, a subordinate conjunction is used to connect the dependent with the main thought.

Do not use *as, because, how, where* for *that* or *whether.*

He doesn't see *that* (not *as*) he ought to do it.
I don't know *whether* (not *as*) I can go.
The reason for his absence was *that* (not *because*) he felt ill.
He told them *that* (not *how*) he expected to go to South America.
I saw in the advertisement *that* (not *where*) Bankhurst became president.

Do not use *if* as a synonym for *whether* after *see, ask, learn, know, doubt,* and the like.

I don't know *whether* (not *if*) I can go.
I shall ask him *whether* (not *if*) he will do the work.

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PART II

CHAPTER I

LETTER-WRITING

Letter-writing has become important, particularly in relation to business. It forms the main subject of so many texts on Business English that there is no need for extended discussion here.

As correspondence fills a large part of the secretary's day, he should know the principles of letter-writing, for to write a good letter is a real accomplishment. Modern letters, whether coming from a great public organization or from a private individual, are personal and individual. Like those of the great letter-writers, they reveal personality. They show due regard for the viewpoint of the reader. They are planned with care. Their language is informal but dignified; and their tone courteous and well-bred.

The cheap cordiality of some letters, particularly of the sales type, that strains to compel the reader by a too familiar colloquial tone, suggests poor taste, insincerity of purpose, and tawdriness of material. Better firms season friendliness with dignity, for they know that their clientele resents being addressed by the "hail-fellow-well-met" attitude, often too common in American business correspondence.

Dignity, however, does not mean such senseless formality as that produced by stereotyped phrases. Many expressions such as those that follow, once considered necessary to give a businesslike tone to correspondence, are fortunately disappearing from modern letters.

Yours of the 13th inst. received.
We have your esteemed favor of March 20

In reply to yours of the tenth, would say
Answering yours of June 10th, would say
Under separate cover
The favor of an answer is requested
This is to acknowledge receipt of your valued order
Awaiting your further commands
We beg to announce
We beg to call your attention
Your letter has come to hand
Enclosed you will find
Your letter of recent date
Inst., ult., prox.
Replying to your letter of the 5th wish to say we have duly noted the contents
Replying to your telegram relative to, etc.
Hoping to hear from you soon, I remain
And oblige, Yours truly
Trusting to hear from you soon
Believing these considerations to be of interest, and assuring you that we shall appreciate a word in reply from you, we are, etc.
Assuring you that your past favors have been highly appreciated and anticipating a continuance of your valued patronage, we remain
Anticipating the courtesy of your favored patronage and thanking you in advance for same, I remain

Words, too new or too old, as well as trite expressions, must be guarded against. If the dictionary does not vouch for the good standing of a word, the secretary should not include it in his vocabulary. The following are a few objectionable words, often unthinkingly used by even experienced secretaries:

enthuse	*for*	to be enthusiastic
humans	*for*	persons
recommend	*for*	recommendation
gotten	*for*	got
have got	*for*	have
proven	*for*	proved
educating	*for*	educational
anxious	*for*	desirous or eager
fulfill	*for*	fill
partake	*for*	participate

LETTER-WRITING

ILLUSTRATIONS OF ATTRACTIVE LETTERHEADS

New York
247 Park Avenue
46TH TO 47TH STREETS
Boston
247 Berkeley Street
NEAR COMMONWEALTH AVE.
Providence
155 Angell Street
CAMPBELL HOUSE

Katharine Gibbs School
of Secretarial and Executive Training
for Educated Women

K.W.C. GRAND, GENERAL AGENT
FOR THE UNITED STATES AND CANADA

TELEPHONE VANDERBILT 1830
CABLE ADDRESS "PADDINGTON" NEW YORK

GREAT WESTERN RAILWAY OF ENGLAND
505 FIFTH AVENUE
NEW YORK

ESTABLISHED
1817

HARPER & BROTHERS
PUBLISHERS
NEW YORK AND LONDON

Columbia University
in the City of New York

THE ENGLISH GRADUATE UNION
COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK
HALL OF PHILOSOPHY

HERBERT K. TWITCHELL, President
GEORGE F. CRANE, Vice President
HENRY R. TAYLOR, Vice President
WILLISTON H. BENEDICT, Secretary

RALPH H. STEVER, Cashier
FREDERICK A. CUMMINGS, Treasurer
ELMER RAND JACOBS, Asst. Treasurer
THORNTON C. THAYER, Asst. Cashier

THE SEAMEN'S BANK FOR SAVINGS
IN THE CITY OF NEW YORK
86 WALL STREET
NEW YORK

Forms for Headings

On paper containing letterheads, the typist inserts the date directly under the letterhead, or in the more conservative style to form the marginal line on the right.

The following forms illustrate correct arrangement:

May 1, 19—	April 25 19—	April Fourth 19—

On paper that does not contain letterheads, the headings should be written according to the following order: street address, name of city or town, name of state, date. (*See* pp. 40-41.)

Open punctuation, except in official Government correspondence, is preferred by most authorities today for both business and social letters.

414 West 121 Street, New York City, June 30, 19—.	19 West 44 Street New York 18, N.Y. July 18, 19—

INSIDE ADDRESS

In a business letter the inside address, containing the name and the address of the receiver, precedes the salutation; in an official letter it is usually placed beneath the letter at the lower left-hand; in a friendly letter it is omitted.

Closed or open punctuation may be used with the indented style. Open punctuation, however, is the preferred form.

Mrs. George McClelland, 121 Harmon Drive, Larchmont, New York.	Mrs. George McClelland 121 Harmon Drive Larchmont, New York

It is permissible to use the ordinal endings, *st, d, nd, rd,* and *th,* after street numbers, but it is considered better form to omit them.

Preferable	*Permissible*
414 West 121 Street	414 West 121st Street

Names of avenues and streets expressed in one word should be written out, but when two or more words are needed, figures are preferred although writing in full is permissible.

456 Fifth Avenue *not* 456 5th Avenue
15 West 25 Street *or* 15 West 25th Street
or 15 West Twenty-fifth Street

Block style with open punctuation:

George Fulton, Esq.
317 Madison Avenue
New York, N. Y.

Messrs. (Abbreviation of *Messieurs*)

This title, seldom used today, is most often written in addressing professional partnerships as those composed of architects or of lawyers, one or more of whom is known to be living. *Messrs.* is not used when the word *Company, Corporation,* or *Inc.* is included in the firm name.

Correct: Messrs. Smith and Jones (a professional firm)
Incorrect: Messrs. Blank Typewriting Company
Incorrect: Messrs. American Packing Corporation
Incorrect: Messrs. Jones and Smith Inc.
Messrs. is never used in the salutation.

Titles

In business letters it is correct to use a business title on the same line as the personal title or on the line below.

Mr. Louis R. Drake, Treasurer
Chickering Brothers
or
Mr. Louis R. Drake
Treasurer, Chickering Brothers
Dr. Daniel Jenkins,
Secretary, Wood Memorial Fund
Dr. Henry Lorimer, Director
Personnel Department
Mr. Paul Stewart
Secretary to the Mayor
Dr. Kenneth Jackson
Superintendent of Schools

It is also correct to omit the personal title.

Louis R. Drake, Treasurer
Chickering Brothers

John T. Holmes, Registrar
Blank University

Conrad Davis Morrison
Vice President, Jones Building Corporation

Benjamin Smith-Lawrence
Commissioner of Parks

James J. Blank
Police Commissioner of ——

Henry Barnes, Superintendent
Blank Manufacturing Company

Henry Barnes
Superintendent of Docks

The business title should not precede the name.

Incorrect methods of address:

Secretary Henry Ernst
Treasurer Peter Withers
Chairman Albert Robbins

The term *Chairman* is used for officials of both sexes.

Titles referring to professional standing only may be written:

President Henry Adler
Enville College

or

Dr. Henry Adler
President, Enville College

or

The President of Enville College

Dr. Janet Blake
Dean, School of Education

or

Miss Janet Blake
Dean, School of Education

or

Dean Janet Blake
School of Education

When an individual has a doctor's degree and is also entitled to the rank of professor, the address may read:

Professor John H. Livermore
or
Dr. John H. Livermore
Professor of Chemistry
or
Dr. John H. Livermore

In the case of a woman who has a doctor's degree, it is customary to write her address as follows:

Dr. Marian Baker

If she is also entitled to the rank of professor, the address should read:

Dr. Marian Baker
Professor of Fine Arts
or
Professor Marian Baker

Two titles meaning the same thing should not be used together:

Right: Dr. Alfred Young
Right: Alfred Young, M.D.
Wrong: Dr. Alfred Young, M.D.

Right: Mr. Harvey Curtis
Right: Harvey Curtis, Esq.
Wrong: Mr. Harvey Curtis, Esq.

An attorney is usually addressed as

Stanley Willis, Esq.
or
Stanley Willis, Attorney
or
Mr. Stanley Willis
Attorney-at-Law

In England, the title *Mr.* is not used in addressing barristers. *Esq.* following the name is the accepted form. (*See* p. 309.)

The title *Miss,* rather than *Mrs.,* is used in addressing a woman if one is uncertain what the correct title should be.

SALUTATION

Correct forms for business and professional letters:

Dear Sir: (*Dear Sirs* seldom used in America).
Dear Madam: (*Dear Madam President:*)
Gentlemen:
Mesdames or *Ladies:*
My dear Mrs. Bryan: (formal American usage).
Dear Mr. Bryan: (informal American usage).
Ladies and Gentlemen: (Committees or organizations composed of men and women).

For forms for official letters see pp. 285-299.

Gentlemen

Use this salutation when addressing a board, a committee, or a firm composed of men or of men and women or if uncertain whether the organization includes women.

Mesdames or *Ladies*

Use this salutation when addressing a board, a committee, or a firm composed exclusively of women.

Correct Usage in Letter Parts

BUSINESS USAGE

Whenever an individual name of a correspondent is known to the writer, it should be used rather than the title alone.

Mr. Allan Douglas, Manager
or
Allan Douglas, Manager
or
Mr. Allan Douglas
Manager, Lakewood Hotel

If the individual name of a correspondent is not known to the writer, he should be addressed by the correct title of the position he holds, as *chairman, director, registrar, secretary,* etc.

Addressing organizations when an individual name is not used

Associations, clubs, and societies

Address:	The Secretary Lakewood Men's Club
Salutation:	Dear Sir:

or

Address:	The Lakewood Men's Club
Salutation:	Gentlemen:
Address:	The Secretary Lakewood Women's Club
Salutation:	Dear Madam: *or*
Address:	The Lakewood Women's Club
Salutation:	Mesdames: *or* Ladies:
Address:	The Lakewood Parents Association
Salutation:	Ladies and Gentlemen: *or* Mesdames and Gentlemen:
Address:	The Lakewood Improvement Society
Salutation:	Gentlemen: *or* Ladies and Gentlemen: *or* Mesdames and Gentlemen:

Boards, bureaus, departments, offices

Address:	President, Board of Medical Examiners
Salutation:	Dear Sir: *or*
Address:	Board of Medical Examiners
Salutation:	Gentlemen:
Address:	Martha Blakelock Travel Bureau
Salutation:	Gentlemen:

Address:	Chief, Bureau of Ordnance
Salutation:	Dear Sir:
	or
Address:	Bureau of Ordnance
Salutation:	Gentlemen:
Address:	Chief, Police Department
Salutation:	Dear Sir:
	or
Address:	Lakewood Police Department
Salutation:	Gentlemen:
Address:	The Postmaster Lakewood Post Office
Salutation:	Dear Sir:

Committees

Address:	The Chairman, Membership Committee Lakewood Women's Club
Salutation:	Dear Madam:
Address:	Membership Committee Lakewood Women's Club
Salutation:	Mesdames: *or* Ladies:
Address:	The Chairman, Building Committee Lakewood Men's Club
Salutation:	Dear Sir:
Address:	The Building Committee Lakewood Men's Club
Salutation:	Gentlemen:
Address:	The Program Committee Lakewood Community Center

Salutation: Gentlemen:

or

Mesdames and Gentlemen:

or

Ladies and Gentlemen:

Companies

Address: James Stone (company name)
Salutation: Gentlemen:

Address: Martha Wentworth (company name)

Salutation: Gentlemen:

Address: Messrs. Kerr and Bates (a professional partnership—as, a firm of architects or lawyers)

Salutation: Gentlemen:

Address: Kerr and Bates (a company or corporation name that has lost its personal significance)

Salutation: Gentlemen:

Address: Kerr and Bates (a professional partnership composed of women)

Salutation: Mesdames:

or

Ladies:

Address: N. R. Brockman & Company

Salutation: Gentlemen:

Address: Barbara's Dress Shop (company name)

Salutation: Gentlemen:

Address: Barbara's Dress Shop (firm composed of women)

Salutation: Mesdames:

or

Ladies:

ADDRESSING PRIVATE INDIVIDUALS

Since the street, city, and state are understood to follow the name, these are omitted except in the first example; and since the same complimentary close may be used in letters to each of the following individuals, it will not be repeated. The wording of the salutations and the complimentary closes in the first example become progressively less formal.

Addressing one person

A man

Address:	Mr. Robert F. Crowell 1415 Grove Terrace Winter Park, Florida *or* Mr. Robert F. Crowell 1415 Grove Terrace Winter Park, Florida
Salutation:	My dear Sir: *or* Dear Sir: *or* Dear Mr. Crowell:
Complimentary Close:	Very truly yours, Yours truly, Yours sincerely,

A married woman

Address:	Mrs. Harry Webster *or* Mrs. Edna Webster (the form generally used for a married woman separated from her husband)
Salutation:	Dear Madam: *or* Dear Mrs. Webster:

An unmarried woman

Address:	Miss Charlotte Phillips
Salutation:	Dear Madam: *or* Dear Miss Phillips:

Addressing more than one person

In certain instances it is preferable to address only one of the persons, indicating in the opening paragraph that the letter is also intended for the others. *Style Manual*

Two or more men

Address:	Messrs. Brown and Holt *or* Mr. Jerome Brown Mr. Alfred Holt
Salutation:	Gentlemen: *or* Dear Mr. Brown and Mr. Holt:

Two or more men of the same name

Address:	Messrs. Hugh and Carl Condon *or* The Messrs. Condon
Salutation:	Gentlemen:

Two or more unmarried women

Address:	The Misses Banks and Towne *or* Miss Laura Banks Miss Frances Towne
Salutation:	Ladies: *or* Mesdames: *or* My dear Mesdames Banks and Towne: *or* Dear Miss Banks and Miss Towne:

Two or more women

Address:	Mrs. Arthur Benson Mrs. William Lee Miss Mary Parker
Salutation:	Ladies: *or* Mesdames

Correct order in the salutation

When the names of both men and women occur in the inside address, the individual whose name appears first should be addressed first in the salutation.

Men and women

Address:	Mr. Paul Betts Mr. Horace Betts Miss Janet Betts
Salutation:	Gentlemen and Dear Madam:
Address:	Miss Janet Betts Mr. Horace Betts Mr. Paul Betts
Salutation:	Dear Madam and Gentlemen:
Address:	Miss Janet Betts Miss Irene Betts Mr. Paul Betts
Salutation:	Mesdames and Dear Sir: *or* Ladies and Dear Sir:
Address:	Mr. Paul Betts Mrs. Paul Betts
Salutation:	Dear Sir and Madam: *or* Dear Mr. and Mrs. Betts:

Punctuation of salutation

When open punctuation is used in the heading and in the inside address, either closed or open punctuation may be used after the salutation; but when closed punctuation is used in the heading, it should also be used after the salutation. (*See* p. 40.)

The attention line

When the writer wishes to bring his letter to the attention of a certain official, he may do so by using the attention line. This may be written above the salutation, as it usually is in block form, or to the right of the salutation on the same line or beneath it. The name and the official position of the correspondent may follow the words, *Attention* or *Attention of;* but, if this would make the line too long, *Attention* may be omitted and the official position may be written below the name.

Placement of the attention line:

(1)

Hollywood Sportswear Corp.
1041 North Highland Avenue
Hollywood 38, California

Attention of Mr. John Doe

Gentlemen:

(2)

John Wanamaker (a company name)
Broadway at Ninth Street
New York 3, N.Y.

Gentlemen: Attention: Miss Helen M. Blank
Glove Department

(3)

The Junior Dress Shoppe
Bay Street
Beaufort, S.C.

Ladies: Mrs. Christopher Lawson, Manager

(4)

Ryan & O'Brien
Gibbs Building
Sarasota, Florida

Gentlemen:

Mr. Alexander Thompson
Sales Promotion Manager

(5)

The Charlotte Observer
Charlotte
North Carolina

Gentlemen:

Attention of Mr. J. H. Blank

The reference line

A reference line, containing a file number or a request that the correspondent in his answer refer to a particular person or department, is used by many organizations. Such a line should be included in the correspondent's answer.

Placement of reference line

Such a line may be placed below the date on the right, above the inside address on the left-hand margin, on a line with the salutation, or centered two lines below the salutation.

(1)

[Letterhead]

January 2, 19—
File No. B-1728

(2)

[Letterhead]

July 25, 19—

File No. C-4923

Inside address

(3)

Miss Ethel Caryl
Adelaide Avenue
Barrington, R.I.

Dear Madam: In replying, please refer to Credit Dept.

(4)

Mrs. Frank F. Gibney
48 Green Village Road
Madison, New Jersey

Dear Mrs. Gibney:

Your reference: N. F. Good (3-10)

The subject line

The subject line, which states briefly the topic of the letter, may be centered above or below the salutation or on a line with the salutation.

(1)

Mr. Albert Horton
P.O. Box 22
Lobeco, S.C.

Re: The Electric Auto-Lite Company

Dear Mr. Horton:

(2)

Dr. H. J. Blank
Personnel Department
Exville College
St. Petersburg, Florida

Dear Sir: Subject: Retirement Pension

(3)

The White Insurance Company
19 West 44 Street
New York 18, N.Y.

Gentlemen:

Policy 10,954,654

Placement for data when file number, attention line, and subject line are all used may be arranged as follows:

[Letterhead]

[Date]
File No.

Ideal Electrical Company
4250 Sycamore Street
Chicago 7, Illinois

Attention: Mr. Peter Blank

Gentlemen:

Subject: Order No. 198675

The body of the letter

Block or indented form

The body of the letter may be written in indented or in block form. If the inside address is indented, the body of the letter should also be written in indented form, that is, with each paragraph beginning five spaces, or as preferred by some secretaries ten spaces, from the left-hand margin. If the inside address follows block style, the body of the letter may be either block or indented form. If block form is used, the first line of each paragraph should begin at the left-hand margin, single spacing should be used within paragraphs, double spacing between paragraphs.

Continuation pages

When a letter exceeds one page, blank pages on which letterhead does not appear or appears in abbreviated form are used. Each new page should be numbered in the center half an inch from the top or half an inch from the bottom. At the top of each continuation page with a margin to coincide with the left-hand margin of page one, the name or initials of the addressee should occur; to coincide with the right-hand margin of page one, the date should be written.

Complimentary close

The placement of the complimentary close depends somewhat on the length of the signature. It should begin to the right of the vertical center and not extend beyond the right-hand margin. It should be placed at least two spaces below the last line of the letter and in a short letter it may be placed even four spaces below the message to make an attractive letter picture.

The selection of the complimentary close depends on the nature and the tone of the letter. The following examples given here are in order of decreasing formality.

Respectfully yours,
Very truly yours,
Yours truly,
Sincerely yours,

The complimentary close should not be preceded by a participial phrase, as, *Hoping to hear from you soon.* Punctuation following a complimentary close depends on punctuation following the salutation. If punctuation is omitted there, it should also be omitted after the complimentary close.

SIGNATURES

Placement of signatures should correspond to the style of the heading or of the inside address.

Content of business signatures

The signature may consist of two, three, or four lines, according to the wish of the writer or the policy of the organization. It is generally understood that the name on the first line indicates responsibility for the contents of the letter. Hence signatures of business letters usually occupy four lines, as follows:

1. typewritten name of organization
2. actual signature of writer
3. typewritten name of writer
4. typewritten official position or rank in the organization

The following illustrate correct forms of signatures:

Four-line signatures

Yours truly,
American Farms Company
Henry A. Taylor (written)
Henry A. Taylor
Credit Manager

Yours truly,
Henry A. Taylor (written)
Henry A. Taylor
Credit Manager
American Farms Company

Three-line signatures

Yours truly,
National Soap Company
John B. Williams (written)
John B. Williams, Advertising Manager

Yours truly,
John B. Williams (written)
John B. Williams, Advertising Manager
National Soap Company

Two-line signatures

Yours truly,
Arlington Machine Company
William Brown (written)

Yours truly,
William Brown (written)
William Brown, Manager

CORRECT FORMS FOR THE INDIVIDUAL

John F. Whitman
John Francis Whitman
J. F. Whitman *not* J. Whitman

Such titles as *Dr., Rev., Prof.,* should not precede signatures nor should such degrees as B.A., M.D., LL.D., follow them.

An unmarried woman should not sign herself as *Miss* Elizabeth Jones, but should place *Miss* in parentheses before her name if she thinks it necessary.

A married woman must sign her own name, as, *Vera C. Martini.* This may be preceded by *Mrs.* in parentheses or by her married name written in parentheses below the signature.

(Mrs.) Vera C. Martini
or Vera C. Martini
(Mrs. Herbert Martini)

A widow may sign her name exactly as she did before the death of her husband.

It should be remembered in either case *Jane Morrison Ross* is her *name; Mrs. Herbert Ross* is her *title.* At present it is customary for a widow to retain her husband's title.

Some professional women prefer to keep their maiden names. In this, they follow the example of Lucy Stone, who exercised her right to use her maiden name. In such a case, *Mrs. Jane Morrison Ross* would sign her name *Jane Morrison.*

If for any reason, she should wish to indicate her married title, the signature would read as follows:

Jane Morrison
(Mrs. Herbert Ross)

A woman who is divorced has the choice of assuming her maiden name with or without *Mrs.;* as, (*Miss*) *Jane Morrison* or (*Mrs.*) *Jane Morrison.*

On the other hand, she may retain her husband's surname with *Miss* or *Mrs.;* as, (*Miss*) *Jane Ross* or (*Mrs.*) *Jane Ross.* Socially she is usually known as *Mrs. Morrison Ross.* She must not use her former title; as, *Mrs. Herbert Ross.*

On checks, a married woman usually signs her own name, not her title; as, *Jane Ross.*

In endorsing checks or signing stock certificates or other legal papers a woman should be careful to sign as the name appears in the document.

In wills and deeds, a married woman should sign her name, not her title; as, *Jane Ross,* not *Mrs. Herbert Ross.*

Usually on formal programs and announcements, a married woman prefers to use her title; as, *Mrs. Herbert Ross.*

On hotel registers she may sign as she wishes; as, *Jane Ross,* or *Mrs. Jane Ross* or the more usual form *Mrs. Herbert Ross.*

The unmarried woman may sign a hotel register with or without her title; as, *Jane Morrison* or *Miss Jane Morrison.*

Sometimes it is desirable for women in signing business or professional letters to indicate the writer's official position. In such cases after the signature the title may be written as follows:

Mary Dawson
Superintendent

or

Mary Dawson, Superintendent

Margaret Davis
President

For a private secretary

Jessie MacFarlane
Secretary to Mrs. Borden

Jessie MacFarlane
Secretary to Mr. James Brown

When the secretary signs her chief's name to a letter, she may add her own initials or she may sign her own name adding below it *For* with the chief's name.

Henry Newcomb
J. MacF.

or

Jessie MacFarlane
for
Henry Newcomb

ADDITIONAL DATA

Additional data, such as the initials of the dictator of the letter with those of the typist, are usually placed at the lower left-hand. They may be written thus:

KM S A T	FCS:RG	CB
MLK/ECC	PGB,ABR	HEA

When enclosures are made in the letter, that fact should be noted in the lower left-hand corner; as, *Encl.* or *Enclosures.*

CORRECT SIGNATURES FOR LETTERS SIGNED BY OFFICIALS

Very truly yours,

H.K.T.
MW

President.

Very Sincerely yours

M a y
Fourth

Vice President

Sincerely yours

Katharine C. Reiley
Associate Director

KCR:C

FRED F. FRENCH COMPANIES

CHAIRMAN OF THE
BOARDS OF DIRECTORS

Sincerely yours,

CB
HEA

Personnel Director

Sincerely yours,

Secretary to Mrs. Oakley.

Very truly yours,

A. SVOBODA.
TRAVEL DEPARTMENT

Letter Pictures

[*Letterhead*]

January 22, 19—

_____,

_____,

_____.

Gentlemen:

_____

_____

_____.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____.

_____

_____

_____

_____.

_____

_____.

Very truly yours,

_____

_____Department

___/___

[*Letterhead*]

January 18, 19—

Dear Sir:

_____

_____.

_____

_____

_____

_____

_____

_____.

_____

_____

_____

_____

_____.

_____

_____

_____.

Yours very truly,

_____

By:

_____

_____

_____

____:____

[*Letterhead*]

January 18, 19—

Gentlemen

Very truly yours

By:

—:—

cluded work in the sales division of a manufacturing company and as I am a college graduate, I believe you will be interested in my application.

I am twenty-six years old, single, and a graduate of Barnard College.

The various positions I have filled have made me an expert stenographer and an intelligent correspondent; they have required an understanding of office routine and the ability to assume responsibility and work on my own initiative. My experience, extending over a period of five years, has been as follows:

Secretary to a Department Manager in the Columbia Graphophone Company
Secretary to an executive in the Queens Chamber of Commerce
Secretary to an organization engaged in building and financing a church edifice
Secretary to a Vice-President and Sales Manager of Pathex, Inc.

In my present position with Pathex, Inc., which I have held for the past fifteen months, I compose many of my own letters, supervise the keeping of sales records and the work of an office force.

To the position you wish to fill I can bring resourcefulness, the use of good judgment in matters for which I am responsible, the ability to meet people intelligently and to relieve you of details, as well as the desire to understand and be loyal to your interests.

I can furnish excellent personal and business references from those who know my work and who will be glad to tell you about it.

May I come to see you to explain my qualifications in greater detail?

(3)

Mr. J. A. Northcott, Associate Director of University Extension, writes me that Dr. Knox and you are looking for a secretary. Please consider me an applicant for the position.

My education has been obtained in private schools in Canada Park School, London, Ontario, and Westbourne School, Toronto. Near the close of my last year of high school work my health became impaired, and I was obliged to give up my studies for some months. Afterwards my education was continued along general cultural lines—languages, music, nature, travel—rather than academic ones. The only degree I hold is that of Associate of the Canadian Guild of Organists.

The desire for a useful and busy life rather than an empty social one, coupled with a natural aptitude for practical things, led me to take a two-year course in English and French, bookkeeping, filing, typography, and secretarial correspondence.

As to my religious affiliations, I am a Presbyterian. I have had a little experience in social service work.

To me the prime requisite is not salary but congenial work in a cultural environment—such work as will interest me and to which I can bend all my energies.

I enclose a list of references.

If you desire any further information, I shall be pleased to furnish it.

May I hear from you?

(4)

Miss Callan of the University Employment Bureau has referred me to you in the hope that you might have an opening in secretarial work. I am especially desirous of obtaining a position connected with a social service organization.

I am a graduate of Smith College from which I received my A.B. degree in June, 19—. My course there consisted of a liberal arts program—English Composition and Literature, and Sociology as my main subjects. Sociology gave me excellent theoretical knowledge. I am now taking at Columbia University the one-year secretarial course, which I shall complete this June. This course has given me a firm foundation for secretarial work. Among my subjects are typewriting, shorthand, secretarial correspondence, vocational psychology, and bookkeeping, all of which provide good practical knowledge.

Although I have not had much actual secretarial work, I am familiar with business. My father is the proprietor of a large store, where I have worked for two summers as a clerk. This experience, I believe, has given me some knowledge of business principles and management helpful in any secretarial position.

The training I have received has provided a good background for the type of work I desire. Since the subject would be familiar to me and much of the business of "learning the ropes" would be done away with, I should need less supervision than the ordinary stenographer and could take up matters of an executive nature.

I am very much interested in social welfare, and I also enjoy secretarial work. I do not think I go too far in saying that you would find me willing and adaptable.

For references, I offer the following:

Professor H. E. Barnes
Smith College
Northampton, Mass.

Miss Z. Macdonald
Columbia University
New York City

I hope that I shall receive a favorable reply.

(5)

I wish to apply for the secretarial position which you advertise in the April 30th issue of the *Times*.

I am twenty-six years old and have had seven years of business experience. I am a graduate of Sharpsville High School, Sharpsville, Pa., and of Sharon College of Commerce, Sharon, Pa. I am at the present time taking the two-year secretarial course at Columbia University and expect to receive the Secretarial Certificate next August. I have had wide and varied office experience and am thoroughly familiar with business methods and routine. The details of my training and experience follow.

From April, 19—, until September, 19—, I acted as stenographer in a real estate and lumber office, the Charles S. Flower Lumber Company of Sharon, Pa. My work there included switchboard operating and assistant bookkeeping. While in this position I was also active as stenographic and clerical assistant when my employer organized the Dollar Title and Trust Company. I attended stockholders' meetings, took minutes, and wrote reports. In September, 19—, I left this position for one paying a higher salary at the freight office of the Erie Railroad Company at Farrell, Pa. There, my work consisted mainly of stenography and abstract typing.

In June, 19—, I was employed in the office of the National Malleable and Steel Castings Company at Sharon, where I was trained in the work of all departments so that I was ready to step instantly into the routine work of any absent clerk or stenographer and keep the wheels of his department running smoothly. I also did private secretarial and statistical work of a confidential nature for the treasurer, and clerical work in the payroll department.

The winter of 19— I spent in the West. While there, I did secretarial and clerical work for the Ionaco Company of Denver, Colorado, and some sales work selling their product, an electrotherapeutic device. Not wishing to remain permanently in the West, I obtained a position in the spring of 19— as private secretary to the sales manager of the Elf Motor Company at Cleveland, Ohio, distributors for Marmon automobiles for the State of Ohio.

As I had always regretted my lack of college training, I left my position in Cleveland and came to New York for the two-year secretarial course at Columbia University. Because of my previous training and experience, I am able to shorten the course somewhat and expect to receive the Secretarial Certificate of Columbia University next August. Some of my studies at Columbia are: English composition, business administration, economics, bookkeeping, secretarial correspondence, and Spanish.

Each change in position that I have made has represented a distinct advance. The variety of my work has given me a splendid background of valuable experience such as could never be obtained in the routine of one company.

I am eager to secure a permanent position in New York City, where I expect to continue studying in special night courses along the lines of whatever work I enter. I am looking for a position that offers a real future, and I welcome responsibility.

It is difficult to state a suitable salary with slight knowledge of the requirements and demands of the position. My last salary, however, was .... a month, and I believe that my training at Columbia warrants a considerable increase. I believe that I should receive a beginning salary of .... a month.

I should be glad to have you consult any of my former employers regarding my qualifications. I am enclosing a list of the names and addresses of the men under whom I have worked.

May I have the favor of a personal interview at your convenience?

(6)

I wish to apply for a position in the active end of your travel department, as I am very much interested in organized travel and intend to make it my occupation.

My education and experience are here briefly outlined:

Preparatory education in a military school; two years' college work at Blank University. Courses for two summers at Blank University in secretarial work, which included typing and shorthand, economics and advertising.

Four years of practical experience in travel and business. Office experience in four departments of ———— Life Insurance Company.

Traveling salesman for the ———— Electric Company of Chicago from April 19— to 19—.

Travel experience in Canada, in the eastern states and in Mexico.

Mental qualifications: a "geographical mind," apt in remembering figures, names, places; initiative; ability to meet the public.

If this should indicate to you a man who would be useful as a cruise manager or in some similar position, I should be glad of an opportunity to call at your office for an interview.

(7)

I should like to apply for the position of salesman advertised by your firm in last Sunday's *Times*.

Education: A graduate of Adams High School, 19—
Evening courses at New York University in advertising and salesmanship

Experience: Salesman three years in the Men's Clothing Department of Brown and Brown; three years in the Sport Department of Brace and Company; two years as section manager of the Men's Shop, Barclay and O'Connor

Age: Twenty-four

Nationality: American, Irish descent

Present Salary: $1,800

Reasons for Application: No opportunity for advancement in present position
Belief that ability and training warrant higher salary

References: A. B. Pickford, Personnel Manager,
Brown and Brown, 34 Street, Seventh Avenue
Frank Blake, President,
Brace and Company,
Broadway, 80 Street
Patrick Donnelly, Sales Manager,
Barclay and O'Connor,
11 West 57 Street

If you would grant me the privilege of an interview, I should be glad to call on Wednesday after two o'clock, my only free time.

(8)

I have learned through the Allen Teachers' Agency that there is a vacancy in the English department of your school.

May I present my qualifications with the hope that you will consider me for this position?

In 19— I was graduated from Mount Holyoke College, where I majored in history and English. Since that time I have taught English in Biddeford High School, Biddeford, Maine, and in Newton High School, Newton, Mass. In both schools I had charge of the Dramatic Club and of the school publications.

I am now receiving a salary of $2,000; but as there is no likelihood of further advancement here, I wish to go elsewhere, particularly into a school system where there is an opportunity for executive work.

These facts may also be of interest to you:

Age	Thirty-two
Health	Excellent—no absence from school for eight years
Religion	Protestant
Nationality	American
Height	Five feet, seven inches
Weight	One hundred and forty pounds

My interest in children has always been a major one. My theories in regard to their training were published in a series of articles in *High School Education,* January to June, 19—.

If you are interested in my application, I should be glad to have you visit my classes or to grant me an interview any afternoon after two o'clock.

Letters Addressed to Reference

(1)

Miss Ida Hailparn of 1121 East Seventh Street, Brooklyn, New York, has applied to this organization for the position of private secretary and stenographer. She has given us your name as a reference, having worked with you for two years.

We should greatly appreciate a prompt reply to the following questions:

1. Is she capable in her duties as a stenographer and private secretary?
2. Is she honest and dependable?
3. What was the reason for her leaving your employ?

We are sorry to trouble you for this information, but are sure that you realize the necessity for our obtaining it.

(2)

Miss Mary E. Griffen has just applied for the stenographic position now open in our office and has given us your name as a reference.

We should very much appreciate it, therefore, if you would send us a letter giving us your opinion in regard to her ability as a stenographer while in your employ.

(3)

Miss Janette Curlenjik, 34 West 69 Street, has given me your name for reference.

I should appreciate it greatly if you would write me, giving me your opinion of her personality and business qualifications. From my short talk with her, she seems to be a very capable young woman.

(4)

Miss Joan Burdett has applied for the position of office manager in my office and has given your name as a reference. The position involves considerable responsibility and experience. The person selected must have initiative and ability to plan the work of others and maintain harmonious relationships with them.

Since I desire to secure an efficient office manager, I shall appreciate your frank opinion of Miss Burdett.

(5)

Application has been made to us by George Hunter for a position as salesman. Your name has been given as a personal reference.

We shall appreciate it if you will give us, in confidence, your opinion of the applicant's character, ability, and habits.

(6)

Mr. Arnold Wentworth desires to lease an apartment in our house and has referred us to you.

We shall appreciate it if you will write us as to his character and his ability to meet his bills promptly.

Any information you may give will be entirely confidential.

(7)

The student whose name appears below has applied to the Harvey School and has given your name as reference.

Miss Isabel Hubbard

We are attempting to select for admission those candidates who seem likely to profit most from the training offered. We have a

transcript of records covering college courses. However, our experience has indicated that in addition to intellectual ability certain personal capacities are important in the successful practice of social work. Your evaluation of the student's personality equipment will, therefore, be helpful to us in gauging her fitness for admission to this School.

The following points are suggestive of the kind of evaluation that will be useful to us. We realize that your knowledge of the student may not enable you to make an exhaustive analysis of her capacities, but we shall appreciate whatever opinions you are able to offer on the basis of your contact with her.

(1) How long and in what connection have you known the candidate?

(2) Describe the candidate's personality and abilities as related to:

sensitivity to other people's reactions
capacity for self-expression
ability to handle abstract material
analytic ability
capacity for assuming and discharging responsibility
general emotional makeup (as indicated by intensity of feeling, ability to be objective, emotional control, freedom from tension)
independence and initiative
attitudes toward other people
response to authority

(3) Indicate any other qualities and abilities, or limitations and disabilities which you think are important in considering this student's qualifications for social work.

A prompt reply will expedite consideration of the student's application.

Letters of Recommendation

(1)

I can sincerely recommend Miss Harriet Blake as a business secretary.

During the two years she was with me I found her work careful and accurate. In fact, I can truthfully say she is one of the best secretaries I have employed. She has a good knowledge of shorthand and typewriting, and an excellent general background, which makes her all the more valuable in an executive position. She is

enthusiastic about whatever task she is performing and willing to devote as much time and energy as is necessary to have things done to perfection.

I think you will find Miss Blake a valuable helper. I myself am very sorry to lose her, but as she wished to enter a broader field, she gave up her position with me.

If I can supply any further information, I shall be glad to do so.

(2)

TO WHOM IT MAY CONCERN:

Miss Jean Johnson was a student in my English class at C— College from February to June, 19—. During that time she impressed me as a student of ability interested in doing well whatever she had to do. Miss Johnson was not afraid of hard work, nor was she content to have merely a passing mark. She showed herself to be careful, painstaking, and accurate, producing always a work of fine quality. When given an unusual assignment, she proved that she had read widely and appreciatively and possessed keen judgment and critical understanding.

Whatever Miss Johnson decides to do, she will, in my opinion, bring to that work ability, character, and discrimination.

I am pleased to recommend her unqualifiedly.

A. B. Butler
Instructor in English

(3)

It affords me a welcome avenue for expressing my appreciation to say that I have found Miss Theresa Callan a remarkably capable secretary. She combines the qualities which one most desires of technical training and practical efficiency, good judgment, accuracy in word and action, reserve, sympathy, quick understanding, and adaptability in all contacts.

Miss Callan is gifted as a writer, and her pure diction and delightful facility of expression made the correspondence which she attended to for me an eminently satisfactory service.

She is a cultured young woman with the highest standards of honor and conduct.

(4)

It is a pleasure to say a word of recommendation in behalf of Miss Mary Burns, who has been my secretary until ill health made

it impossible to continue the active interests which made such assistance necessary.

Miss Burns is, besides being a most efficient secretary of unusual mental and social qualities, a young woman of high character and honor, tireless and unselfish in the execution of her employer's interests, thoroughly trustworthy in her work and judgment; always tactful, able, and sympathetic as an executive.

During long absences from home, I have felt the utmost confidence and satisfaction in leaving to Miss Burns not only the manipulation of my large correspondence, accounts, etc., but also the entire oversight and direction of our household, including a large staff of servants. When I have been away, she has directed all the housekeeping for my home-keeping family and their visitors. I must stress that she has a perfect balance of knowing when to be on hand and when to withdraw, and she is never obtrusive. I think this is what one so much desires in a resident secretary.

I am always glad to give any information about one who has been a most valued secretary and friend to me.

(5)

Miss Louise Hepburn has been an invaluable secretary-housekeeper to me. She is not only thoroughly trained and experienced but she has, besides, natural gifts which particularly fit her to be of service to a busy woman with a large household who needs a sympathetic and experienced woman at her side. She is loyal and trustworthy in every way, diligent, patient and sweet-tempered, reserved, sympathetic under all circumstances, adapts herself with absolute satisfaction to the entire household. She is an excellent shopper, and on occasions when she has tutored or chaperoned for me, she has been most acceptable. Few women can fill a resident secretaryship as well as Miss Hepburn (so few that I never found anyone else who was really satisfactory) and I can think of no household, however complicated, where she would not be valued in this capacity. Her leaving me to go to New York was a matter of great regret to me.

(6)

It is my pleasure to recommend to you Miss Ethel Beekman, who has been in the employ of the Public Service Company of this city for six years. The uncle and aunt with whom she makes her home are now moving to Brooklyn. She is, therefore, striving to find work in your city.

During the six years of employment with this company, Miss

Beekman has been in my own department. For accuracy in the taking of stenographic notes and for excellence in the production of a manuscript or a data sheet, we have had no one in our entire organization who has been able to measure up to the high standard which she has always maintained. She has served as reporter for many of our company meetings as well as for industry conventions and conferences. As you know, this kind of work requires unusual speed and accuracy.

Miss Beekman's resignation is, therefore, a source of very considerable regret and inconvenience to my work here. It is a matter of earnest desire on the part of a large group of company people that she be able to make a connection in New York where these same expert services will be appreciated as they have been in our office.

If I were to speak in further commendation of Miss Beekman, it would be to endorse the splendid spirit of service and faithfulness of effort which have always characterized her work. Those who have known her have regarded her as a woman of delightful personality and fine presence whether in the business office, in social and church circles, or on the tennis court or golf links.

I should be happy, indeed, if there were any place where you could fit Miss Beekman into your large organization or introduce her to some firm looking for a competent secretary or office manager. The hope that you may do this is the more readily expressed because of my certain knowledge that you would be pleased with the service which would be rendered.

(7)

Raymond Brown was employed by the City Exchange, January 10, 19—, and resigned of his own accord January 1, 19—. During the period of his employment, he served in various capacities as follows:

As a messenger, from January 10, 19—, to January 31, 19—.

As a page or assistant clerk, from January 31, 19—, to July 1, 19—.

As a tube operator from July 1, 19—, to January 1, 19—.

It is a pleasure to state that Mr. Brown's services during his period of employment with us were satisfactory. We were impressed by his worthwhile character, his constant application to educational advantages, and his willingness to work. We have watched his development with a great deal of interest. It is my opinion that he would be a credit to your company.

(8)

Alexander Lewis, to the best of my knowledge and belief, has been a good student, careful and punctual in his work, shrewd and competent in his social relations.

(9)

I am glad to write in behalf of John Smith, who is making application for a position with you.

He was a student in Blank College where his work was outstanding. As a human being he is first rate; as a scholar he is of "A" grade. I think he gets on well with his fellows.

(10)

Burton Hollis has always been interested in intellectual pursuits and is a steady worker. He would do well for a few years to be in a situation where he would have sufficient administrative oversight to acquaint him with the details of the work which he is to follow as far as items involving subject matter are concerned. In other words, I think him competent in subject matter but slightly immature in his human relations. By that I do not mean that he is ill-mannered or boorish, but merely that he is not entirely self-sufficient, sophisticated, and experienced.

(11)

Henry Brown, in his ancestry, training, and personal achievement, presents a type of character and personality which is among the finest I know.

The applicant is a scholar of discernment and industry and is capable of carrying on individual research which would be colored with imagination as well as characterized by thoroughness. Because of his imagination and his uncommonly good grounding in literature and artistic matters, he ought to be able to handle his field with unusual success.

(12)

In recommending James Cross for the position of director of advertising in your firm, I am glad to say that I know him to be a man of unusual ability and irreproachable character.

I have always found Cross conscientious, considerate of the men under him, industrious and imaginative in his work. As some of

the finest jobs completed by our office were instigated by him, we shall have a hard time finding a competent successor.

His relations with this company have always been so cordial that we are loath to let him go. We realize, however, that a man of his ability must naturally pass on to a position of greater power and wider scope than we can give him.

(13)

I am glad to write you concerning James L. Mann of Somers High School, who is asking for a scholarship.

During the last year I have been associated with him rather closely, as he was the editor of the school literary magazine of which I am faculty adviser, and he is at present, although taking a post-graduate course, one of the editors of the school newspaper.

I have been told he does well in his studies, standing second in the class at his graduation. His work on the Publication Board, where he was editor for a year, was uniformly good and often high.

He is a fine young man, well brought up, courteous, thoughtful, and willing to work hard. I like his attitude particularly and feel sure that he will be a decidedly useful citizen.

I know nothing of his financial condition, but the fact that he has applied for a scholarship makes me believe he needs it.

If you wish any other information I can give you, I shall be glad to write you again.

(14)

Mrs. Gertrude Prince, a woman about twenty-five, has been with us for four years in the mail order and adjustment department. A high-school graduate when she came to us, she showed such unusual promise that we encouraged her to take extension courses at the University. Following her interests, she took work in sociology, economics, and social welfare.

She now feels that she has not enough to do mentally and that her salary of $2,000 is inadequate.

Mrs. Prince hopes to secure a position in survey work among women, particularly in department stores. For this, she is so well fitted that she would, I am sure, make a distinct success of it.

If you would like to talk with her in regard to a position connected with the investigations you are making, I should be glad to excuse her from her duties here for an interview at any time convenient to you. If you need an assistant, I believe it would be worth your while to see Mrs. Prince.

Requests for Letters of Introduction

(1)

[*Letterhead*]

December 2, 19—

Dear Mr. Johnson:

Last summer you told me that should I be called to London you would be good enough to introduce me to business acquaintances there. I intend to go abroad next month on a business trip and shall be in London during January and February. As it would be a great help to me to meet some of your friends, may I ask you for letters of introduction to men who might be interested in our products.

I assure you I shall appreciate such letters.

Yours sincerely,
Bronson T. Nichols

Mr. A. S. Johnson
7528 South Shore Drive
Chicago, Illinois

(2)

Next month I expect to start on a trip to Mexico to promote our sales there. I remember your kind offer to introduce me to some of your business friends who might be interested in knowing of our factory and its products. I should be glad to have such introductions, as they would be very useful to me and would make it much easier to break into new fields.

Letters of Introduction

(1)

605 West 115th Street
New York City
April 29, 19—

Mr. Samuel M. Jones
President, Arnold Print Works
North Adams, Mass.

Dear Mr. Jones:

This letter will introduce to you Miss Lois Littlepage, who is visiting your factory with the idea of gathering material for a survey of industrial relations that she is making. I believe that it would be very much to her advantage to meet you personally to

learn your opinion on several subjects connected with this report.

I shall appreciate whatever assistance you give her.

Sincerely yours,
Dorothy Briggs

(2)

This will introduce to you Miss Mary E. Murray, a friend of mine, who is particularly eager to apply for the stenographic position now open in your office.

I hope that you will be able to spare a few moments of your already busy day to extend to Miss Murray the privilege of an interview.

(3)

Eleanor Bancroft, a neighbor and close friend, is leaving America next week to make a trip around the world. She expects to reach Peiping on January third and to remain there until the twentieth at Yenching College, where her sister is teaching. She is a delightful person with a variety of interesting stories and experiences to relate, but not one of those bores who compel patient acquaintances to listen to dull tales of personal adventures, true or otherwise.

I am sure you will like each other and trust you will have time to get acquainted with her and enjoy hearing of the humdrum lives of your friends in America.

(4)

Mrs. Frank B. Long, whose name I am presenting for membership in the Community Club, is an unusual woman who will contribute much interest to our meetings. She is a member of the Boston Woman's University Club and of the Brookline Tennis Club. She is an officer of the Middlesex Improvement Society for the Blind and of the Child Welfare Association, and belongs to numerous other organizations of widely differing interests.

Charming, humorous, gifted, she would prove, I am sure, a most valuable club member. I consider it a real privilege to propose her name and trust that it will soon be added to our list.

(5)

The bearer of this note, Arthur F. Colby, is a teller at the First National Bank. He wants to talk with you as to prospects of finding a better paying position in some banking institution and asked me if I would write to you for an interview.

If you can give him a few minutes of your time, it will be greatly appreciated.

(6)

Richard Ames, a friend of mine, is going to Washington the week of December fourth and will stay at the Mayflower.

He is very much interested in one of the bills before Congress and has some data in regard to it that will be of interest to you. Would you be able to spare half an hour to discuss these matters with him next Wednesday afternoon? Both he and I should appreciate it if you could.

(7)

We take pleasure in introducing to you Mr. Francis Dunn of the firm of Hanley and Dunn, who is visiting New York with the idea of establishing a branch office there.

It would be a personal favor to us if you would help Mr. Dunn with advice and introduce him to other business men who could give him some practical suggestions about the opportunities for his company in New York and vicinity.

(8)

May I introduce to you a new member of the Men's League, Rodney Chalmers, who wishes to attend a session of the House while it is discussing the merits of the Copyright Bill.

Mr. Chalmers is interested in some of the phases affecting the rights of American authors whose books might be published abroad and whose rights should be protected.

May he have an appointment with you? I should appreciate it if you can find time to talk with him.

(9)

The bearer of this letter, Mr. Lee Graham, has for several years been interested in organizing camps for boys who could afford to spend only a small amount on their summer vacations. As he is considering locations for camps in Vermont, I suggested that you were the man to help him, for you know every nook and corner of the State.

I shall be happy if you can assist Mr. Graham in any way. He is a fine chap and has a most worthwhile job on his hands.

(10)

This letter will be presented to you by Mr. Albert Tuttle, one of the partners in the firm of Tuttle, Mead and Brown. He is a

thoroughly fine fellow and an excellent business man whom we have known for many years. He is visiting New York to form connections and open markets for his firm.

We introduce Mr. Tuttle to you, feeling sure that there is no one better able to help him meet the men in New York whom he wishes to know.

(11)

Mr. Brown and I have moved to Chicago to manage the office in that city. In making this move, however, I wanted to be sure that you would continue to receive the same personal, careful service I have always tried to give you in all matters.

Therefore, I have referred your name and all my records regarding your needs to a friend and associate whom I consider particularly well qualified, Mr. Emory Dalton.

Mr. Dalton has had a great deal of experience and you can have full confidence in his ability and recommendations. Please feel free to call on him at any time.

(12)

This letter will introduce to you Peter Bishop, a former employee of mine. He is a reliable, serious fellow of high character, devoted to his work, and efficient in details. He has a fine, though not brilliant mind.

Were I still in the commercial world, I should be very glad to have him associated with me.

A Card of Introduction

FACE OF CARD

Mr. Norman McAllister

Introducing
Mr. Henry Winkelman
to
Mr. Roger Brown Peel

REVERSE OF CARD

Dear Mr. Peel:

Mr. Winkelman, like yourself, is interested in first editions. May he have the pleasure of seeing yours?

Yours sincerely,
Norman McAllister

April 15

FACE OF CARD

Introducing Mr. Leonard Grant
to
Dr. Burton Masters

Mr. Richard Kennedy

REVERSE OF CARD

Mr. Grant wishes to consult you professionally. I have assured him that you will be interested in his case.

R. K.

Letters of Reminder

(1)

Dear Mr. Mitchell:

I have received your letter telling me that the convention has been extended to June fifth. May I remind you that you have a week-end engagement at Miss Smith's beginning June fourth. In case you decide to stay until the end of the convention, please let me know what word to send Miss Smith canceling the engagement.

Yours sincerely,
Catherine Rossbach, Secretary

(2)

In accordance with your request, I am writing to remind you of your promise to address the Club on April 16, on the subject of the modern novel. We are anticipating a delightful afternoon in listening to your talk.

(3)

Thank you for your gracious acceptance of our invitation to speak at the Anniversary Dinner of the Brown Club on June third. Mr. Anthony, the president of the club, will be here to receive you at seven o'clock in time to have some of our members meet you before the dinner.

We are looking forward to having you with us at that time.

(4)

129 Center Street,
West Haven, Conn.
February 2, 19—.

Mrs. Charles Merritt,
50 Gillette Street,
Hartford, Conn.

Dear Mrs. Merritt:

As I must hand my manuscript to the printer March 1, will you kindly send as soon as possible the material which you have so generously allowed me to use for illustration.

I hesitate to remind you of the nearness of the final date, for I know you have been unusually busy the last few weeks and have not had time to think of anything else but your own work.

I hope it will not inconvenience you too much to send the material very soon.

Yours sincerely,
E. P. Greenwood

A Letter of Confirmation

562 West 11 Street
New York City
May 10, 19—

Mr. Norman Walker
620 West 67 Street
New York City

Dear Sir

In regard to our conversation of yesterday afternoon, I want to make a statement, in writing, of the impression I received from it. I understood you to say that you would guarantee a rise of five per cent in the net profits from my factory if I would make a contract with your company. I understand that the service can be completed in six months at a cost of $900 a month.

Please reply telling me if I have the proposition correctly stated.

Yours very truly
Kathleen Wall

A Letter Confirming a Telephone Conversation

This is to confirm my telephone conversation with you on May 1, in regard to the second mortgage which you desire to have placed on your house located at 411 St. Clair Avenue, Buffalo.

The terms agreed upon are as follows: a mortgage of $3000, payable $150 semi-annually, with interest at six per cent.

Will you please call at this office as soon as possible so that Attorney Sloane may proceed to search the title and draw up the mortgage deed.

A Letter Making a Hotel Reservation

Hotel Benjamin Franklin
Philadelphia, Pa.

Gentlemen:

Please reserve for Mr. R. M. Williams a moderately priced room with bath at your hotel for January sixth to February twelfth, and inform him what the rate will be.

Yours very truly,
Anne E. Burden, Secretary

A Letter Making a Steamship Reservation

The Cunard Steamship Company
25 Broadway
New York City

Gentlemen:

Please reserve for Mr. and Mrs. Nathan Keith an outside room with bath on Deck C, first cabin, on the *Mauretania* sailing September 12 for Cherbourg.

Yours truly,
Ellen A. Stevenson
Secretary to Mr. Keith

Letters Concerning Appointments

(1)

Chadwick Place
Biddeford, Maine
June 1, 19—

Dear Miss Clark:

Mrs. Marcia P. Leslie wishes me to ask whether it would be possible for you to see her at your apartment Tuesday, June twelfth, at three o'clock, to discuss with you an article she is writing on Tea Room Management.

Yours sincerely,
Annie Perkins
Secretary to Mrs. Leslie

Miss Grace Clark
1 Fifth Avenue
New York City

(2)

Dear Mr. Johnson:

As Mr. Roberts has suddenly been called out of town, he has asked me to inform you that he will have to postpone the conference with you at three o'clock. On his return he will be glad to make another appointment with you at your convenience.

Yours very truly,
Josephine Gold
Secretary to Mr. J. L. Roberts

(3)

Mr. Cooke has asked me to arrange an appointment with you during your visit in Chicago. Would it be possible for you to see him on Wednesday, December fifth, at the University Club, to discuss the matter of foreign speakers for the coming winter?

(3a)

I shall be in Washington on December fifth and shall be happy to meet you at the University Club at four o'clock to discuss the matter of foreign speakers for the coming winter.

(4)

Mr. Galbraith wishes to know whether it would be possible for you to see him at your office Monday, February 15, at ten o'clock, to discuss with him important matters relating to the finances of the Western Shore Beach Club.

(4a)

In answer to your letter of February 8, Mr. Hanson suggests that you call next Tuesday at twelve o'clock instead of Monday at ten.

Will you be good enough to confirm this appointment so that Mr. Hanson will definitely set aside this time to see you.

LETTERS OF APPRECIATION

(1)

Iola Sanatorium
Rochester, New York

September 29, 19—

Mr. Bruce Johnson
Granite Building
Rochester, N. Y.

My dear Mr. Johnson:

Through Mr. Robert MacMurray we have just learned that you were one of the contributors to a fund which he collected for the benefit of our occupational therapy department. It is a pleasure to acknowledge your contribution and to tell you that you have done something that is of great value.

For some time Mrs. Munchow, the worker in charge of the

occupational therapy department, has been asking me for material to be used by the patients in making the different articles at their bedside or in the shop. To each request I have replied, "Sometime I will be able to secure the aid you need." This time has arrived, and the money is in the bank. A conference with Mrs. Munchow has just been concluded in which I was the recipient of great thanks. These thanks I transfer to you.

Sincerely yours,
Ezra Bridge
Medical Director

(2)

Those of us who have had the privilege of knowing you rather intimately look almost with envy at what you have accomplished during your residence in this city. It is not often given to one individual to do so much for the improvement of the city as you have been able to do. Perhaps it is truer to say that it is rare to find in one person the vision to plan intelligently for the future and at the same time to interest his fellow-citizens in making the city a more permanently beautiful place in which to live. But that is exactly what we have found in you. It must give you great satisfaction to know that because you have dreamed of a better-planned and more beautiful city, others are already working to make it so.

You must also rejoice at the affectionate tribute from your fellow-citizens for your untiring service in civic improvement these many years.

As for myself, it has been a keen source of pleasure to be associated with you and to have felt the inspiring influence of your personality. May I send my hearty congratulations on this your birthday and my best wishes for many more years in which to fulfil your ideals.

(3)

I am deeply grateful for your congratulations on my seventieth birthday. I appreciate your good wishes particularly as coming from one whom I hold in special respect and affection. The opinions of my service to the city, which you and other kind friends expressed, have given me a warm glow of happiness and contentment that so many have understood and appreciated my efforts—often, to be sure, very unsuccessful—to make our community more beautiful and our fellow-countrymen more interested in the development of artistic ideals.

Such a letter as yours would gratify a man whose success has

been much greater than mine. It gives me real joy to think of your sympathetic insight into the principles and ideals that have guided my long life.

(4)

I find it difficult to tell you how touched we were by your letter of congratulation on the completion of our hospital. Our gratitude goes out to you for your courageous support of the plan opposed by so many powerful and influential persons. With the strides made in medicine and psychology, the insane have gradually been given the attention they deserve. Our hospital with its beautiful location, its modern equipment, and its corps of competent nurses and doctors should be a blessing to thousands of men and women whose lives may be patched—perhaps entirely repaired.

To us who have struggled for this end, your help and encouragement have ever been a source of strength. Without the assurance of the confidence and sympathy of our friends, we could never have brought this dream to reality.

Dr. Brooks and Dr. Stone join me in sincere appreciation of your understanding of our principles and of your courage in standing by us when so many opposed the erection of the hospital on its present site.

(5)

We have learned with regret of your illness and resignation. As a pledge of our affection and esteem, your friends here in the office have deposited to your name at the Bank of New York the sum of $1500.

Please accept this in token of our appreciation of your years of long and faithful service to the firm.

That you may soon be in the best of health and able to enjoy your well-earned vacation is the earnest wish of your many friends.

(6)

It was a happy day when the book containing your lectures came. It is a splendid piece of workmanship, and I am exceedingly proud to be the owner of a copy.

The book contains a wealth of material that is interestingly set forth. It must have been a very difficult and time-consuming task to obtain this material and to express it so clearly and concisely.

I appreciate your thoughtfulness in sending me a copy, and wish you much success in your new undertaking.

(7)

The Committee wishes to thank you for your generous loan of valuable prints and etchings to the Fine Arts Exhibit held at the University in June. We believe that such exhibits have a definite place in education and do much to promote interest in representative arts. Your own personal attitude, as shown by your contributions, should be a great incentive to other members of the alumni to make similar loans if it is in their power to do so.

Be assured we appreciate your interest in making possible such an opportunity for our students to view your collection of prints and etchings.

(8)

Before I leave for the West, I want to tell you how touched I was by your kind mention of my work in your report to the Company.

Through all these difficult months, I have appreciated your understanding of my point of view and your loyal attitude toward me.

May you find associates as appreciative of your efforts as you have been of mine.

Letters of Congratulation

To Committees

(1)

May I congratulate you on the way your committee has completed a long and difficult piece of work? The report is a masterpiece, brief but clear, accurate, and complete. It is a pleasure to find all the details in such easily digested form.

(2)

Your committee showed fine spirit and team work. Selling tickets these days is no easy matter, but evidently your committee charmed practically all our members into buying tables for the bridge. The afternoon was a huge success, and the amount of the proceeds a surprise to all.

Please accept the grateful thanks of the Club for your own hard work and extend our appreciation to your committee.

(3)

What a membership committee! Never before have we enrolled so many members or had such enthusiastic support. There is no

doubt that this is due to you and your efficient committee which has worked so hard to interest the citizens of Arden in uniting to improve our township.

The officers wish to express to you and to your committee appreciation of your untiring efforts and wonderful success.

(4)

May I congratulate you on the efficient work of your committee? Every member seemed able and energetic and yet willing to cooperate with the others and with the larger organization. This showed real leadership. Evidence of your tact, foresight, and judgment made a profound impression on all who worked with you.

For all members of the Association, I wish to express grateful appreciation both to you and to your excellent committee.

On a Birthday

It was a pleasant thing for me to learn from your son of your approaching birthday as it gives me the opportunity of adding my good wishes to those of your many friends here in America. Your life has been so full of great achievements and well-earned successes that your backward glances must bring you deep and lasting satisfaction.

May you long continue to delight your American readers with your charming stories about us—stories so appreciative of our merits and so understanding of our defects that we look upon their author as one of our most discerning friends.

May freedom from sorrow, ill health, and discouragement of whatever kind you are prone to, flee far from you, leaving you able to devote yourself happily to the many notable works your readers expect from your pen.

On an Airplane Flight

The Air Club congratulates you on your successful flight to South America. We rejoice that the thirst for adventure still inspires men to great deeds. We also extend our greetings to those who made the flight with you.

On Appointment to Office

(1)

Sincere congratulations upon your re-election. It is a splendid tribute to your efficient public service.

(2)

Please accept my heartiest congratulations upon your well-merited appointment and my best wishes for your success in your new office.

(3)

Please accept my sincere congratulations and good wishes upon your election. I hope the future will bring you still higher honors and even greater successes.

(4)

Your appointment as president is a source of great satisfaction to the alumni and friends of Arona College. At a meeting held last night to raise funds for scholarships and a new science building, I was assigned the pleasant task of sending you our joint congratulations.

We extend to you our best wishes for your happiness and success in your new work. You may count upon the support of the alumni who have watched your career and who are delighted that the College is to have as president a man of your scholarship and ideals.

On a Speech

I suppose that your mail for the past week has been crowded with letters of congratulation, and yet I cannot resist adding mine to your collection. Perhaps you are like the rest of us who enjoy a little praise now and then, but with this exception you really deserve it. Your speech at the annual dinner Thursday night was delightful. The humor was genuine, the topic of immediate interest to your audience, and the entire speech clearly and beautifully expressed. You were probably conscious of the unswerving attention of the audience, which is in itself an unusual compliment. I can only exclaim, "How do you do it!" I wish more of our speakers would emulate you—if such a thing is possible.

Could you let me have a copy of the speech? That is not merely a gesture of praise. I really want a copy.

Letters of Condolence

On the Death of Business Associates

(1)

I heard with deep regret of the death of your president, James Knowlton, who has served your Company faithfully for many

years. The Directors wish me to convey their sympathy to you in the loss of a great official and great citizen.

(2)

With regret we read in this morning's *Times* the death of Mr. Appleton. The officers of our firm extend to you our sympathy knowing the sorrow you must feel at the loss of so staunch a friend and so efficient a president.

(3)

The officers and staff of the Benson Company extend their sincere sympathy to the family of Mr. Alfred Benson, Jr. His loss will be felt keenly by his many associates here in the office who have long esteemed him for his integrity of character and his clear judgment in the conduct of the affairs of the company.

(4)

The officers of our company have learned with sorrow of the death of Mr. Ashley. We wish to extend to you our sincere sympathy in a loss so grave.

(5)

With sincere regret the office staff have just learned of the death of our president.

We wish to express to the officers of the Company our sympathy at their loss and our own sorrow at this time.

We are proud to have been under the direction of a man of such high integrity and of such intelligent sympathy with his employees as Mr. Everett always revealed in his relations with them.

(6)

May we express to you our deep sympathy in the death of your daughter, Mary Shipman, who as a secretary for ten years in the Executive Office of the City Bank, commanded the respect and esteem of those she served.

Her devotion to her work and her loyal and intelligent service won for her the regard and admiration of all her associates.

To you, whose loss is irreparable, we send our sincere sympathy.

On the Death of a Mother

We were greatly shocked to hear of the death of your mother, for we had not heard of her grave illness.

You know how we all loved her for her kindness to us when we visited you. Her welcome was ever generous and sincere, and we felt we had a friend indeed in her.

We send our affectionate sympathy and love.

On the Death of a Father

Please accept my sympathy on the death of your father whose life was so bound up in the progress of the community. He will be greatly missed by all his friends and associates who admired and loved him for his high ideals of service and his deep interest in the cultural development of the city.

On the Death of a Husband

News of your husband's death brought sorrow to every member of his department.

His unfailing kindness, his delightful humor, and his keen sense of justice made work with him a rare privilege.

May we offer our sincere and heartfelt sympathy to you in your bereavement?

On the Death of a Sister

I was greatly shocked to learn of the death of your sister, as I had not even heard that she was ill. She will be greatly missed among her wide circle of friends who loved her dearly. To you the loss is the greatest, but you will have the comfort of realizing that you did all you could to make her happy and gave her much to enjoy. Please accept my sincere sympathy.

On the Death of a Brother

May I offer my deep sympathy on the death of your brother.

I admired him greatly for his fine sense of comradeship and loyal and unselfish devotion to his friends. I shall not soon see his like again.

The loss is greatest of all to you. May you bear it bravely and proudly because of the courage and ideals that your brother's life exemplified.

On the Death of a Friend

(1)

Words cannot express my deep sorrow for your loss. I first knew Mrs. Carey last year in our work at the church. Her unfailing

courtesy, her sympathy, and kindly spirit endeared her to all. She was a dear friend whom I shall miss sadly.

(2)

May I offer my sympathy to you on the death of Mrs. Davis. The memories of the long years of your friendship must now return to you in all their beauty and give you happiness even in your sorrow. Such a friendship enriches life. Your unselfish devotion to her at all times will now give you peace and comfort. You have my deep sympathy and love.

Letters of Resignation

(1)

For eight years I have acted as President of the Chelsea Planning Association. Since the time has come when I must retire from active service, I ask that my resignation be accepted. It is with regret that I take this step as I have enjoyed working with a group that has contributed so much to the happiness and welfare of the community.

May I express my heartiest good wishes for the continued success of The Association and faith in its plans for further usefulness.

(2)

It is with regret that I submit my resignation as treasurer of the New England Welfare Association. The duties required are more than I can successfully fulfill at present, and I, therefore, ask to be relieved of them.

It has been a real pleasure to be associated with the organization and its valuable work, and I regret that my health will no longer permit me to share its responsibilities.

(3)

As I have decided to accept a position with Brent Brothers of Atlanta, I respectfully tender my resignation as salesmanager of the Western Fruit Company. For the five years I have been employed by the company, my association has been such a happy one that I regret to sever connection with it. Only a job with greater opportunities and a higher salary would tempt me to do so.

Office Memoranda

In a large organization, interdepartmental notes are usually written on official memo paper of each office or headed by the

name of the department. The name of the addressee (omitting the word *Dear*), and his department or room number when necessary should be written at the left-hand margin. No complimentary close is necessary. The signature should consist of the name, not the initials of the writer unless his identity is unmistakable. The date, placed at the upper right-hand margin or more often at the lower left-hand margin, should never be omitted. If the note is dictated, the dictator's and the stenographer's initials should occur in the usual place.

Editorial Department

Mr. Henry Thomas
Room 302

This is to confirm my telephone message of yesterday requesting that during my absence from the office you route my mail to Joseph Milam.

Philip Cumming

January 15

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CHAPTER II

CORRECT USAGE IN LETTER PARTS

The forms for official usage presented in this chapter, illustrating indented style and closed punctuation, follow the practice of the Department of State; but other forms, such as those explained in Part II, Chapter I, that is, indented or block style with open punctuation, are also correct.

In letters to Government officials, the inside address, instead of appearing above the salutation, is usually placed at the left-hand margin at the close of the letter. The wording and the spacing on the envelope should agree with that of the inside address.

The forms of foreign addresses here illustrated are (1) those presented in the *Style Manual of the Department of State,* which suggests "that it is common practice for Americans to follow American forms in addressing foreigners," (2) those submitted by Embassies as the forms preferred in their correspondence.

Official Usage

The President of the United States

Address:	The President, The White House, Washington 25, D.C.
Salutation:	The President: *or* Mr. President: *or* My dear Mr. President:
Complimentary Close:	Respectfully submitted, *or* Yours respectfully, *or* Faithfully yours, (informal)

The Vice President of the United States

Address:	The Vice President, *or* The Honorable The Vice President of the United States, The United States Senate, Washington 25, D.C.
Salutation:	Sir: *or* My dear Mr. Vice President:
Complimentary Close:	Yours respectfully, *or* Very truly yours,

Speaker of the House of Representatives

Address:	The Honorable ——— ———, The Speaker of the House of Representatives, *or* The Speaker of the House of Representatives, Washington 25, D.C.
Salutation:	Sir: *or* My dear Mr. Speaker:
Complimentary Close:	Very truly yours,

Cabinet Officers

Address:	* The Honorable The Secretary of State, *or* The Honorable ——— Secretary of State, Washington 25, D.C.

* With the exception of Cabinet officers and Governors of States, *The Honorable* is used only in addressing an officer by name. (*Style Manual*)

Salutation: (man)

Sir:
or
Dear Sir:
or
My dear Mr. Secretary:

Complimentary Close: Very truly yours,

Address:

The Honorable
The Secretary of Labor,
or
The Honorable ——— ———,
Secretary of Labor,
Washington 25, D.C.

Salutation: (woman)

Madam:
or
Dear Madam:
or
My dear Madam Secretary:

Complimentary Close: Very truly yours,

Secretary to the President

Address:

The Secretary to the President,
or
The Honorable ——— ———,
Secretary to the President,
The White House,
Washington 25, D.C.

Salutation:

Dear Mr. Secretary:
or
Dear Mr. ———: (informal)

Complimentary Close: Very truly yours,

Secretary of Defense
Secretary of the Air Force
Secretary of the Army
Secretary of the Navy

Address:

The Secretary of ————,
or
The Honorable ——— ———,
Secretary of ———,
Washington 25, D.C.

Salutation:	Sir: *or* My dear Sir: *or* Dear Mr. Secretary: *or* My dear Mr. ———: *or* Dear Mr. ———:
Complimentary close:	Very truly yours, Yours respectfully, Sincerely yours,

Senator or Senator-Elect

Address:	The Honorable ——— ———, The United States Senate, Washington 25, D.C.
Salutation:	Dear Sir *or* Dear Madam: *or* My dear Senator: Dear Senator ———, (informal) *or* My dear Mr. (Mrs. *or* Miss) ———:
Complimentary Close:	Very truly yours,

Representative

Address:	The Honorable ——— ———, The House of Representatives, Washington 25, D.C.
Salutation:	Dear Sir *or* Dear Madam: Dear Mr. (Mrs.) ——— (informal)
Complimentary Close:	Very truly yours,

Commissioner

Address:	The Honorable ——— ———, Commissioner of the Bureau of Education, Washington 25, D.C.
Salutation:	Sir: *or* Dear Mr. ———: (informal)
Complimentary Close:	Very truly yours,

Chief Justice of the Supreme Court

Address:	The Chief Justice of the United States, *or* The Chief Justice, The Supreme Court, Washington 13, D.C.
Salutation:	Sir: *or* My dear Mr. Chief Justice:
Complimentary Close:	Very truly yours,

Associate Justice of the Supreme Court

Address:	Mr. Justice ———, The Supreme Court, Washington 13, D.C.
Salutation:	My dear Mr. Justice: *or* Dear Justice ———: (informal)
Complimentary Close:	Very truly yours,

District Judge

Address:	The Honorable ——— ———, United States District Judge, Southern District of New York, New York, N.Y.
Salutation:	Dear Sir: *or* Dear Judge ———: (informal)
Complimentary Close:	Very truly yours,

Judge of State Courts

Address:	The Honorable ——— ———, Chief Judge of the Court of Appeals, Albany, N.Y.
Salutation:	Dear Sir: *or* Dear Judge ———: (informal)
Complimentary Close:	Very truly yours,

Governor

Address:

The Honorable
or
The Honorable ——— ———,
The Governor of New York,
Albany,
New York.

Salutation:

Sir:
or
Dear Sir:
or
Dear Governor ———: (informal)

Complimentary Close:

Very truly yours,

Lieutenant Governor

Address:

The Honorable ——— ———,
Lieutenant Governor of New York,
Albany, New York.

Salutation:

Dear Sir:
or
Dear Governor ———:

Complimentary Close:

Very truly yours,

State Senator

Address:

The Honorable ——— ———,
The State Senate,
Albany, New York.
or
Senator ———,
The State Capitol,
Albany, New York.

Salutation:

Sir:
or
Dear Sir:
or
Dear Senator ———: (informal)

Complimentary Close:

Very truly yours,

Member of Assembly

Address:	The Honorable ——— ———, Member of Assembly, Albany, N.Y. *or* Assemblyman ———, The State Capitol, Albany, New York.
Salutation:	Dear Sir: *or* Dear Mr. ———: (informal)
Complimentary Close:	Very truly yours,

Mayor

Address:	The Honorable ——— ———, Mayor of the City of New York, City Hall, New York. *or* The Mayor of the City of New York, City Hall, New York.
Salutation:	Sir: *or* My dear Mr. Mayor: *or* Dear Mayor ———: (informal)
Complimentary Close:	Yours respectfully, *or* Very truly yours,

Addressing Foreign Ambassadors in Washington

In the address on the envelope and in the inside address, the name and title, if known, should be used. If this is done, the definite article *the* should be dropped in the line that follows, making it read "Ambassador of the French Republic," etc.

"The Ambassador of Great Britain" and "The Ambassador of the French Republic" are the exact and official designations, but "The British Ambassador" and "The French Ambassador" are frequently used by the general public and by writers in and outside of the Government service.

Address:	His Excellency Name and title, if known, Ambassador of ——— *or* His Excellency The Ambassador of ——— Washington, D.C.
Salutation:	Excellency: (formal) *or* Sir: (formal) *or* My dear Mr. Ambassador: (informal) *or* Dear Sir: (informal) *or* Dear ——— ———: (title and name, informal)
Complimentary Close:	Accept, Excellency, the (renewed) asssurances of my highest consideration (formal diplomatic usage) *or* Very truly yours, (formal general usage) *or* I am, my dear Mr. Ambassador, Sincerely yours, (informal)

Ministers from Foreign Countries

Address:	The Honorable ——— ———, Minister of ———. *or* Envoy Extraordinary and Minister Plenipotentiary from ———. *or* Mr. ——— ———, (followed by the official title)
Salutation:	Sir: *or* My dear Mr. Minister:
Complimentary Close:	Same as Ambassador's

American Ambassador

Address:	His Excellency, The American Ambassador, *or* The Honorable ——— ———, American Ambassador, American Embassy, London, England.
Salutation:	Your Excellency: (formal) *or* Sir: (formal) *or* Dear Sir: (informal) Dear ——— ———: (title and name, informal)
Complimentary Close:	I have the honor to be, Sir, Your obedient servant, (old form) *or* Respectfully yours, *or* Very truly yours,

American Chargé d'Affaires

Address:	To the American Chargé d'Affaires at ———, *or* ———, Esq., American Chargé d'Affaires at ———
Salutation:	Dear Sir:
Complimentary Close:	Very truly yours,

Foreign Chargé d'Affaires

Address:	Baron ——— ———, Chargé d'Affaires, Luxemburg.

Salutation:	Dear Sir: *or* Sir:
Complimentary Close:	Accept, Sir, the renewed assurance of my high consideration, *or* Respectfully yours, *or* Very truly yours,

Consul

Address:	To the American Consul at ———, *or* ———— ————, Esq., American Consul at ———.
Salutation:	Dear Sir:
Complimentary Close:	Very truly yours,

HONORABLE AS USED IN AMERICA

The title *Honorable* should be used in addressing the following: ex-Presidents, President-elect, and all high ex-officials, Governors, Cabinet officers, Senators, Congressmen, American Ambassadors, American Ministers, the Secretary to the President, Under Secretaries, Assistant Secretaries of the Executive Departments, Judges (not of the Supreme Court), Heads of the Independent Boards of Commissioners, Mayors of Cities.

This title is used only when followed by initials or a first name; as, *Hon. Alexander Scott* or *Hon. A. N. Scott* not *Hon. Scott.* The word should not be abbreviated when preceded by *the.*

In certain communities *Hon.* is used with the names of city and state officials; as, Police Commissioner and Aldermen, or City Council.

Police Commissioner	Hon. James Blank Police Commissioner of ———
Alderman	Hon. John Blank
District Attorney	Hon. William Blank
Corporation Counsel	Hon. Albert Blank

A woman Mayor or Representative is addressed as *Hon. Mary Blank*. Socially she is addressed by her personal title of *Mrs. John Blank* or, if unmarried, *Miss Mary Blank*.

CORRECT USAGE IN ADDRESSING INVITATIONS: TO CITY OFFICIALS AND THEIR WIVES

Mayor	The Mayor of Exville and Mrs. Blank *or* The Honorable John Blank and Mrs. Blank
Police Commissioner or *Alderman*	The Honorable John Blank and Mrs. Blank *or* Mr. and Mrs. John Blank

ESQUIRE

The title *Esquire* is used with the following government officials: Chief clerks and chiefs of Bureaus of the Executive Department, Commissioners of the District of Columbia, Mayors of Cities, American Diplomatic Officers below the grade of Ministers, American Consular Officers, Clients of the Supreme Court of the United States.

Government usage

CORRECT USAGE IN ADDRESSING INVITATIONS TO GOVERNMENT OFFICIALS AND THEIR WIVES

The President
and Mrs. ———
The White House

The Vice President
and Mrs. ———

The Secretary of State
and Mrs. ———

The Chief Justice
and Mrs. ———

Senator and Mrs. ———

Congressman and Mrs. ———, *or*
Mr. and Mrs. ———

His Excellency
The Ambassador of Venezuela
and Madame ———

The Minister of Costa Rica
and Madame ———

The Chargé d'Affaires of Luxemburg
and Madame ———

DIPLOMATIC CORRESPONDENCE

In diplomatic notes and reports to the President, the address should appear at the lower left-hand corner of the page. In instructions and miscellaneous letters, the address should precede the salutation on the left-hand margin.

TITLES FOR MEMBERS OF THE DIPLOMATIC CORPS

As titles of the Diplomatic Corps may change, it is important to check with the *Diplomatic List* published monthly by the Department of State.

The names and titles of foreign consular officers in the United States may be found in *Foreign Consular Offices in the United States,* published quarterly by the Department of State, and also in the *Congressional Directory.*

MILITARY AND NAVAL TITLES

In official and formal correspondence in the Regular Army, officers with the grade of captain and above are addressed by their titles.

In conversation and in non-official correspondence brigadier generals, major generals, lieutenant generals, and generals are addressed as "General"; lieutenant colonels under the same conditions are referred to and addressed as "Colonel."

Military Discipline, Courtesies and Customs of the Service

Correct Usage in Addressing in Correspondence High Officers of the Armed Services. For Secretary of Defense, Secretary

of the Air Force, Secretary of the Army, Secretary of the Navy, see p. 287.

To a General

Address:	General ——— ———, U.S.A., Street, City, State
Salutation:	Sir: (formal) My dear General: (informal)
Complimentary Close:	Very truly yours, (formal) Sincerely yours, (informal)

To a Major General

Address:	Major General ——— ———, U.S.A., Fort William McKinley, Philippine Islands.
Salutation:	Sir: (formal) My dear General ———: (informal)
Complimentary Close:	Very truly yours, (formal) Sincerely yours, (informal)

To a Brigadier General

Address:	Brigadier General ——— ———, U.S.A., Fort Sam Houston, Texas.
Salutation:	Sir: (formal) My dear General ———: (informal)
Complimentary Close:	Very truly yours, (formal) Sincerely yours, (informal)

To an Admiral

Address:	Admiral ——— ———, U.S.N., Chief of Naval Operations, Department of the Navy.
Salutation:	Sir: (formal) My dear Admiral ———: (informal)
Complimentary Close:	Very truly yours, (formal) Sincerely yours, (informal)

To a Vice Admiral

Address:	Vice Admiral ——— ———, U.S.N., U.S.S. Langley, San Diego, California.
Salutation:	Sir: (formal) My dear Admiral ———: (informal)
Complimentary Close:	Very truly yours, (formal) Sincerely yours, (informal)

Officers of the Medical Department of the grade of Captain and above are addressed by their military titles ("Captain," "Major," etc.). Lieutenants are addressed as "Doctor."

Chaplains are addressed as "Chaplain" regardless of their grade.

Cadets of the United States Military Academy are addressed as "Mister" socially and in conversation, and as "Cadet" officially and in written communication.

Non-commissioned officers are addressed by their titles.

National Guard and Reserve officers on active military duty follow the customs of the Regular Army in the matter of titles and addresses.

Military Discipline, Courtesies and Customs of the Service

In official and formal communications, an officer on the active list of the Navy is addressed as follows:

Lieutenant John Doe
United States Navy

In official and formal communications, officers on the retired list are addressed as follows:

Lieutenant John Doe,
United States Navy, Retired

In official and formal communications to officers of the staff, the name of the corps to which any staff officer belongs is written immediately after the name:

Lieutenant John Doe, Medical Corps
United States Navy

In official and formal communications to warrant officers, prefix the title to the name:

Boatswain John Doe
United States Navy

Chief Boatswain John Doe
United States Navy

In oral addresses and informal correspondence, officers of the rank of *commander* and above are always called by their rank, and those below the rank of *commander* may be addressed as "Mister."

For Lieutenant—Mr. John Doe

Officers in the Naval Reserve are addressed in a similar manner with the substitution of *United States Naval Reserve* for *United States Navy*.

UNITED STATES COAST GUARD

Official communications to the officers of the United States Coast Guard follow in general the rules for the United States Navy.

Commander J. B. Jones
U. S. Coast Guard

A letter to the Coast Guard should be addressed to the Commandant or to the commanding officer of the unit addressed.

The Commandant
U. S. Coast Guard
Washington, D. C.

The Superintendent
U. S. Coast Guard Academy
New London, Conn.

The Commanding Officer
U. S. C. G. C. *Cayuga,*
Boston, Mass.

The Commanding Officer
Coast Guard Destroyer *Hunt*
Stapleton, S. I.

CORRECT USAGE IN ADDRESSING IN CORRESPONDENCE MEMBERS OF ROYALTY AND OF THE NOBILITY OF GREAT BRITAIN

King

Address: The King's Most Excellent [or Gracious] Majesty,

Salutation:	Sire: *or* May it please your Majesty:
Complimentary Close:	I have the honour to remain Your Majesty's most obedient servant,

Queen

Address:	The Queen's Most Excellent [or Gracious] Majesty,
Salutation:	Madam: *or* May it please your Majesty:
Complimentary Close:	Same as King's

Queen Mother

Address:	Her Gracious Majesty Queen Mary
Salutation:	Madam: *or* May it please your Majesty:
Complimentary Close:	I remain, Madam, with the greatest respect your Royal Highness's dutiful and obedient servant,

Princess

Address:	Her Royal Highness the Princess Mary,
Salutation:	Madam:
Complimentary Close:	Similar to Queen Mother's

Royal Duke

Address:	His Royal Highness the Duke of Kent,
Salutation:	Sir: *or* May it please your Royal Highness:

Complimentary Close: I have the honour to be, My Lord Duke,
Your Grace's most obedient and humble servant,

Royal Duchess

Address: Her Royal Highness the Duchess of Kent,

Salutation: Madam:
or
May it please your Royal Highness:

Complimentary Close: Similar to Duke's

Duke

Address: The Most Noble the Duke of ———,
or
His Grace the Duke of ———,
or
The Duke of ———, (informal)

Salutation: My Lord Duke: (formal)
or
Your Grace: (formal)
Dear Duke of ———, (informal)

Complimentary Close: I have the honour to remain
Your Grace's most obedient servant,
or
Believe me, my dear Duke,
Yours very sincerely, (informal)

Duchess

Address: The Most Noble the Duchess of ———, (formal)
or
Her Grace the Duchess of ———,
or
The Duchess of ———, (informal)

Salutation: Madam: (formal)
Your Grace:
Dear Duchess of ———, (informal)

Complimentary Close: Similar to Duke's

Duke's Eldest Son

Takes the title of Marquess (Marquis) or Earl by courtesy. (*See* Marquess and Earl)

Duke's Daughters and Younger Sons

Address:	The Right Honourable Lord John ———, The Right Honourable Lady Mary ———, The Lord John ———, (family name) The Lady Mary ———, (family name)
Salutation:	My Lord: (formal) My Lady: (formal) Dear Lord John, (informal) Dear Lady Mary, (informal)
Complimentary Close:	(Similar to that of Duke)

Wives of Younger Sons

The Lady John Smith (*not* Lady Smith)

Marquess

Address:	The Most Honourable the Marquess (Marquis) ———, *or* The Marquess of ———,
Salutation:	My Lord Marquess: *or* My Lord: (formal, *or* Dear Lord ———, (informal)
Complimentary Close:	I have the honour to be, My Lord Marquess, Your Lordship's obedient and humble servant,

Marchioness

Address:	The Most Honourable the Marchioness of ———,
Salutation:	My Lady Marchioness: (formal) *or* Madam: *or* Dear Lady ———, (informal)
Complimentary Close:	Similar to Marquess's

Daughters and Younger Sons of a Marquess

Address:	Lord Frederick ———, (family name) Lady Helen ———, (family name)

Earl

Address:	The Right Honourable the Earl of ———,
Salutation:	My Lord: (formal) Dear Lord ———, (informal)
Complimentary Close:	I have the honour to remain, my Lord, Your Lordship's obedient servant, (formal) Believe me, my dear Lord ———, sincerely yours, (informal)

Countess

Address:	The Right Honourable the Countess of ———,
Salutation:	Madam: (formal) Dear Lady ———, (informal)
Complimentary Close:	Similar to Earl's

Earl's Eldest Son

See Viscount

Earl's Younger Son

Address:	The Honourable William ———,
Salutation:	Sir: (formal) Dear Mr. ———, (informal)
Complimentary Close:	I have the honour to be, Sir, Your obedient servant, (formal) Believe me, dear Mr. ———, Very sincerely yours, (informal)

Earl's Daughter

Address:	The Lady Mary ———, (family name)
Salutation:	Madam: (formal) Dear Lady (Christian name), (informal)
Complimentary Close:	I have the honour to remain Your obedient servant, (formal) Believe me, dear Lady Mary ———, Very sincerely yours, (informal)

Viscount

Address:	The Right Honourable the Viscount ———, *or* The Right Honourable Lord ———, The Viscount ———,
Salutation:	My Lord Viscount ———, (formal) Dear Lord ———, (informal)
Complimentary Close:	Believe me, my dear Lord ———, Very sincerely yours, (informal)

Viscountess

Address:	The Right Honourable the Viscountess ———, *or* The Right Honourable Lady ———, *or* The Viscountess ———

Salutation:	Madam: (formal) Dear Lady ———, (informal)
Complimentary Close:	Similar to Viscount's

Son and Daughter of Viscount

Address:	The Honourable Robert ———, The Honourable Mary ———,
Salutation:	Sir: [Madam:] (formal) Dear Mr. ———, (informal) Dear Miss ———, (informal)
Complimentary Close:	Similar to that of Viscount

Baron

Address:	The Right Honourable Lord ———, (formal) *or* The Lord ———, (informal)
Salutation:	My Lord: (formal) Your Lordship: Dear Lord ———, (informal)
Complimentary Close:	Believe me, my dear Lord ———, Yours very sincerely, (informal)

Baroness

Address:	The Right Honourable Lady ———, *or* The Right Honourable the Baroness ———, (formal) The Lady ———, (informal)
Salutation:	Madam: (formal) Dear Lady ———, (informal)
Complimentary Close:	Similar to Baron's

Baroness in Her Own Right

Address:	The Right Honourable Baroness ———, *or* The Baroness ———, (informal)

Salutation:	Madam: (formal) Dear Lady ———, (informal)
Complimentary Close:	Believe me, my dear Lady ———, Yours very sincerely, (informal)

Baron's Son and Wife

Address:	The Honourable Arthur ———, The Honourable Mrs. ———,
Salutation:	Sir: Madam: (formal) Dear Mr. ———, Dear Mrs. ———, (informal)
Complimentary Close:	Believe me, Mr. (or Mrs.) ——— Yours very sincerely, (informal)

Baron's Daughter

Address:	The Honourable Mary ———,
Salutation:	Madam: (formal) Dear Miss ———, (informal)
Married Name:	The Honourable Mrs. ———, *or* The Honourable Lady ———,
Complimentary Close:	Believe me, Very sincerely yours, (informal)

Baronet

Address:	Sir George Robinson, Bt. or Bart.,
Salutation:	Sir: (formal) Dear Sir George, (informal)
Complimentary Close:	Believe me, dear Sir George, Faithfully yours,

Wife of Baronet

Address:	Lady Robinson:
Salutation:	Madam: (formal) Dear Lady Robinson, (informal)
Complimentary Close:	Similar to Baronet's

Knight

Address:	Sir William ———, K.C.M.G.,
Salutation:	Sir: (formal) Dear Sir William, (informal)
Complimentary Close:	Believe me, dear Sir William, Faithfully yours,

Knight's Wife

Address:	Lady ———, (family name)
Salutation:	Madam: (formal) Dear Lady Mary, (informal)
Complimentary Close:	Similar to Knight's

Lady

The title *Lady* is held by all Peeresses under the rank of a Duchess, by all daughters of the three highest ranks of the peerage, and by the wives of Baronets and Knights.

Titles and Forms of Address

Dame

Address:	Dame Mary Blank, D.B.E. (*or* G.B.E.)
Salutation:	Dear Madam: (formal) Dear Dame Mary Blank, (informal)

Woman Member of the House of Commons

Address:	The Rt. Honourable ——— ———, M.P.
Salutation:	If a member of the nobility, she is addressed according to her rank. If not a member of the nobility, she is addressed as *Dear Mrs. Blank*, or *Dear Miss Blank*

Honourable **used with British Titles**

(In correspondence used only on envelopes)

Right Honourable used with all Privy Councillors and preceding all other titles.

The Rt. Hon. ——— ———

Prime Minister

The Rt. Hon. ——— ———

Member of the House of Lords

The Rt. Hon. the Earl of Whitby

Member of the House of Commons

The Rt. Hon. ——— ———, M.P. (without *Mr.* or *Esq.*)
The Rt. Hon. Lady Astor, M.P.

Knight

The Rt. Hon. Sir John ———

Baronet

The Rt. Hon. Sir Arthur ———, Bart.

Younger Son of a Duke or Marquess

The Rt. Hon. Lord ——— ———

Honourable

The title *Honourable* is given to children of Peers, maids of honor, and judges of the High Court of Justice.

Military Titles

Military titles precede all other titles.

Admiral Sir ——— ———
Field Marshal The Lord (or other title) ——— ———
Captain the Hon. ——— ———, R.N.

Esquire (British Usage)

The almost universal use of this title for every man who cannot claim a higher one persists in spite of protests and ob-

jections from those who are really entitled to it. The rule has established itself that it is positively rude to address an envelope to anyone above the rank of workingman as *Mr.*

Titles and Forms of Address

Examples of correct British usage

Robert Hill, Esq.
Thomas Brown, Esq., M.D.
Henry Jameson, Esq.,
H.B.M.'s Consul

It is generally understood that only in the most special cases should a private citizen address the head or high official of a foreign State. If it is necessary to address a communication to such a person, information regarding correct usage may be found in the *Style Manual* of the Department of State, Washington.

The United Nations

There is considerable variation in the titles of the different representatives. That the title accorded a representative is determined by the position which he holds in his Government's service is generally correct; but his title is to some extent also dependent upon the nature of his position vis-à-vis the United Nations. (See examples following)

Executive Office of the Secretary-General

The Secretary-General

Address: Mr. Trygve Lie,
Secretary-General,
United Nations,
Lake Success, N.Y.

The Representative of the United Kingdom

Address: His Excellency,
The Right Honourable Sir Alexander Cadogan, G.C.M.G., K.C.B.,
United Kingdom Representative to the United Nations,
[Personal address in New York *or* address of United Nations]

The Representative of the United States

Address: The Honorable
Warren R. Austin,
Permanent Representative of the United States of America at the Seat of the United Nations,
[Personal address in New York *or* address of United Nations]

The Representative of the Union of Soviet Socialist Republics

Address: His Excellency
Mr. Andrei A. Gromyko,
Permanent Representative of the Union of Soviet Socialist Republics to the United Nations,
[Personal address in New York *or* address of United Nations]

The Representative of Argentina

Address: His Excellency
Dr. José Arce,
Ambassador of Argentina,
Permanent Representative of Argentina to the United Nations,
[Personal address in New York *or* address of United Nations]

The Representative of Egypt

Address: Mohammed Amin Bey Rostem,
Head of the Egyptian Permanent Office for the United Nations,
[Personal address in New York *or* address of the United Nations]

Salutations and Complimentary Close:

The Secretariat of the United Nations employs the English usage, not the American, as regards titles, spelling, and phraseology in formal communications written in the English language. In formal letters, therefore, the salutation is "Sir:" the complimentary close is

I have the honour to be,
Sir,
Your obedient Servant,

The private individual might use any of the following expressions, depending on the tone of the letter:

Salutation:
Sir:
My dear Sir:
Dear Sir:
Dear —— ———: (title and name)

Complimentary Close:
Very truly yours,
Yours truly,
Yours respectfully,
Sincerely yours,

CANADIAN OFFICIALS

Governor General

Address: If the governor general of a Dominion or Colony is a member of the royal family or of the nobility, he is addressed according to his rank, i.e., duke, earl, viscount, etc., preceded by the title *His Excellency;* if without rank of nobility, his name is preceded by *His Excellency The Right Honourable.* If the governor general has a military title, it must precede other titles.

His Excellency
Field Marshal The Right Honourable
The Earl of ———, G.C.M.G.
Governor General of Canada,
Ottawa, Canada.

Salutation:
Excellency:
or
Sir:
or
My dear Governor General:
or
My dear Mr. ———: (*or* title)

Complimentary Close: I have the honour to be
Your Excellency's obedient servant, (formal)
Believe me, my dear Governor General,
Sincerely yours, (informal)

Prime Minister

Address: The Right Honourable
Full name with initials of decorations or orders, if any.
Prime Minister of the Dominion of Canada,
Ottawa, Canada.

Salutation: Sir:
or
Dear Sir:
or
My dear Mr. Prime Minister:
or
My dear Mr. ———:

Complimentary Close: I have the honor to be, Sir,
Your obedient servant, (official)
or
I am, my dear Mr. Prime Minister, (*or* Mr. ———)
Sincerely yours, (informal)

Correct Ecclesiastical Usage for Officials of the Anglican Church

Archbishop

Address: The Most Reverend His Grace
The Lord Archbishop of ———,

Salutation: My Lord Archbishop: (formal)
My dear Archbishop, (informal)

Complimentary Close: I have the honour to be, my Lord Archbishop,
Your Grace's most obedient and humble servant,

Bishop

Address: The Right Reverend the Lord
Bishop of ———,
or
The Lord Bishop of ———,

Salutation:	My Lord: *or* My Lord Bishop: (formal) *or* Dear Bishop ———, (informal)
Complimentary Close:	I have the honour to remain your Lordship's obedient servant, (formal) I have the honour to remain, my dear Lord Bishop, faithfully yours, (informal)

Dean

Address:	The Very Reverend the Dean of ———,
Salutation:	Very Reverend Sir: (formal) Dear Dean ———, (informal)
Complimentary Close:	Faithfully yours,

Archdeacon

Address:	The Venerable the Archdeacon of ———,
Salutation:	Venerable Sir: (formal) Dear Archdeacon ———, (informal)
Complimentary Close:	Faithfully yours, *or* Respectfully yours,

Canon

Address:	The Reverend Canon ———,
Salutation:	Reverend Sir: *or* Dear Canon ———, (informal)
Complimentary Close:	Yours faithfully, Yours respectfully,

Correct Ecclesiastical Usage for Officials of the Catholic Church

The Pope

His Holiness Pope ——— ———,
or
His Holiness the Pope

Salutation: Your Holiness:
or
Most Holy Father:

Complimentary Close: Your dutiful son (or daughter),
or
Respectfully yours,

Cardinal

Address: His Eminence Cardinal ———,

Salutation: Your Eminence:

Complimentary Close: Respectfully yours,

If also an Archbishop

His Eminence the Cardinal Archbishop ———,
or
His Eminence Cardinal ———,
Archbishop of ———,

Archbishop

Address: His Excellency, the Archbishop of ———,
or
The Most Reverend Archbishop of ———,

Salutation: Your Excellency:
or
Most Reverend Archbishop:
or
Dear Archbishop ———, (informal)

Complimentary Close: Respectfully yours,

Bishop

Address:	His Excellency, Bishop of ———, The Right Reverend ———, D.D. *or* The Most Reverend Bishop ———,
Salutation:	Your Excellency: Dear Bishop ———, (informal)
Complimentary Close:	Respectfully yours, Sincerely yours,

Member of the Papal Household	The Very Reverend Monsignor ———,
Monsignor (Domestic Prelate)	The Right Reverend Monsignor ———,
Complimentary Close:	Respectfully yours,

Priest

Address:	The Rev. Father Brown, *or* The Rev. J. B. Brown,
Salutation:	Dear Father Brown: *or* Dear Reverend Father: *or* Dear Father:
Complimentary Close:	Respectfully yours, *or* Sincerely yours,

Correct Ecclesiastical Usage for Protestant and Jewish Clergy in America

Protestant Episcopal Bishop

Address:	To the Right Reverend ——— ———, Bishop of New York,

Salutation:	Right Reverend and Dear Sir: (formal) *or* Dear Bishop ———, (informal) *or* My dear Bishop ———,
Complimentary Close:	Sincerely yours,

Dean

Address:	Dean ——— ———, *or* The Very Rev. Dean ———,
Salutation:	Very Reverend Sir: (formal) Dear Dean ———, (informal)
Complimentary Close:	Yours respectfully, *or* Sincerely yours, *or* Cordially yours, (informal)

Methodist Bishop

Address:	The Reverend Bishop ———,
Salutation:	Dear Bishop ———, *or* My dear Bishop ———, *or* Dear Sir:
Complimentary Close:	Sincerely yours, *or* Respectfully yours,

Other Clergymen

Address:	The Reverend ——— ———, *or* The Rev. Dr. ——— ———, (if entitled to a degree) *or* The Rev. ——— ———, D.D.

Salutation:	Dear Sir: *or* My dear Sir: *or* Dear Mr. ———, (informal) *or* Dear Dr. ———: (if entitled to a degree)
Complimentary Close:	Yours respectfully, *or* Yours sincerely,

Jewish Rabbi

Address:	Rabbi ——— ———, *or* The Rev. ——— ———,
Salutation:	Dear Sir: *or* Dear ———:
Complimentary Close:	Yours respectfully,

CORRECT USAGE FOR MEMBERS OF RELIGIOUS INSTITUTIONS

Superior of a Sisterhood

Address:	Reverend Mother (followed by initials designating order, if desired) *or* Reverend Mother Superior, (without initials of order)
Salutation:	Reverend Mother: *or* Dear Reverend Mother, (informal) *or* My dear Reverend Mother: (name added if desired)
Complimentary Close:	Yours respectfully,

Member of a Sisterhood

Address:	Sister Mary Angela, (followed by initials of order, if desired) *or* Sister Mary Angela, O.S.D. (Order of St. Dominic)

Salutation:	Dear Sister, *or* My dear Sister: *or* Dear Sister Angela: *or* My dear Sister Angela:
Complimentary Close:	Yours sincerely,

Superior of a Brotherhood

Address:	Rev. Brother ———,
Salutation:	Dear Brother ———,
Complimentary Close:	Respectfully yours,

Member of a Brotherhood

Address:	Brother ———,
Salutation:	Dear Brother ———,
Complimentary Close:	Sincerely yours, *or* Respectfully yours,

CORRECT USAGE FOR OFFICIALS IN UNIVERSITIES AND COLLEGES

President of a Theological Seminary

Address:	The Rev. President *(full name),*
Salutation:	Dear President *(last name):* *or* Dear Dr. ———: (if preferred)
Complimentary Close:	Yours respectfully, *or* Yours sincerely,

Professor in a Theological Seminary

Address:	The Reverend Professor *(full name),* *or* The Rev. *(full name),* *or* Professor *(full name)*

Salutation:	Dear Professor *(last name):* *or* Dear Dr. *(last name):*
Complimentary Close:	Yours respectfully, *or* Yours sincerely,

President of a University

Address:	(*Full name followed by initials for degree or degrees*), President of Columbia University, *or* President (*full name*), Columbia University, New York.
Salutation:	Dear Sir: Dear President ———:
Complimentary Close:	Sincerely yours,

College or University Professor

Address:	Professor *(full name),* *or* *(full name),* Ph. D.
Salutation:	Dear Professor *(last name):*
Complimentary Close:	Sincerely yours, Very truly yours,

Dean of a College

Address:	Dean *(full name),* *or* Dean *(last name),*
Salutation:	Dear Dean *(last name):* Dear Dr. *(last name):* Dear Miss *or* Mr. *(last name),* (informal)
Complimentary Close:	Sincerely yours, Very truly yours,

Usage in Addressing Foreigners

The following forms are correct if the body of the letter is written in a foreign language, but if the letter is worded in English it is more common practice for Americans to use the appropriate American forms.

FRENCH USAGE

Gentleman:

Address:	Monsieur ——— ———,
Salutation:	Monsieur:
Complimentary Close:	Veuillez agréer, Monsieur, l'assurance de ma considération distinguée,

Married or Unmarried woman

Address:	Madame ——— ———, *or* Mademoiselle ——— ———,
Salutation:	Madame: *or* Mademoiselle:
Complimentary Close:	Veuillez agréer, Madame or Mademoiselle, mes respectueux hommages (when letter is written by a man to a woman).

A woman writing to a woman she knows slightly may address her as: Chère Madame and close thus: Veuillez agréer, chère Madame, l'expression de mes sentiments distingués or distingués les meilleurs.

To the President:

Address:	Monsieur le Président de la République
Salutation:	Monsieur le Président:
Complimentary Close:	Je vous prie d'agréer, Monsieur le Président, les assurances de mon profond respect.

SPANISH USAGE

The forms here given may be used in addressing persons in any Spanish-speaking country.

Firm Name or Organization

Address:	Señores (Sres.) González Hermanos,
Salutation:	Muy señores nuestros:
Complimentary Close:	Muy attos. y ss. s.s.

Gentleman

Address:	Señor (Sr.) González *or* Señor (Sr.) Don Rafael González
Salutation:	Muy señor mío:
Complimentary Close:	Muy atentamente,

Married Woman

Address:	Señora (Sra.) González *or* Señora (Sra.) Doña (Da.) María González,
Salutation:	Muy estimada señora:
Complimentary Close:	Soy de Vd. s.s.,

Unmarried Woman

Address:	Señorita (Srta.) *or* Señorita (Srta.) Doña (Da.) María González,
Salutation:	Muy distinguida señorita:
Complimentary Close:	De Vd. afma, amiga,

In Spanish when Christian names or initials are used with the surname, the title *Don* follows *Señor* and *Doña* follows *Señora.* These titles, *Don* and *Doña,* are not used when Christian names are omitted.

GERMAN USAGE

Firm or Organization

Address:	Name, ——— ———
Salutation:	Geehrte Herren:
Complimentary Close:	Mit dem Ausdruck vorzueglicher Hochachtung *or* Hochachtungsvoll,

Gentleman

Address:	Herrn ——— ———
Salutation:	Sehr geehrter Herr: (formal)
Complimentary Close:	Mit dem Ausdruck vorzueglicher Hochachtung *or* Hochachtungsvoll,

Married Woman

Address:	Frau ——— ———
Salutation:	Meine liebe Frau ———: (semi-formal). Sehr geehrte Frau ———: (formal)
Complimentary Close:	In Erwartung Ihrer freundlichen Antwort bin ich Ihre Ergebenste,

Unmarried Woman

Address:	Fräulein ——— ———
Salutation:	Mein liebes Fräulein! (cordial). Sehr geehrtes Fräulein ———: (formal)
Complimentary Close:	Mit Grüssen an Sie und Ihre Freundin,

ITALIAN USAGE

Firm Name or Organization

Address:	Spettabile Ditta ———,
Salutation:	Spettabile Ditta:
Complimentary Close:	Di voi Obbligatissimo, (*also:* Con rispettosa osservanza)

Gentleman

Address:	Gentilissimo Signor ———,
Salutation:	Gentilissimo Signore:
Complimentary Close:	Cordialmente vostro, (*also:* Distintamente vostro)

Married Woman

Address:	Distinta Signora ———.
Salutation:	Distinta Signora:
Complimentary Close:	Vostro devotissimo,

Unmarried Woman

Address:	Esimia Signorina ——— ———,
Salutation:	Esimia Signorina:
Complimentary Close:	Devotamente vostro,

BRAZILIAN USAGE

Business Organization

Inside address:	Ilustrissimos Senhores (Il^{mos} Srs.) A.B. & Cia. Ltda. Rua ———, número ——— Rio de Janeiro, BRASIL

Salutation:	Prezados Senhores,
Complimentary close:	Apresento a Vossas Senhorias os protestos de minha distinta consideração.

Gentleman

Inside address:	Excelentíssimo Senhor (Exm^{o} Sr.) Rua ———, número ———
Salutation:	Prezado Senhor,
Complimentary close:	Apresento a Vossa Senhoria os protestos de minha cordial estima e elevado aprêço.

Married Woman

Inside address:	Excelentíssima Senhora (Exm^{a} Sra.) Rua ———, número ——— Rio de Janeiro, BRASIL
Salutation:	Prezada Senhora,
Complimentary close:	Apresento-lhe os meus respeitosos cumprimentos.

Unmarried Woman

Inside address:	Excelentíssima Senhorita (Exm^{a} Srta.) ——— Rua ———, número ——— Rio de Janeiro, BRASIL.
Salutation:	Prezada Senhorita,
Complimentary close:	Apresento-lhe os meus cordiais cumprimentos.

REFERENCE BOOKS

BURKE, SIR JOHN BERNARD. *Genealogical and Heraldic History of the Peerage and Baronetage, the Privy Council and Knightage.*

United States. Department of State. *Diplomatic List.* Washington (issued monthly).

Kelly's Handbook to the Titled, Landed, and Official Classes.

MEASURES, HOWARD. *Styles of Address, A Manual of Usage in Writing and in Speech.* New York, Thomas Y. Crowell.

Whitaker's Peerage, Baronetage, Knightage and Companionage.

Century Dictionary and Encyclopedia.

Webster's New International Dictionary.

CHAPTER III

INVITATIONS

INFORMAL INVITATIONS

For Social Occasions

(1)

45 West 119th Street
July the fifth

My dear Mrs. Holmes,

Will you and Mr. Holmes give us the pleasure of dining with us on Friday, July the twelfth, at seven o'clock? We shall be very glad if you are able to come.

Sincerely yours,
Mary R. Fox

(2)

Dear Mrs. Patterson,

Mr. Bradley and I shall be greatly pleased if you and Mr. Patterson can dine with us at the Montclair Hotel on June fifteenth at seven o'clock and attend the theater with us afterwards. We hope you have no other engagements for that evening.

Sincerely yours,
Alice Bradley

24 East 76th Street
June tenth

(3)

[*Letterhead*]

February 15, 19—

Dear Mrs. Appleton:

Mrs. Francis Randolph, of the Faculty Advisory Committee of the Women's Club, would be pleased if you would take luncheon

with her on Saturday, March first, and afterwards attend, as her guest, the matinee of "Disraeli."

The luncheon will take place at one o'clock at Mrs. Randolph's apartment, 40 Morningside Drive.

Will you please send your answer directly to her.

Yours sincerely,
Frances Kelway
Secretary

Mrs. Richard Appleton
116 West 60 Street
New York City

Invitations to Make Addresses

University House
Philadelphia, Pa
May 2, 19—

Dear Judge Bartley:

On June 30 we are to lay the cornerstone of our new college library. If it had not been for your enthusiastic support in arousing the interest of the alumni in the raising of funds, we should probably not be laying the cornerstone this June.

We want you to make the principal address for the occasion as no one else could speak so effectively or so acceptably to both students and alumni.

Will you do us the honor to be present and to speak at that time?

Yours sincerely,
George P. Canfield

Hon. Arthur H. Bartley
Annapolis
Maryland

530 West 122 Street
New York City
March 2, 19—

Dear Mr. Greenfield:

Remembering your kind hospitality to the Scandinavian students of International House at Christmas time, I should like to ask you on behalf of the whole Scandinavian Group if you will be our guest of honor at our National Night to be presented at the International House on Friday, March 27, at eight-thirty.

We shall all be very glad if you can be with us at this celebra-

tion and give an informal talk on your experiences in Norway and Sweden last summer.

Yours sincerely,
Elsa Jensen

Mr. Harold Greenfield
125 West 12 Street
New York City

Informal Acceptances

(1)

My dear Mrs. Fox,

Mr. Holmes and I are delighted to accept your very kind invitation to dine with you on Friday, July the twelfth, at seven o'clock, and are looking forward to that evening with great pleasure.

Sincerely yours,
Elizabeth Holmes

52 West Thirteenth Street
June fifth

(2)

My dear Mrs. Bradley,

There is nothing we should like to do more on Thursday the fifteenth than to dine with you and Mr. Bradley at the Belmont at seven and attend the play with you later. We are delighted to accept your very kind invitation.

Sincerely yours,
Emily Patterson

52 West Thirteenth Street
June fifth

(3)

Middlebury, Vermont
January 7, 19—

Dear Professor Haines:

If it is possible, as I hope it will be, for me to escape from official duties on January twelfth, I shall be delighted to be present at the recital given in the college chapel.

I appreciate your kindness in sending me the tickets and shall look forward to hearing the music and to meeting your friends.

Yours sincerely,
Alfred Dunmore

Professor Arthur Haines
Clinton
Vermont

Informal Regrets

(1)

My dear Mrs. Fox,

We are sorry that we are unable to accept your very delightful invitation for dinner on Friday, July the twelfth, as unfortunately we have another engagement for that evening.

Sincerely yours,
Elizabeth Holmes

52 West 13th Street,
July the tenth

(2)

52 West 13th Street
New York City
July 10, 19—

Dear Mrs. Fox,

Mr. Holmes and I regret exceedingly that we shall be unable to dine with you on Friday the twelfth, as we have accepted another invitation for that evening.

Yours sincerely,
Elizabeth Holmes

(3)

Dear Mrs. Garrett,

I am so sorry that pressure of engagements will prevent my being present at your At Home on Thursday afternoon next, but if you will allow me I shall take another opportunity of calling upon you.

With kindest regards, believe me.

Yours sincerely,
James Moore

Mrs. Alexander Garrett,
7, King's Bench Walk,
Temple, E.C.4.

(4)

Dear Mrs. Andrews,

Indeed we wish we could accept your delightful invitation for dinner and the theater on the fifteenth, but unfortunately we have another invitation for that evening which we have already accepted. We regret that we cannot be in both places at the same time!

Very sincerely yours,
Anne Broughton

14 Willard Street
October fifth

(5)

65 Broadway
New York, N. Y.
January 3, 19—

Dear Mr. Newman:

Mr. Bryant regrets that as he has been unexpectedly called out of town, it will be impossible for him to return in time to act as toastmaster at the dinner given by the Horseshoe Club in honor of Mr. Allan Burns.

Yours sincerely,
Louise Spencer
Secretary to Mr. Bryant

Mr. Wallace Newman
Evergreen Avenue
Larchmont, N. Y.

(6)

2 Wall Street
New York, N. Y.
March 10, 19—

Dear Mr. Hume:

Mr. Little is grateful to you for your kind invitation of April tenth. He is to be in the Middle West on April twelfth and, therefore, cannot accept your invitation to speak at the Club. His calendar for the present is so full that he is under the necessity of declining any engagements for the rest of the year.

Sincerely yours,
Susan Lambert
Secretary to Mr. Little

(7)

Cuthbert Hall
Springfield, Mass.
April 4, 19—

Dear Dr. Gray-Lawrence:

Unfortunately I have a business appointment in Philadelphia on May tenth, and, therefore, cannot accept the invitation of the Appleton Club to be present at its Annual Dinner. Please convey to the members my sincere appreciation of the honor of being asked to address them and my keen regret at not being able to do so.

Sincerely yours,
John L. Martin

(8)

Noroton, Conn.
January 10, 19—

Dear Mr. Horton:

I regret that my engagements are such that it will be impossible for me to be with you next Wednesday evening. The pressure of work at this office is so heavy that it is difficult for me to be absent long enough to make the trip to Atlanta.

I am sincerely sorry that I cannot join you and renew acquaintance with the members of the Board.

Yours sincerely,
Frank Burbank

Hon. James L. Horton
Peach Tree Street
Atlanta, Georgia

(9)

140 Broadway
New York City
October 14, 19—

Dear Mr. Hanson:

On returning from a business trip yesterday, I found your kind invitation to lunch on Wednesday waiting for me. So much work has piled up during my absence, that I shall not be able to leave the office this week even for a noon recess. I shall eat my lunch off a tray and keep my secretary's typewriter clicking.

I shall think of you dining with your Southern guests and shall, indeed, envy you.

Yours sincerely,
Alfred Downing

(10)

Washington Street
Boston, Mass.
March 6, 19—

Rev. Archibald Kent
8 Center Street
Winter Hill, Mass.

Dear Mr. Kent:

I regret that I cannot accept the invitation of your committee to speak at the dinner in honor of Mr. Dalton on February twenty-fourth. Just at present I am so overwhelmed with meetings, both day and evening, that I find it impossible to accept invitations for this month, no matter how tempting they may be.

It is, indeed, with regret that I decline this particular invitation as I have the greatest respect and liking for Mr. Dalton and should enjoy meeting the members of the Association again.

Yours sincerely,
Walter K. Morris

(11)

Wellesley Hills, Mass.
June 15, 19—

Dear Dr. Stanley:

Thank you for asking me to the reunion at the Roosevelt on October twenty-fourth. I regret exceedingly that as I have already made an engagement for that evening, it will be impossible for me to be with you. I shall want to hear of the program and of the interesting reminiscences of the speakers, both formal and informal.

Yours sincerely,
Anthony Warren

(12)

3276 Southern Avenue
South Gate, California
January 3, 19—

John P. McAlpine, Esq
834 Terrace Avenue
Fresno, California

Dear Mr. McAlpine:

I am sorry that it will not be possible for me to be present at the

luncheon on January tenth, as the firm is sending me to Chicago on that date to attend a business conference.

Please convey my regrets to the Committee.

Yours sincerely,
Joseph Brent Foster

(13)

Beechmont, New York,
December 24, 19—.

Dear Mr. Flynn:

I appreciate your courtesy in asking me to be present at the luncheon in honor of Professor Caldwell. I regret that as it is impossible for me to get away from official duties on January fifth, I shall not be able to attend the luncheon.

Yours sincerely,
Allan Benson

Mr. M. P. Flynn
Lockwood Avenue
New Rochelle, New York

FORMAL INVITATIONS

To an Inauguration

The honor of your presence
is requested at the ceremonies
attending the Inauguration of the
President of the United States
January twentieth
Nineteen hundred thirty-seven

Matthew M. Neely Chairman
Joseph E. Robinson, Frederick Hale, John J. Cornyn,
Robert D. Carnahan, Rutland H. Spell
Committee on Arrangements

Those present to assemble at
head of pulaski

Used by permission of *The New York Times*.

INVITATIONS

Invitations to Dinner

(1)

The pleasure of your company is requested
at a dinner
in honor of
Thomas Gray Lawrence
President of the National Company
to be held at the
Hotel New Yorker
on Wednesday the twelfth of October
at seven o'clock
Tickets Four Dollars Informal

(2)

The Edgar Allan Poe Club
cordially invites you and your friends to subscribe to a dinner
in celebration of
The One Hundred and Twenty-fifth Anniversary of the Birth of
Edgar Allan Poe
Friday evening January nineteenth
The Ballroom
Benjamin Franklin Hotel
Philadelphia
seven-thirty o'clock

Speakers include: [Listed]

R.S.V.P.

(3)

NEW YORK BRANCH

National League of American Pen Women

Elydia Shipman, *President*

Invites you and your friends to a Poetic, Patriotic Dinner in the George Washington Hotel, Lexington Avenue at Twenty-third Street, at Six-thirty, on Monday evening, February the fifteenth.

Guests of Honor:

DR. HENRY WOODHOUSE, Historian and Author
JOSEPH AUSLANDER, Poet and Critic
WILBUR FORREST, Editorial Staff, *Herald Tribune*
BARBARA YOUNG, Poet
TED MALONE, Radio Artist
CLEMENT WOOD, Poet, Author, Critic
LOUISE BURTON LAIDLAW, Poet
GLORIA GODDARD, Poet
DOROTHY QUICK, Poet

One Dollar and Seventy-five Cents

Reservations to the Treasurer,
POLLY HOPKINS

Sale of Books of
Members and Guests

The Netherland-America Foundation
and
The Chamber of Commerce
of the State of New York
cordially invite you to attend
a dinner in honor of
His Excellency Dr. Eelco N. van Kleffens
Netherlands Delegate
to the
Security Council of the United Nations
Wednesday, the Twenty-Second of January
seven thirty o'clock
The Waldorf-Astoria

Speakers
Dr. Eelco N. van Kleffens
Rev. Robert I. Gannon, S. J.

R.S.V.P. *Black Tie*

The Chairman and Trustees of the Willkie Memorial of Freedom House request the pleasure of your company at an informal dinner program commemorating the fifty-fifth birthday of the late Wendell L. Willkie.

In the Garden Room of the Ambassador Hotel, Park Avenue at Fifty-first Street, Tuesday, February eighteenth at seven-thirty.

●

Reservations ten dollars, including gratuity
Informal dress
Program on next page

R.S.V.P.
20 West 40 Street
New York 18, N. Y.

His Eminence
Francis Cardinal Spellman
Archbishop of New York
invites you to honor the memory of
Alfred E. Smith
at the Annual Dinner of
The Alfred E. Smith Memorial Foundation, Inc.
at the Waldorf-Astoria
Tuesday evening, the fourteenth of October
at seven o'clock

Guest Speakers
Hon. Warren R. Austin
United States Representative to the United Nations
Hon. James V. Forrestal, Secretary of Defense
Hon. Thomas E. Dewey, Governor of New York
Hon. William O'Dwyer, Mayor of New York
Hon. Winston S. Churchill, from London

Hon. Charles H. Silver, Chairman
Conrad Thibault, Soloist

R.S.V.P.

To commemorate the One Hundredth Anniversary
of the Consecration
of the present edifice of Trinity Church
The Rector, Churchwardens and Vestrymen of
Trinity Church in the City of New York
request the pleasure of your company
as a member of Trinity Parish
at a Parish Dinner
on Thursday, the sixteenth of May
at seven o'clock
at the Hotel Astor
Broadway and 44th Street, New York

Informal dress

Please make your reservations on the enclosed blank and return it with your remittance, not later than May first

INVITATIONS TO AN AT HOME

Doctor and Mrs. Ernest Clark

at Home

on Tuesday, November the tenth

from four until seven o'clock

320 Riverside Drive

It is unnecessary to answer an *At Home* invitation unless requested. If one cannot attend, it is customary to send one's card by mail so that it will arrive on the day of the reception. A husband and wife send one card each if the invitation has been extended in the name of the hostess only; if it has been given in the name of the hostess and her daughter, two cards

each. Women who do not attend the reception send cards, one for each woman whose name appears on the invitation. Men send cards to each woman and one for the husband.

Invitations to Receptions

(1)

To meet
Mrs. Edward Howard

Mrs. John Richard Thornton
requests the pleasure of your company
On Friday afternoon, the twelfth of April
from four until seven o'clock
at 7 Lenox Drive

(2)

THE SUPERINTENDENT AND MRS. CONNOR
REQUEST THE PLEASURE OF YOUR COMPANY
AT A RECEPTION IN HONOR OF THE
GRADUATING CLASS
THURSDAY, JUNE THE ELEVENTH
AT FOUR O'CLOCK

WEST POINT

Invitation to a Reception at Which a Daughter Is Introduced

Mrs. John Richard Thornton
Miss Helen Louise Thornton
will be at home
on Wednesday afternoon, the fifth of April
from four until seven o'clock
at 7 Lenox Drive

INVITATION TO A RECEPTION AND TEA

Mrs. Andrew Lent and women members of the
Federation Executive Committee
cordially invite you to a
Reception and Tea
In honor of
Mrs. James Lockwood
at the Hotel Ambassador
on Thursday afternoon, September the fourth
from four to six o'clock

Please reply to
Miss Ellen Barnes
500 Riverside Drive

Honoring
President and Mrs. Robert Gordon Sproul
Provost and Mrs. Monroe E. Deutsch

The Honor Students Society
requests the pleasure of your company
at a Reception and Tea
on Tuesday, the thirteenth of May
from three until five o'clock
Women's Club Room, Stephens Union
University of California

Please respond
Box 8, Wheeler Hall

Honoring
Mrs. Garold A. Leach

Delta Zeta
requests the pleasure of your company
at Tea
on Thursday, the first of May
from three thirty until five o'clock
Twenty-seven twenty-eight Durant Avenue
Berkeley, California

Please respond

Informal Invitation Written on a Visiting Card for an At Home Given in Someone's Honor

To meet Mrs. Edward Howard
(Written)

Mrs. John Richard Thornton
(Engraved)

Four to seven o'clock
Tuesday, November the twelfth *(Written)*

Invitation for a Dance

Mr. and Mrs. John Richard Thornton
Miss Helen Louise Thornton
Mr. Harold Thornton
request the pleasure of your company
at a dance
on Wednesday evening, the tenth of February
at ten o'clock
at 7 Lenox Drive

The favor of a reply is requested.

Invitation to a Dance at Which a Daughter Is To Be Introduced

Mr. and Mrs. John Richard Thornton
request the pleasure of your company
at a dance in honor of their daughter
Miss Helen Louise Thornton
on Thursday evening, the fifteenth of March
at half after ten o'clock
at The Riverside Country Club

Invitation to a Subscription Dance

The pleasure of your company
is requested at the
Second Annual Subscription Dance
on Thursday evening, the tenth of October
at half after ten o'clock
at the Susquehanna Valley Hunt Club

Subscription Tickets, $5.
Please respond to
Mrs. Frank Stevenson
410 College Road

Mu Zeta
of
Lambda Chi Alpha
requests the pleasure of your company
at a Spring Formal
on Friday, the second of May
at half after eight o'clock
Orinda Country Club

R. s. v. p. $10 per couple

Invitation to a Luncheon Given in Honor of a Guest

Mrs. Thomson would be glad if Miss Varney would take luncheon with her quite informally, at half after twelve o'clock, on Saturday, January fifteenth, at the City Club, 55 West 44th Street, to meet Miss Monteith.

Philosophy Hall
January 9, 19—

INVITATIONS

Wedding Invitation

Mr. and Mrs. Robert Lawrence
request the honour of your presence
at the marriage of their daughter
Dorothy Anne
to
Mr. James Eaton
on Friday evening, the ninth of April
nineteen hundred and forty-eight
at six o'clock
at the Huguenot Memorial Church
Pelham Manor, New York

Invitation to a Golden Wedding Anniversary

Mr. and Mrs. Hilary Holt
request the pleasure of your company
at the celebration of their
Golden Wedding
on July, fourth
Nineteen hundred and forty-nine
seven o'clock in the evening
at the
Terrace Club Room, 32nd floor
Hotel St. Moritz
50 Central Park South
New York, N. Y.

R. S. V. P.
40 East Tenth Street
New York 11, N. Y.

Wedding Announcements

(1)

Mr. and Mrs. Ira Whittier Wentworth
announce the marriage of their daughter
Amy Constance
to
Mr. Philip Edward Strong
on Friday, the first of January
One thousand nine hundred and forty-eight
Edgewood, Rhode Island

(2)

Mr. James Randall Dunham
and
Miss Margaret Mary Barnes
announce their marriage
on Monday, the sixth of September
nineteen hundred and forty-eight
at St. Paul the Apostle Church
New York City

(3)

Mr. and Mrs. Martin George Brush
announce the marriage of their daughter
Maenette
to
Perry Kenneth Blank
Ensign, United States Navy
on Saturday, the eleventh of August
nineteen hundred and forty-eight
U.S.S. Idaho
Seattle, Washington

[SEAL]

THE PRESIDENT AND TRUSTEES

OF COLUMBIA UNIVERSITY

REQUEST THE HONOR OF YOUR PRESENCE

AT A SPECIAL CONVOCATION

IN OBSERVANCE OF THE

FIVE HUNDREDTH ANNIVERSARY OF THE

INVENTION OF PRINTING

LOW MEMORIAL LIBRARY

FRIDAY, JANUARY, 19

8:15 P.M.

A Club At Home

The Women's Faculty Club
of Columbia University
At Home
on Monday, the ninth of February
from four to six and eight to ten o'clock
at the Club Rooms in Johnson Hall
Four Hundred and Ten West One Hundred and Seventeenth Street
New York City
Afternoon, from four to six, Open House
Greetings Miss Gunther
Lighting the hearthfire Miss Nutting
Reminiscences Miss Goodsell, Miss Carney
Music Mrs. Cowl, piano, Mr. Rosanoff, cello
Evening, from eight to ten, Reception
Honorary Guests (Listed)

To Exhibitions

(1)

THE PRESIDENT AND GOVERNORS OF
THE NATIONAL ARTS CLUB
INVITE YOU TO BE PRESENT
AT THE OPENING AND PRIVATE VIEW
OF THE
TWENTY-FIRST ANNUAL EXHIBITION
BY
THE SOCIETY OF AMERICAN ETCHERS, Inc.
(*formerly The Brooklyn Society of Etchers*)
IN THE CLUB GALLERIES
FIFTEEN GRAMERCY PARK
TUESDAY EVENING, NOVEMBER 24
AT 8:30

(2)

YOU ARE CORDIALLY INVITED TO ATTEND
AN EXHIBIT OF BOOKS FOR YOUNG PEOPLE AT
THE NEW YORK PUBLIC LIBRARY
OFFICE OF THE SUPERINTENDENT OF SCHOOL WORK
121 EAST 58TH STREET
ON SATURDAY, JANUARY 16TH
FROM 10 A.M. TO 6 P.M.

Tea will be served from 3 to 6 p.m.

(3)

THE CONNECTICUT TERCENTENARY COMMISSION
AND
THE TRUSTEES OF THE WADSWORTH ATHENEUM
REQUEST THE HONOR OF YOUR PRESENCE
AT THE OPENING OF THE
TERCENTENARY EXHIBITION OF CONNECTICUT
FURNITURE
IN THE MORGAN MEMORIAL
590 MAIN ST., HARTFORD
ON SATURDAY, JUNE 15TH
FROM ONE TO FIVE O'CLOCK

(4)

The President and Trustees of The Museum of Modern Art request the honor of your presence at the private opening of a comprehenhive exhibition of the works of
HENRI ROUSSEAU
prepared in collaboration with The Art Institute of Chicago, on Tuesday Evening, March seventeenth, from nine to twelve o'clock, 11 West 53 Street, New York.

THIS INVITATION WILL ADMIT TWO

(5)

THE PRESIDENT OF
THE BROOKLYN INSTITUTE OF ARTS AND SCIENCES
AND THE
GOVERNING COMMITTEE OF THE
BROOKLYN MUSEUM
REQUEST THE HONOR OF YOUR PRESENCE
AT THE MUSEUM
FOR
A PRIVATE VIEW OF AN EXHIBITION
OF
EUROPEAN ART, 1450–1500
ASSEMBLED BY
THE ROCKEFELLER FOUNDATION INTERNES
OF THE BROOKLYN MUSEUM
ON THE EVENING OF FRIDAY THE EIGHTH OF MAY
AT HALF AFTER EIGHT O'CLOCK

(6)

The President and the Patrons of
The Studio Guild
cordially invite you to
A Special Exhibition of Water Colors
and Sepia-Tone Reproductions
by Edwin H. Denby
Architect
from April thirteenth to May eighth
ten to six o'clock
730 Fifth Avenue
New York

INVITATIONS

(7)

The President and the Trustees of the Museum of Modern Art
11 West 53rd Street, New York, invite you to attend a preview
of three exhibitions on Tuesday, January the fourteenth, from
two until six o'clock.

Posters by Cassandre
The Architecture of H. H. Richardson
Modern Paintings and Drawings
The Gift of Mrs. John D. Rockefeller, Jr.

(8)

The Newark Museum cordially invites you to attend the opening
of a loan exhibit, *Pictures by Children,* on Wednesday, January
the twenty-ninth from two to five thirty o'clock.

At three o'clock, Miss Carolyn Heller of the Museum staff will
talk about the paintings, drawings and the methods used in the
thirty museums represented in this exhibit.

January 29 through March 15

The Newark Museum, Washington Park West
Newark, New Jersey

ANNOUNCEMENTS OF EXHIBITIONS

(1)

THE AMERICAN ACADEMY OF ARTS AND LETTERS
EXHIBITION OF SCULPTURE
BY
ANNA HYATT HUNTINGTON
FREE TO THE PUBLIC
NOVEMBER 14 TO DECEMBER 23
WEEK DAYS, - - 10 A.M. TO 5 P.M.
SUNDAYS AND HOLIDAYS, 2 P.M. TO 5 P.M.
ENTRANCE, WEST SIDE OF BROADWAY, BETWEEN 155TH AND 156TH
STREETS, NEW YORK CITY

(2)

WHITNEY MUSEUM OF AMERICAN ART
TEN WEST EIGHTH STREET · NEW YORK

W I N S L O W
H O M E. R
C E N T E N A R Y
E X H I B I T I O N

D E C E M B E R 1 5
T O J A N U A R Y 1 5

Open from one until five
o'clock daily except Mondays

(3)

WHITNEY MUSEUM OF AMERICAN ART
TEN WEST EIGHTH STREET · NEW YORK

TREASURY DEPARTMENT ART
PROJECTS

SCULPTURE AND PAINTINGS FOR
FEDERAL BUILDINGS

October 6 to November 6

OPEN FROM ONE TO FIVE O'CLOCK DAILY EXCEPT MONDAYS

INVITATIONS TO RECITALS

(1)

THE DEPARTMENT OF MUSIC
NEW JERSEY COLLEGE FOR WOMEN
CORDIALLY INVITES YOU TO ATTEND
A RECITAL BY
CATHERINE KNOOP, ORGANIST
PUPIL OF RAYMOND EARL RUDY
ON SUNDAY AFTERNOON, MAY THE THIRD
AT FOUR-THIRTY O'CLOCK
THE ELIZABETH RODMAN VOORHEES CHAPEL
NEW BRUNSWICK, NEW JERSEY

(2)

THE COMMUNITY HOUSE
of
ST. BARTHOLOMEW'S CHURCH
Park Avenue and 50th Street
New York

□

An Evening of Music
Wednesday, March 7, 19—
at nine o'clock

Mrs. H. H. A. Beach
Miss Katherine Platt Gunn
Mr. George E. Rasely
Mr. David McK. Williams

(3)

The Board of Trustees of the
SCHOOL ART LEAGUE
cordially invites you to attend a
LUNCHEON
and the
TWENTY-SEVENTH ANNUAL MEETING
Saturday, December Fifth, 19—
SHERRY'S, 300 PARK AVENUE
Ernest Peixotto, President, will preside
A moving picture of School Art League activities will be shown. There will be no set speeches but short greetings by several distinguished artists.
RECEPTION at 12:30
To meet the Trustees of the League and Guests of Honor [listed]
Luncheon will be served promptly at one o'clock.
R.S.V.P.

To Academic Functions

(1)

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

THE SCHOOL OF LIBRARY SERVICE OF COLUMBIA UNIVERSITY AND THE SCHOOL OF LIBRARY SCIENCE OF PRATT INSTITUTE CORDIALLY INVITE YOU TO BE PRESENT AT EXERCISES TO MARK THE FIFTIETH ANNIVERSARY OF THE OPENING OF THE SCHOOL OF LIBRARY ECONOMY AT COLUMBIA COLLEGE

TO BE HELD IN HARKNESS ACADEMIC THEATER
SOUTH HALL, COLUMBIA UNIVERSITY
ON JANUARY 5, 1937
AT FOUR O'CLOCK

Please send reply to
School of Library Service, South Hall
Columbia University

(2)

THE REGENTS AND THE FACULTY OF THE UNIVERSITY OF MICHIGAN HAVE THE HONOR TO INVITE YOU TO BE PRESENT AT THE EDUCATIONAL CONFERENCE TO BE HELD ON THE OCCASION OF THE INAUGURATION OF PRESIDENT MARION LEROY BURTON AT THE UNIVERSITY OF MICHIGAN, OCTOBER FOURTEENTH AND FIFTEENTH, NINETEEN HUNDRED AND TWENTY

(3)

UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND

Rear Admiral David Foote Sellers, U. S. Navy
Superintendent of the
United States Naval Academy
takes pleasure in extending to you
a cordial invitation to sit in the
reserved section of the parades
that will take place on
Worden Field during June Week

R. S. V. P.

(4)

The Superintendent of the
United States Naval Academy
requests the pleasure of

company at

on

at *o'clock*

(5)

The President and Fellows
of Harvard College
request the honor of the company of

.....

at the exercises on
Commencement Day

June .....*19*..

Please reply to
The University Marshal
Wadsworth House
Cambridge, Mass.

(6)

The Universities and Colleges in the San Francisco Bay District invite you to be present at a Festival celebrating the two thousandth anniversary of the birth of the Roman poet Horace. Addresses and a pageant will be presented in the Greek Theatre in Berkeley on Friday evening the eighteenth of October, 1935, at eight o'clock.

MILLS COLLEGE — UNIVERSITY OF CALIFORNIA
SAINT MARY'S COLLEGE — UNIVERSITY OF SAN FRANCISCO
STANFORD UNIVERSITY — UNIVERSITY OF SANTA CLARA

This Ticket Will Admit Two Persons to the Special Reserved Section

(7)

THE ELMIRA AND UNION COLLEGE CLUBS
OF NEW YORK CITY
Cordially invite you to attend a Concert given by the
ELMIRA-UNION GLEE CLUBS
at the Starlight Roof of the Waldorf-Astoria Hotel
Friday Evening, February 19th,
at 8.30 o'clock

(8)

THE ALUMNI COUNCIL OF AMHERST COLLEGE
REQUESTS THE HONOR OF YOUR PRESENCE
ON SATURDAY, NOVEMBER 17, AT 10.00 O'CLOCK
IN COLLEGE HALL

TYLER DENNETT, LL.D.
PRESIDENT OF WILLIAMS COLLEGE
WILL DELIVER THE ADDRESS

(9)

THE UNIVERSITY OF BUFFALO
cordially invites the members of the
NEW YORK STATE ASSOCIATION OF DEANS
to be its guests during the meetings of the Association
on
NOVEMBER 13th and 14th

●

The session on Friday afternoon will be held in Norton Hall, on the University campus. Tea will be served.

(10)

The Officers and Cadets
of the
Staunton Military Academy
request the honor of your presence
during the
Seventy-fourth Commencement Exercises
June third to fifth
Nineteen hundred and ——
Staunton, Virginia

(11)

Headmaster and Mrs. Alexander Hughes
request the honor of your company at a
Reception and Dance for the Senior Class
from half past eight until twelve o'clock
on Saturday evening, June the sixth
Milford Academy Gymnasium

(12)

THE CLASS OF JANUARY —— OF THE

BLANK HIGH SCHOOL

invites you to the

SENIOR DANCE

to be held at

HOTEL PENNSYLVANIA

Friday Evening, January Tenth,

at eight o'clock

TO ANNIVERSARIES

(1)

THE NEW-YORK HISTORICAL SOCIETY

FOUNDED 1804

170 CENTRAL PARK WEST

(76-77th Streets)

You are cordially invited to attend the exercises commemorating the one hundred and fiftieth anniversary of the evacuation of the City of New York by the British Army on November 25, 1783, to be held in the Assembly Hall of the Society on Saturday afternoon, November 25, 1933, at three o'clock, in co-operation with the Universtiy of the State of New York.

Tea will be served.

(2)

THE PRESIDENT AND REGENTS OF THE UNIVERSITY OF CALIFORNIA REQUEST THE HONOR OF YOUR PRESENCE AT THE EXERCISES OF CHARTER DAY, TO BE HELD IN THE GREEK THEATRE, MONDAY MORNING, MARCH THE TWENTY-THIRD, NINETEEN HUNDRED AND THIRTY-SIX, AT TEN-THIRTY O'CLOCK. THE ADDRESS WILL BE DELIVERED BY

JOHN HUSTON FINLEY

APPLICATION FOR RESERVED SEATS SHOULD BE MADE ON THE ENCLOSED BLANK

IN CASE OF RAIN THE EXERCISES WILL BE HELD IN ROOM 100, GYMNASIUM FOR MEN

(3)

Commemorating the
One hundred and twenty-ninth Anniversary
of the Founding of
THE NEW-YORK HISTORICAL SOCIETY
The President, Officers and Executive Committee
request the honor of your presence
at the awarding of the Society's gold medal to
MR. DEWITT McCLELLAN LOCKMAN
in recognition of his painting for the Society
a series of portraits of distinguished contemporary Americans
With an address
by
MR. LÉON DABO
and a special showing of the portraits
in the Assembly Hall
on Monday evening, November the 20th, at eight-thirty o'clock

R. S. V. P.
170 Central Park West

(4)

THE AMERICAN ACADEMY OF ARTS AND LETTERS
AND
THE NATIONAL INSTITUTE OF ARTS AND LETTERS
REQUEST THE HONOR OF YOUR PRESENCE
AT THE ACADEMY AUDITORIUM
632 West 156th Street, New York
FOR
LITERARY EXERCISES
AT THREE O'CLOCK
ON THE AFTERNOON OF NOVEMBER 14
TO COMMEMORATE
THE CENTENARY OF
SAMUEL LANGHORNE CLEMENS
AND FOR
AN ORCHESTRAL CONCERT
AT NINE-FIFTEEN O'CLOCK
ON THE EVENING OF NOVEMBER 15

Please reply to
The Assistant to the President,
633 West 155th Street, New York

(5)

THE NETHERLAND-AMERICA FOUNDATION

239 East Seventeenth Street

You are cordially invited to celebrate St. Nicholas Eve at the Foundation's home on the afternoon of Saturday, December 5, from five to seven o'clock. At 5:45 o'clock Mrs. Juliana Force, Director of the Whitney Museum of American Art, will talk informally on cultural life in Holland and America, as illustrated by the feeling for art in the two countries. Tea will be served, to the accompaniment of speculaas and boterletter. If you wish to bring a guest, will you kindly so indicate in your response.

PLEASE REPLY TO
THE EXECUTIVE DIRECTOR
239 EAST SEVENTEENTH STREET
NEW YORK, NEW YORK

To Dedications

(1)

The President and Trustees
of
The American Museum of Natural History
Seventy-seventh Street and Central Park West
New York, N. Y.
Cordially invite you to be their guest
at the Museum on the
Eighth Annual
Members' Visiting Day
and
Dedication of Akeley Memorial African Hall
Tuesday, May Nineteenth
Nineteen Hundred and Thirty-six
From three until six o'clock

(2)

The Governor of Mississippi
and the
Davis-George Statues Commission
request the honor of your presence
at the ceremonies attending the
unveiling of a Statue of

Jefferson Davis

Officer in the Army of the United States, Secretary of War
of the United States, United States Senator and
President of the Confederate States,
and the unveiling of a Statue of

James Z. George

Soldier, Lawyer and United States Senator
on the afternoon of June second
at three o'clock
in Statuary Hall
in the Capitol of the United States

(3)

The Governor of California
and the
California Commission Representation
National Statuary Hall
request the honor of your presence
at the ceremonies attending the
unveiling of the Statues of
Junipero Serra
Thomas Starr King
on the afternoon of March first
at three o'clock
in Statuary Hall
in the Capitol of the United States
Members of the California Commission Representation
National Statuary Hall
Hon. John F. Davis, Past Grand President
Native Sons of the Golden West
Mrs. Frank A. Gibson
California Federation of Women's Clubs
Herbert E. Bolton, Ph. D., LL.D.,
University of California
Miss Mabel R. Gillis
State Librarian
Miss Grace S. Stoermer, Past Grand President
Native Daughters of the Golden West

(4)

THE AMERICAN SCENIC AND HISTORIC
PRESERVATION SOCIETY

cordially invites you and your guests to be present

at

Hamilton Grange, home of Alexander Hamilton
287 Convent Avenue, Washington Heights, New York City

at four o'clock on Monday afternoon

October nineteenth

for

The dedication of the bronze statue of Alexander Hamilton, the work of William Ordway Patridge, to be presented to the Society by the Crescent-Hamilton Club of Brooklyn

and

The awarding of the Cornelius Amory Pugsley Medals for Park Service in the United States. The recipients are Mr. Howard B. Bloomer of Detroit, Mr. John McLaren of San Francisco, and Mr. Will O. Doolittle of Tulsa.

R. S. V. P.
LeRoy E. Kimball, President
Hamilton Grange, 287 Convent Avenue
New York City

THE REGENTS OF THE UNIVERSITY
OF MICHIGAN
AND
THE FACULTY OF THE LAW SCHOOL
HAVE THE HONOR TO INVITE

TO BE PRESENT
ON FRIDAY, THE FIFTEENTH OF JUNE,
NINETEEN HUNDRED AND THIRTY-FOUR,
AT THE
DEDICATION OF THE LAW QUADRANGLE
PRESENTED TO THE UNIVERSITY BY THE LATE
WILLIAM WILSON COOK

THE FAVOR OF A REPLY TO THE
DEAN OF THE LAW SCHOOL IS REQUESTED

To a Press Preview

You are cordially invited to attend

A Press Preview

of

The Hayden Planetarium

at 5 o'clock P.M. Wednesday, September 25th

upon which occasion

Admiral Richard E. Byrd

will be the Guest of Honor

Please address your reply to:
Hans Christian Adamson
American Museum of Natural History
On acceptance two admission cards
will be forwarded for your use.

INVITATIONS

To Opening of a Building

(1)

THE DIRECTORS AND OFFICERS OF
BLANK TRUST COMPANY
INVITE YOU TO ATTEND
THE FORMAL OPENING OF THE BANK ADDITION
EIGHT FIFTY SEVEN TENTH AVENUE
WEDNESDAY EVENING, JANUARY FIFTEENTH

(2)

You are invited to inspect the new
MEDICAL CHAMBERS
140 East Fifty-Fourth Street
at its formal opening, Saturday afternoon
February sixth, from four until six

To Lectures

(1)

THE GIRLS SERVICE LEAGUE
requests the pleasure of your company at its Annual Meeting
in the Ballroom of
THE PIERRE
Fifth Avenue and Sixty-first Street
Tuesday, December eighth
at three-thirty o'clock

SUBJECT
"YOUTH'S NEED TODAY"

Speakers
Dr. Joseph R. Sizoo
Minister of Collegiate Church of St. Nicholas
Miss Anne Frances Hodgkins
Mrs. Alexander M. Hadden will preside

Please reply
138 East Nineteenth Street Kindly present this card

(2)

THE NORTHERN SECTION OF THE ACADEMIC SENATE OF THE UNIVERSITY OF CALIFORNIA INVITES YOU TO ATTEND THE TWENTY-THIRD ANNUAL FACULTY RESEARCH LECTURE TO BE GIVEN BY JOEL H. HILDEBRAND, PROFESSOR OF CHEMISTRY, ON WEDNESDAY EVENING, MARCH EIGHTEENTH, AT EIGHT O'CLOCK, IN THE AUDITORIUM OF BENJAMIN IDE WHEELER HALL

(3)

THE DECORATORS CLUB

has the honor of presenting

a series of symposia

on

THE THEATRE . . .

MR. LEE SIMONSON

MISS RACHEL CROTHERS

MR. JOSEPH WOOD KRUTCH

THE FINE ARTS . . .

MR. JOHN SLOAN

MISS HILDRETH MEIERE

MR. WILLIAM ZORACH

MISS VIRGINIA C. GILDERSLEEVE

at the

COSMOPOLITAN CLUB

129 EAST 65TH STREET

INVITATIONS

THE AMERICAN WOMAN'S ASSOCIATION

REQUESTS THE PLEASURE OF YOUR COMPANY

ON WEDNESDAY EVENING, OCTOBER THE TWENTY-SECOND

AT EIGHT-FIFTEEN O'CLOCK

TO MEET AND HEAR

THE AWA WOMAN OF THE MONTH FOR OCTOBER

WINIFRED FISHER

EXECUTIVE DIRECTOR, NEW YORK ADULT EDUCATION COUNCIL

RECIPIENT OF THE GEORGE ARENTS MEDAL

AND THE METROPOLITAN AWARD

FOR OUTSTANDING ACHIEVEMENT IN ADULT EDUCATION,

WHO WILL SPEAK ON

WISE WOMEN KNOW—

THAT WISE WOMEN GROW—NOT HAPPEN

IN THE AMERICAN WOMAN'S ASSOCIATION CLUBROOMS

THE BARCLAY

ONE HUNDRED AND ELEVEN EAST FORTY-EIGHTH STREET

NEW YORK CITY

R.S.V.P.

Members may request guest privileges.

Formal Acceptances

Answers to invitations follow the form of the invitations. A formal invitation is answered in the third person with lines properly spaced as in the invitation; an answer to an informal invitation follows the form for informal social notes.

No answer is required to an invitation to a church wedding unless the invitation includes a reception or unless a reply is requested.

Formerly, no answer was expected to an At Home invitation. Today, however, as such receptions are so often held at hotels or clubs, where it is necessary to know the number of guests likely to be present, an answer is often requested.

Usually invitations, other than those for weddings and At Homes, should be answered.

Both the formal and the informal answers must always be written by hand, never engraved.

Formal Acceptances

Of a Wedding Invitation.

When a reply is requested to a formal wedding invitation, the note of acceptance may be worded as follows:

Mr. and Mrs. David Bronson
accept with pleasure the kind invitation
of Mr. and Mrs. Richard Burton
to the marriage of their daughter
and Mr. William Kent
on Wednesday, the third of June
at half past three o'clock

A response must be made to an invitation to a church wedding if a breakfast, a luncheon, or a reception card is included.

Mr. and Mrs. Joseph Bidwell
accept with pleasure
Mr. and Mrs. Henry Long's
kind invitation to be present at the
marriage of their daughter
Gertrude Anne
to
Mr. Patrick Stone
on Thursday the tenth of May
at twelve o'clock
and afterward at the wedding breakfast

For a Wedding Anniversary.

Mrs. George Frame
accepts with pleasure
the kind invitation of
Mr. and Mrs. Thomas O'Leary
to be present at the
Twenty Fifth Anniversary of their marriage

Of an Invitation for Dinner.

Mr. and Mrs. Arthur Wilson
accept with pleasure
Mr. and Mrs. Everett A. Arnold's
kind invitation to dine
on the evening of December the fifth
at 15 Pondfield Road

Acceptance to an Invitation to a Luncheon.

(1)

Mrs. Eliot Prescott
accepts with pleasure
the invitation of Mrs. Hastings
to luncheon and to meet Mrs. Burke

(2)

Mrs. Howard Ames
accepts with pleasure
Mrs. Charles Allen Brown's
kind invitation
for Wednesday the tenth of June
in honor of
Mrs. Harold Lane Rigby
and
Mrs. Norman Hill Langton

Formal Regrets

To a Wedding Invitation.

When a reply is requested to a formal wedding invitation, the note of regret may be worded as follows:

Miss Anna Langley
regrets that by reason of absence from town
she will be unable to attend the wedding reception
of Miss Esther Blake
and Mr. Thomas Livingston
on Wednesday, the third of June
at four o'clock

To a Wedding Invitation and a Wedding Breakfast.

Mr. and Mrs. James Thompson
regret exceedingly that they
are unable to accept
Mr. and Mrs. Ernest Molloy's
kind invitation to be present at the
marriage of their daughter
Marie Louise
to
Mr. Frank Bartley
on Thursday the tenth of May
at twelve o'clock
and afterward at the wedding breakfast

or

Mr. and Mrs. James Thompson
regret that they are unable to accept
Mr. and Mrs. Ernest Molloy's
kind invitation for
Thursday the tenth of May

To an Invitation for a Luncheon.

Mr. Robert Bliss
regrets that he is unable to accept
Mr. Moore's kind invitation to luncheon
in honor of Mr. Alexander Graham
on Friday, the twentieth of November

REFERENCE BOOKS

Post, Emily. *Etiquette.* New York, Funk & Wagnalls Company, 1945.
Taintor, Sarah Augusta, and Monro, Kate Margaret. *The Handbook of Social Correspondence.* New York, The Macmillan Company, 1937.

CHAPTER IV

BUSINESS ANNOUNCEMENTS

Of Change in Firm Name

ON JANUARY 2, 19—
THE FIRM NAME OF
FANNING, BURKE & CO.
WILL BE CHANGED TO
BURKE, MANSFIELD & CO.
New York Chicago

Of the Formation of a Company

We desire to announce the formation
of the firm of
Brown and O'Donnell
Stationers
with offices located at
275 Main Street
New Rochelle
August First Telephone ———

We wish to announce the formation of
the Rigby Company
for the transaction of a
General Investment Business with offices at
150 Broadway, New York
John David Rigby
Cortlandt ——— ——— Samuel P. Lynch

Of an Election to Office

We take pleasure in announcing
the election of
MR. ELIOT RAMSAY FOOTE
as a Vice-President of this Company
HUNTER & CO. INC.
40 Exchange Place, New York

January 1, 19—

Of Admission of New Members

HAROLD SHERMAN & CO.
We take pleasure in announcing that
ROBERT ANDERSON JR.
has this day been admitted to general partnership
in our firm

December 31, 19—

WE ARE PLEASED TO ANNOUNCE THAT
THE FOLLOWING MEMBERS OF OUR STAFF
MR. CHARLES CANFIELD
MR. JOSEPH BROWN
MR. HENRY GRANT
WILL BE ADMITTED TO OUR FIRM AS GENERAL
PARTNERS, AS OF JANUARY 1st, 19—
MR. ERNEST R. DUNN and MR. GEORGE STANTON
RETIRE AS PARTNERS, BUT CONTINUE
IN AN ADVISORY CAPACITY
L. R. DEAN & CO.

1819 Broadway New York, N.Y.

December 31, 19—

BUSINESS ANNOUNCEMENTS

WE TAKE PLEASURE IN ANNOUNCING THAT
MR. ERNEST P. WARREN
FORMERLY PARTNER OF
NEWCOMB AND DUNN, BOSTON
HAS BECOME ASSOCIATED WITH OUR FIRM
AS BOSTON REPRESENTATIVE
FIRST NATIONAL BANK BUILDING
TELEPHONE ——— ———
GRAVES AND HILTON, INC.
MANAGERS OF INVESTMENT FUNDS

Grant and Holland
100 East Avenue

We take pleasure in announcing that
Mr. Frank C. Stevenson
and
Mr. Wilbur Jurist
formerly of Benson Company are now
associated with us at our Branch Office
221 West Main Street

WE TAKE PLEASURE IN ANNOUNCING THAT
MR. GORDON STOCKTON
HAS BEEN ADMITTED AS A GENERAL PARTNER
IN OUR FIRM AS OF JANUARY 1, 19—
MURPHY, O'BRIEN & CO.

165 Broadway New York

WE TAKE PLEASURE IN ANNOUNCING THAT
MR. VAN R. BURCHARD
HAS THIS DAY BEEN ADMITTED TO OUR FIRM
AS A GENERAL PARTNER
CONNOR, BLAKE & CO.
50 Broadway, New York

January 1, 19—

THE MEMBERS OF THE FIRM OF OSBORNE & DAVENPORT
ANNOUNCE THAT THEY HAVE THIS DAY FORMED A NEW
PARTNERSHIP FOR THE GENERAL PRACTICE OF THE LAW
WITH JAMES C. LAWRENCE, ESQ., UNDER THE NAME OF

LAWRENCE, OGDEN, & DAVENPORT

UPTOWN OFFICES
230 PARK AVENUE
NEW YORK CITY

DOWNTOWN OFFICES
120 BROADWAY
NEW YORK CITY

WE TAKE PLEASURE IN ANNOUNCING THAT
MR. ABRAHAM HALPERN
HAS BECOME ASSOCIATED WITH US
AS SALES MANAGER

COHEN and ROSENBERG
NEW HAVEN, CONN.

November 1, 19—

MR. PETER VAN ALLEN
ANNOUNCES HIS ASSOCIATION WITH
BOYD AND LANGDON
FOR THE GENERAL PRACTICE OF LAW
330 MAIN STREET
POUGHKEEPSIE, N. Y.

March 15, 19—

Of Opening an Office

DR. JOSEPH STERNBACH, JR.
ANNOUNCES
THE OPENING OF OFFICES AT
4500 OLIVE STREET
LISTER BUILDING

January 15, 19—

BUSINESS ANNOUNCEMENTS

Dr. Henry Conklin
Surgeon Dentist
announces the opening of his uptown office
at
Professional Building
Two East Fifty-fourth Street
X-Rays Wickersham 2-8040

Of Resumption of Practice

DR. ALDEN MERRIAM WISHES TO ANNOUNCE THAT HE WILL RESUME PRACTICE ON THE FIRST OF SEPTEMBER, NINETEEN HUNDRED AND FORTY NINE

Of Change of Address

FREEMAN and BETTS
ANNOUNCE THE REMOVAL OF THEIR OFFICES
TO THE TWENTY-SECOND FLOOR OF THE
EMPIRE STATE BUILDING
350 FIFTH AVENUE
NEW YORK
October 1, 19— Telephone ——

DANIEL GODDARD
WISHES TO ANNOUNCE THAT ON AND AFTER
APRIL 10, 19—
HIS OFFICES FOR THE PRACTICE OF LAW
WILL BE LOCATED IN
THE HILTON BUILDING
FLUSHING, N. Y.

BROWN, SMITH and COMPANY
INSURANCE
ANNOUNCE THE REMOVAL OF THEIR OFFICE TO
THE LINCOLN BUILDING
60 EAST 42 STREET
NEW YORK
MURRAY HILL 2-8130

ALEXANDER FOWLER ANNOUNCES
THE REMOVAL OF HIS OFFICES
FROM THE BLAKE BUILDING TO
21 MAIN STREET, NORWALK, WHERE
HE WILL CONTINUE THE GENERAL
PRACTICE OF LAW.

October twenty-third Telephone ——— ———

DR. PETER SLETSON
WISHES TO ANNOUNCE
THAT HIS OFFICE IS NOW LOCATED AT
784 PARK AVENUE

Telephone
BUtterfield 8-3451

Hours
By Appointment

ANTHONY LOOMIS, M.D.
ANNOUNCES THE REMOVAL OF HIS OFFICE TO
116 WEST 68 STREET
NEW YORK CITY

Hours:
1–2, 5–7 p.m.
by Appointment

Telephone
——— ———

Of Retirement

We announce the retirement from active participation in Company business of Mr. Arnold Redfern, for many years Secretary of the Company.

B. R. Fenton & Company
35 East Wacker Drive
Chicago, Illinois

BUSINESS ANNOUNCEMENTS

Of Death of a Member of a Firm

It is with great sorrow that we announce
the death of our President
Mr. Horace Fulton
on Saturday the twelfth of May
Nineteen hundred and forty-eight
Nichols Carpet Company

The Everett Cement Company
announces with deep sorrow
the death of its Secretary
Mr. Carlton Reese
on Wednesday the second of May
nineteen hundred and forty-eight
725 Riverside Drive
New York City

Of Exhibitions and Openings

Allen Brockton and Company
invites you
to an exhibition of
distinguished table settings
in our Table Linen Salon
from the third to the twenty-fourth
of November

The Delph Shoppe
announces the Formal Opening of its
Salon de Luxe
where patrons may examine at their leisure the beautiful
Mexican Embroideries and Pottery
now on display
521 Madison Avenue
New York City

CHAPTER V

TELEGRAMS, CABLEGRAMS, AND RADIOGRAMS

Telegrams

Telegrams are classed as follows:

1. Full-rate Telegrams
2. Day Letters
3. Night Letters
4. Serials
5. Telemeter

1. Full-rate Telegrams are sent at any time of the day or night and represent the fastest service that is available. The rate on such messages is based on ten words. Words in excess of ten are charged at a reduced rate.

2. Day Letters are messages deferred in service at lower rates than those of regular Full-rate Telegrams. The charge for a fifty-word Day Letter is one and a half times that of a ten-word Full-rate Telegram. The minimum charge is for fifty words.

3. Night Letters are sent at reduced rates to be delivered the following day. They are accepted at any time of the day or night up to 2 A.M. Social Night Letters are delivered the following day. Business Night Letters are delivered on the ensuing business day. (The charge for the first twenty-five words or less is substantially lower than the charge for a ten-word full-rate message.)

4. Serials permit the sending of a telegram in sections on the same day and addressed to the same addressee. At the end of the day the number of words in all the sections is added

together and charged for as one message. A minimum of fifteen text words for a section is counted. A minimum aggregate of fifty words in the course of a day is charged for.

To be classed as part of a Serial each installment must be marked as such or by employing the indicator "Ser."

Serials move with the speed of Full-rate Telegrams.

5. Telemeter provides a fast and flexible service for concerns or individuals having occasion for the exchange of a considerable volume of communication with each other. The service is charged for according to the number of words exchanged. The minimum monthly charge is for 25,000 words, the rate for words in excess of 25,000 words decreasing progressively.

PREPARATION OF TELEGRAMS

How to Write a Telegram

Every telegram consists of a number of parts, each of which has been given a name and serves some particular purpose, either in handling the message or in conveying information to the addressee. To minimize errors and facilitate handling, all telegrams should be clearly and legibly written, and when typed, should be double-spaced, regardless of their length. Code words are desirably typed in capital letters.

The Place From or Point of Origin

The place-from is the city and state where a telegram originates.

The Date

Each telegram should bear the month and the date on which it is written.

The Addressee

The addressee is the name of the person, firm or corporation to whom a telegram is to be delivered.

The Address

The address contains the name of the street and the street number or other information necessary to locate the addressee at the place of destination. No charge is made for whatever information is necessary to help the company to locate the addressee quickly.

In certain cases, extra words in addresses are charged for. If, for instance, a telegram is addressed to "Henry Smith or Harry Brown, 220 Fifth Ave., Chicago, Ill.," the words "Or Harry Brown" are extra chargeable words. When telegrams are addressed to two persons at different addresses in the same city, the telegram is sent to each, and each telegram is charged for separately.

A complete street address facilitates the delivery of telegrams and should always be given if known. If a transient is involved, give the name of the person in whose care the telegram is sent.

Code addresses may not be used in domestic telegrams.

The practice of addressing telegrams in care of "some hotel" or "try hotels" should be avoided as far as possible, because of the delays involved while the addressee is being located. In the case of telegraphic replies to transients for whom no street address can be given, delivery will be facilitated by writing in the address the words "answer date," or "answer" followed by a figure indicating the date if it is a reply to a telegram of an earlier date, and addressing the answer in care of the office or branch office from which the original telegram was sent, as indicated by the office call, consisting of one or two letters, which appear immediately preceding the "place from" in the date line.

Indicating Class of Service Desired, and Whether "Paid" or "Collect"

In preparing a telegram, care should be exercised to indicate not only the class of service desired but also whether it is to be sent "paid" or "collect." This latter is done by writing one of those words at the upper right-hand corner in the space provided. When a telegram is to be charged to an account, the

name of the account, if different from the message signature, should be shown in the space provided.

Reports of Delivery

If a report of the delivery of any telegram is wanted, the words "Report Delivery" should be written conspicuously at the top of the telegram blank. This instruction, which is charged for, will be wired to destination and a report stating to whom and when the telegram was delivered will be wired back to the sender. The report will be in the form of a collect telegram to sender.

Telegrams Repeated Back

Occasionally patrons desire to have their telegrams repeated back as a guard against inaccuracies. In such cases the telegram is repeated back from receiving operator to sending operator for comparison at each stage of its transmission. An extra charge equal to fifty per cent of the regular tolls is made, in addition to the cost of the two extra words, "repeat back," in the original telegram.

The Destination

The destination is the name of the city and state to which a telegram is directed. The name of the city should be spelled out in full and the name of the state abbreviated.

The Body or Text

The body of a telegram embodies the information which the sender desires to convey to the addressee. Terseness is desirable, but should not be carried to a point where the meaning is obscured. The parts of speech most often used in telegrams are nouns, verbs, adjectives, and adverbs. If possible, do without pronouns, prepositions, articles, and copulative verbs. Use simple sentences, rather than complex or compound. If more than one sentence is needed, use the same form or the same order of words.

In telegrams within the United States and between points in the United States and points in Canada, Mexico, Newfoundland, and the St. Pierre and Miquelon Islands, punctuation marks are transmitted without charge. The use of the word "Stop" is not necessary nor desirable.

Because of the low word cost of domestic telegrams, code language, which is useful principally for condensing purposes, is not usually employed in such messages. The saving in tolls is hardly commensurate with the labor involved in the coding and decoding processes. The use of code serves to delay correspondence and substitutes the stilted language of the code for the free expression that is so desirable. However, the use of code is permitted in all classes of domestic telegrams.

The Signature

The signature is that portion of a telegram which identifies the sender. If a telegram is not to bear a signature, there should be written in place of the signature the word "Unsigned." When the name is not written in full, or if the sender is not well known at the telegraph office, his local street and telephone number should be written at the bottom of the form for reference in case there should be occasion to communicate with him.

Count of Chargeable Words in Domestic Messages

1. Domestic messages are messages between points within the United States, and between points in the United States and points in Alaska, Canada, Labrador, Mexico, Miquelon Island, and Newfoundland.

2. Dictionary words in the English, German, French, Dutch, Italian, Portuguese, Spanish, and Latin languages are counted as one word each, irrespective of length. Code words taken from the Official Vocabulary are considered as dictionary words and are counted as one word each.

3. Combinations of two or more dictionary words of the eight authorized languages are counted according to the number of words of which they are composed.

4. All groups of letters which are not dictionary words of the eight authorized languages or combinations of such words, or proper names, are counted at the rate of one word for every five

letters. This includes dictionary or non-dictionary words in languages not authorized, initials, abbreviations, mutilated dictionary words, and trade names which are not dictionary words of the authorized languages.

5. Punctuation marks (period, comma, colon, semicolon, hyphen or dash, question mark, apostrophe, quotation marks, and parentheses) are not counted, regardless of where they appear in the message. A decimal point in a group of figures is considered as a period. Words such as stop, comma, period, and quote used in lieu of punctuation marks are counted as one word each.

6. All proper names from any language are counted according to the number of separate words, or separate words and separate initials, which they contain.

Initials in any proper name, or as an abbreviation for a proper name, may be written together without space between and when so written are counted as a letter group at the rate of one word for every five letters. Periods may be inserted and are not counted. If initials are separated by spaces each initial is counted as one word. Examples:

Van Dorne	2 words
DeWitt	1 word
St. Louis	2 words
J. L. R. Smith (space between initials)	4 words
J.L.R. Smith (without space between initials)	2 words

7. The characters $ / & % # ′ (indicating feet or minutes) and ″ (inches or seconds) are the only characters that can be accepted in messages in addition to the letters of the English alphabet, Arabic numerals, and the punctuation marks enumerated in Paragraph 5.

8. Groups of figures, other characters enumerated in Paragraph 7, and mixed groups composed of any combination of figures, other characters, and letters are counted as follows:

In messages between points within the United States, except points in Minnesota where the telegraph offices are operated by the Canadian National Telegraphs,* and between points in the United States (except CNT points in Minnesota) and points in Alaska and Mexico—the charge is at the rate of one word for each five figures, other characters, or letters. Examples:

* Places in Minnesota where the telegraph offices are operated by the Canadian National Telegraphs are: Beaudette, Central, Clover Point, Frontier, Graceton, Pitt, Roosevelt, Spooner, Williams.

5	1 word
12345	1 word
123456	2 words
B.D/A:C (period and colon are punctuation)	1 word
AB12CD	2 words
12-3/4 (hyphen is punctuation)	1 word
12¾ (must be transmitted as 12 3/4)	2 words
B&O (without spacing)	1 word
B & O (spaced)	3 words
10&20 (without space)	1 word
10 & 20 (spaced)	3 words
$20.25 (decimal is punctuation)	1 word

In messages from, to, or between Canadian National Telegraphs points in Minnesota, and between other points in the United States and points in Canada, Labrador, Miquelon Island, and Newfoundland each figure and other character is counted as one word and each uninterrupted sequence of letters appearing in a combination group is counted at the rate of one word for each five letters. Examples:

12345	5 words
B.D/A:C (B.D. is letter sequence; / is other character; A:C is letter sequence; period and comma are punctuation.)	3 words
B&O (letter, other character, and letter)	3 words
$20.25 (Other character and 4 figures; decimal is punctuation.)	5 words

Ordinary addresses of messages, and signatures are not charged for.

9. The title of an official or the name of a department, branch, or division, or the name of an individual when added to the signature of a firm or organization is not charged for. However, when the name of more than one individual, or the name of an individual and of a department, branch, or division, or the name of an individual and a title, or the names of more than one department, branch, or division are added to the signature, only the first added name will be carried free; the remainder will be counted and charged for. Examples:

John R. Smith, President (no extra charge)
Standard Can Co., Sales Dept. (no extra charge)

Standard Can Co., John R. Smith, President (president is extra word, charged for).

Standard Can Co., Sales Dept., Retail Division (Retail Division are extra words, charged for).

Family signatures such as Mother and Father, John and Mary, and H. A. Brown and Family are treated as a single signature, and there is no charge for extra words.

10. "Answer by Western Union," "Wire by Western Union," and similar phrases occurring in messages are charged for.

HOW TO SEND TELEGRAMS

When a telegram is ready it may be handed to Western Union over the counter at any one of the numerous branch offices maintained to facilitate receipt of messages for transmission; or it may be given from a business office or home telephone, or from any coin-operated public telephone. Expert typists are employed for the accurate and speedy reception over the telephone of telegrams. Ask for "Western Union." On a dial telephone, dial "Operator" and ask for Western Union, or in certain cases call by number.

By telephone it will be found helpful, in the case of uncommon words, unusual names, code or cipher words, foreign words, and initials which are not easily understood, to pronounce each letter and follow it with an identifying word. For example, if the word "Sioux" cannot be understood, say "S as in Sugar, I as in Ida, O as in Ocean, U as in Union, X as in X-ray." The following code is designed for this purpose:

A as in Adams	J as in John	S as in Sugar
B as in Boston	K as in King	T as in Thomas
C as in Chicago	L as in Lincoln	U as in Union
D as in Denver	M as in Mary	V as in Victory
E as in Edward	N as in New York	W as in William
F as in Frank	O as in Ocean	X as in X-ray
G as in George	P as in Peter	Y as in Young
H as in Henry	Q as in Queen	Z as in Zero
I as in Ida	R as in Robert	

File Copies

The original copies of telegrams telephoned, and carbon copies of all others should be filed away. This will facilitate checking monthly bills.

CABLEGRAMS

CLASSES OF CABLE SERVICE

1. *Ordinaries or Full-Rates*

The "ordinary" or full-rate cablegram is the standard plain-language or cipher cable service, and the rates charged therefor constitute the base from which all other cable rates are derived.

2. *CDE or Code Cablegrams*

Code words are restricted to five letters in length, and because of this fact are charged at either 60 or 66⅔ per cent of the "ordinary" rate. Code words may be either artificial words or real words used in a preconcerted manner. They cannot contain the accented letter "E." Plain-language words interspersed with code in CDE messages are counted and charged at the rate of five letters or less to the word. A minimum of five words is charged in all CDE messages.

3. *Deferreds*

Deferred cablegrams are subordinated in transmission to all other messages except night letters. They may be written in any language that can be expressed in Roman letters. Although code is not admissible in the text, registered (code) addresses may be used in these as in other cable messages. Deferreds are designated by the prefix "LC," which is placed before the name-to and is counted and charged for as one word. The rate for Deferreds is one-half the ordinary rate, with a minimum charge for five words.

4. *Cable Night Letters*

Cable Night Letter service is an over-night service designed primarily for plain-language business and social communications of some length which are not of sufficient urgency to warrant payment under the higher-priced classifications. The necessary prefix for this service is NLT, which is placed before the name-to and is counted and charged for as one word. Code is not permitted in the text of Cable Night Letters but registered (code) addresses may be used. The NLT rate is one-third the ordinary rate, with a minimum charge for twenty-five words.

PREPARATION OF CABLEGRAMS

Cablegrams are constructed similarly to domestic telegrams, except that registered (abbreviated code) addresses are customarily employed to save tolls and code language is largely used. In cable-

grams each word in the address, text, and signature is counted and charged for.

Plain language is that which represents an intelligible meaning in any language that can be expressed in Roman letters, each word and each expression having the meaning normally assigned to it in the language to which it belongs. In plain-language messages each word not exceeding 15 letters is counted as a single word.

Code (CDE) language may be composed of either artificial words or real words used in a preconcerted sense. Code words, whether real or artificial, must not contain more than five letters of the alphabet. They may be formed without condition or restriction. Code messages are identified by the symbol "CDE" which is inserted in the preamble of the message but is not a chargeable word. Plain language may be interspersed with code language in CDE messages and will be counted at the rate of five letters to the word. Figure groups are permissible in CDE messages, but if such groups (counted at five figures to the word) exceed one-half of the number of chargeable words in the text and signature, they are considered as cipher language and subject the entire message to full rates.

All groups of figures of whatever length, except groups appearing in CDE messages in conformity with the conditions specified in the preceding paragraph, and all groups of letters not constituting plain-language words, containing more than five letters, are classified as cipher and are counted at the rate of five figures or letters or fraction thereof to the word. Any cipher word appearing in a message subjects the entire message to full rates. Plain-language words in a cipher message are counted and charged for at the rate five letters to the word.

Commercial marks identifying merchandise or trade terms, such as fob, cif, svp, in plain-language messages do not affect the count of plain-language words in the same message; but the presence of code words in an otherwise plain-language cablegram subjects all the words in the message to the five-letter CDE count.

Commercial marks composed of figures and letters are counted at the rate of one word for each five figures or letters or fraction thereof.

A shilling mark or stroke in a group of figures counts as a figure and not as a separate word. The same is true of fraction bars, periods, commas, and other decimal points grouped with figures. Punctuation marks, hyphens, parentheses, dashes, underlines, and apostrophes are not transmitted, except when expressly requested, and then are charged for as one word each. A dollar sign or pound sterling mark counts as a separate word.

Addresses

The name of the city of destination is generally all that is required. However, when it is necessary to use the name of the country, it should be combined with the office (city, town, or place) of destination, both written together as one word, which will be counted and charged for as one word regardless of the number of letters it contains. Experienced cable clerks will often be able to identify unnecessary words in addresses, and assistance in preparing cablegrams will be gladly given by the telegraph company's employees. Addresses that are not in code and registered should not be unduly shortened, since correct and sufficient addresses are necessary in making delivery.

While the names of the place of destination and of the country, state, or county are counted as one word each, irrespective of how composed, the names of streets and of persons in addresses are counted at fifteen letters or fraction thereof to a word.

Cablegrams for places where there is no telegraph office should bear the name of the nearest office as the last word of the address and the word "post" as the first word. These two words are counted and charged for.

Radiograms

1. *Radiograms*

Wireless messages transmitted between two given points are subject to the same classifications as are cable messages. The same method of counting and charging is employed.

2. *Radiomarine*

Radiomarine Service constitutes messages from shore to ship, and also from ship to shore. It is offered in association with Globe Wireless, Mackay Radio, Radiomarine Corporation of America, Tropical Radio Telegraph Company and other enterprises engaged in communication services between land and mobile stations.

Only two classes of service are available: full or ordinary rate for plain-language, and CDE for code-language messages. The method of counting and charging is the same as that applying to all overseas messages.

The preceding material in this chapter has been used by the courteous permission of The Western Union Telegraph Company.

Telegrams of Condolence and Respect

Messages of condolence and respect, such as that of President Truman on the death of Orville Wright, are often sent as telegrams:

Please accept the deepest sympathy of Mrs. Truman and myself in your great bereavement. Few men have so profoundly affected the course of history as did Orville and Wilbur Wright.

Few men have opened up to mankind such great possibilities for an increasing better world. They will be remembered always by their fellow countrymen with admiration and gratitude.

When appearing in newspapers, these messages usually begin with the name and title of the writer.

Secretary of State —— ——. The death of —— —— is a great loss to the country. He was a man of the finest character who stanchly and sincerely held his principles. His able and forthright presentation of his views on public questions was a great stimulus to the forming of public opinion.

Governor —— —— **of Ohio.** In the death of —— —— America loses a great statesman. By his untiring efforts in the cause of world cooperation he has performed a lasting service to mankind.

Howard Blank. The untimely death of —— —— is a national and world tragedy. His broad understanding of national economic problems together with his knowledge of international affairs gave to the Nation faith in his type of leadership. His vision of what America means opened up vistas which most of us have failed to understand.

Howard B. Grant, president of Exville College. —— —— was an aggressive fighter for the ideals in which he believed and an inspiring leader whose vision extended beyond ordinary bounds and considered peace, welfare, and good government for all mankind. History will record his courage, honesty, and sincere efforts in the cause of democracy.

Senator —— —— **of Maine.** A bold leader to whom liberal-minded Americans looked for guidance, —— —— will be sorely missed. Casting aside political issues, this outstanding humanitarian placed himself on record as seeking justice for persecuted

people and urging the adoption of effective measures for their assistance.

Robert R. Wicks, Emeritus chaplain at Princeton and former chaplain at Mount Holyoke. President Woolley belonged to that creative minority who feel an unlimited responsibility towards mankind while keeping a personal interest in individuals. A truly public person, speaking humbly to interpret the life of her time, and a dignified representative of women's wider role of responsibility.

Alberta Morse, president of Nairn College. In the death of Martha Chapin, dean of women, Nairn College has lost one of its most distinguished alumnae and faculty members. Others will speak of the service she rendered to many great causes, but I should like to pay tribute to her ability as an administrator, her skill as a leader, her ennobling influence on her students, and her faithful loyalty to high ideals.

Margaret Brooks, secretary of the Lincoln Woman's Club. Those who had the privilege of knowing Alice Bentley are deeply grieved at her sudden death at this critical time when there is need of forward-looking men and women with faith in democracy and ability to convince others that the study of American ideals and participation in civic duties are responsibilities that cannot be shirked if our way of life is to survive. The members of the Lincoln Woman's Club have lost an associate whose courageous and intelligent leadership will mold our policies and widen our vision for years to come.

CHAPTER VI

THE FRAMING OF PETITIONS

The writing of petitions should be characterized by clearness of expression, by an orderly marshaling of ideas, by forceful presentation of material, and by dignified, respectful tone.

Petitions are usually expressed in a conventional form based on one of the following plans:

1. The reasons arranged in order of their importance followed by the request, each reason being preceded by *In view of the fact that* or by *Inasmuch as.*

2. The explanation of who is making the request, as, *We, the Members of the New Rochelle Woman's Club,* or *We, the Undersigned Citizens of* ....., or, *We, the Residents of* ....., followed by the request itself and the reasons for such a request.

PETITION FOR LOCAL IMPROVEMENT

New York,

To (Name of Borough President)
President of the Borough of

The subscribers, whose names are written underneath, respectfully petition you and the Local Board of the District for a certain local improvement, to wit:

> Regulate, reregulate, grade, regrade, curb, recurb, lay or relay sidewalk and pave with a permanent (type of pavement—granite, sheet asphalt, etc.) on a concrete foundation avenue from street to street, together with all work incidental thereto

and they hereby request that you appoint a time for a meeting of the said Local Board, and that you submit this petition to said Board and do all such other acts as may be required of you

by law, in order that the local improvement above described may be initiated and obtained or constructed:

Names Addresses Description of property owned:

DEAR SIR:

The subscribers whose names are written underneath, being owners of property directly affected, respectfully petition you and the Local Board of ..... for the laying out on the map of The City of New York ...

.....

.....

in accordance with accompanying sketch.

And we hereby request that you appoint a time for a meeting of the said Local Board, and that you submit this petition to said Board, and do all such other acts as may be required of you by law in order that the above described lay-out may be obtained and become a part of the map of The City of New York.

NAME OF OWNER	ADDRESS	FRONTAGE ON IMPROVEMENT	LOT NUMBER	BLOCK NUMBER

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PETITION FOR A ROAD

To the Board of of County

The undersigned ask that a public highway, commencing at and running thence north and terminating at , be established [or vacated, or altered, as the case may be].

Names Addresses

Petition for a Church

We, the undersigned, do hereby petition Presbytery to appoint a Commission to organize a Presbyterian church in , South Carolina, and in testimony that we desire to become charter members of said church, we have hereunder affixed our signatures.

Signed:

Petition to the Governor

The undersigned residents of the State of New York respectfully call to your attention the fact that the Highlands of the Hudson, which are generally regarded as one of the chief beauty spots of America, are being seriously damaged by the operations of the Hudson River Stone Corporation, which is quarrying and operating a crushing plant on Mount Taurus, just opposite the great Military Academy at West Point.

It has been the practice of the State, for many years, to create parks and reservations at the principal points of beauty and interest. We venture the assertion that there is no point of greater scenic or historic interest in New York than the particular point at which this stone quarry is operating. This quarry has already cut a deep gash in the mountain and has made an enormous pile of debris in the river itself. Moreover, it is rapidly blasting out and shipping away the projection in the river known as "Little Stony Point".

With due respect, we most urgently request that the State of New York take immediate steps to secure this property and put an end to the irreparable and rapidly increasing damage now being done at that point.

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The American
Scenic and Historic Preservation Society

Withdrawal of Signatures

We, the undersigned, having signed a petition for in the city of , state of , which petition is on file with you, do hereby request that our names be taken from such a petition filed with you on the day of , 19—.

Names Addresses

CHAPTER VII

THE WRITING OF MINUTES

Minutes are records of meetings and of the action taken in them. They should, therefore, be written accurately, clearly, and concisely, for they are often referred to in confirmation of an action, as a source of information, or as records.

The language is formal and follows traditional lines. Generally, definite forms are used which are to be observed strictly. Minutes often conform to the following order, although not all organizations make use of the complete list given below.

(*a*) Name of Company or Organization
(*b*) Name of body holding meeting
(*c*) Date and number of meeting
(*d*) Hour of meeting and location
(*e*) Names of those present and those absent
(*f*) Reading of previous minutes
(*g*) Unfinished business and reports of committees of investigation
(*h*) Action taken on unfinished business; digest of business pending
(*i*) New business
(*j*) Informal discussion
(*k*) Date of next meeting
(*l*) Adjournment and time of adjournment
(*m*) Approval and signature of minutes

The following minutes of an academic organization illustrate the form and phraseology often used in writing reports of meetings:

MINUTES

Of the first meeting of the English Graduate Union of Columbia University

At the first meeting of the English Graduate Union, some eighty charter members being present, the association was called to order by Ernest Hunter Wright, who acted as temporary Chairman and who requested Mildred Loxton de Barritt to serve as temporary Secretary.

For the information of the members, the Chairman spoke at some length of the purposes and prospects of the Union. In record of the state of the association as of March 1, he reported a membership of 186, of whom 121 were resident members and 65 non-resident; and of whom 40 were life-members, 28 being resident and 12 non-resident. He further reported subscriptions already pledged to the Endowment as totalling $1719.00, and to current expenses as totalling $188.00.

In behalf of the Committee of Organization, the Chairman then read a copy of the Constitution for the Union as drawn and offered with a view to the proximate incorporation of the association under the laws of the State of New York. Upon motion of Dudley Howe Miles, seconded by William Haller, the Constitution was unanimously adopted, and ordered printed and distributed to members.

As a first act under the Constitution, Charles Sears Baldwin, in behalf of the Committee of Organization who had so far acted as the Council of the Union, moved the election to honorary membership of Brander Matthews, Emeritus Professor of Dramatic Literature, and of William Peterfield Trent, Emeritus Professor of English Literature. The motion was seconded in a speech of reminiscence by Arthur H. Nason, and was carried by a rising vote.

The next business under the Constitution was the election of officers for the remainder of the current year. The following nominations were made by Dorothy McSparran Arnold:

President:
Ernest Hunter Wright

Secretary:
Mildred Loxton de Barritt

Treasurer:
Hoxie Neale Fairchild

Members of the Council:
Harry Morgan Ayres
Arthur E. Christy
Dwight L. Durling
Ruth Mohl

Members of the Committee of Admissions:

Rose Mary Davis
Raymond A. Houk
Anna E. Lincoln
Louie M. Miner
George Nobbe
Frank Allen Patterson
Ralph L. Rusk

Custodians of the Endowment:

Ashley H. Thorndike
William T. Brewster
Arnold Whitridge

At the request of the Chairman, Mr. Nason took the chair. After a call for further nominations, it was moved by William A. S. Dollard that the Secretary cast one ballot for the officers nominated. The motion was seconded and carried, and the officers were declared elected.

After brief congratulations, in prose and verse respectively, by Blanche Colton Williams and by Harry Morgan Ayres, the Union adjourned.

MILDRED LOXTON DE BARRITT
Secretary

MINUTES OF THE MEETING OF THE ADMINISTRATIVE ASSISTANTS' ASSOCIATION

December 12, 19—, at the Gramercy Park Hotel, 52 Gramercy Park North, New York

The meeting was called to order at 2:05 P.M. by Miss Bertha Cohen, President. Fifty members and five guests were present. The guests were: Dr. John S. Roberts, Associate Superintendent, Mr. J. A. Stevenson, Acting Assistant Superintendent, Mr. David Moskowitz, Director of High School Organization, Mr. Alfred S. Roberts, Principal of Newtown High School, Mr. Sinclair Wilson, Principal of Stuyvesant High School.

Miss Cohen dispensed with the reading of the minutes of the last meeting because a copy had been sent to all members. It was recommended that a copy of the minutes of this and each future meeting of this Association be sent to the High School Principals Association and to Associate Superintendent Dr. John S. Roberts, for their information.

A communication from the Board of Superintendents with regard to in-service courses was read and accepted by the Association.

A communication from Vincent McGarritt, Secretary of the High School Teachers Association, against deduction of salary for jury duty was referred to Committee for action. Miss Cohen spoke of a paper on the "Development of Leadership" which has been prepared by Mr. Jason and will be submitted to the Association in the near future.

A communication from Mr. Samuel Selden, C.P.A., with reference to the Civil Employees Model Housing project was also read. As there was no motion, the matter was tabled.

It was announced that the Association's next meeting would be held on March 20th.

Miss Cohen introduced Dr. John S. Roberts, Associate Superintendent, guest speaker of the day, who was cordially received by the group present. He opened his speech with "I have neither topic nor notes" and after reference to former Superintendent Walsh of Brooklyn, subdivided his talk into three parts—First Assistants, Heads of Annexes, Administrative Assistants—the respective fields, duties, and the relationships of these to each other.

He also requested a paper on the duties of an Administrative Assistant which Mr. Stevenson compiled some time ago. First Assistants and Chairmen of Departments, he said, were to improve teaching in service, act on the brain as well as the heel and the toe of the pupils, even though this might seem old-fashioned. Heads of Annexes are Principals of smaller groups, said Mr. Roberts, and are charged with fire drills, safety of children, shutting down defective machinery and other duties in their respective annexes, too numerous to mention. Administrative Assistants must be familiar with industrial codes, fire drills, safety regulations, etc., as well as help create high standards of scholarship, and be in confidential relationship with the Principal. They also assist in the administration of forty-seven high schools, some 250,000 pupils housed therein and the expenditure of $50,000,000.

He also asked: "Just what are the duties of an Administrative Assistant?" "What is an Administrative Assistant legally and actually?" In closing his speech, Dr. Roberts related an experience which he had while at college where he was given a topic: "What is it to be as the mind?" And he is at a loss to know the answer even today. His closing statement was: "What is it to be as an Administrative Assisitant?" to which Mr. Wilson made reply in a very few pointed words. Mr. Wilson's remarks were enthusiastically approved.

Mr. Alfred S. Roberts in his talk expressed his views of the

duties of the Administrative Assistant and the First Assistant.

Miss Cohen suggested that at all of our future meetings (except the next one) it would be a good plan to have a representative of the High School Principals Association as a guest. This met with the approval of those present.

Mr. Stevenson then spoke on his "Pet Subject"—Accident Reports—and thanked the Administrative Assistants for the definite improvement in the form of the reports submitted since our last meeting.

Mr. Moskowitz borrowed Dr. Roberts's developed theme by saying: "Director of High School Organization"—what is it? He then requested cooperation from the following committees:

Committee on Athletics
Committee on Organization and Program
Committee on Budget, Finances of G.O. and Cafeteria

and suggested that we continue the Liaison Committee which had done very good work for both the Organization and 59th Street by contacting the proper people at the right time.

Mr. Sinclair reported a definite increase in accidents on the day before or after a holiday. He gave his views on the duties of the Administrative Assistants which were as follows: Confidential advisers to the Principal, and then he subdivided where two Administrative Assistants were assigned to a school, one would have charge of organization, and the other charge of school morale.

Miss Cohen read part of a communication protesting the proposal that the Administrative Assistants be licensed by competitive examinations which was written to Commissioner Lindlof and Dr. Roberts by Dr. Brodie, Principal of Seward Park High School. This gave very briefly the work of the Administrative Assistant.

The meeting was adjourned at 3 P.M.

JOHN M. BAKER, JR.
Secretary.

MINUTES OF THE MEETING OF THE NEW YORK CITY BRANCH OF THE NATIONAL COUNCIL OF ADMINISTRATIVE WOMEN IN EDUCATION

The meeting was presided over by the President, Miss Mackintosh.

PROGRAM

Mr. Garrison Sherwood of the Drama League of America gave a very interesting talk upon "Contemporary Trends in the Theatre." He referred to various trends in the theatre to-day, especially to the tendency toward the production of better plays. Only good productions can hope to succeed on the road these days, especially as motion pictures are furnishing the cheaper kind of entertainment to the smaller places. As a result of this there are some really excellent plays on the road at the present time.

Mr. Sherwood gave a critical analysis of a number of the plays now running, some of his comments being highly favorable, others quite frankly the reverse.

Mr. Sherwood has given his complete Theatre Library to the Museum of the City of New York where it is open for reference to those interested.

Dr. S. Marion Tucker, of the Polytechnic Institute, Brooklyn, New York, spoke at some length upon the subject of extemporaneous speaking and its advantageous results for the student in terms of increased fluency, of consequent improvement in style and vocabulary in both speaking and writing, of a broadened and more effective personality, etc. Dr. Tucker also stressed the importance of encouragement in the initial stages of extemporaneous speechmaking; rules, suggestions, and corrections should come after the student has overcome his first inhibitions and timidity, and has gained a small measure of assurance and self confidence.

MUSIC

The singing of Miss Lenore Tierney, soprano, was as delightful as always. Miss Tierney was accompanied by Miss Bertha K. Feitner.

BUSINESS MEETING

The report of the Treasurer was read and accepted.

The Chairman of the Membership Committee proposed the names of four new members:

Miss Elizabeth Duffy
Miss Alice Kasper
Miss Edna Gafney
Miss Mary Blair

They were unanimously elected to membership. The meeting was then adjourned.

ANTOINETTE RIORDON, Secretary

MARGARET C. MACKINTOSH, President

ASSOCIATION FOR THE PROTECTION OF THE ADIRONDACKS

Thirty-fifth Annual Meeting, April 13, 19—

The Thirty-fifth Annual Meeting of the Association for the Protection of the Adirondacks was held in the office of Mr. George Welwood Murray, First Vice President, at No. 15 Broad Street, New York City, on Monday, April 13, 19—, at 3 P.M.

The Acting President, Mr. George Welwood Murray, presided. Others present were Messrs. Ernest T. Carter, Henry L. de Forest, Morris Douw Ferris, Karl T. Frederick, E. Hubert Litchfield, Robert Marshall, Ellwood M. Rabenold, Francis Louis Slade, Eric P. Swenson, and Frederick K. Vreeland.

The minutes of the Thirty-fourth Annual Meeting of the Association, held May 3, 19—, were approved.

The Acting President stated that the Annual Report of the President would be completed after the adjournment of the Legislature, and printed and distributed to the members of the Association. This was approved.

The Annual Report of the Treasurer, Mr. Morris Douw Ferris, audited and approved by Riddle & Camp, Certified Public Accountants, was presented and approved and ordered on file. The report is appended to these minutes.

The report of the Nominating Committee, appointed at the January meeting of the Board, to name Trustees to be elected in the Class of 19—, was presented on behalf of the Chairman, Mr. Ottomar H. Van Norden, the other members, Messrs. Litchfield, Marshall, Hayes and Chace having concurred. The Committee recommended the re-election of all the Trustees in the Class of 19—, whose terms were then expiring, as members of the Class of 19—, as follows: [listed]

On the suggestion of the Acting President, the Secretary was directed to cast one ballot for the election of the above nomi-

nees, and the Secretary having deposited such ballot and so reported, Mr. Murray declared these nominees elected.

There being no other business, the meeting adjourned.

RAYMOND H. TORREY,
Secretary.

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MINUTES OF BUSINESS ORGANIZATIONS

(1)

At the annual meeting of the ....., held at ..... on ....., the President called for the report of the tellers. The report as read by the Chairman, ..., stated that the following officers had been duly elected for the year 19—:

President .....
First Vice President .....
Second Vice President .....
Third Vice President .....
Recording Secretary .....
Corresponding Secretary .....
Treasurer .....

Extract from minutes of the Executive Board of the ..... held at the ..... on .....

The Treasurer be authorized to open an account with the ..... Trust Company, ..., and that said account shall not be removed from the ..... Trust Company unless authorized by the Executive Board.

.....
Secretary

(2)

THE ———— CLUB

Extract from the minutes of the meeting of the Council of the ..... Club held on Monday, December 10th, 19—:

The Treasurer called the attention of the Council to the fact that he anticipated being absent from the city for a period of several months and on motion duly made, seconded and carried, it was

VOTED that until further action of the Council, Messrs. ..... be each appointed to act, or sign for the Treasurer of the ..... Club, and that each of them be and is hereby authorized to receive and disburse the funds of the Club and to execute in its name and behalf, any and all checks, drafts, notes or other negotiable instruments and to perform all other duties of the Treasurer, as provided for under the By-laws, in the absence of the Treasurer.

Attest:

Secretary

Seal.

FIFTH AVENUE OFFICE COMMITTEE

Minutes of Meeting

A meeting of the Fifth Avenue Office Committee was held at 475 Fifth Avenue, New York, on Thursday, April 19, 19—, at 9:30 A.M. The minutes of the last meeting were read and approved and the usual statements were examined. There being no further business the meeting adjourned.

Present: Mr. ....., Mr. ....., Mr. ....., Mr. ....., and Mr. .....

.....

Vice President

Minutes of Stockholders' Meeting

The Minutes of a Stockholders' Meeting generally include the following: the names of those present, how many shares they hold, which are represented in person and which by proxy, an alphabetical list of stockholders, proof of mailing of notice-of-the-meeting with affidavit duly acknowledged before notary, copy of proxy, oath of inspectors, nomination of officers, report of inspectors on votes cast, announcement of elections, approval of preceding minutes, all in great detail and

formal order. These minutes are usually written by the Company attorney.

The following illustrates in detail the minutes of such a meeting:

> The annual meeting of the stockholders of The Greene Company, a Maine corporation, was held at the office of the Company, 240 Park Avenue, in the Borough of Manhattan, City, County and State of New York, on Monday, February 27, 19—, at 4:00 o'clock in the afternoon, pursuant to adjournment.

Mr. John Greene, President of the Company, called the meeting to order and Mr. W. A. Sands, its Assistant-Secretary, kept the minutes.

The Secretary presented the alphabetical list required by statute, of the stockholders entitled to vote at the meeting and, after comparing the list with the proxies presented and after ascertaining the stockholders present in person, reported that the following stockholders whose stock had not been transferred on the books of the Company within twenty (20) days next preceding the meeting, holding the number and kinds of shares indicated opposite their respective names and aggregating a total of 3,326 shares out of a total of 5,422 shares entitled to vote at this meeting, were present in person or represented by proxy and entitled to vote.

STOCKHOLDERS PRESENT IN PERSON

Name of Stockholder	*1st Pref.*	*Sec. Pref.*	*Common*
(Names)	(Number of shares held by each)		

STOCKHOLDERS REPRESENTED BY PROXY

Name	*Name of Proxy*	*No. of Shares*		
		1st Pref.	*Sec. Pref.*	*Common*

The alphabetical list of stockholders referred to above is attached.

The Chairman thereupon announced that a quorum was in attendance at the meeting.

The Secretary presented and read a copy of the notice-of-the-meeting together with proof of the due mailing thereof to each stockholder of the Company at least ten (10) days before the meeting, as required by the by-laws.

On motion, it was unanimously

RESOLVED, That the original affidavit of mailing notice of this meeting together with the copy of said notice, the form of proxy and the list of stockholders thereto annexed, be kept among the records of the Company and that copies thereof be incorporated in the minutes of this meeting.

Following are copies of said affidavit of mailing, said notice of this meeting, said form of proxy and said list of stockholders.

THE GREENE COMPANY

Affidavit of Mailing Notice

of

ANNUAL MEETING OF STOCKHOLDERS

STATE OF NEW YORK)
COUNTY OF NEW YORK) ss.:

VIRGINIA WHYTE, being duly sworn, deposes and says that she is over the age of twenty-one years.

That on February 9th, 19—, at about 11:45 A.M., she placed in a mail-chute maintained by the United States Post Office, at No. 420 Park Avenue, in the Borough of Manhattan, City, County and State of New York, securely sealed, post-paid envelopes addressed to the persons and at the addresses set forth upon the annexed "List of Stockholders"; that each of said envelopes contained a copy of the "Notice of Annual Meeting of Stockholders," of which another copy is hereto annexed.

Virginia Whyte

Sworn to before me this
9th day of February, 19—

Mary Heald
Notary Public,
New York County Clerk's No. 483
New York County Register's No. 8262
Commission expires March 30th, 1938

(Mary Heald)
(Notary Public)
(New York, N. Y.)

THE GREENE COMPANY
NOTICE OF ANNUAL MEETING
of
STOCKHOLDERS

TO THE STOCKHOLDERS OF THE GREENE COMPANY

NOTICE IS HEREBY GIVEN pursuant to the by-laws of The Greene Company (a Maine Corporation) that the annual meeting of its stockholders will be held at the office of the Corporation at No. 240 Park Avenue, New York, N. Y., on Monday, February 27th, 19—, at 11:00 o'clock in the forenoon.

1. To elect a Board of Directors;
2. To ratify, approve and confirm previous action of the stockholders, the Board of Directors and the officers of the Corporation and act on any reports of the officers made on said meeting;
3. To take action on any other matters that may properly come before the meeting.

W. A. SANDS
Assistant Secretary

New York, N. Y.
February 9, 19—.

If you do not expect to be present in person, please sign the accompanying proxy and return it at once.

THE GREENE COMPANY

PROXY

First Preferred Shares.....
Second Preferred Shares.....
Common Shares .....
Total .....

KNOW ALL MEN BY THESE PRESENTS that the undersigned stockholder of THE GREENE COMPANY, a Maine Corporation, does hereby constitute and appoint attorneys, agents and proxies, and each of them attorney, agent and proxy, for the undersigned and in the name, place and stead of the undersigned, with full power of substitution and revocation, to vote upon and act as proxy of the undersigned in respect of all preferred stock and all common stock, or either, of THE GREENE

COMPANY held by or standing in the name of the undersigned (hereby revoking any proxy or proxies heretofore given by the undersigned in respect of such stock or any thereof), at the annual meeting of stockholders of said Corporation to be held at its office, No. 240 Park Avenue, New York, N. Y., on February 27th, 19—, at eleven o'clock in the forenoon, and at any and all adjournments thereof, upon all matters that may come before said meeting, including the election of a Board of Directors and the ratification, approval and confirming of all previous action of the Board of Directors and officers of said Corporation, according to the number of votes the undersigned would be entitled to vote if then personally present. A majority of such of said attorneys, agents, and proxies as shall be present at the meeting (or, if only one be present, then that one) shall have and may exercise all the powers of all of them hereunder.

February , 19—

_____(L.S.)
Stockholder's Signature

WITNESS:

_____

LIST OF STOCKHOLDERS OF THE GREENE COMPANY TO WHOM NOTICE OF ANNUAL MEETING OF STOCKHOLDERS WAS SENT ON 2/9/—

Names *Addresses*

The Chairman announced that the next business before the meeting was the election of directors to hold office until the next annual meeting of the stockholders and until the election and qualification of their respective successors.

Miss Edna Payne and Mr. A. F. McMillan (neither of them being a candidate for the office of director), were appointed inspectors of election and took the oath required by law, of which the following is a copy:

THE GREENE COMPANY

Oath of Inspectors of Election

STATE OF NEW YORK)
COUNTY OF NEW YORK) ss.:

EDNA PAYNE and A. F. McMILLAN, being duly sworn upon their respective oaths, do severally promise and swear that they will faithfully, honestly and impartially perform the duties of inspectors of election for all votes that may be cast at the annual meeting of stockholders of The Greene Company, held on February 27, 19—, at the office of the Company, No. 240 Park Avenue, in the Borough of Manhattan, City, County and State of New York, and make true reports of said votes.

EDNA PAYNE
A. F. McMILLAN

Subscribed and
sworn to before me
this 27th day of
February, 19—.

MARY HEALD
Notary Public
New York County Clerk's No. 483
New York County Register's No. 8262
Commission expires March 30th, 19—

(Mary Heald)
(Notary Public)
(New York County)

Thereupon, the following were duly nominated as directors to serve until the next annual election and until the election and qualification of their respective successors.

John Greene
F. G. Huyler
L. D. Louis
A. P. McLaren
R. T. Porter
E. O. Reynolds
W. A. Sands

The nominations having been closed, the polls were opened and the stockholders prepared their ballots and delivered them to the inspectors. Thereupon the polls were closed.

The inspectors having canvassed the votes for directors, prepared a report in writing of which the following is a copy:

THE GREENE COMPANY

Report of Inspectors

We, the subscribers, inspectors of election, appointed by the stockholders of The Greene Company, at the annual meeting of said stockholders, held this day at the office of said Company at No. 240 Park Avenue, in the Borough of Manhattan, City, County and State of New York, do report that, having taking an oath impartially to conduct the election of directors and all other votes at said meeting, we did receive the votes of the stockholders by ballot.

We report that 3,326 votes were cast and that the following persons received the number of votes set opposite their respective names:

John Greene	3,326
F. G. Huyler	"
L. D. Louis	"
A. P. McLaren	"
R. T. Porter	"
E. O. Reynolds	"
W. A. Sands	"

all of which is respectfully submitted, this 27th day of February, 19—, at New York, N. Y.

Edna Payne
A. F. McMillan
Inspectors.

The Chairman then announced that Messrs. John Greene, F. G. Huyler, L. D. Louis, A. P. McLaren, R. T. Porter, E. O. Reynolds and W. A. Sands had been elected directors of the Company to serve until the next annual election and until the election and qualification of their respective successors.

There being no further business, the meeting, thereupon, on motion, adjourned.

_____
Secretary

_____
Chairman

Program for a Directors' Meeting:

ROLL CALL
MINUTES OF LAST MEETING
REPORT OF THE PRESIDENT
REPORT OF THE TREASURER (or FINANCE COMMITTEE)
UNFINISHED BUSINESS (Under this are put items which are left over from preceding meetings; progress reports from committees appointed or their final reports, etc.)
NEW BUSINESS (any new business matters coming up since the last meeting).
ADJOURNMENT

In general the matters coming up at the Board meeting are those involving large capital expenditures affecting the policies of the company.

Report of the President. This usually gives a résumé of the outstanding events of the past month, including amount of business done, outlook for the next month or the next quarter, and any recommendations the president may wish to make in regard to these matters.

Report of the Treasurer. This gives the financial position of the company in cash and securities, and reports on any new investments made. It also gives any figures on earnings and expense required with statistics showing comparison with previous year or years.

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE BLANK COMPANY HELD AT THE OFFICES OF THE COMPANY, 240 PARK AVENUE, NEW YORK, N. Y., ON MONDAY, MARCH 26, 19—, AT 9:30 A.M.

The following directors were present: Messrs. Black, Greene, Reade, Sands, and White. Mr. Sands acted as Chairman and Mr. Greene as Secretary.

The secretary presented a notice of the meeting that had been mailed to all directors on March 12.

The minutes of the meeting of Friday, March 23, were read and approved on motion duly made, seconded and unanimously carried.

The Secretary reported that at the meeting of the stockholders on February 27 the following directors had been elected for

the ensuing year: F. H. Greene, W. A. Sands, B. L. Thomas, H. O. Vance, G. F. White, L. K. Wilde, and J. S. Zimmerman. The Chair then announced that the first business of the meeting was to elect officers and the following nominations were duly made and seconded:

President—W. A. Sands
Vice President—L. K. Wilde
Vice President—J. S. Zimmerman
Secretary—F. H. Greene
Treasurer—B. L. Thomas
Assistant Secretary—R. P. Mitchell

There being no further nominations it was moved, seconded and unanimously carried that the ballots be closed and the above officers be declared duly elected to serve until their successors be duly elected and qualified.

The President then read a report which was accepted and filed with the minutes of the meeting.

It was moved by Mr. Greene and seconded by Mr. Thomas and unanimously carried that the thanks of the Board be expressed to Mr. Vance for his services to the Company as Vice President during the several years of his occupancy of that office.

There then followed a discussion of several of the matters covered in the President's report without formal action.

It was moved by Mr. Thomas and seconded by Mr. Wilde and unanimously carried that a regular dividend of $6.00 per share and an extra dividend of $1.50 per share upon the Common Stock of the company be declared for the second quarter of the calendar year 19— payable in equal monthly payments to Common stockholders of record on the last day of each month.

There being no further business, on motion duly made, seconded and unanimously carried the meeting adjourned at 10:30 A.M.

F. H. Greene,
Secretary of the Meeting

REFERENCES

CHURCH, ARTHUR F. *The Training of a Secretary.* J. B. Lippincott Company, 1922.

HUTCHINSON, LOIS IRENE. *Standard Handbook for Secretaries,* 4th ed. rev. McGraw-Hill Book Company, Inc., 1944.

CHAPTER VIII

THE FRAMING OF RESOLUTIONS

Resolution writing generally follows conventional lines. It is usually a formal expression, couched in almost legal phrasing, consisting of two parts: the reasons for the resolution, preceded by *Whereas,* and the resolution itself, preceded by *Be it resolved;* in case of more than one resolution, *Be it further resolved.*

A more informal type, increasingly used in modern writing, is a straightforward statement of the occasion for taking action, followed by the action taken, without the use of *Whereas* or *Be it resolved.* This form is particularly suitable for resolutions to be passed by an organization which wishes to indicate its stand on certain subjects. It also seems appropriate on the death of a prominent citizen, as it offers a wide scope for individual expression of appreciation. Such resolutions are characterized by dignity, simplicity, and sincerity.

Resolutions are framed for various purposes, some of which are the following:

1. To express appreciation for courtesies received
2. To do honor to one who has achieved distinction
3. To commemorate a distinguished service
4. To indicate action taken by an association
5. To express regret at the resignation of an official
6. To offer congratulations on the promotion of an individual
7. To express appreciation of the life of a prominent citizen who has recently died, and to extend sympathy to his family
8. To present a program carried out by an organization

RESOLUTIONS PASSED BY THE GENERAL FEDERATION OF WOMEN'S CLUBS

(1)

Redwood Mountain Area of Big Trees

WHEREAS, the so-called Redwood Mountain Grove of Big Trees lying between Sequoia and General Grant National Park, California, is regarded by many tree authorities and renowned botanists as one of the finest and largest redwood groves in existence, containing the best examples of young and middle growth sequoias to be found anywhere, and

WHEREAS, John Muir, an eminent authority, spoke of this area as being the only place where big trees are growing on top a mountain and may be seen silhouetted against the sky, and

WHEREAS, this grove is now privately owned, and the owners are willing to sell at a reasonable price, desiring that the trees be preserved for park purposes, and

WHEREAS, these trees are in imminent danger of being cut, the fallen timber already being cut for posts and rough lumber; therefore

RESOLVED, that the General Federation of Women's Clubs in convention assembled, June 19—, proposes that the Redwood Mountain Grove of Big Trees be acquired through purchase by the United States Government, or the State of California, or otherwise for park purposes, to be preserved unspoiled in perpetuity as a wilderness area.

(2)

Prevention—Control—Cure of Diseases

WHEREAS, the General Federation of Women's Clubs has been carrying on intensive educational work in various fields of public health, and

WHEREAS, it is estimated that 40,000,000 persons are without adequate full-time local public health service, which is basic to the promotion of better health and the prevention of disease, and

WHEREAS, the United States Public Health Service reports that the application of present scientific knowledge could substantially reduce the serious toll being taken by cancer, mental illness, tuberculosis, venereal, and heart diseases; therefore

RESOLVED, that the General Federation of Women's Clubs urges State Federations and individual clubs to encourage the

establishment of full-time local health services where none exist and the strengthening of existing services; to cooperate with state agencies in securing necessary hospitals and health centers; to assist health departments and voluntary agencies in working for the prevention, control and cure of cancer, mental illness, tuberculosis, venereal, and heart diseases; and to maintain vigilance in holding the gains made in communicable diseases and environmental sanitation.

(3)

Fire Prevention

RESOLVED, that the General Federation of Women's Clubs in convention assembled, June 19—, continues to promote a program of education and activity for the protection of life and property from fire hazards in homes, hotels and places of public assembly; and further

RESOLVED, that the General Federation urges the respective states and municipalities to provide adequate fire inspection laws and other laws necessary to protect hotels and places of public gathering against fire hazards; and administer strict enforcement of such laws.

(4)

Naturalization

WHEREAS, a great many immigrants from foreign countries have come to and made their homes within the United States for long periods of years and have not become naturalized citizens, and

WHEREAS, it is advisable that every person who resides within the boundaries of these United States or its territorial possessions should feel a sense of obligation and duty toward the United States; therefore

RESOLVED, that the General Federation of Women's Clubs in convention assembled, June 19—, recommends to the Congress of the United States that an Act be passed making it mandatory that any person not a citizen of the United States, who enters this country or its territorial possessions from any foreign country, and resides in said country for five years or more, shall immediately, at the expiration of five years, make a declaration of his intention to become a citizen of the United States and proceed to a final Decree of Naturalization within the required time; and further

RESOLVED, that those persons who do not apply for naturalization within the legal time limit and those who do not qualify for naturalization be deported; and further

RESOLVED, that the provisions of this Act should not apply to duly accredited representatives of friendly foreign governments nor to representatives of approved foreign business enterprises.

(5)

Education Reference Section of the Library of Congress

WHEREAS, the Library of Congress is the principal library of the United States, the custodian of many of the principal national treasures, and the recognized head of the American library system, and

WHEREAS, the use of its facilities is not widely available; therefore

RESOLVED, that the General Federation of Women's Clubs goes on record as approving the establishment of an Education Reference Section in the General Reference and Bibliography Division of the Library of Congress to be available to individuals, libraries and other groups interested in education and research throughout the country; and that this action become an immediate objective of the Federation.

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FORMAL RESOLUTIONS

Adopted by Members of the American Council of Learned Societies

Sociological Society

As an expression of the appreciation felt by our members at a generous contribution toward an enterprise of scholarship the following resolution was unanimously passed:

The American Sociological Society in its nineteenth annual meeting assembled desires to express its enthusiastic appreciation of the munificence and rare wisdom displayed by Mr. Adolph S. Ochs and the New York Times Company in underwriting to the extent of five hundred thousand dollars the authoritative work on American biography projected by the American Council of Learned Societies.

E. W. BURGESS, Secretary.

Political Science Association

As Secretary of the American Political Science Association, I take pleasure in forwarding to you the following copy of a reso-

lution unanimously adopted at the recent meeting of the association in Washington. Permit me to say, personally, that your benefaction is deeply appreciated by scholars in the field of political science, as indeed in all branches of learning.

Upon being informed of the gift of $500,000 by The New York Times Company to promote the preparation of a Dictionary of American Biography under the auspices of the American Council of Learned Societies, devoted to Humanistic studies, the Political Science Association, in session in Washington, D. C., Dec. 29, 19—, adopted the following by unanimous vote:

Whereas, in the opinion of the members of this association the projected dictionary is a much-needed work of reference; and

Whereas, it is imperative that the dictionary be prepared under such direction as will guarantee its high scholarly character; be it

Resolved, That the American Political Science Association take note of the benefaction of Mr. Adolph S. Ochs and The New York Times Company and express alike its appreciation of so signal an act of generosity toward an enterprise of scholarship and its endorsement of the plan whereby the preparation of the manuscript of the dictionary will be under the control of the societies represented in the American Council.

Resolved further, That the Secretary be instructed to send a copy of these resolutions to Mr. Ochs personally, as well as to The New York Times Company and also to Dr. J. Franklin Jameson, Chairman of the council committee in charge of editorial and publishing arrangements.

FREDERIC A. OGG, Secretary

A Letter Containing a Resolution of Appreciation

Passed at a meeting of an Executive Committee of the Charity Organization Society of the City of New York.

Dear Miss Burrows:

At a very well-attended meeting of the Executive Committee I presented your resignation and there were expressions of regard for you on the part of a number of those present who are acquainted with you. The Executive Committee thereupon adopted a resolution and the minutes will read as follows:

The Secretary reported that in her fortieth year of service Miss Sarah F. Burrows has resigned from the service of the Society

and that in announcing her retirement to the district secretaries and heads of bureaus he had sent the following notice:

"In her fortieth year of faithful service to the Charity Organization Society, Miss Sarah F. Burrows has retired and carries with her the affectionate good-will of all those who have known her.

"Miss Burrows has filled almost every place in the family work department of the Society, having been for many years district secretary, and for years assistant to the director. During all these years of service Miss Burrows brought to the Society the affection of many persons, young and old, whom she served and the affection and esteem of many for whom she acted as almoner.

"For many years the Society was an Institutional Member of the Red Cross and in that capacity and on its own behalf it was first in the field when any disaster occurred of fire, flood or shipwreck. In some of these cases Miss Burrows did the major part of the work and in most of them she played an important part. When the great fire took place in San Francisco and Dr. Devine directed the activities of the Red Cross, at a moment's notice Miss Burrows went to San Francisco and served the people in distress with intelligence and sympathy. It was a hard service faithfully performed."

It was thereupon resolved that this record be spread upon the minutes and that the Executive Committee thereby records its appreciation of the service rendered by Miss Burrows and its hope that she may long enjoy such activities as may be congenial and helpful to others.

Sincerely yours,
LAWSON PURDY,
Secretary

Reprinted by permission of the Charity Organization Society.

RESOLUTIONS PASSED BY THE STATE CHARITIES AID ASSOCIATION IN PRAISE OF THE FUND FOR THE HUNDRED NEEDIEST CASES

George F. Canfield, president of the State Charities Aid Association, forwarded resolutions adopted by the board of managers of the Association, as follows:

Whereas, *The New York Times,* at the beginning of the Christmas season, by editorial comment and news articles and by publication of the tragedies and problems of one hundred families and individuals in dire need of help from their fellow-

citizens, has stirred to action the generous impulses of a large number of persons, and

Whereas, *The New York Times,* in so doing, has widened public understanding of the problems and needs of those who, by reason of sickness and misfortune, must rely upon the generosity of others, and

Whereas, the public has responded whole-heartedly to the peculiar needs of each case and has also, by its generous contributions, endorsed the wise and kindly method by which the appeal is carried out,

Resolved, That the Board of Managers of the State Charities Aid Association warmly commends this call for aid to the Hundred Neediest Cases, both because of its direct and vital help to the sick and poor in distress, and because of its great benefit to the community, and expresses to *The New York Times* its deep gratitude for the insight and skill with which this human and personal appeal has been directed, wisely assuring the greatest good to those who, at this season of good-will, most desperately need succor from their more fortunate brothers.

FROM THE ANNUAL REPORT OF THE CITY LIBRARY ASSOCIATION OF SPRINGFIELD, MASSACHUSETTS

In Memoriam

George Walter Vincent Smith

It was the happy lot of our late associate, George Walter Vincent Smith, to make for himself a fortunate life, and to be given the satisfaction of knowing that the ample fruits of his labors were to remain for the enrichment of this community. Over years far beyond the scriptural span of life, Mr. Smith was permitted the joy that lay in his unselfish quest after objects of high artistic merit. It was a service rich in results for education and craftsmanship in the present and the future. How surpassing was his spiritual and cultural achievement is revealed by the treasures in the Art Museum, as is the thoughtfulness of his generosity by the fund provided for their care. Fitly placed under his direction, these fine possessions are to be studied and enjoyed to the profit of our people, whose gratitude, it is pleasant to remember, was often expressed during the life of the giver.

Impressive in its suggestiveness to the men and women who seek enduring ways of serving their fellows, was our friend's

exceptional accomplishment. The City Library Association of Springfield has been fortunate in its appeal to wisely generous benefactors, and never more so than in this conspicuous instance. The members of the Board of Directors pledge themselves and their successors to constant and sympathetic nurture of this noble gift, by which Mr. and Mrs. Smith are to benefit the public to an extent beyond reckoning.

Adopted by the Board of Directors, April 17, 19—.

Reprinted by permission of the City Library Association of Springfield, Mass.

In Memoriam

Samuel Bowles, 3d

With profound sorrow, the Directors of the City Library Association record the death of one of its most earnest and zealous friends—Samuel Bowles, 3d. Mr. Bowles, succeeding his father in 1878, was for thirty-seven years a member of the Association, during twenty-four of which he was active in its Board of Directors. In the Springfield which he so loved and served, the City Library Association in a peculiar degree claimed his interest and support. He was ever ready to advance its usefulness by material contributions toward its buildings, as well as by wise counsel and enthusiasm for its aims. His high conception of the mission of public library and museums in enlightening and safeguarding a democratic community was not only felt in this city, but through the columns of the *Springfield Republican* became of far-reaching influence.

With the sense of community-loss is mingled deep sympathy for the members of his family.

Adopted by the Board of Directors, March 27, 19—.

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Resolutions Passed on the Death of Prominent Citizens

Resolution passed by the Vocational Guidance Association at Boston on the death of Mr. Frederick J. Allen.

"In recognition of the long and untiring services of Frederick J. Allen in the field of vocational guidance, the National

Vocational Guidance Association at its annual meeting in Dallas, Texas, on February 25, 19—, wishes to express its sense of personal loss in the death of Mr. Allen, and its appreciation of his services as a member and officer of the Association.

"From the earliest beginnings of vocational guidance in the United States, Mr. Allen has been identified with constructive research in educational and vocational guidance. At the time of his death he was the only member of the Association who had worked intimately with Frank A. Parsons, the father of vocational guidance in the United States.

"Perhaps his most distinguished service to the Association was his work as Editor of *The Vocational Guidance Magazine,* which was brought by his unusual vision and diligence from a modest and occasional publication to its present high standard of editorial and mechanical perfection.

"Be it therefore resolved, that this expression of appreciation be sent to the family of Mr. Allen and to Harvard University, also that it be spread upon the minutes of this meeting."

Reprinted from *The Vocational Guidance Magazine.*

Resolution Included in a Letter

January 9, 19—.

My dear Professor Seager:

I have the honor of informing you that the following resolution was passed at the Annual Meeting of the Archæological Institute of America at Ithaca, New York, on December 29, 1925:

On the death of Richard Berry Seager, by Stephen B. Luce:

> In the sudden and untimely death of Richard Berry Seager, at Candia, Crete, on May 12, 19—, America has lost one of her foremost archæologists. His success in scientific excavation won for him the respect, and his warm heart and enduring qualities the affection, of all that knew him. This is proved by the fact that the citizens of Candia tendered him a public funeral, a distinction offered to the memory of only the most distinguished citizens. Seager's name will always be identified with Crete, as one of the pioneers in the opening to the world of the marvellous civilization of the Minoan Age. His first work was done for the University of Pennsylvania, when he was associated with

Mrs. Harriet Boyd Hawes at Gournia; and most of his subsequent excavations were conducted under the same auspices. His name is also associated with the American School at Athens, in connection with his excavations on the island of Mochlos. His residence at Pachyammos, in Eastern Crete, was always open to the stranger, and his hospitality there unbounded. During the World War, he served with great distinction as an officer in the Red Cross, in Italy and Greece. As long as archæology is studied, so long will his monographs on Vasiliki (in the volume on Gournia), Pseira, and Mochlos be indispensable to the student.

The Council of the Archæological Institute of America desires to spread upon its records its keen sense of personal loss in Seager's untimely death, and the feeling that professionally this loss can never be replaced or made good. With every prospect of a life of continued usefulness and brilliance before him, he was taken away from us before his forty-third year had ended. To such as he there is no successor.

Yours very truly,

_____

Recorder

Resolution adopted by the New York Academy of Medicine on the death of Dr. George David Stewart.

In his death we have lost a forceful leader and teacher, a wise counselor, a kindly man and a dear friend. The Academy desires to express its great appreciation of these qualities and enter upon the minutes this testimony to the memory of one we can ill afford to lose.

With his magnetic personality, his rare gift of humorous expression and his wisdom acquired through wide experience, he was a dominant figure among his fellows.

Dr. Stewart was unusually well endowed to become such a figure. Untiring energy applied to the enlargement of this endowment made of him a man of great insight, rare force, fine tact, and a lover of culture and the beautiful. His leadership was kindly and his followers found it easy to become his disciples.

It is known that he was influenced by a strong religious feeling and he brought to every decision a sense of fairness which

made his counsel much sought. As a surgeon and teacher he has left the world his debtor. His writings testify to the breadth of his training and he exerted great influence in keeping the rôle of general surgery equally broad.

Dr. Stewart was elected to fellowship in 1895 and for nearly forty years devoted much of his effort and abundant energy to furthering the interests of the Academy. In 1916 he became vice-president and three years later was elected to the presidency. He received the unusual honor of being asked to hold his office for three successive terms until 1925, as the Academy refused to relieve him from leadership at that critical time.

It was during this period that the long-considered plans for the new Academy building were brought to completion and to no one belongs greater credit for this accomplishment than to George Stewart. His broad vision made it easy for him to grasp the great opportunity for unusual service which lay before us were we provided with adequate facilities. His power of persuasion was a chief factor in convincing our many benefactors that we should be accorded their support.

His active interest in and his work for the Academy were not lessened by his retirement from the presidency. He continued as a trustee until the time of his death and devoted much thought to the work of the committee on public health relations.

Minute adopted by the Board of Directors of The Fifth Avenue Bank of New York on the death of Algernon Sydney Frissell.

The passing of Algernon S. Frissell brings to a close the life of one of the most interesting and inspiring men of our city. Born in a Dutchess County village, the son of a clergyman, the small banking activities of a country merchant attracted his attention as a boy and he determined to make banking his life work. It was characteristic of the man that he never deviated from this purpose. As soon as he was old enough he sought a position in a Poughkeepsie bank, from there he went to a bank in Washington, D. C., and from thence to the old Importers and Traders National Bank of this city, where in 1875 he occupied the position of Loan Clerk. In that year The Fifth Avenue Bank was organized uptown and Mr. Frissell was made Cashier. He was then thirty years of age. He recognized at once that his opportunity had come. He put every other ambition behind him and from that time to the day of his death he devoted him-

self to the upbuilding of The Fifth Avenue Bank. In a very real sense the history of the bank is the history of his life. In 1885 he became its president.

Mr. Frissell brought to the bank a sound training in correct banking principles, but above and beyond this he possessed a most unusual character. Combined with the most uncompromising honesty and the highest moral character he had a genial, helpful manner of dealing with the bank's customers. He built up a new kind of friendly relationship between bank and customer. Many a successful business man of later years has spoken of the friendly advice and encouragement received from Mr. Frissell in those early days.

Another side of his management of the bank to which he gave the most careful attention was the selection and training of his clerks. Nothing received more care. Many of them were young country boys like himself, and once enrolled they became "members of the family." They were taught to regard the work of the bank as their life work. They entered as messengers at the bottom of the ladder and were trained through all of the departments of the bank. He put great trust in these young men and gave them heavy responsibilities. They did not disappoint him. To these methods the subsequent success of the bank may largely be traced.

While The Fifth Avenue Bank was the main occupation of his life, Mr. Frissell found time to be interested in many other things. He was a wide reader; he was fond of the society of cultured people and he was deeply interested in religion and philanthropy. He had a strong sense of civic duty and responsibility. All of his life a large part of his income was devoted to charity. He was treasurer of the Emergency Fund to give relief by work in the dark days of 1893. He was especially interested in the welfare of the colored race. He never sought public office, but after the panic of 1907 he became a member of the Commission to revise the banking laws and later he became a member of the Board of Education of the City of New York. He was modest to the point of diffidence. He was most genial in his social contacts, but no one could be more indignant at wrong-doing or error. There was nothing of the "happy-go-lucky" in his nature. He reflected long before reaching a conclusion and reviewed and reviewed the subject to be sure he was right. In his business relations he was inflexibly straightforward and entirely free from guile. He never tried to get an advantage by being smart or clever. He was conscientious to a

fault. He always kept his old-fashioned idea of thrift and abhorrence of personal debt.

As few men have been able to do, he lived out his life according to his own plan. From a country boyhood, without the advantage of wealth or position, he succeeded in the most remarkable way by force of character and ability in working out the plan of his life to complete fulfillment. His life was an inspiration to those who served with him on this Board of Directors, to the great number of young men who were trained under him in The Fifth Avenue Bank, as well as to the larger number of those who had business and social relations with him during the many years of his active life.

A life such as his cannot end even at his advanced age without a sense of loss to those who had been associated with him, but in a very real sense he had so far completed his work that it might truly be said of him that he had fought the good fight and finished his course.

His memory will remain as a choice possession for his children and for a multitude of friends who knew him and loved him.

THEODORE HETZLER, President
GEORGE ACHESON, Secretary of the Board

Joint resolution passed by the New York Legislature, on the death of Elihu Root.

"Whereas, we have learned with deep sorrow of the death of the Honorable Elihu Root, former United States Senator from the State of New York, former Secretary of War and former Secretary of State; and,

"Whereas, in his services as Secretary of War under President McKinley and later as Secretary of State under President Theodore Roosevelt, as a member of the Permanent Court of Arbitration at The Hague in 1910, as recipient of the Nobel Peace Prize for 1912, as 'Spiritual Father of the World Court,' as one of the American Commissioners at the Washington Conference on the Limitation of Armament in 1921, as recipient of the award of the Woodrow Wilson Foundation in 1926, and as honorary president of the Carnegie Endowment for International Peace, Mr. Root has done more for international peace and justice than any American of the present century; and,

"Whereas, by great courage, by clear wisdom, by remarkable patience, by unusual thoroughness and conscientiousness, and by a mighty intellect he has established a record of achievement

which will be a source of inspiration to all generations to come; and,

"Whereas, in his passing, not alone the community where he was born and which he called 'home,' not alone the State of New York, not alone the United States of America, but the whole world has suffered an irreparable loss; therefore, be it

"Resolved (if the Senate concur), that when the Legislature adjourns this day, it do so out of respect to the memory of the Hon. Elihu Root; and be it further

"Resolved, that as a final tribute to this very great American, when the Legislature shall convene tomorrow, February 9, at eleven o'clock in the morning, it shall immediately stand in recess for one hour during the period of his funeral services; and be it further

"Resolved, that a copy of this resolution, suitably engrossed, be transmitted to the family of the deceased."

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Resolution passed by the American Council of Learned Societies in memory of Dr. Allen Johnson.

The sudden and premature death of Dr. Allen Johnson on February 17, which on personal grounds has brought sorrow to the hearts of a multitude of friends, is to the American Council of Learned Societies an inestimable loss. The Council gratefully recognizes that his wise, skillful and vigorous conduct of one of its chief enterprises has conferred distinction upon the Council and has done much to establish all its future work in public regard.

When the plan for a Dictionary of American Biography of superior quality had been formed, and by the generosity of Adolph Ochs the means for adequate preparation of it had been provided, it was natural, in view of the intelligence, firmness, and efficiency with which Dr. Johnson had lately carried to a successful conclusion the editing of a large historical series, that the committee of management would ask him to be the editor-in-chief of the proposed dictionary.

He undertook the long task with enthusiasm, and brought to it a well-furnished and cultivated mind, large knowledge of American history and biography, experience, ripe judgment, literary taste and a fixed determination that the highest practicable standards of accuracy, truthfulness and just portraiture should be maintained. The praises which, from all quarters,

have been bestowed upon the five volumes thus far published, show how well his ambitions for the dictionary have been realized. His conduct of it has fairly surpassed the expectations of those who chose him to its charge. With all the scholarship he brought to it from the academic world in which his life had hitherto been spent, he brought also a broad appreciation, not usual among academics, of the forces which have been at work in the American world at large and of the varied characters, often unknown to literature, which have made that world what it is.

Catholicity and discrimination in composing the list of names and in the selecting of writers for each, and good judgment in the apportionment of space, marked his work from the beginning. He resisted with firmness all pressure toward favoritism, ancestor-worship, or bias in such arrangements. He applied to the manuscripts of contributions an alert and resourceful mind, checking excess or conventional eulogy, criticizing with severity and skill, insisting on solid and accurate workmanship.

Yet despite the unsparing vigor with which he strove to ensure to the dictionary the highest possible quality, his correspondence with contributors abounded in appreciation, sympathy and helpfulness, while his relations with his staff, as with all his friends, were made happy by constant kindness and generous and affectionate consideration. The Council gratefully records its sense of obligation and of bereavement.

Resolution passed by the National Press Club on the death of Richard V. Oulahan.

In Memoriam of Richard V. Oulahan.

RESOLVED, That in behalf of the entire membership of the National Press Club the Board of Governors adopts these resolutions in tribute to the memory of our late fellow-member and distinguished colleague, Richard V. Oulahan.

The National Press Club has lost by death many distinguished and beloved members. None are more genuinely mourned by its rank and file in the sense of a personal loss to such an extent as is Mr. Oulahan.

By his death we have lost a beloved associate whose outstanding character as a journalist reflected high honor upon our profession and whose memory is a worthy inspiration for all time.

It is fitting that we should record Mr. Oulahan's personal qualities as they were revealed to the members of this club in

our daily contact. His was a sterling character. Its genuineness was reflected in his gentlemanly demeanor at all times, his high-minded sense of duty to his profession and to the public, his unselfishness, his kindness, his understanding and his wholesome good-fellowship.

The best expression of our feeling is found in the words of Kipling's "Dedication," where it was said that

> He scarce had need to doff his pride or
> slough the dross of earth—
> E'en as he trod that day to God so walked
> he from his birth
> In simpleness and gentleness and honour
> and clean mirth.

Resolved further, That a copy of these resolutions be spread upon the official minutes of the Board of Governors and that a copy be transmitted to Mrs. Oulahan that we may extend to her and to the members of the family an expression of our sincere sympathy and our heartfelt condolence.

Attest:

OLIVER B. LERCH
Secretary

EUGENE S. LEGGETT,
President

Resolution passed by the Henry Street Settlement on the death of one of its benefactors.

The Board of Directors of the Henry Street Settlement has learned of the passing away of Mrs. Jacob H. Schiff with a deep sense of personal loss. Since the inception of the Visiting Nurse Service forty years ago, Mrs. Schiff has been a constant friend who has given most generously of her time and her means. The social activities of the settlement have likewise been the object of her great generosity and her unflagging interest.

We extend to the members of her family this expression of heartfelt sympathy in the great loss that they, in common with the community, have suffered through her death.

LILLIAN D. WALD,
Chairman Executive Committee

A Letter Containing a Formal Resolution of Appreciation

My dear Miss Jacopraro:

It gives me great pleasure to inform you that at the last meeting of the Board of Directors of the Woman's Roosevelt Memorial Association the following resolution was unanimously passed:

> "WHEREAS, the co-operation of the principals and teachers of the public schools of Greater New York having made possible the success of the meeting of Affiliated Roosevelt Clubs at Town Hall on the sixty-seventh anniversary of Theodore Roosevelt's birth, be it
>
> "RESOLVED, that the Board of Directors of the Woman's Roosevelt Memorial Association take this means of expressing their thankfulness to the aforesaid principals and teachers and members of the Affiliated Roosevelt Clubs for their generous co-operation."

Sincerely yours,
Ellen C. Lambert
(Mrs. Alexander Lambert)
Secretary

Resolution presented to Congress, January 25, 1929, to express gratitude to heroes of the S.S. *America,* in saving the crew of the S.S. *Florida.*

Whereas, The world is again thrilled by the heroic rescue of the entire crew of the Italian freighter, S.S. *Florida,* by Captain George Fried, Chief Officer Henry Manning and eight members of the crew of the United States Lines ship *America;* and

Whereas, In that rescue these eight sailors, under the doughty Chief Officer Manning, risked death in darkness and mountainous seas; and

Whereas, A grateful nation remembers the rescue three years ago of the crew of the British freighter *Antinoe* by the same Captain George Fried, then commanding the S.S. *President Roosevelt* of the United States Lines; now,

Therefore, Be it resolved by the House of Representatives (Senate concurring) that in gratitude for the precious intrepidity, unblanching courage and splendid seamanship of these valiant officers and men, the thanks of Congress be expressed

to the said Captain George Fried, Chief Officer Manning and the eight members of the crew.

Resolution passed by the American delegates to the International Federation of University Women's Conference at Cracow, Poland, 1936.

The American women attending the Conference of the I.F. U.W. in Cracow wish to express their deep appreciation to Miss Grace Humphrey for the help she has given both in her books about Poland and in her article in the A.A.U.W. magazine, which contains valuable information and suggestions for their comfort while traveling and sightseeing here; also for the various personal introductions which she gave, whereby her friends in Poland have shown special attention to the women from the United States and have strengthened the bonds of friendship between the countries.

Resolutions passed at the Twenty-Eighth Annual Conference of the Indiana Library Trustees' Association.

RESOLUTIONS

WHEREAS, This Twenty-Eighth Annual Conference of the Indiana Library Trustees' Association has proved to be one of unusual benefit, inspiration and entertainment, with a fine spirit of friendliness and understanding prevailing; and

WHEREAS, This result has been attained by the concerted efforts of those who planned the program and those who participated therein; therefore, be it

Resolved, That this Association express its grateful appreciation to the officers and all participants in the program, and especially to:

Miss Hazel Warren, of the State Library, whose service to the libraries throughout the state means more than can be expressed in mere words;

The management of Hotel Lincoln for the provision made for the comfort of our delegates, courteous service, and facilities offered for this meeting;

The Convention Bureau of the Indianapolis Chamber of Commerce for the valuable and helpful service rendered in connection with registration;

L. S. Ayres & Co. for the encouragement to the library cause expressed by their gift of the printed programs;

Bobbs, Merrill Co. for the display of James C. Wilson's book, *Three Wheeling Through Africa;*

Otto K. Jensen of the State Board of Accounts, for his time and excellent advice and information to trustees relating to the budget;

James C. Wilson, author and lecturer, who provided, with the assistance of his wife, a most delightful evening's entertainment, illustrated with colored slides and moving pictures of his trip across Africa, about which he has written the book *Three Wheeling Through Africa;*

Victoria Montani, harpist, who provided most delightful music at the dinner meeting;

The officers and various committees of the Association for their efficient management and wise planning during the past year, and particularly to Mrs. George R. Bridwell, the retiring secretary-treasurer, who has for five years so faithfully and efficiently discharged the arduous duties of that office; and

WHEREAS, During the past year death has taken Mrs. J. B. Wilson, Bloomington; Mrs. A. L. Ulrey, North Manchester; Charles C. Cassell, Connersville, and Claud R. Stoops, Nappanee, all of whom have served the Indiana Library Trustees' Association in some official capacity and given of their time and talents to library work in their own communities; therefore, be it

Resolved, That the library cause has suffered a great loss in the passing of these friends of libraries, and that expressions of sympathy and of our loss be sent to the relatives of the deceased; and

WHEREAS, in the departure of Louis J. Bailey from the State Library to another field of service the libraries of Indiana have lost one who has for many years been a source of very great help and inspiration; therefore, be it

Resolved, That the Indiana Library Trustees' Association express to him in writing the deep appreciation of its members for what he has done for this Association and these trustees, their sense of great loss in his departure, and their congratulations on his well deserved advance in the library profession; and be it further

Resolved, That the interests of libraries in Indiana must be looked after and guarded during the coming session of the

state legislature, and that every trustee shall recognize his own responsibility to promote the interests and safety of the public library by presenting the situation of the library and its needs to his senator and representative whenever legislation affecting libraries is proposed. We urge all trustees to become alert to the dangers that lurk at our doors, and to double their interest and take more seriously their responsibilities.

In submitting this report your committee recommends its adoption. It further recommends that these resolutions be spread upon the minutes of the Association, and that the Secretary send letters of appreciation and sympathy respectively to the individuals and groups mentioned herein.

Mrs. E. J. Mendenhall.
Mrs. J. F. Brenneman, *Chairman*

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CHAPTER IX

THE FRAMING OF CONSTITUTIONS

A committee on framing a constitution should study those of similar organizations for arrangement, material, and phraseology. Most constitutions include articles divided into sections which embody the following topics, the order depending upon the decision of the committee.

1. Name and purpose of the organization
2. Membership and dues
3. Names and duties of officers
4. Committees
5. Time of meetings
6. Amendments
7. By-laws

The By-laws are made up of a set of rules subordinate to those of the constitution. They often contain the rules of order to be followed, the order of business, and the duties of officers if they have not already been treated.

A constitution should be so written that there is no question as to its meaning or interpretation. The style should be formal. The sentence structure should have little variety, as most follow the same form. The statements should be concise, clear, and definite.

The following pages afford a model for those who are given the task of drafting a constitution. The form, the phraseology, and the content are typical of those ordinarily used.

VOCATIONAL GUIDANCE ASSOCIATION OF NEW YORK CITY

CONSTITUTION

ARTICLE I

Name

Section 1. The name of this association shall be the VOCATIONAL GUIDANCE ASSOCIATION OF NEW YORK CITY.

Section 2. This association is organized as a constituent local organization of the Vocational Guidance Association of the United States.

ARTICLE II

Objects

Section 1. The objects of the Association shall be:

a—To unite in one local organization those persons who are engaged or interested in any phase of vocational guidance in New York City and vicinity.

b—To correlate closely the vocational guidance work being performed by public and private agencies in New York City and vicinity.

c—To act as a central agency through which will clear information relating to the vocational guidance work being conducted in New York City and vicinity.

d—To formulate standards and principles for vocational guidance work in New York City and vicinity.

e—To encourage legislation and public support of vocational guidance in New York City and vicinity.

ARTICLE III

MEMBERS—Qualifications and Admission

Section 1. Any person engaged or interested in vocational guidance in New York City or vicinity may apply for membership.

Section 2. Any person may become a member of the Association *whose name has been approved by the committee on membership* and on the payment of the annual dues of the local Association, together with those of the Vocational Guidance Association of the United States, to the treasurer of the organization.

ARTICLE IV

Officers, Trustees, and Annual Meeting

Section 1. The officers of this association shall be:

President
First Vice President
Second Vice President
Secretary
Treasurer

all of whom shall be members in good standing in the local organization.

Section 2. The Board of Trustees shall consist of the president, vice presidents, secretary and treasurer and nine other members.

ARTICLE V

Election of Officers and Trustees

Officers and Trustees shall be elected at the annual meeting of the Association.

In the case of a vacancy of office, the board of trustees shall have power to fill the same until the next annual meeting.

ARTICLE VI

Amendments

Amendments to the constitution or the by-laws of this Association shall be made only at a regular meeting thereof, by a two-thirds vote of the members present. No proposition to amend shall be acted upon unless written notice thereof has been given to the secretary at least thirty days prior to the meeting. A copy of such a proposition shall be embodied in the call for the next regular meeting, and a copy sent to every member of the Association at least 10 days before the date of the next regular meeting at which the amendment is to be voted upon.

BY-LAWS

ARTICLE I

OFFICERS

****

President

Section 1. It shall be the duty of the president to preside at all meetings and to enforce all laws and regulations relating to the administration of the Association.

Section 2. He shall call meetings of the Association or board of trustees when he deems it necessary, or when requested so to do by the executive committee, or upon written request of at least one-fourth of the constituent societies for a meeting of the Association, or one-fourth of the trustees for a meeting of the board of trustees.

He shall appoint all standing committee

Vice President

Section 3. In the absence of the president, one of the vice presidents named by the president, or failing this, designated by the board of trustees, shall have all the powers and prerogatives of the president, provided that if the president be absent from the annual meeting of the Association the chairman shall be appointed from the vice presidents by the board of trustees.

Chairman Pro Tempore

Section 4. In the event of the absence of the president and vice presidents from any meetings of the Association or board of trustees, one of the members present shall preside.

Secretary

Section 5. All resolutions and proceedings of meetings, whether of the Association or of the board of trustees, shall be entered in proper books by the secretary. The secretary shall conduct all correspondence relating to the Association, shall issue all notices of meetings, and shall perform all duties pertaining to the office of secretary. The secretary shall keep a register of the members of the Association.

Treasurer

Section 6. All moneys payable to the Association shall be paid to the treasurer of the Association. All moneys payable by

the Association shall be paid by checks signed by the treasurer.

He shall report at each meeting of the Association the condition of the treasury.

Board of Trustees

Section 7. It shall be the duty of the board of trustees to take the initiative in determining the policies of the Association. They shall also be responsible for the relations of the local branch to the National Vocational Guidance Association.

It shall be their duty to take charge, control and management of all the property belonging to the Association.

They shall keep a record of their proceedings and make a report thereof in writing to the Association at the annual meeting.

The board of trustees shall appoint an executive committee consisting of the president of the Association as chairman, the secretary, the treasurer and the chairmen of the program and membership committees. It shall be the duty of this committee to supervise the finances of the Association and audit all bills prior to the payment thereof.

Section 8. The office of a member of the board of trustees may be vacated by his absence from two consecutive meetings of the board, without good and sufficient reason satisfactory to the board of trustees.

Committees

Section 9. There shall be three standing committees of the Association:

The Program Committee shall make all plans and arrangements for the regular meetings of the Association.

The Membership Committee shall receive applications for membership, pass on such applications and make recommendations of the Association.

The Nominating Committee shall prepare a slate of officers for the succeeding year.

Committee chairmen shall attend all trustees' meetings.

ARTICLE II

Meetings of the Association—Regular

Section 1. The annual meeting of the Association shall take place on the third Tuesday of May of each year. There shall also be at least four other regular meetings from September to May at times to be set by the Program Committee. Notices of meeting shall be sent out ten days prior to such meeting direct

to each member. The place at which meeting shall be held shall be determined by the Program Committee.

Special Meetings

Section 2. Special meetings may be called at any time with the approval of the president of the Association.

Board of Trustees Meetings

Section 3. There shall be two regular meetings of the board of trustees to take place in May and October of each year. Other meetings may be called by the president.

Ten days' notice of a meeting of the board of trustees shall be given to each member, mailed to him at his usual or last known address, and such notice shall, as far as practicable, contain a statement of the business to be transacted at such meeting.

Committee Meetings

Section 4. All committees shall be subject to the call of their respective chairmen.

Quorum

Section 5. A representation of a majority of the members of this Association shall constitute a quorum authorized to transact any business duly presented at any meeting of the Association.

Seven trustees shall constitute a quorum of the board of trustees; a majority of any and all committees shall constitute a quorum of such committees.

ARTICLE III

Representation at Meetings of Vocational Guidance Association of the United States

Section 1. Delegates and alternates to the annual meeting of the Vocational Guidance Association shall be elected prior to such meeting, the number to be in proportion to the membership of the New York Association.

ARTICLE IV

Nomination and Election of Officers and Delegates

Section 1. The Nominating Committee shall present a slate at the annual meeting for the following officers:

President	Secretary
First Vice President	Treasurer, and
Second Vice President	Nine trustees

except as otherwise provided in Section 2.

Any member of the Association may make additional nominations from the floor.

Section 2. At the first election under these laws three of the nine trustees referred to in the preceding section shall be elected for one year, three for two years each, and three of them for three years each. At every succeeding annual meeting thereafter three trustees shall be elected for a term of three years each.

Section 3. Election shall be by ballot when necessary. A chairman and two tellers shall be appointed to receive the ballots for each officer and trustee. They shall canvass the ballots so cast and announce the result to the presiding officer, who thereupon shall declare the members receiving the majority of the votes cast elected to the respective offices.

Section 4. In case of no choice on the first ballot for any one or more officers or trustees, a new election shall take place at once for the particular case or cases in which there had been no choice, until a choice be made.

ARTICLE V

Initiation Fees and Dues

Section 1. The dues for each fiscal year ending December 31, shall be two dollars and a half ($2.50), one dollar and a half ($1.50) of which shall be paid to the treasurer of the Vocational Guidance Association of the United States.

Section 2. Such dues shall be due and payable annually in advance of November 30 of each year, or at the date of a member's election or admission to membership, and until such payment thereof, no certificate of membership shall be issued.

ARTICLE VI

Rules of Order

Section 1. The rules of parliamentary procedure as laid down in "Roberts' Rules of Order" shall govern all meetings of the Association.

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CHAPTER X

THE WRITING OF REPORTS

Reports may be defined as "careful and accurate presentations of facts or statistics compiled, or conditions or operations studied, for the purpose of informing those desiring such information." [1]

The purpose in writing a report is to present matter clearly and impersonally and to make such explanation as is necessary for a complete understanding of the subject.

Perhaps the most important principle of writing which the report-writer should observe is that formed in Herbert Spencer's famous dictum of style in his essay, *The Philosophy of Style:*

> The reader has at each moment but a limited amount of mental power. To study the economy of words, of sentences, of figures of speech, of suggestion, of association, is to have the means of writing positively, directly, and vigorously. The more simple and the better arranged in parts, the greater will be the effect produced.

A report-writer follows this suggestion "of economizing the reader's attention." He views his material in a right perspective. He knows how to present his points in their true proportion and finds the best possible arrangement. To effect this, he must adhere to a form that is clear, logical, and easily grasped. To that end, he should insert and number heads and side heads to show the relation between main topics and subtopics; he should underline key words to make them arrest-

[1] *Training for Secretarial Practice.* Taintor, S. A. McGraw-Hill Book Co., Inc.

ing; he should include maps, charts, tables, and other visual devices to present facts graphically.

Since the scope, and hence the form, of a report depends upon its purpose, the readers for whom it is intended, and the organization whose work it presents, no plan can be given that will fit every requirement; but the outline here suggested may be adapted as a working basis.

Outline for Making a Report

1. Title page
2. Introduction through letter of transmittal or foreword
3. Acknowledgments
4. Table of contents
5. Summary or synopsis
6. Body of the report (the text or discussion)
7. Conclusion
8. Recommendations
9. Appendix
10. Bibliography
11. Index

Title page

The title page is often omitted from short, informal reports, the title appearing as a heading on page one. On long, formal reports the title, when inadequate, may be supplemented by a subtitle in smaller type. That is followed by the name of the compiler—that is, an individual with his position, a commission, a board of directors, or an organization. The name of the company for which the report is made, and its address with the date when the report was submitted, occur at the bottom of the page.

The introduction

The introduction may be formal or informal. It should state clearly the nature of the report, the scope, the purpose, and, if necessary, the circumstances under which it has been made.

The letter of transmittal

Such an introduction is often embodied in a formal letter of transmittal preceding the report, illustrations of which follow:

(1)

MR. —— ——, *Chairman,*
Committee of Arrangements,
New York Stock Exchange.

Dear Sir:

In the accompanying report of the Personnel Department for 19— an effort has been made to present as concisely as possible the "Human Relationship Policy" of the Stock Exchange. Observations made in many sections of the country lead me to believe that the public in general looks upon our institution simply as a great organization whose sole interest is concerned with finance.

It is hoped that this report may be a means of conveying to the members of the Exchange an adequate conception of the scope of the work, as evidenced by the interest of the management in the individual employee.

The hearty cooperation of many governors and other members of the Exchange and leaders in the financial world in appearing as special lecturers before our Institute has been of material assistance in the advancement of our educational program.

During the past year the members of the Exchange have taken to their offices an increasing number of our employees—an indication of their high regard for the character and intelligence of the youth in our employ.

The Personnel Department wishes to acknowledge its appreciation to the President, the Committee of Arrangements, and the members of the Exchange and to the officers and employees for their cooperation during the past year.

Respectfully submitted,

——— ———

Personnel Director

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(2)

WEST VIRGINIA UNIVERSITY
MORGANTOWN

OFFICE OF THE PRESIDENT

September 15, 19—

TO THE PRESIDENT AND MEMBERS
OF THE BOARD OF GOVERNORS
OF WEST VIRGINIA UNIVERSITY

Gentlemen:

Supplementing the detailed reports already in your hands, I have the privilege of submitting the following general report of University operations for the fiscal year July 1, 19—, to June 30, 19—.

Respectfully submitted,

—— ——
President

(3)

THE COMMONWEALTH OF MASSACHUSETTS

State Planning Board,
11 Beacon Street, Boston 8, December 4, 19—.

To the Honorable Senate and House of Representatives.

In compliance with General Laws, chapter 30, section 33, as amended, I have the honor to submit herewith, on behalf of the State Planning Board and by its direction, such portions of its annual report as involve recommendations for legislative action, together with drafts of bills embodying the legislation recommended. These drafts have been seasonably submitted to the Counsel to the House of Representatives for advice and assistance as to form thereof.

ELISABETH M. HERLIHY,
Chairman, State Planning Board.

(4)

Hon. —— ——
Mayor of the City of ——

Dear Sir:

The City Planning Board submits herewith its annual report containing a statement of its activities and of receipts and expenditures for the year ending December 31, 19—.

The membership of the Board remained unchanged during the year, Mr. John Brown having been reappointed for the term ending March 30, 19—.

During the year twenty formal meetings and ten special sessions were held, together with many informal conferences.

In order to facilitate the work of the Board, the following committees have been reappointed: [listed, with their members]

In the report that follows, various problems studied during the past year are presented in some detail for purposes of record. They have been arranged in groups under appropriate headings, while the maps, plans, statistics are on file at the office of the Board, Room ——, City Hall.

[Concluded with the reports of studies and surveys under several headings.]

(5)

NEW HAVEN

CHAMBER OF COMMERCE

OFFICE OF THE PRESIDENT

February 28, 19—

To the Members of the
New Haven Chamber of Commerce:

People make the news. In this report for the fiscal year ending February 28, 19—, Mr. Johnson shows in striking fashion how many people conduct the activities of your Chamber.

People make the nation. In this broader field, your influence can shape the destinies of the nation if you make your influence heard and seen and felt in places of political representation and power.

People make the Chamber. It is *your* Chamber of Commerce. It is what *you* make it. It thrives upon your interest, your enthusiasm, your support. Work for it, think of it and talk for it. With your help it can continue to do great things for New Haven.

Your directors, officers and staff appreciate the interest and support you are giving, and they look forward to a year of unremitting effort and accelerated progress for our City.

Yours very sincerely,

NEW HAVEN CHAMBER OF COMMERCE

Charles A. Williams, President

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(6)

Hon. —— ——,
Secretary of Labor,
Washington, D.C.

Madam Secretary:

Last June you invited "a non-partisan group of men and women to inquire impartially into conditions at Ellis Island and the welfare of immigrants generally and to make recommendations for the guidance of the Department."

In the intervening months we have investigated conditions at Ellis Island and studied some of the many problems relating to the admission and treatment of aliens.

The result is the report that follows. We have the honor to present it with the hope that its recommendations and suggestions will prove useful to you and your Department and advance the interests both of the country and of the immigrant.

Respectfully submitted,
CARLETON H. PALMER,
Chairman.

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Acknowledgments

Acknowledgments often precede the report. They may be included in the letter of transmittal or follow it as a separate part. From the Report of the Ellis Island Committee.

(1)

Throughout its work the Ellis Island Committee has had every possible cooperation from the officials and staff of the Immigration and Naturalization Service, both at Washington and at Ellis Island, and of the U. S. Public Health Service. It wishes to express its appreciation of their invariable courtesy and generous cooperation.

To the many other persons who have aided in its work, the Committee desires also to express its thanks. In particular it wishes to acknowledge its indebtedness to the following group of men and women, representing the General Committee of Immigrant Aid at Ellis Island and other organizations, who have placed their long experience with immigration problems at the disposal of the Committee: [listed]. From these and

many others, the Committee has received invaluable aid in the way of information, suggestion and criticism.

To the American Arbitration Association the Committee wishes to express its thanks for the use of their offices and organization facilities.

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(2)

As Chairman of the Board, it is my privilege to acknowledge with sincere appreciation the services of those who selected, submitted, compiled or reproduced the matter within these pages. Particularly do I wish to record indebtedness of the Society to public officials and advertisers without whose assistance the publication would not have been possible. That it may serve the purpose for which it has been envisioned and prove of mutual advantage to reader and advertiser alike is the hope of your Board of Editors.

Frederick H. Zurmuhlen
Editor-in-Chief

From a Yearbook of the New York State Society of Professional Engineers, Inc. Reprinted by permission.

Foreword

Sometimes in place of the formal letter of transmittal, a Foreword, which serves the same purpose, precedes the text. Four illustrations follow.

(1)

The University of Chicago Settlement is a monument to the devotion and energy of Mary McDowell. To her magnetic personality is due the growth of the institution from the restrictions of a small flat "Back of the Yards" to its quadrangle of buildings on the avenue which now bears Miss McDowell's name, and Camp Farr, on forty acres of land near Chesterton, Indiana.

The Settlement is not under the jurisdiction of the University of Chicago, but was established by the faculty of the University, and continues to draw its financial support and volunteer service from the University community. The President of the University, the Dean of Rockefeller Chapel, members of the Faculties, and representatives of the Board of Social Service and Religion, the University of Chicago Settlement League,

and of student and alumni organizations are members of its Board of Directors.

Through the generosity of its friends, the Settlement has been repeatedly improved and enlarged to meet the growing demands made upon it by the expanding services to its community. "But," as one of our board members put it, "why describe the buildings—it's the people and their activities which make a Settlement—not the buildings!"

(2)

Foreword to a bulletin published by The Women's Municipal League of Boston:

What is the significance to the practical work of the League of the ideas of municipal housekeeping and municipal homemaking which it embodies, and which the City Institute will develop actively in the different neighborhoods?

1. Cleanliness is essential in every home.

The Department of Streets and Alleys and Waste Disposal is accomplishing visible results in cleaning the city through the coöperation of the housewives, the expert engineer and the public officials.

2. Decent Housing Conditions are necessary for any home.

The Department of Housing has already effected important ameliorations in the housing conditions of the city, but in order to secure radical and permanent improvement, an aroused public opinion is needed which shall put an end to this disgrace of Boston,—twenty thousand of *us* living in houses unfit for human habitation—in *our* home. A conservative estimate.

3. Public Health means personal health in the home.

The Department of Public Health has incorporated into its work the Habit Clinics for Children of Pre-School Age. Clinics for adults who are supposedly well are being carried on at the Blossom Street Health Unit in coöperation, by the Department of the League and the city.

4. The Foreign Born are our guests; we must make them our friends in our home.

The Department of the Foreign Born and the Community House at North Brighton have been largely help-

ful in many different ways in making the strangers who come to live here feel at home in our house.

5. The Service of Trained Women is needful in every home.

The Training School for Women in Public Service is focussing and organizing the public opinion of women to demand that they be allowed the opportunity to render their trained service to the community as police women to prevent evil before it becomes crime, as school attendance officers to care for the children, and as sanitary inspectors to help the housewives.

6. The Upbringing of the Children is the responsibility of every home.

The Children's City Club is being organized by the League in close coöperation with the teachers of the public schools, and at their request, in order that the women of the community, with the teachers, may share the responsibility of leading the children to understand the obligations and duties as well as the pleasures and privileges of their great home, the city. The Vacant Lot Gardens and the work in the Playgrounds during the summer, have brought to the children a little of the beauty and vital stimulation that should come to all children in their own homes.

(3)

The number of requests that have come to the Exchange regarding policies, methods, and procedure in the handling of personnel problems has been increasing. In this report we have explained in detail our method of handling these problems now confronting others with the thought that our own experience may be of value to many. We are confident that our threefold approach to the employee, namely, in his daily work, in his mental training, and in his play, together with the encouragement given to our program by the management of the Exchange has been in no small measure the reason for any success we have obtained in the handling of personnel problems.

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(4)

Foreword from an Annual Report of The Charity Organization Society:

In making public this fifty-third Annual Report of The Charity Organization Society I should like to thank the committee members, volunteers, contributors and staff who have worked together in the Society to make possible the activities for human welfare herein described.

This report marks the close of the first year during which the family work of the Society has been carried on under the new name, Institute of Family Service. The use of this name by the Society's district offices has proved its value in making clear to the community that our service is intended for all who have family and personal problems and in removing any barrier which the word "charity" might present.

From its experience with the manifold problems with which families are confronted, problems that are inevitable in any walk of life, the Society is acquiring knowledge which sheds light on many of the larger social questions of the day. Many of these social problems are but the extreme forms of the problems of ordinary family life. It is while these problems are still within the family circle and susceptible of treatment, that the Society seeks to deal with them.

The increasing enrollment of the New York School of Social Work is encouraging evidence of the recognition of adequate preparation for the field of social work. It is significant for the future efficiency of public welfare programs that many of the School's graduates are accepting positions in public service.

To understand the part The Charity Organization Society is playing in the world of today I recommend the careful reading of this fifty-third Annual Report.

— — —

President.

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Table of Contents

In long reports a Table of Contents is often included as illustrated from the following Report of the Ellis Island Committee. This is a guide to what follows. It contains the principal subjects or the names of the chapters, if divided into chapters. Main subjects are usually preceded by Roman

numerals followed by subtopics indented from the beginning of the line. Page numbers to these subjects or chapters are written in Arabic numerals.

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Summary or synopsis

A brief summary, following the Letter of Transmittal or the Foreword, often precedes the report. It contains a digest of the main points, including the results of the investigation and the recommendation made for the benefit of the reader who does not have the time to read the whole.

Text or discussion

The body of a report presents the carefully outlined study of the subject logically organized and concisely expressed.

Headings, subheads, and every other device that will make the subject clear, show relationship of parts, emphasize the main points, or give an outlined view of the whole, should be inserted.

Conclusion

The conclusion of a report ordinarily consists of a brief summary of results obtained, or of points presented, or of recommendations made, in the light of data studied.

An illustration of a general summary follows, taken from a Report of the Westchester Park Commission:

> The projects herein recommended will provide the following:
>
> Suitable areas for not less than 4 public golf courses, one of which is already partly developed.
>
> Space for scores of baseball fields, playgrounds, tennis courts and other field and water sports.
>
> Wide areas of picturesque lands for picnicking and general park use.
>
> Several thousand acres in the northerly part of the County for individual and group camps and general reforestation purposes.
>
> The protection of important municipal water supplies, so vitally necessary to our built-up communities.
>
> The opening up of the Sprain Valleys and securing therein large recreation areas at moderate cost. These valleys are now almost inaccessible and the increase in value, following the proposed improvements will stimulate development that will shortly pay the cost of the improvements.
>
> Parkways through the easterly side of the County where the rapidly increasing population now has available only one through road from New York City to the Connecticut line.
>
> A main cross-road parkway connecting the north and south systems and connecting the most important communities in the County without passing through their congested centers.
>
> Secondary cross-county and diagonal connections between valleys and main parkways.
>
> Then follows a schedule of the projects recommended.
>
> The report is concluded by the following:
>
> The Commission respectfully requests favorable considera-

tion from your Honorable Board of the projects recommended herein.

Respectfully submitted,

WESTCHESTER COUNTY PARK COMMISSION
By William Delavan Baldwin,
President

Sometimes in order to make conclusions emphatic, important points are arranged in an original way as in the report of the Women's Municipal League Bulletin of Boston, which sums up the ideals of the League.

WHAT WE ALL WANT!

Clean Streets
Decent Houses
Mutual Understanding among All Races
Work and Recreation for Health and Happiness
The Best Interests of the Children

The League is trying to make these things possible for every member of our great family, and especially for the children.

BECAUSE

We all TOGETHER owe to each child the opportunity for healthy and happy development.

JOIN THE LEAGUE!

LET US WORK TOGETHER!

Some reports, such as those to Boards of Trustees, to the President of a University, or to Stockholders, are often made in letter form. The introduction is brief and formal, admitting of little variation.

The body of the report in letter form is organized in much the same manner as that of other reports. It presents the chief features in narration or exposition without too much detail.

The letter report is concluded by appropriate remarks and signed by the writer with his official position.

Report of National Committee of Award, Theodore N. Vail Medals.

May 7, 19—

To the Trustees,
Theodore N. Vail Memorial Fund

In the reports of the fifty-four Theodore N. Vail bronze medal awards made by Committees of Award of the Bell System Associated Companies for 19—, and the many other cases considered by these Committees, this Committee finds inspiring evidence that the men and women of the Bell System are carrying out the high ideals which Mr. Vail held as to public service and that they cheerfully accept special responsibilities in times of emergency.

The Committee feels that to be selected for National Vail Medal recognition an act must have for its objective the accomplishment of something of real value in the public interest through the medium of Bell System facilities, organization, training or experience, and must reveal to a high degree many, if not all, of the positive qualities of intelligence, initiative and resourcefulness, and usually courage, endurance and fortitude. The Committee believes that in making its selections it has recognized acts which meet these requirements.

During the year the Mississippi Valley was inundated by one of the worst floods in its history and extensive sections of the telephone plant operated by the Southwestern Bell Telephone Company, the Southern Bell Telephone and Telegraph Company and the Long Lines were not only crippled but rendered almost inaccessible for days and in some cases for weeks. Throughout this emergency the entire organizations of these companies in the affected areas, together with many others called from different sections, rendered conspicuously outstanding public service in maintaining and restoring telephone service under well-nigh impossible conditions.

The Committee welcomes this opportunity to commend in the most unqualified terms the initiative and resourcefulness, loyalty and devotion, courage and endurance displayed by these great groups of telephone men and telephone women in the manner in which they carried on throughout this distressing period.

This outstanding service was essentially the result of group organization and effort and accordingly does not offer the opportunity for individual awards as did the New England flood

where, although the group performance was equally noteworthy and outstanding, the suddenness of the onset made emergency individual action vital before group action could be organized.

The National Awards for the year follow:

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Recommendations from the Report of the Ellis Island Committee:

A Division of Information and Immigrant Aid

The value of social work as an integral part of every public institution dealing with human beings is too well recognized to require amplification. That this is true of Ellis Island, is evidenced by the fact that private agencies have for so many years been accorded by the Department of Labor the opportunity of working on the Island. The Committee believes that social service work is an integral part of the administration at Ellis Island and that the Government should recognize this by making provision for at least the most essential social services.

Private organizations are of necessity dependent on and limited by their available budgets. The people of this country should not expect nor require more of these public-spirited organizations than their limited resources and personnel can perform. Indeed there is much necessary work of a routine character being done by welfare workers for which they should not be called on. Their efforts should be directed rather to that work which the government cannot properly undertake or which can be done more satisfactorily by the volunteer worker unattached to the official staff.

Private social work fills a distinct place and need in a Federal immigration station. With a large number of volunteer organizations at Ellis Island—organizations with different interests, programs and standards, organizations that are religious, racial and non-sectarian in character—there is bound to be some measure of duplication and wasted effort in spite of the much that is accomplished. The work of all would be facilitated and the welfare of the immigrant more adequately covered by a greater measure of co-ordination, preferably under official leadership.

The District Commissioner, as the chief administrator of Ellis Island, has the responsibility of co-ordinating the work of his own staff and of the representatives of private agencies in such a way as to provide a complete program and secure the

best administration. Means should be provided so that he can do this effectively and so that the most essential of the services needed at Ellis Island may be provided under direct government supervision and responsibility.

For all these reasons the Committee recommends:

That the District Commissioner of Immigration and Naturalization at Ellis Island establish a division to be designated as the "Division of Information and Immigrant Aid" under a properly trained and qualified executive:

(a) To furnish information and assistance to aliens and other interested persons with respect to all matters in connection with immigration, deportation and naturalization.

(b) To have authority to assist the immigrant who has been detained by an Inspector for re-examination and must appear before a Board of Special Inquiry, and in all proper cases to assist him in procuring independent representation in the protection of his rights.

(c) To supervise, co-ordinate and promote vocational, educational, recreational and social welfare activities at Ellis Island.

The Committee recommends further:

That $10,000 a year be provided for the Division of Information and Immigration Aid at Ellis Island to be used for the purchase of necessary equipment, for the salaries of a trained executive and assistants, and for such other needs as the Division may have.

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Recommendations by the Citizen's Committee on Children of New York City, Inc., in their report *Citizens Look at Their Schools,* following a discussion of the question, Can the Bureau of Attendance become more efficient in solving the basic problems of truancy?

WE RECOMMEND:

A. That truancy cases be sifted and minor cases handled by teacher or teacher-counsellors and school social workers.

B. That part of the in-service program be concerned with this problem.

C. That attendance officers have more mental hygiene and social work training.

D. That more time be allowed by schools for study of truancy cases, which would prevent court action for children who could respond to other treatment.

E. That the Attendance Bureau and the Child Guidance Bureau be more closely integrated. Further study may reveal that the Attendance Bureau should be a unit of the Child Guidance Bureau.

F. That wherever court action is deemed necessary in truancy cases, it should be handled in the Children's Part of the Domestic Relations Court and not in a specially labeled Truancy Court.

G. That consideration be given to the possibility of a real school census as an aid to improving attendance.

The Appendix

The appendix, found only in long, formal reports, contains supplementary material—such as bibliographies, maps, charts, graphs, and other visual devices and references—fortifying the statements in the text but too lengthy or digressive or of too general interest to be included in the main discussion.

The Index

The index also is found only in long, formal reports. It resembles the index of a book, being an alphabetical arrangement of important words in the text with paging to enable a reader to find particular material easily and quickly.

Outlines of Less Formal Reports

(1)

Outline of the Annual Report of the Music School of the Henry Street Settlement, New York:

Introduction

The twentieth year of the Music School has seen its highest development as a professional school and as a neighborhood school, where the young artist ready for a Town Hall debut and a child learning to "match" tones are equal partners in a common enterprise.

TOPICS DISCUSSED

Expansion
New Courses
New Faculty
Students
Scholarships
Concerts
Broadcasts
Parents' Organizations
Finances
Improvement of Equipment
The Outlook

(2)

Outline of report by the Federal Security Agency, U.S. Public Health Service:

Introduction

Medical science has made great strides in recent years, and rapid progress has taken place in the field of public health. Accomplishments since the turn of the century show that a high level of national health can be achieved—and in a short span of time.

TOPICS DISCUSSED

Death Rate Decreased
Gains in Disease Control
Extending Public Health Services
Advances in Research
Proposal of a Six-Point National Health Program
Comprehensive Health Services

(3)

Outline of the Report of The Montclair Dental Health Project:

Who started this?
How did they embark on this project?
What has been done this year?
What are the figures as of September 1, 19—?
What are the aims of the project?
What will this cost?
What other dental clinic facilities are available?
A list of the Social Agencies that prepared the report with their representatives.

Three of the Annual Reports of a woman's club:

Report of the Corresponding Secretary

Madam President and Members of the Club:

In accordance with the prescribed duties of the Corresponding Secretary, the following communications have been sent out during the past fiscal year:

2985 monthly program and reservation cards
37 thank-you letters
16 notes of sympathy
19 acknowledgments of resignations
16 miscellaneous letters

3073 communications
1088 envelopes addressed for the Scholarship and the Fashion Committees

The cooperation of the President and the Board members has been most helpful and is greatly appreciated.

Respectfully submitted,

Report of the Third Vice President

Responsibility for the programs throughout the club year has been the duty of the third vice president of the ——— Woman's Club. As the Club has two meetings a week, one regular business meeting followed by a program, and one program meeting, this sounds like a monumental task. However, the facts are quite different, because I, as chairman of the program committee, have had a group of department chairmen who have responded with such good will and enthusiasm that my greatest responsibility for these programs has been the one of getting the notices to the printer at the right time. . .

Mrs. —— ——, chairman of the art department, has not only arranged delightful programs, but has also made possible the various exhibits which have given us so much pleasure throughout the year.

Mrs. —— ——, the chairman of the American home department, has brought us information on many phases of home life. We are especially grateful to her as she took over the chairmanship after the beginning of the year at the resignation of Mrs. —— ——.

Miss —— ——, chairman of the international relations department, has kept us on our mental toes with outstanding speakers on problems of the day. In these times of international stress it is fitting and important that great emphasis be placed on this particular department. Miss —— has done a remarkable piece of work in this field.

Music is such an important part of our lives and means so much to a great many of our members that I am sure that the work of Mrs. —— ——, chairman of the music department, in bringing so many talented artists before us is much appreciated.

The Club has been fortunate in having Mrs. —— —— as chairman of literature and drama. The programs she has sponsored have been noteworthy and enjoyable.

Our first vice president, Mrs. —— ——, has been in charge of our social activities, a most important feature of our club life. The program chairmen are indebted to her committee for their excellent work in connection with the various meetings. The program chairmen have tried to suit all tastes and, I might add, all ages, not always an easy task. We hope we have succeeded.

I should like to express my personal appreciation for the privilege of working with this group of women. I have realized as never before how delightful it can be to be associated with people who are spending so much of their time in service to the community.

Respectfully submitted,

Report of the Recording Secretary

During the last club year, March 19— to March 19—, forty-nine regular program meetings, eleven meetings of the board of directors, and one meeting of the executive committee have been held.

In accordance with the prescribed duties of the recording secretary, a faithful and accurate record of all regular and special meetings has been kept and a copy of each sent to the president. Lists of the department chairmen and of all standing committees have been kept for ready reference, and all reports have been received and filed, properly dated and signed.

I wish to express my appreciation of the capable leadership of our president. It has been a pleasure to be of service to her, to the board of directors, and to the other members of the club.

Respectfully submitted,

Illustrations of a Complete Report

The following represents a long, formal report, including its parts and contents, the graphs alone being omitted.

STUDENT'S REPORT ON MARKETING MADE BY MARIE KONZELMAN, COLUMBIA UNIVERSITY, 19—

CONTENTS

I. *Introduction*
- A. Synopsis of Report
- B. Foreword

II. *Text*
- A. Purpose of Report
- B. Discussion
  - *Part One:* Marketing Functions
  - *Part Two:* The Development of Retailing
  - *Part Three:* The Middleman
  - *Part Four:* Marketing Problems
  - *Part Five:* Conclusion

III. *Appendix*
- A. Charts
- B. Graphs
- C. Bibliography
- D. Outline of Report

I. INTRODUCTION

A. SYNOPSIS

The report on "Marketing" which is submitted below is divided into four general discussions. Under the heading of "Marketing Functions" the general services performed by marketing agencies are outlined. In the second section the development of the various forms of retailing organizations is traced. A discussion of the general, specialty, department, and chain stores and of the mail-order house is included. Another section deals with the four most common forms of middlemen. The marketing problems of the manufacturer are outlined in the final section, as well as the present trends in the solution of these problems.

B. FOREWORD

In recent years more emphasis has been placed upon the importance of marketing than formerly, and it is because of this widespread interest that the investigation resulting in the report which follows was undertaken.

The standardization of production within the past two decades has enabled the manufacturer to turn his attention toward the problem of distribution and, as a result, marketing has become the outstanding problem. The present report is concerned with this problem, as it affects the business organization. The purpose of the investigation has been to trace the development of marketing.

As a result of this investigation, some general recommendations concerning the future of marketing are embodied in the conclusion of the report.

II. TEXT OF REPORT

A. PURPOSE OF REPORT

The aim of this investigation and of the presentation of this report has been primarily to indicate the nature of the marketing problems which confront the modern business organization. A discussion of the development of the various branches of the modern distributing mechanism has been given. The secondary purpose has been to show present trends toward a solution of these various problems.

B. DISCUSSION

PART ONE: MARKETING FUNCTIONS

Assembling and Grading

The primary function of marketing is the assembling and grading of merchandise preparatory to its distribution to the consuming public.

Assembling is of two general types. Its aim may be either the concentration in one central locality of great quantities of one particular commodity or the concentration of a sufficient variety of commodities to effect the most economical distribution. The specialty store is an example of the former type while the department store possesses the characteristics of the latter. Both these types are common not only in the retailing field, but also in the field of the jobber and of other wholesale agencies.

Grading is a function of marketing that has developed more fully in recent years. It has tended to enlarge markets by making sales by description possible and it has tended to reduce the cost of marketing by lowering the percentage of spoilage and of unsalable goods.

Grading is based upon a large variety of characteristics, varying with the type of product and the demand of the consumer. Such factors as quality, size, quantity, variety and packing methods are among the more common bases of distinction.

Storing

The storing function is one which is present in all branches of marketing. There are a great many products which are not immediately consumed and for which, therefore, storage facilities must be provided. This function is performed by one or more of the following, according to the special requirements of the product concerned: the producer, the middleman and the consumer.

In the case of some products, especially those of an agricultural nature, the supply is seasonal, i.e., production is limited to certain periods of the year. For this reason, some adequate method of storage must be provided to cover these seasonal inequalities. In still other cases these is sectional inequality of production. (See Appendix, Figure 1)

As a result of these types of inequality, the storage function in marketing has developed. Storage not only adjusts the supply of commodities and broadens markets, but it also reduces waste and thereby increases profits.

Transportation

The function of transportation is also present in all stages of marketing. In the manufacturing field raw material must be transferred to the plant and the finished product shipped to the distributing agency employed. The jobber must, in turn, transfer the goods to dealers; and, finally, the retail delivery to the consumer must be made.

Transportation costs have a direct effect upon the extent of the producing area and upon the size of the potential market. Rail, highway, and water transportation play an important part in distribution.

The transportation problem which confronts the manufacturer is essentially that of developing an efficient traffic department. The retailer's problem is concerned chiefly with the choice of that type of transportation which provides adequate service for the consumer. (See Appendix, Figure 2)

Financing and Risk Taking

The importance of the financing function in marketing varies directly with the length of the period of time between production and consumption. The ordinary methods used in connection with marketing are bank loans and deferred payments. Manufacturers, middlemen, retailers and consumers take advantage of these methods of financing.

Risks are either covered by insurance or price margins. Definite risks such as those of a physical nature are usually provided for by resort to insurance, while those of an indefinite nature, such as the possible losses attendant upon the carrying of style goods, are taken care of in the price margin.

Creation of Demand

Demand is of three general types: seasonal, class and sectional. The function of creating a demand is largely that of the producer and of the retailer. By the use of demonstrations, premiums, special sales, etc., the producer can appeal directly to the consumer. The retailer appeals to the consumer through price policies and the rendering of services. The most effective demand creation is that based upon a knowledge of buying motives and an effective utilization of this knowledge.

Advertising plays an important part in the creation of demand. By this means an attempt is made to fix the product firmly in the mind of the buying public and to arouse an active demand. The effectiveness of demand creation depends to a large extent upon the choice of advertising copy and media.

Merchandising

Merchandising is complementary to the creation of demand. It consists of the transferring of the title of goods from the manufacturer, the jobber, or the retailer, to the customer. The methods employed vary with the article since some commodities "sell themselves" while others, such as services, are intangible and therefore require a distinct merchandising plan.

One aid to the merchandising of products is display. This method is usually employed by the retailer. The latter also resorts to demonstrations. The manufacturer, on the other hand, makes use

of samples and premiums in an effort to promote sales.

Another part of the merchandising function is stock-keeping and inventory. The manufacturer keeps his record in the form of a control on material and supplies, while the retailer or wholesaler keeps the record as an indication of stock turnover.

PART TWO: THE DEVELOPMENT OF RETAILING

Commodity distribution originally took the form of direct barter. It was not until the time of the Civil War that retailing ceased to be a system of bargaining. Then a new system developed. The department store, the chain store, and the mail-order house sprang up as remedies for the inefficiency of the prevailing system.

Specialization founded on either need or service has greatly increased and the present tendency is toward a still greater increase in retailing types. (See Appendix, Figure 3)

The General Store

The present tendency is toward a decline in the number of general stores. The decline of this type is due to defective management rather than to any essential inefficiency as a means of distribution. The proprietor of the general store usually knows nothing of purchasing plans or of the importance of stock turnover.

The chief competitor of the general store is the mail-order house on the one hand, and the larger stores of the adjacent communities made accessible by the use of automobiles.

The Specialty Store

The specialty store was the first improvement of the general store. Merchandising in this type is confined to one or a few lines. The term is applied to both the small neighborhood store and to the small exclusive, city store.

The buying problem of the specialty store is particularly difficult since, in most cases, merchandise must be better than, or at least as good as, that carried by the department store.

The tendency, at present, is toward an increase in the numbers of the specialty store.

The Department Store

The department store is one form of large-scale merchandising. It is the result of an attempt to supply the principles of large-scale production to retail selling problems.

The general purchasing policy of the department store is to buy directly from the manufacturer in large quantities, taking advantage of the discounts for cash payment.

The advertising of the department store is generally based on a definite price policy with emphasis on the effectiveness of display.

The functions of the department store are highly specialized since each function is under the management of a specialist. In addition to buying and selling, the chief functions are accounting and finance and personnel management. The latter is subdivided into problems of employment, training and relations with employees. (See Appendix, Figure 4)

The Chain Store

The chain store movement began after the close of the Civil War. The number of chain stores has increased rapidly in recent years. The chain store is an example of standardization in retailing. The application of standardization to all of its activities enables this type of organization to undersell its competitors.

The chief advantage of the chain store over the individual proprietor store is its ability to undersell competitors due to the economies it effects through standardization.

Its great disadvantage lies in the fact that there is a great loss due to the fact that employees are in charge of branches and for this reason the personal contact with customers, which plays such an important part in the individual store, is usually lacking.

The Mail-Order House

The mail-order house is another illustration of the tendency shown by all large-scale retailers. In addition to utilizing the economies made possible by large-scale buying and selling, it has introduced the instalment plan of payment for its customers.

It has also developed the use of the mails for selling purposes to their highest extent.

Developing its own private brands as an advertisement is another step taken by the mail-order house.

The rapid expansion of railroads and the introduction of the parcel post system were largely responsible for the development of the mail-order system of retailing.

PART THREE: THE MIDDLEMAN

The Jobber

The jobber assumes for the manufacturer the problems of assembling, grading, financing and distribution to the dealers. Manufacturing costs are relatively higher than distributing costs, and for this reason, the manufacturer concentrates his efforts on a reduction in producing costs, leaving the problem of distribution to some outside agency.

Jobbers are of various types. There is the agent who deals in a variety of lines, the agent who specializes in one line, and also the agent who is a manufacturer as well as a distributor.

The jobber usually maintains a warehouse for storing products in time of slack demand. In this way he assists in stabilizing production.

Advertising by a jobber is a difficult problem, since he does not come in direct contact with the consumer. When, however, he makes use of the private brand, he indulges in one form of advertisement. His chief means of creating demand is through dealers' catalogues.

The Broker

In some lines of business, the jobber has not completely satisfied the need for a specialist in distribution. Thus, the broker has arisen in answer to a definite need. "Brokers as middlemen may be divided into three groups:

1. The broker who functions between the producer and other middlemen.
2. The broker connected with one phase of a particular business.
3. The broker on the organized exchange."

All classes of brokers merely act in the name of a principal. The broker does not possess goods but deals in orders. He has no discretionary power in making sales. Brokers usually specialize either in selling or buying.

There has been some discussion as to the necessity of the broker's existence. Despite the fact that a large amount of the work formerly done by brokers has been taken over by co-operative marketing agencies, the broker still exists in large numbers. This fact seems to justify his position in the economic field.

Organized Exchanges

An organized exchange is an association of those who deal in a certain type of commodity. These concentrate in a specified locality and function according to set regulations.

Sales on an organized exchange are made either by sample or by the use of a standard system of grading. The organized exchange is a development of the market place. It is merely a specialization of the original form.

In order to establish an organized exchange certain conditions must be met. The volume of potential business must be large enough to justify the adoption of regulations and the commodity, itself, must be suitable.

"Brokers as middlemen may be divided roughly into three groups:

1. The broker who stands between producer and other middlemen, commonly called the merchandise broker. He is active in lines of business where there is a large number of small producers and widely extended markets, such as textiles, canned goods, fruits, etc.
2. The broker who has come into existence because of the peculiar circumstances connected with the trade channels of a particular line of business. He deals in a highly specialized commodity, such as insurance, foreign exchange, or real estate.
3. The broker on the organized exchange who deals in stocks and bonds and in grain, cotton, sugar and other commodities." [1]

[1] White, Percival and Hayward, Walter S., *Marketing Practice*, p. 176.

The article should be a staple, capable of being graded and not highly perishable. The exchange is justified economically despite the fact that certain defects in its organization and operation still require correction.

The chief cause for complaint on the part of the public lies in the fact that it exists chiefly for speculation and consequently disturbs prices.

Co-operative Marketing

Co-operation in marketing is effected for the purpose of securing for small units the advantages of large-scale selling. The co-operative organization assumes the functions of the more common types of middlemen. It limits its operation, however, to the primary market.

The modern movements are organized on the basis of product rather than locality. Short term contracts are made with small producers to turn over their total production capacity to the co-operative organization. This organization assumes all the functions of marketing. It establishes standards and grades; it finances the producer and it creates demand through advertising.

The co-operative marketing movement has developed rapidly in recent years and has been particularly successful in Denmark. The agricultural industries in California have also been organized on this basis.

PART FOUR: MARKETING PROBLEMS

Market Analysis

Market analysis deals with the product, the market and the means of bringing them together. In general, it may be said, that market analysis is the application of the principles of research to marketing. It has had a recent development simultaneous with that of scientific management in industry. Market analysis is conducted either by a research department within the organization or by an outside agency, specializing in that type of work.

The procedure in making an analysis includes first of all a study of the product to be marketed with special consideration of its uses. A survey of the

potential market is also made by means of interviews and questionnaires. The purpose of this survey is to determine what the line of appeal should be and how to adjust it to various sections and classes of the consuming public. (See Appendix, Figures 5 and 6)

Sales Planning and Promotion by the Manufacturer

Planning in its application to the many branches of business was the most important contribution of the scientific management movement. The planning of sales is based upon market research and co-ordinated with production schedules. Its object is to predict sales possibilities and to co-ordinate the various branches of an organization with reference to its research.

Sales promotion connects sales planning and advertising. It is really the carrying out of sales plans. An important part of this work is obtaining the proper momentum for sales campaigns. (See Appendix, Figure 7)

Sales Management

The importance of salesmanship in marketing is so great that a great deal of emphasis is placed upon the function of sales management. The first step in sales management is the choice of a sales organization suitable to the type of product manufactured and to the character of the potential market. Sales may be controlled either centrally through one large organization or territorially by means of district branches.

Problems growing out of this primary choice are the selection and training of salesmen, the assignment of territory to each individual, and developing a system of reports for the purpose of maintaining contact with the sales force. Upon the proper co-ordination of these matters of sales policy with the character of the product and market depends the success of the organization.

The Advertising Campaign

The primary purpose of the advertising campaign is to increase the demand for a product. The secondary purpose is to familiarize the consumer with the name of the organization manufacturing that product.

The advertising campaign is based upon a market analysis the purpose of which is to determine in what sections and among what classes the potential market lies. Advertising copy is then adapted to the character of the market. The choice of media is the result of a careful analysis of the probable effectiveness of each of the available forms.

The advertising agency is of great importance to the average organization since only the largest companies can effectively finance an advertising department. The agency has developed from a broker of space to an organization equipped to take over the entire management of a client's campaign. Modern advertising methods and policies have evolved during the past twenty years.

PART FIVE: CONCLUSION

The direct effect of marketing policies upon other branches of an industrial organization, as shown in the foregoing discussion, is so great that marketing has become, within the past two decades, the most important problem confronting the modern business institution.

In his search for more economical methods of distribution, the business man will undoubtedly bring about a standardization of marketing similar to that effected in the field of production. This cannot, however, be achieved until certain obstacles are overcome. Foremost among these is the apparent duplication of effort prevailing in many of the distributing functions.

The tendency seems to be toward standardization but it is doubtful whether the degree of standardization in marketing will reach that attained in production.

BIBLIOGRAPHY (listed)

OUTLINE OF REPORT

I. *Introduction*
   - A. Synopsis of Report
   - B. Foreword

II. *Text of Report*
   - A. Purpose of Report
   - B. Discussion

1. Marketing Functions
    a. Assembling and grading
    b. Storing
    c. Transportation
    d. Financing and risk taking
    e. Creation of demand
    f. Merchandising
2. The Development of Retailing
    a. The general store
    b. The specialty store
    c. The department store
    d. The chain store
    e. The mail-order house
3. The Middleman
    a. The jobber
    b. The broker
    c. Organized exchanges
    d. Co-operative marketing
4. The Marketing Problems of the Manufacturer
    a. Market analysis
    b. Sales planning and promotion
    c. Sales management
    d. The advertising campaign

III. *Appendix*

A. Charts
B. Graphs
C. Bibliography

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FITTING, RALPH U. *Report Writing*. New York, The Ronald Press Company, 1924.

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CHAPTER XI

PREPARATION OF MANUSCRIPT

1. Typewrite manuscript to be sent to a publisher or printer. It will present a better appearance and will be easier to read. Type in double-space.

2. Leave margins as follows: one and a half inches at the top, one and a half inches at the left, one at the right, and one at the bottom.

3. If possible keep the number of lines on each sheet the same. This will enable the printer to estimate the amount of space the copy will take.

4. Use good bond paper, eight and a half by eleven inches. Write on one side of paper only.

5. Number all sheets consecutively, not separately by chapters.

6. If you wish to include additional pages, note on the margin of the page after which the insert is to be made, the number of pages to be inserted; as, *Insert 8a-8c,* and write on the following pages, *8a, 8b, 8c.*

7. Do not pin inserts to a sheet, but paste them carefully in their proper places.

8. Fasten the sheets of a manuscript by clips or pins. Do not sew or tie them together, as they are likely to be torn.

9. Begin new chapters at the top of a sheet. Clip all pages together belonging to a chapter.

10. Footnotes should be placed directly below that part of the text to which they refer. They should be typed in single-

space and should have lines drawn across the page above and below them.

11. Write in the text after the punctuation mark (if any), a superior figure to correspond with the figure preceding the footnote.

12. Number footnotes consecutively throughout a chapter or an article. If there are several footnotes to appear on one page, write them one below the other, so that they will read down.

13. Spell out in full all references to periodicals. When more than one reference to the same work is made, abbreviations may be used after the first one.

14. Number chapters, charts, plates, and graphs consecutively throughout. Most writers use Roman numerals.

15. The development of the subject matter by sections, parts, chapters, topics, etc., should be clearly shown.

16. Make the index after the page proof has been returned from the printer. (*See* p. 482.)

17. Do not roll manuscript. Send it flat in a box or a strong envelope. Mark on the outside the author's name and return address. It is best to insure the manuscript or register it if sent by mail.

18. Read a manuscript through carefully before submitting it to anyone for consideration. Edit it critically to be certain that it contains no incorrect usage and no inexact punctuation. Be sure that the sentence conforms to the best rhetorical principles, that the paragraphing is clear and defined, and that the manuscript contains no errors. Uniformity in spelling, punctuation, and abbreviations is to be desired.

19. Always send the original copy to the publisher as it is clearer in type than a carbon. Retain a carbon copy for reference and as protection against loss of the original.

A Glossary of Terms

The following list of definitions of terms commonly used in bookmaking and publishing is adapted through the courtesy of *The Publishers' Weekly* from a longer glossary published serially by that journal through the months of July and August, 1924.

I

Book Planning and Production

bastard title.—The name of a book standing by itself on the leaf preceding the title-page. Also known as *"fly title"*—not to be confused with *"half title."*

book sizes.—

Size	*Approximate dimensions in inches*
Atlas folio	16 x 25
Elephant folio	14 x 20
Folio	12 x 15
4to (quarto)	9 x 12
8vo (octavo)	6 x 9
12mo (duodecimo)	5 x 7½
16mo	4½ x 6¾
18mo	4 x 6¼
24mo	3½ x 6
32mo	3½ x 5
48mo	2½ x 4
64mo	2 x 3

The common book-trade designation of sizes was based originally on their relation to a sheet of paper measuring 19 x 25. When folded to 8 leaves and trimmed, each 6 x 9 inches, it is the standard dimension of an 8vo. When folded to make 16 leaves it is a 16mo. With the present infinite variety of paper sizes all dimensions are approximate.

bulk.—The thickness of a book without its covers.

cancel.—A leaf reprinted and inserted in consequence of an error or defect on the leaf replaced.

caption.—A heading, as of a chapter, table, etc. Caption is sometimes used to designate the title of an illustration or the brief description printed immediately below it. *See* Legend.

colophon.—An emblem, usually a device assumed by the publishing house, placed on the title page.

cut.—A term commonly used to mean either a half-tone

engraving or zinc etching. Also the block or plate from which it is printed.

cut-in side note.—A note set into the side of a page of printed matter.

dummy.—Unprinted paper, folded, trimmed or untrimmed, bound or unbound, to show size, bulk, and general appearance of a projected publication.

electrotypes.—Facsimile plates for use in printing made by taking an impression in wax or other substance, depositing in this mold a thin shell of copper or other metal by an electrotyping process, and backing it with type metal. Electrotypes are made for books which are to have a large printing or a second printing. The plates will stand more wear than the original type and can be more easily stored. Moreover, new electrotypes can be made from "molders" (electrotypes used as patterns only) or from type kept standing.

end papers.—Strong sheets, sometimes decorated, pasted on the interior of the cover.

fly leaves.—Unprinted leaves at front and back of books, between the lining papers and body of book.

format.—The general make-up of a book as to size of page, margin, binding, etc.

front matter.—The pages preceding the first chapter of a book, known as "front matter," include the following, frequently in the order named:

Bastard title
Frontispiece (facing title-page)
Title-page
Copyright notice and printer's imprint
Dedication
Preface (or foreword)
Table of contents
List of illustrations
Introduction
Half title

Each to begin on a right-hand or odd-numbered page, excepting the frontispiece which faces the title-page and the copyright which appears on the verso of title.

frontispiece.—A picture or plate facing the title-page.

half title.—A short title heading the text of a book or a one-line title on a full page introducing a subdivision.

head margin.—The blank space above the first line on the page. Usually planned at half the width of the bottom margin. *See* MARGINS.

initial letter.—A large capital or decorated letter sometimes used to begin a chapter or section of a book.

inserts or insets.—Illustrations, maps, or other material not part of the printed sheets, included when binding a pamphlet or book.

jacket.—The printed or unprinted paper placed around a bound book. Sometimes called the wrapper.

layout.—Practically, the working diagram for the printer to follow. Usually marked to show the general grouping of a job, and specifying the sizes and kinds of type to be used.

leading.—The space between lines in order to provide a more open space and make the matter easier to read.

leaders.—Dots or dashes set in succession so as to lead the eye, as in the table of contents.

legend.—The title or short description printed under an illustration, not to be confused with *caption* (q. v.).

list price, or published price.—The price to the individual consumer as set by the publisher.

margins.—The proportional width of the margins is a very important element in a properly balanced book page. A good ratio is: top margin, 2; outside, 3; bottom, 4; inside, 1½.

net; net price.—"Not subject to discount or reduction."

plates.—Illustrations printed on special paper and inserted separately in the binding of a book. *See also* INSERTS; ELECTROTYPES.

reprints.—A new printing of a book.

royalties.—A compensation paid by a publisher to the owner of a copyright for the right to act under it.

running head; running title.—The line which appears across the top of a printed page. Usually the title of the book is run on the left-hand page while the chapter title is on the right-hand page.

sheets; "in sheets."—Printed pages of a book, either flat or folded, but unbound. English term is "In Quires."

subtitle.—An additional or second title to a book; an undertitle. For example, "Fundamentals of Pedagogy: *A Textbook for Teachers.*"

tail piece.—An ornament at the bottom of a page or at the end of a chapter.

title-page.—A page at the beginning of a book always on the right, giving its title, its author, if acknowledged, and its publisher, with place and date of publication. *See* FRONT MATTER.

type sizes.—

This is 4½ point, old name "Diamond"
This is 5 point, old name "Pearl"
This is 5½ point, old name "Agate"
This is 6 point, old name "Nonpareil"
This is 7 point, old name "Minion"
This is 8 point, old name "Brevier"
This is 9 point, old name "Bourgeois"
This is 10 point, old name "Long Primer"
This is 11 point, old name "Small Pica"
This is 12 point, old name "Pica"
This is 14 point, old name "English"
This is 18 point, old name "Great Primer"

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BRENNECKE, ERNEST, JR., and CLARK, DONALD LEMEN. *Magazine Article Writing,* rev. ed. New York, The Macmillan Company, 1942.

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The Preparation of Papers Based on Reading. Department of English, Mount Holyoke College, 1932.

THE UNIVERSITY OF CHICAGO PRESS. *A Manual of Style with Specimens of Type,* 10th ed. The University of Chicago Press, 1943.

UNITED STATES. GOVERNMENT PRINTING OFFICE. *Style Manual of the United States Government Printing Office,* abridged ed. Washington, 1945.

CHAPTER XII

COMPILING A BIBLIOGRAPHY

A bibliography is a list of books or parts of books, pamphlets, or periodicals by a given author or relating to a given subject. A bibliography may be simple or elaborate according to its purpose.

There are various kinds of bibliographies: subject, author, and trade bibliographies. The subject type deals with titles on one subject; the author type with titles by one author; while the trade bibliography is made up for the book trade and is not confined to one subject or to one author.

Although the forms used in the making of a bibliography differ in details, such as capitalization and punctuation of titles and of authors' names, the data recorded, however, are for the most part uniform. These consist of author's name, title of book, and facts of publication—place, publisher, and date, or, in the case of periodical articles, the name, date, and paging of magazine.

Author. Enter author under last name followed by first and second names or initials; as, Clapp, John Mantle, or Clapp, J. M. When there is only one forename, it is usually written out; as, Anderson, Sherwood. Titles and degrees should be omitted. If there are two authors, use both names connected by *and;* as, Hotchkiss, George Burton, and Kilduff, Edward Jones, or Hotchkiss, G. B., and Kilduff, E. J.

If there are three or more authors, use first name mentioned on title page followed by words *and others;* as, Commons, John Rogers, and others.

When listing more than one work by the same author, do not repeat the name, but use a line to represent it as follows:

KRAPP, GEORGE PHILIP. *A Comprehensive Guide to Good English.* Chicago, Rand, McNally & Co., 1927.

———— "Is American English Archaic?" *Southwest Rev.,* XII. 292-303.

————. *The Knowledge of English.* New York, Holt and Company, 1927.

When a reference to the same work is repeated immediately, use the abbreviation *ibid.* (*ibidem,* in the same place) as follows:

NOYES, ALFRED. *The New Morning.* "Victory," p. 10. New York, Frederick A. Stokes Company, 1919.

Ibid., "The Lost Battle," pp. 94-95.

Collections. Compilations of plays, stories, essays, or poems by several authors should be entered under the name of the editor or compiler; as, Tinker, H. L., comp.

Official Publications. Books issued by an association or reports of a business firm should be entered under the name of the association or firm responsible for the publication.

American Association for Adult Education. *Handbook of Adult Education in the United States.*

Columbia University. University Extension. *Annual Report of the Director.*

Books issued by a department of a government should be entered under the name of the country, followed by the department issuing such material; as, United States Government Printing Office. *Manual of Foreign Languages.*

Title Entries. Books such as encyclopedias, yearbooks, and anonymous classics are entered under their titles.

Encyclopaedia Britannica
Who's Who in America
Arabian Nights

Title. Enter the title exactly as it occurs on the title-page except for the introductory articles, *a, an,* and *the,* which are usually omitted; as, *Secretary's Handbook.*

Capitalization of Titles. The chief words in titles may be capitalized; as, *Doing Business by Letter; a Complete Guide.*

Library usage, however, advocates lower case for all but the first word of the title page except in the case of proper nouns.

Doing business by letter; a complete guide
American Catholic who's who

Editions. If editions other than the first have been consulted, this information should be stated; as, *Advanced Business Correspondence* 3d ed. rev.

Place, Publisher, and Date. This information may be given in various ways.

Full form—Boston, Mass., Houghton Mifflin Company, 1937
Shortened form—Boston: Houghton Mifflin, 1937
Abbreviated form—Place omitted, Houghton, 1937

Paging. In a complete and exact bibliography, the number of pages in the volume, or in the case of more than one volume, the number of volumes, should be stated. This information follows the date.

CROBAUGH, C. J. *Handbook of Insurance.* New York, Prentice-Hall, 1931. 1413 p.

U. S. Bureau of Foreign and Domestic Commerce. *Commercial and Industrial Handbooks.* Washington, Government Printing Office, 1920–31. 20v. il., maps.

Paging follows date in citations of parts of books.

OPDYCKE, J. B. *The Literature of Letters: Famous Literary Letters, as Related to Life, to the History of Literature, and to the Art of Literature.* New York, Lyons and Carnahan, 1925. pp. 206-245.

Punctuation. Place a period after the name of the author. If the names of two authors occur, place a comma after names of the first author; as, Rosenkampff, Arthur Henry, and Wallace, William Carroll. Place a period after the title of the publication. After the place of publication, most authorities prefer a comma although some permit the use of the colon. Place a comma after the name of the publisher. Place a period after the date.

When referring to articles in magazines use quotation marks around the name of the article and write the name of the periodical in italics. Date follows paging in periodical references.

LOWELL, ABBOTT LAWRENCE. "Self-Education in College." *Forum*, 79, No. 4. pp. 519-526, April, 1928.

Price. If the price is considered a necessary addition, it should be the last item written.

CHISHOLM, G. G. *Handbook of Commercial Geography.* 12th ed. rev. Longmans, 1932. 825 p. $6.50.

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BROWN, ZAIDEE. *The Library Key,* 6th ed. rev. New York, The H. W. Wilson Company, 1945.

HIGGINS, MARION VILLIERS. *Bibliography; a Beginners Guide to Making, Evaluation and Use of Bibliography.* New York, The H. W. Wilson Company, 1941.

CHAPTER XIII

PROOFREADING

Proofreading requires accuracy, alertness, and judgment. Errors should be carefully sought out and corrected in the first reading. The resetting of even a line in the page proof is costly to the author.

Writers and their secretaries should be familiar with commonly accepted marks of proofreading and with their actual use on proofs.

Kinds of Proofs

Galley Proofs, about the length of a newspaper column, are the first proofs made by the printer. They are usually revised and cleared of all apparent errors before being sent to the author.

An author's proofs are those corrected and revised from the first Galley Proof and sent to him for correction. The author may ask for a second Galley Proof before the material is finally set into page form.

Page Proofs are those made from the Galley Proofs as they are to appear in regular page form. These should be corrected with great care, as any changes are at additional cost. The proofreader should observe closely the headings, subheads, numbering of pages, footnotes, and all other parts of the page to be sure that all are correct. The author seldom receives a second Page Proof; unless the corrections on the first Page Proofs have been many and complicated.

After corrections have been made by the author on the Page Proof, the pages are then locked up for the press. Sometimes another proof, known as the Foundry Proof, is taken, which is sent to the author at his request for his final approval.

The Plate Proof is the final proof furnished to the publisher, but not usually sent to the author.

SIGNS USED IN CORRECTING PROOFS

	Push down the lead which is showing with the type.
	Delete; take out.
	Turn inverted letter right side up.
stet	Let it remain; change made was wrong.
□	Indent one *em*.
⊙	A period.
‖	The type line is uneven at the side of the page; straighten it.
×	A broken letter.
-	A hyphen.
ital.	Use italics.
	Join together; take out the space.
	Take out letter and close up.
center	Put in middle of page, or line.
	Straighten lines.
	Insert an apostrophe.
	Insert a comma.
	Raise the word or letter.
	Lower the word or letter.
	Bring matter to the left.
	Bring matter to the right.
#	Make a space.

lead	A thin metal strip used to widen the space between the lines.
space out	Spread words farther apart.
¶	Make a paragraph.
no ¶	Run on without a paragraph.
cap.	Use a capital.
l.c.	Use the lower case (small type), *i.e.* not capitals.
s.c.	Small capitals.
w. f.	Wrong font — size or style.
font.	Kind of type.
tr.	Transpose.
rom.	Use roman letter.
overrun	Carry over to next line.
∧	Indicates where an insertion is to be made.
Qy. or (?)	Doubt as to spelling, etc.
≡	Indicates CAPITAL letters.
≡	Indicates SMALL CAPITAL letters.
—	Indicates *italic* letters.
~	Indicates **black type** letters.
≡	Indicates **BLACK CAPITALS.**
≡	Indicates **BLACK SMALL CAPITALS.**
≡	Indicates ***black italic.***

General Directions for Proofreading

1. Read proof slowly, letter by letter, to detect every error.

2. Read through the proof several times with a definite point in view. Consider carefully punctuation, correct usage, typographical errors, general alignment, spacing, general effect.

3. Make all corrections in ink of a color contrasting with that used by the professional proofreader.

4. Put all corrections in the margin near the word marked. If several are made, place them in the order of their appearance with a slanting line between them; as, *wf/tr/sc/.*

5. Do not erase a correction made which you have found unnecessary. Draw a line through the correction and write *stet.* If necessary, rewrite a correction.

6. Underline three times a word or words to be written in large capitals and write "caps" in the margin; underline twice to indicate small capitals and write "s. c." in margin. When a word is incorrectly capitalized, draw a line through the letter and write "l c" in the margin to indicate "lower case."

7. Underline a word once to indicate that it is to be italicized, and write "ital" in the margin.

8. Place a circle in the margin around a period or colon to be inserted. To indicate a comma write ,/or ^ ; to indicate an apostrophe ^ ; to indicate quotation marks write " ".

9. To indicate that a word or expression should be removed draw a line through the word or expression and write in the margin the sign ℌ (dele), which means *Take out.*

10. Write in the margin all new material to be inserted and indicate by caret (^) where it is to be placed.

11. Write in the margin a double (=) to show that a hyphen is to be placed where indicated by a caret sign.

12. Use the space sign # to indicate that more space is needed where indicated by the caret.

13. Use the sign ⁀ to indicate that space between letters or words is to be eliminated.

14. Answer all queries made by the publisher's proofreader. To indicate your approval, cross out the question mark and allow the correction to stand. To show disapproval of the correction suggested, cross out the question or answer it in full.

PROOF SHOWING CORRECTIONS

ADDRESS AT GETTYSBURG

Fourscore and seven years ago our fathers brought forth on this continent a new ~~nation, conceived~~ in liberty, and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battlefield of that war. We have come to pedicate a portion of that field as a final resting-place for those who here ~~here~~ gave their lives that that Nation might live. it is altogether fitting and proper that we *should* do this.

But, in a larger sense, we cannot dedicate — we cannot consecrate — we cannot hallow this ground. The brave men, living and dead, who struggled here, have consecrated it far above our poor power to add or detract. The world will little note nor long remember what we here say, but it can never forget what they did here.

It is for us, the living, rather, to be dedicated here to the unfinished work which they who fought

(Address at the dedication of the Gettysburg National Cemetery, Nov. 19, 1863. Reprinted, by permission of The Macmillan Company, from Abraham Lincoln, the Man & the People, by Norman Hapgood.)

CORRECTED PROOF

ADDRESS AT GETTYSBURG

Fourscore and seven years ago our fathers brought forth on this continent a new nation, conceived in liberty, and dedicated to the proposition that all men are created equal.

Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battlefield of that war. We have come to dedicate a portion of that field as a final resting-place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

But, in a larger sense, we cannot dedicate — we cannot consecrate — we cannot hallow — this ground. The brave men, living and dead, who struggled here, have consecrated it far above our poor power to add or detract. The world will little note nor long remember what we say here, but it can never forget what they did here. It is for us, the living, rather, to be dedicated here to the unfinished work which they who fought here

(*Address at the dedication of the Gettysburg National Cemetery, Nov. 19, 1863.* Reprinted, by permission of THE MACMILLAN COMPANY, from "Abraham Lincoln, the Man of the People," by Norman Hapgood.)

CHAPTER XIV

MAKING AN INDEX

The purpose of an index is to present a means of ready reference. An index should offer to the reader an opportunity to find quickly what he wishes without reading more than is necessary. It is essential, then, for an indexer to know what the average reader may want to refer to and under what headings he will naturally look. One or two may not be enough.

Chapter headings, subheads, subjects, and even minor subjects may be included in the index. Cross references should be made wherever possible. The indexer should list topics under as many headings as he thinks necessary.

There are several typographical forms for indexing. If a given form is not required by a publisher, an author may select a type which he considers suitable to the content or nature of his work.

In the form selected, he should observe the capitalization, spacing, indention, punctuation, and phrasing of topics, and follow that form rigidly.

The making of an index begins usually after the return of the page proofs from the printer. The author may have anticipated this by writing on separate library cards or on small slips of paper uniform in size, subjects which he has decided should be indexed. If he has not done this, his work begins when the page proof is put into his hands.

In order to be sure that all important subjects are indexed, it would be well to start at the beginning and read through all pages consecutively, writing on separate cards each subject or name important enough to be indexed. One main subject only should be written on a card. Sub-entries, indented a few spaces to the right, alphabetically arranged, may be included on the

same card. If more sub-entries are to be indexed than there is space for, the main subject is repeated on a new card with the word *Continued* following it. Often it is necessary to make sub-entries under sub-entries. This is done by double indention.

When all subjects are completely and carefully indexed and cross references made under suitable headings, the cards should be alphabetized. From these the index, a complete list of all entries on the cards, may then be made in its final draft.

Every reference should be checked to see whether the index reference corresponds to the page quoted. This is most important, as errors frequently creep in, particularly in the proof.

Suggestions for Indexing Names

In indexing proper names write the last name first, followed by a comma, then the Christian or given name, followed by a comma and page number.

Carlyle, Jane, 20
Conrad, Joseph, 116

The following illustrate ways often observed in making an index: by column form with indention and sub-indention; by paragraph form for all topics; by the use of main entries only; by the use of the dash to indicate sub-entries.

Index with indention and sub-indention:

Secretary, the business training of, 8
  cultural training of, 5-7
  definition of, 2-3
  duties of, 3
  efficient, the, 61-62
  from point of view of employment
      managers, 57-60
    of man, 64
    of woman, 65
  general qualities of, 17-18
  history of, 72-81
  hundred per cent secretaries, 65-66
  in architectural offices, 45, 68
  in authors' offices, 47-49
  in editorial offices, 46-47

in educational offices, 51-55, 69
in engineers' offices, 43
in executive secretary's office, 71

From *Training for Secretarial Practice.*

Paragraph form for extensive index:

Subjects, of letters, acceptance, 225; accident, 368; advice, 218; arrest, 353; art, 388; authorship, 231; autobiography, 34, 56, 106, 435, 457; bank, 290; biography, 372, 432; business, 402-411; butcher, 132; cats, 216, 241; character, 124; charity, 281; clothes, 409; condolence, 256, 320, 346; congratulation, 283; contribution, 281; convalescence, 228, 233; cottage, 247; *cries of London,* 297; criticism, 250, 305, 308, 310, 311, 312, 313, 318, 340, 372, 393, 417, 440, 453, 462; dancing, 207; declination, 237, 264; delivery, 408; despair, 262; disappointment, 107; dogs, 162, etc.

From *The Literature of Letters.*

Index for main entries:

File clerk, duties of 178
File clerk, promotion of 177-178
File clerk service 177
File clerk service, importance of 177
File clerk, training and experience required 178
Filing methods, importance of 33
Financial advice and information 47
Financial reports 56
Folders, special tabs 37
Freight shipments 84

From *Secretarial Studies.*

The use of the dash to indicate sub-entries:

Tables, open (without rules):
—blanks, leaders in, 314; except "Remarks," 317
—bookkeeping, 319; balance, 319; "Brought forward," "Carried forward," supplied, in italics, 319
—captions for, 310
—column heads in, 310
—of contents, 314
—leaders, 9-unit, 314
—list of illustrations, 314
—primary heads, 140
—subheads, 140
Tailpieces (Specimens), 343
Technical matter:
—abbreviations in, 149
—proofreading of, 409
Technical terms, glossary of, 503-15

From *A Manual of Style.*

CHAPTER XV

RULES FOR ALPHABETICAL FILING USED IN BUSINESS OFFICES

General Directions

1. Entries of names of individuals, on cards, lists, etc., should always be placed in the following order:

1. Surname
2. Comma
3. Christian name (or first initial)
4. Middle name or initial
5. Title (in parentheses) Stewart, George D. (*Dr.*)

2. Many names are pronounced exactly alike but spelled differently:

(1) File exactly as spelled.

(2) When spelling differs only at the end of the word, no cross reference is necessary, since one spelling would follow immediately after another:

Smith	Conner
Smithe	Connor

When spelling differs in the beginning of a word, make blanket cross reference from one form of name (surname only) to the other:

Monroe ..... *see also* Munroe
Munroe ..... *see also* Monroe
Conolly ..... *see also* Connolly
Connolly ..... *see also* Conolly

Illustration of Alphabetic Divisions Found on Filing Guides

25 Divisions	*40 Divisions*	*60 Divisions*
A	A	AA-AM
BA-BL	BA	AN-AZ
BO-BY	BE-BI	BA
CA-CL	BL-BO	BE

CO-CZ
D
E
F
G
HA-HE
HI-HY
I-J
K
L
MA-MC
ME-MY
N-O
P-Q
R
SA-SE
SH-SO
SP-SY
T-U-V
WA-WH
WI-WY-X-Y-Z

BR-BY
CA-CE
CH-CL
CO-CZ
DA-DE
DI-DY
E
FA-FL
FO-FY
GA-GL
GO-GY
HA
HE-HI
HO-HY
I-J
KA-KI
KL-KY
L
MA
MC
ME-MI
MO-MY
N-O
PA-PH
PI-PY-Q
RA-RI
RO-RY
SA-SC
SE-SK
SL-SQ
ST-SY
T
U-V
WA-WE
WH-WI
WO-WY-X-Y-Z

BI-BL
BO
BR
BU-BY
CA-CE
CH-CL
COA-COP
COR-COZ-CR-CZ
DA-DE
DI-DO
DR-DY-EA-EK
EL-EZ-FA
FE-FL
FO-FY
GA-GE
GI-GO
GR-GY
HAA-HAP
HAR-HAZ-HEA-HEK
HEL-HEZ-HI
HO
HU-HY-I
J
KA-KE
KI-KY
LA
LE-LI
LO-LY
MAA-MAN
MAR-MAY
MC
ME
MI-MOA-MOO
MOR-MOZ-MU-MY
N
O
PA-PEA-PEM
PEN-PEZ-PF-PH-PI
PL-PY-Q
RA-RE
RH-RI-ROA-ROG
ROH-ROZ-RU-RY
SA
SC
SE-SH
SI-SM
SN-SQ-STA
STE-STY
SU-SY-TA-TE
TH-TY
U-V
WA
WE
WH
WI
WO-WY-X-Y-Z

3. File *Mac* and *Mc* exactly as they are spelled.

Mackey, Thelma
MacLaren, Frank
MacLean, Samuel
McMahon, Agnes
McNab, Robert
McNaughton, Maude

4. When filing a group of one surname, alphabetic order, bear the following in mind:

(1) Nothing stands before something.
(2) Initials always precede names beginning with the same letter.

Lord, (Mrs.)
Lord, A. F.
Lord, A. Frances
Lord, Augustus

5. Hyphenated surnames of individuals should be indexed under the surname as a whole and, when necessary, a cross reference made from the second part:

Thoburn-Arzt, James
Quiller-Couch, Arthur T.

Cross references:

Arzt, James Thoburn—*See* Thoburn-Arzt, James
Couch, Arthur T. Quiller—*See* Quiller-Couch, Arthur T.

Foreign Names

6. Foreign names commencing with *D', da, de, della, di, du, la, le, van, von,* etc., are filed alphabetically as they are spelled. The prefix is considered as part of the name, not separately.

Da Costa, Carl
D'Agnostina, Albert
De Kosa, L. A.
D'Elia, Louis J.
Della Fazia, Anielo
De Stefano, Adolfo
Des Verney, Kenneth
De Takacs, Maria
Du Bois, Paul
La Barre, Emily
La Bell, W.
Le Blanc, Jean
Van Loon, Hendrik
Van Ness, George
Van Bremen, Fritz
Von Burg, Karl

7. When names beginning with *La* or *Le* are family names (as *Le Roy, Le Bolt,* etc.) they follow the foregoing rule. When *La* or *Le* is used in place of *the,* index as written. When *El* stands in place of *the,* index as written.

La Barre Realty Corp.,
Le Barton Mfg. Co.,
El Caso Apartments

8. Foreign titles are indexed strictly according to title. Make as many cross references as may be necessary for identification.

La Société Anonyme des Cycles Peugeot
Make cross-reference under *Peugeot.*

Company Names

9. If a *company* is a customer, enter under the company's title, with name of officer following:

Best & Co.,
  Strickland, W., Manager
Stetson Shops, Inc.,
  Interman, K. M.

If the *officer* himself is the customer, enter under his name in care of the company:

Brown, Joseph A.,
  Credit Manager, Stewart & Co.

10. Great care must be taken to ascertain whether the first part of a company's name is a Christian name or a surname: (*See* Sec. 15, p. 490).

Simon, Franklin, & Company, *not* Franklin Simon & Co.

11. Arrange all material in A Z sequence of letters to the last letter of the word, considering each word separately. Consider the second words only, when the first words are identical:

Amer, Walter
Amerest Baking Co.
American Can Co.
American Car Co.
Americana Art Co.
Amerman, A.
Ames, E. C.

12. Names that begin with numbers should be indexed as if spelled out.

File
1st National Bank, as
First National Bank
File
3d Presbyterian Church, as
Third Presbyterian Church
File
14th Street Curiosity Shop, as
Fourteenth Street Curiosity Shop

13. Company names which do not embody full names of individuals should be alphabetized under the first name and the names following in strict alphabetic order, with cross-reference from the second name when necessary.

Canadian Pacific Railway Company
Cross reference
Pacific Railway Company, Canadian

14. When there are a large number of titles of the same name, these should be alphabetized according to names of towns in the address.

American Can Company, Allentown, Pa.
American Can Company, Memphis, Tenn.

15. Companies with initials or Christian names should be filed (1) by surname, (2) by Christian name or initial, (3) by remainder of title (& Co., Bros., etc.). Small words, like *and, for, of,* etc., should be disregarded in filing.

Ryan, A.	Ryan & Co.
Ryan, B., & Co.	Ryan, Edward, & Bros.
Ryan, Bernard	Ryan, Henry, & Son

16. When companies of one name are followed by the words *Bros., Co., Inc., Sons,* etc., the titles are filed as though they were Christian names:

Patton, Abner	Patton, Co.
Patton Bros.	Patton, Inc.

17. Apostrophe s (*'s*) indicating possessive case, is not considered in filing. S. apostrophe (*s'*) indicating possessive case, is considered in filing.

Patton, Abner
Patton's Book Shop
Patton Bros.
Patton's Carpet Co.
Patton Edwin & Bro.
Pattons' Costume Co.

Miscellaneous Names

18. When filing material pertaining to a state, county, or city, file under name of state, county or city, subdivide by department or bureau.

Washington Assurance Corporation
" , Booker T.
" Candy Corporation
" , City of
" Coffee Co., G. (cross-reference)
" , County of
" , George
" Heights Battery Service
" , Martha, Hotel Co.
" Pipe and Foundry Co.
" Square Book Shop
" , State of

19. Titles beginning with *Mt., New, Pan, Rock, St., Saint, San, Santa,* etc., are alphabetized as distinct names. Abbreviations are filed as though spelled in full.

Mt. Carmel
Mt. Vesuvius Lumber Co.
Mt. Zion Cemetery
New Lenox Market
New Life Co.
New Orleans Refining Co.
Pan American Society of U. S.
Pancoast Co.
Rock Island R. R.
Rockefeller, John D.
St. Agnes Day Nursery
Saint Joseph's Union
Saintsbury, George
San Francisco Chronicle
San Joseph, Harold
Sanka Coffee House
Santa Fé Co.
Santangelo Bros.

20. Churches are filed as the name appears.

Cathedral of St. John the Divine
Cross-reference
St. John the Divine

Corporate Titles

21. Institutions or societies beginning with a Christian name should be filed under the surname, first with a cross-reference from the Christian name when necessary.

Franklin, Benjamin, Hotel
Hopkins, Johns, University
Gibbs, Katharine, School
Sage, Russell, College
Roosevelt, Theodore, High School

22. When titles are composed of two or more names joined by *and,* the *&* is disregarded.

American & Canadian Flour Corporation
American-Canadian Property Corporation
American-Russian Chamber of Commerce

23. When points of the compass are part of the name, index under *north, south,* etc.

North Chicago, Ill.
South Boston, Mass.

Northwest, Northwestern, etc., are alphabetized as if spelled as one word.

North River Savings Bank
Northwest Paper Company
Northwestern Chemical Company

The same rule applies to words that are sometimes hyphenated.

Co-operative
Inter-state

24. Titles beginning with descriptive words should be inverted, so that the main entry will come first.

Trustees of Cornell University
should be
Cornell University, Trustees of

RULES FOR ALPHABETICAL FILING

Estate of Chauncey M. Depew
should be
Depew, Chauncey M., Estate of

REFERENCE BOOKS

BROWN, HAROLD S. *Filing Theory and Practice.* New York, N. E. H. Hubbard & Co., 1933.

HUDDERS, EUGENE RUSSELL. *Indexing and Filing: A Manual of Standard Practice.* New York, The Ronald Press Company, 1920.

SCHOLFIELD, ETHEL E. *Filing Department Operation and Control; From the Standpoint of the Management.* New York, The Ronald Press Company, 1923.

WALLACE, EUGENIA. *Filing Methods.* New York, The Ronald Press Company, 1924.

Progressive Indexing and Filing. New York, Remington Rand, Inc., 1944.

WHEELER, MARTHA THORN. *Indexing; Principles, Rules and Examples.* 3d ed. rev. New York State Library, 1923.

CHAPTER XVI

SOURCES OF INFORMATION

Additional reference books will also be found at end of chapters.

Biographical Data

American Catholic Who's Who. A biographical dictionary of prominent Catholics of the higher rank of the priesthood and those distinguished in some particular line of work, as author, scientist, missionary.

Biography Index; a Cumulative Index to Biographical Material in Books and Magazines. First published in 1946. This gives no biographies but lists sources from which such information may be obtained.

Current Biography. Since 1940 this publication has given sketches with portraits of people prominent in news of the day.

Dictionary of American Biography. An important set in twenty volumes and supplements which contains authoritative accounts of noteworthy Americans no longer living.

Dictionary of National Biography. The source, in twenty-two volumes and supplements, for lives of prominent persons of the British Empire exclusive of those living.

Twentieth Century Authors, compiled by Stanley J. Kunitz and Howard Haycraft. In addition to biographies this contains many portraits.

Webster's Biographical Dictionary. A comprehensive guide in one volume to dates, nationality, and activities of prominent persons from earliest times.

Who's Who. A biographical dictionary issued annually, devoted mainly to people of note in Great Britain.

Who's Who in America. A biographical dictionary of contemporary men and women of note in America, with addresses, lists of works of authors, pronunciation of difficult names, educational statistics, and geographical index. Continued by monthly supplements.

Who Was Who in America 1897-1942. A biographical dictionary of persons whose names formerly appeared in *Who's Who in America,* but whose deaths occurred within the dates given.

Who's Who in Art. A biographical dictionary of contemporary artists.

Who's Who in Canada. A biographical record of persons of note in the Dominion of Canada.

Who's Who in Commerce and Industry. Brief biographies of people prominent in business.

Who's Who in Engineering. A biographical dictionary of those prominent in engineering.

Who's Who in the East. A business, professional, and social record of men and women of achievement in the eastern states.

Who's Who in New York. A biographical dictionary of eminent contemporary men and women in New York.

Who's Who in the Theatre. A British biographical record of the contemporary stage, containing some American names; contains a list of leading dramatic critics of London and New York, a list of hereditary theatrical families, and a list of notable productions and revivals.

Social Directories

Social Register. A directory containing names of men and women of social rank and prominence living in and near New York; includes names of all members of the family, city and country addresses, names of colleges attended, and club memberships.

The Blue Book, issued in other cities of the United States, contains information similar to that of the *Social Register.*

Forms of Address

Measures, Howard. *Styles of Address.* Gives forms of address used in speech as well as in writing for formal and informal style.

Titles and Forms of Address. A manual containing concise information about the orders of nobility in England, the correct manner of addressing them, order of precedence, etc.

Directories and Handbooks

Official Congressional Directory for the Use of the United States Congress. Authoritative information on all legislative, judicial,

and executive departments at Washington; lists of foreign diplomatic and consular officers in the United States, and of ranking diplomatic and consular officers in the foreign service of the United States.

U. S. Civil Service Commission. *Official Register of the United States.* List of persons occupying administrative and supervisory positions in the legislative, executive, and judicial branches of the Federal Government.

Good, Carter Victor. *A Guide to Colleges, Universities, and Professional Schools in the United States.*

Patterson's American Educational Directory.

U. S. Office of Education. *Educational Directory.* Lists of national and state educational officials, county, town, and district superintendents, college presidents, professors and superintendents in training schools, educational boards, and federations of women's clubs, officers of education in foreign countries, etc.

Official Catholic Directory. A directory and compilation of statistical information concerning the clergy, churches, religious orders, etc., of the Catholic Church in the United States and its possessions, in Great Britain, Canada, and other parts of British America, in Cuba, and in Mexico.

U. S. Bureau of the Census. *Religious Bodies.* Statistical information of the church membership, building, Sunday schools, missionary activities, etc.

Yearbook of American Churches. A book of current statistical and directory information compiled for the Federal Council of the Churches of Christ in America.

Directory of Directors. A list of directors of principal companies in the United Kingdom.

Directory of Directors in the City of New York. A guide to directorates held by prominent financiers.

Dun and Bradstreet, Inc. Reports on financial standing of individuals and companies. Available to subscribers only.

Kelly's Directory of Merchants, Manufacturers, and Shippers. A guide to the export, import, shipping, and manufacturing interests. Contains official lists, consuls, glossaries of foreign trade terms with English equivalents.

Moody's Investor's Service. A manual of names of officers, directors, and capitalization of corporations, with statements of income, assets, and liabilities.

Poor's Register of Directors. A guide to directorates held by prominent financiers in the United States and in Canada.

Thomas' Register of American Manufacturers.

American Foundations for Social Welfare. A directory of approximately five hundred foundations.

Official Hotel Red Book and Directory. A list of hotels. Published annually by the American Hotel Association Directory Corporation for the American Hotel Association of the United States and Canada.

American Year Book. A record of events and progress in various fields, particularly in the United States.

New International Year Book; A Compendium of the Year's Progress in Scientific, Educational, Cultural and Political Fields.

Statesman's Year-Book (published in England). Concise and authoritative information about the governments of the world. Information given about the ruler, constitution, government, population, religion, finance, industry, commerce, money and credit, diplomatic representatives, etc.

Whitaker's Almanack. Statistical information relating to Great Britain particularly.

World Almanac and Book of Facts. Most comprehensive of American Almanacs. Contains statistics of industry, politics, governments, finance, religion, education, etc.

Guides and Indexes

Guide to Reference Books. Isadore Gilbert Mudge. A guide to all important reference books. Continued by supplements.

United States Catalog. An index of all books in print in the United States in 1928, with author's name, short title, edition, date, publisher, price, and paging.

Cumulative Book Index. A cumulative index issued monthly except August, containing names of all publications of the year in English and forming a supplement to the *United States Catalog.*

Publishers' Weekly. American book-trade journal containing lists of books announced for publication and the new publications for the week.

New York Times Index. An index appearing monthly of references to articles and names appearing in *The New York Times,* with date, page number, and column.

Readers' Guide to Periodical Literature. An index to cultural and scientific articles found in a selected list of periodicals.

Industrial Arts Index. An index to a selected list of engineering and trade journals.

Public Affairs Information Service. The combination of a subject index to the current literature in its field: books, documents, pamphlets, articles in periodicals, multigraphed material, etc., and a digest of recent events and developments in the fields of sociology, political science, and economics, particularly the practical side of these subjects.

Ulrich's Periodicals Directory; a Classified Guide to a Selected List of Current Periodicals Foreign and Domestic. Edited by C. F. Ulrich.

SYNONYMS AND ANTONYMS

Allen, Frederic Sturges. *Synonyms and Antonyms.*

Crabb, George. *Crabb's English Synonymes.*

Fernald, James Champlin. *English Synonyms and Antonyms, with Notes on the Correct Use of Prepositions.*

Roget, Peter Mark. *Thesaurus of English Words and Phrases.* Arranged according to ideas rather than by alphabet. Helpful in finding exact words or expression for a given idea, together with idiomatic combinations peculiar to it.

Webster's Dictionary of Synonyms.

STYLE BOOKS

Ives, George Burnham. *Text, Type, and Style; a Compendium of Atlantic Usage.*

U. S. Government Printing Office. *Manual of Foreign Languages for the Use of Printers and Translators.*

U. S. Government Printing Office. *Style Manual of the Department of State.*

U. S. Government Printing Office. *Style Manual of the Government Printing Office.*

University of Chicago Press. *A Manual of Style.*

POSTAL AND RAILWAY GUIDES

Official Guide of the Railways and Steam Navigation Lines of the United States, Puerto Rico, Canada, Mexico, and Central America and Air Line Schedules. National Railway Publication Company. Issued monthly.

U. S. Official Postal Guide. Part I domestic, Part II foreign.

ATLASES

Encyclopaedia Britannica Atlas.

Goode's School Atlas.

Lippincott's Complete Pronouncing Gazeteer or *Geographical Dictionary of the World.*

Rand McNally Commercial Atlas and Marketing Guide.

Rand McNally World Atlas.

Times Survey Atlas of the World.

GOVERNMENT PUBLICATIONS

U. S. Bureau of Foreign and Domestic Commerce. *Statistical Abstract of the United States.* An annual publication giving statistics about commerce, manufactures, mining, population, agriculture, etc.

United States Government Manual. A useful outline of the functions of the various bureaus and agencies of the Federal Government.

BOOKS ON ETIQUETTE

Boykin, Eleanor. *This Way, Please.*

Eichler, Lillian. *New Book of Etiquette.*

MacGibbon, Elizabeth Gregg. *Manners in Business.*

Post, Emily Price. *Etiquette, The Blue Book of Social Usage.*

HANDBOOKS RELATING TO TECHNICAL SUBJECTS

Ballantine, James Arthur. *Law Dictionary with Pronunciation.* Lawyers Co-operative Publishing Company, 1930.

Black, Henry Campbell. *Law Dictionary.* West Publishing Company, 1933.

Crispin, Frederic S. *Dictionary of Technical Terms.* Terms used in architecture, building, electrical, and metal working trades, chemistry, etc. 7th ed. rev. Bruce Publishing Company, 1946.

QUOTATIONS

Bartlett, John. *Familiar Quotations.* Arranged by authors chronologically.

Stevenson, Burton Egbert. *The Home Book of Quotations, Classical and Modern.* Arranged alphabetically by subject.

CHAPTER XVII

CITATIONS

Citations made by Columbia University in conferring honorary degrees:

John St. Loe Strachey—

Trained, broadened and deepened at Balliol College under the guidance of the powerful personality of Benjamin Jowett; scholar, historian, man of letters and journalist; conducting for a full generation, under the shadow of the names of Addison and Steele, the most noteworthy journal of opinion in the English speaking world; careful and sympathetic student of American history, institutions and life; and interpreter of them with insight and understanding to all who use the speech of Shakespeare and Milton, of Franklin and Lincoln, I gladly admit you to the degree of Doctor of Letters in this University and confer upon you all the rights and privileges which belong thereto. In token whereof I hand you this diploma.

Alfred Emanuel Smith—

Born on Manhattan Island and trained in the hard school of its many-sided cosmopolitan life; since manhood a constant and eager public servant in posts of steadily growing importance and authority; sometime Speaker of the Assembly, member of the Constitutional Convention of 1915, three times chosen by the people of a truly imperial State to be their Governor; alert, effective, public-spirited and courageous, constantly speaking the true voice of the people; on this one hundredth anniversary of the Commencement at which your great predecessor, De Witt Clinton, received like honor, I gladly admit you to the degree of Doctor of Laws in this University, and confer upon you all the rights and privileges which belong thereto. In token whereof I hand you this diploma.

The Rt. Hon. and Rt. Rev. Arthur Foley Winnington-Ingram—

Lord Bishop of London, Dean of the Chapels Royal, and Prelate of the Order of the British Empire; fortunately trained,

with high honors, at Marlborough College and at Keble College, Oxford; passing steadily and quickly from one post to another of ecclesiastical usefulness, influence and distinctions; now administering the vast work of the Church of England in the capital city of the British Commonwealth of Nations; eager in service, constant in labor, guided always and everywhere by deep insight into human nature and keen sympathy with the inspiration and activities of youth, I gladly admit you to the degree of Doctor of Sacred Theology in this University, and confer upon you all the rights and privileges which belong thereto. In token whereof I hand you this diploma.

John Bassett Moore—

Native of Delaware, graduated at the University of Virginia with the Class of 1880; quickly entering the public service in the Department of State and serving there until appointed Hamilton Fish Professor of International Law and Diplomacy in 1891; called from time to time by the Government to serve either in high and responsible office in the Department of State or as special envoy or as delegate to numerous international conferences; signally honored in many lands; first of living authorities on international law and procedure; profound in scholarship and unwearied in industry; member of the Permanent Court of Arbitration at the Hague since 1913 and Judge of the Permanent Court of International Justice since 1921, I gladly admit you to the degree of Doctor of Laws in this University and confer upon you all the rights and privileges which belong thereto. In token whereof I hand you this diploma.

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A citation made by President Thomas of Rutgers University in conferring the degree of LL.D. upon Dr. James C. Egbert.

James Chidester Egbert,

Alumnus and Doctor of Philosophy of Columbia University; distinguished scholar and teacher in the field of Roman Archæology and sometime President of the Archæological Institute of America;

builder of the outstanding Summer Session of American Universities;

director of the world's greatest enterprise in adult education, through whose leadership the privileges of learning have been extended to many thousands whose educational needs and possibilities had been unnoticed, whereby the institutions of higher

learning in America have been brought to a new and inspiring realization of their responsibilities in a democracy;

Rutgers University, Columbia's next of kin, confers upon you the degree of Doctor of Laws.

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Citation made by President Clothier of Rutgers University in conferring the degree of LL.D. upon Franklin D. Roosevelt.

FRANKLIN DELANO ROOSEVELT:

First citizen of this Commonwealth, one who has dedicated his life to the service of his countrymen;

Politician whose conception of public life is that of lofty public service;

Statesman who has proved that friendship and candor are more effective in international diplomacy than subtlety and strategy;

You have been called to the Presidency of this nation in order that by courage and imagination and initiative, you might lead your fellow countrymen out of the shadows which have encompassed them into the light of a new and better day.

We welcome you to the fellowship of the Dutch tradition in which this University was founded. In testimony of that fellowship and in evidence of the admiration and confidence in which the nation holds you, I confer upon you the degree, honoris causa, of DOCTOR OF LAWS.

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Honorary degree of LL.D. conferred upon Herbert Hoover by Princeton University. The following citation was made by Dean West in introducing Mr. Hoover.

HERBERT CLARK HOOVER, geologist and engineer, student and writer on mining; developer and director of large enterprises in Australia, China, Burma and Siberia, our first authority on the history and economics of mining; at the outbreak of the war relieving the stranded hordes of Americans in London with swift succor; then head of the Commission for Relief of Belgium and there fighting a hard fight to shelter the homeless, to cover the naked and "to deal bread to the hungry"; chief master of the problem of producing, dividing and using our national food supply to feed all who need it; a true son of the people, a youth in heart, a giant in vast achievement; swift,

sleepless and resistless, bending all to one great purpose—to save and not to destroy.

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Citation made by President Lemuel H. Murlin of Boston University, in conferring the degree of LL.D. on behalf of the Trustees on Mrs. Calvin Coolidge:

Student, university graduate, teacher; daughter, wife, mother; in every station exemplifying the finer qualities of mind and heart we most admire in women; your own works praise you; you have gained the confidence, admiration and love of the American people. Upon the recommendation of the University Council, I have been authorized by the Board of Trustees of Boston University to admit you to the degree of Doctor of Laws.

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Citations made by President Daniel L. Marsh of Boston University.

CLARENCE WALKER BARON, editor, publisher, spokesman of industrial America to the investing public of the United States, promulgator of the doctrine that the laws of happiness are the laws of service, by the authority vested in me, I admit you to the degree of Doctor of Commercial Science of Boston University and to all the rights, privileges and distinction belonging thereto, and in testimony thereof I present to you this diploma bearing the seal of the University and the inscriptions of its proper officers.

HAMILTON HOLT, President of Rollins College, educator, publicist, constructive advocate of international good-will and world-peace, foe of war and by the same token friend of humanity, by the authority vested in me, I admit you to the degree of Doctor of Humanities of Boston University and to all the rights, privileges and distinction belonging thereto, and in testimony thereof I present to you this diploma bearing the seal of the University and the inscriptions of its proper officers.

Reprinted by permission.

Citations made by Princeton University in conferring honorary degrees:

Bernard Mannes Baruch—

For over thirty years he has devoted himself without stint to public service, first as the friend and adviser of President

Woodrow Wilson and thereafter through successive administrations, serving with distinction both here and abroad in many and diverse fields and an amazing variety of undertakings. He has brought to these important undertakings a keen and well-trained mind, a wide knowledge of men and affairs, a passion for facts as the only sound basis for decisons, and the courage to make and uphold those decisions. In brief, a wise counselor and patriotic American citizen who has given expression to his love of country by continued and devoted labors in the nation's service.

Frank Diehl Fackenthal—

Educator and skilled administrator, who has dedicated his life with singleness of purpose and rare devotion to the welfare of his famous alma mater. Becoming provost in 1937, he served as the trusted and able lieutenant of his illustrious predecessor, and with self-effacing efficiency conducted the day-to-day operations of that far-flung organization with smoothness and ease of execution. Upon the retirement of Dr. [Nicholas Murray] Butler, he became acting president, without disruption or dissent, without commotion or loss of motion, and with the complete confidence and friendly support of trustees, faculty and undergraduates. Such a result could only have been achieved through qualities of fairness, modesty, thoughtful consideration, courage and best type of constructive leadership. In his own quiet way he has made an outstanding contribution, not only to Columbia, but to American education.

Thomas Stearns Eliot—

Critic and poet of distinction, whose work has affected the course of literature and exerted a strong influence upon all contemporary writing. As a critic he has made possible by his perceptions a new and more coordinated view of the whole of literature. As a poet he has widened the scope of the art to include the everyday life of the average man. Keenly aware of the trends of the time, he has become the literary conscience of an era.

Charles Franklin Kettering—

Engineer, inventive genius extraordinary, possessed of a restless curiosity combined with a driving persistency which never admits the possibility of defeat, he, with the aid of his associates, has provided an incredible succession of creative achieve-

ments which contributed to the comfort and well-being of millions and heightened the joy of their living. His active mind, with its passion for productive research tempered by canny common sense, penetrates widely varied fields of human interest and leaves each the richer for its presence.

Chester William Nimitz—

An admiral in the best tradition of the United States Navy. Called to the command of the Pacific Fleet in its darkest hour after the disaster at Pearl Harbor, this son of Texas took up his difficult task with quiet and assured determination. Reconstructing his shattered command with amazing results, he turned at the first possible moment from defensive to offensive warfare and by daring leadership and brilliant strategy achieved a succession of victories which culminated in one of the greatest triumphs in naval history. In this accomplishment his personal qualities played an important part. Modest, resolute and wise, firm but human, his faith in his officers and men was reflected in their confidence and enthusiastic loyalty to him. His decisions were dictated by unerring judgment and a sturdy common sense which won whole-hearted support and were executed with skill and vigor. Today in well-merited recognition of his achievements, he is commanding our Navy in its adjustments to new responsibilities in a troubled world.

Citation made by President Meader of Russell Sage College in conferring the degree of Doctor of Humane Letters upon Mrs. Franklin Roosevelt, 1929.

Anna Eleanor Roosevelt

Anna Eleanor Roosevelt, native of the State of New York, niece of the twenty-sixth President of the United States of America; teacher, educational administrator, director of industry; guiding spirit of many civic and legislative organizations, active associate in many public and private philanthropic movements; First Lady of the Empire State, Russell Sage College considers you one of the ablest, most energetic and most versatile women in public life today. One of the purposes of this College is to send out into the world women who have the desire and the ability to produce something which society needs, to carry on some constructive, up-building activity, to participate creatively in the work of the world. Our College aims not at leisure but leadership, and stresses the importance of dedicat-

ing one's self to service in the interests of one's home, one's community, one's state and one's nation. We have chosen to honor you today because we feel that you exemplify with distinction these ideals for which our College stands. As the wife of our Governor, as the mother of four sons and one daughter, as a teacher of youth and as an enthusiastic and capable worker in the interests of the general welfare of this Commonwealth, we feel that you are participating creatively in the work of the world, and that you are producing many things for which society in this present-day world of ours has great need.

By the authority vested in me as President of Russell Sage College, I now admit you to the degree of Doctor of Humane Letters, in token of which I present you with this diploma, cause the appropriate hood to be placed upon your shoulders, and request that your name be inscribed upon the list of honorable alumnae of the College.

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Citations for honorary degrees made at Yale University.

Robert Moses, M.A.

Professor Phelps:

Born in New Haven but moved to New York at the age of nine. When sixteen years old, he illustrated the return of the native by entering Yale College, taking his B.A. in 1909, a member of Phi Beta Kappa. Then he studied at Oxford, achieving amphibious renown, being the first American to become President of the Oxford Union while also Captain of the swimming and water-polo teams. In 1911 he took his B.A. at Oxford, and in 1913 M.A. at Oxford, and Ph.D. at Columbia, in 1914.

His career has been devoted to the public welfare, unselfishness matched with efficiency. He began as Chief of Staff of the New York Reconstruction Commission, was Adviser to Governor Smith in extending the activities of the State Government for the benefit of the people. In 1922 he planned and was solely responsible for the creation of the State Council of Parks; in 1924 he was appointed by Governor Smith President of the Long Island State Park Commission and was elected Chairman of the State Council of Parks and still holds both these offices.

In 1927 he became Secretary of State in New York. In 1929 appointed by Lieut. Governor Lehman Commissioner to investi-

gate the banking department of the State of New York. Then came a succession of appointments to important positions, every one of which he adorned. In 1934 he was appointed by Mayor LaGuardia Commissioner of Parks. He has reorganized the whole Park System. Instead of leading the people into or through the wilderness, Mr. Moses has changed the wilderness into a park; the desert blossoms like the rose; and we can say in the words of Pope,

'Pan to Moses lends his pagan horn.'

For Mr. Moses combines the love of battle with the love of beauty. Everything he has done he has done well.

He might now be Governor of New York if he were not a Republican. It is certain that some day the people will say, 'Friend, go up higher.'

President Angell:

With clear vision, indomitable courage and single-minded purpose you have devotedly given your remarkable powers to promoting the enduring interests of your State and City. Your Alma Mater is proud to have had some part in training you for these outstanding public services and in recognition thereof gladly confers upon you the degree of Master of Arts, admitting you to all its rights and privileges.

William McFee, M.A.

Professor Phelps:

Born an Englishman, now an American citizen, and a resident of Connecticut. Engineer, sailor, novelist, critic. Seven cities claimed to be the birthplace of Homer, but there are only two places that have put in a claim for this man. One of them is the largest city in the world and the other is the ocean; according to the best authority, his mother, he was born at sea on the three-masted square-rigger *Erin's Isle,* June 15, 1881. His father was designer, builder, owner, and master of the ship. Five uncles were sea-captains.

His childhood was spent near London, and later he went to a public school at Bury St. Edmunds. He was apprenticed to an engineering firm, and spent his spare time reading good literature, and began at an early age to collect books. During the war he was a lieutenant in the British Navy; after the war he was Chief Engineer of the vessels of the United Fruit Co., plying between New York and the Spanish Main. This temperamental officer had charge of what has been called the most temperamental of fruits; he had to control the engines, the

crew, and the bananas; one of his biographers says he had such problems as keeping bananas at an even temperature of 54 degrees, whether in tropical or in below-zero weather, yet he managed to do a vast amount of reading and writing. On one voyage he read Sallust, Livy, Gibbon, Horace, Shakespeare, Balzac, Tolstoi, Whitman, Goethe and Emerson.

He has taken the highest possible position concerning the responsibility of ship's officers for the safety of passengers at sea; here he is as uncompromising as he is in literary standards; for he has in mind the sanctity of human life and the austere law of the sea.

Mr. McFee has written verse, novels, essays, and is an honest, discerning and fearless literary critic.

One of the privileges of a great university is to recognize officially not merely research scholarship but creative writers and artists.

President Angell:

Distinguished and versatile man of letters, poet, novelist, essayist and critic, creator of authentic and absorbing portraits of sailors and their ships, able and ardent advocate of better laws more honestly administered to safeguard life at sea, Yale University is proud to count you among her sons and confers upon you the degree of Master of Arts, admitting you to all its rights and privileges.

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James Francis Byrnes—

Grateful for your conduct of the foreign affairs of the nation and for your capacity to unify public opinion in a critical period that called for strength of leadership as well as diplomatic skill. Yale University confers upon you the degree of Doctor of Laws.

John Hersey—

Appreciative of the quality of your service, combining the finest of literary skill with the keenest understanding of human beings as they contend with catastrophe, your alma mater proudly confers upon you the degree of Master of Arts.

Citations made by the University of Buffalo in conferring honorary degrees:

Robert Houghwout Jackson—

Interpreter of the law and through the law of man's dignity and his moral aspirations; member of the nation's highest

tribunal; authentic spokesman of America's unchanging principles and noblest purposes; the University of Buffalo confers upon you the degree of Doctor of Laws.

Vannevar Bush—

Physicist, engineer and administrator, imaginative mobilizer of the nation's scientific forces for the creation of new weapons of offense and defense in the hour of America's greatest need, civilian architect of victory, the University of Buffalo confers upon you the degree of Doctor of Laws.

Mildred McAfee Horton—

Social scientist and administrator; president of one of the nation's most famous colleges for women; organizer and wartime commander of the Women's Reserve of the United States Navy; in recognition of your eminent contributions both to education and to America's military achievement, the University of Buffalo confers upon you the degree of Doctor of Laws.

Citations made by the University of Wisconsin in conferring honorary degrees:

John Hasbrouck Van Vleck—

Born to a great tradition of outstanding scholarship; indefatigable worker in widening the boundaries of human knowledge and its applications to human problems; renowned authority in the field of mathematical physics recognized at home and abroad; the University of Wisconsin is confident you will add to the luster of your scientific achievements in the quarter-century of active service still ahead, and is happy to confer upon you today the honorary degree, Doctor of Science.

George Ives Haight—

Distinguished son of Wisconsin and alumnus of this University, whom we are glad to welcome back today to scenes long since built into many happy memories; illustrious member of the legal profession, who has brought the wealth of his abilities and experience to the service of his clients, both private and public; loyal alumnus whose helpful counsel is always welcome and whose generous cooperation is most inspiring; the University of Wisconsin has both pride and pleasure in conferring upon you today the degree of Doctor of Laws.

The citation of General Dwight D. Eisenhower that accompanied the Gold Medal of Achievement presented by the Poor Richard Club.

To an American possessed of a rare combination of talents who has risen by his own efforts to a place of great eminence; who in serving his country in armed conflict proved himself a far-sighted planner, a superb tactician and a courageous and inspiring leader; who in his outstanding contribution to the winning of World War II won also the confidence, respect and admiration of millions of fighting men and freedom-loving people everywhere.—

To the Supreme Commander of the Allied Expeditionary Force and General of the Army whose brilliant record fills his fellow citizens with pride, and whose modest bearing and generous sharing of his honors assure him a warm place in their hearts—

To General Dwight D. Eisenhower, affectionately known to all who served in the ranks under his skilled direction as "General Ike"—

The Poor Richard Club of Philadelphia, in the name of Benjamin Franklin, Scientist, Philosopher, Statesman and Patriot, herewith presents a token of its esteem reserved for the most deserving of contemporary American citizens, the Gold Medal of Achievement.

In testimony whereof, the Poor Richard Club of Philadelphia has hereunto affixed its corporate seal.

Harry L. Hawkins, president; James J. D. Spillan, first vice president; Harold S. LeDuc, second vice president; Andrew C. Kunkel, secretary; Robert P. Lukens, treasurer.

Citations made by Hermann Hagedorn for the Roosevelt Memorial Association in conferring the Roosevelt Medal for Distinguished Service.

(1)

For the medal for distinguished service in the administration of public office and in the development of public and international law, I have the honor, Mr. President, to present the name of one who has served the nation in many capacities, and always served her well; a public investigator, clear-minded and relentless, a governor, upright and brave; a brilliant judge; an advocate, eloquent in defense and attack; a statesman in the field of foreign affairs who has won the admiration of the world

by his resourcefulness, his courage, his intellectual power, the nobility of his vision, the determination and the enthusiasm of his pursuit. His country is richer by his life and a world-peace is nearer because of his labors.

Charles Evans Hughes

(2)

For the medal for distinguished service in the promotion of the study of natural history, Mr. President, I have the honor to present a name which is beloved wherever in America, in school or home, the birds are permitted to come down from the treetops to be the companions of men; a writer and lecturer of persuasive charm, who has taught a nation to see, to know, to love and to protect the entrancing and forever mysterious familiars of its daily life; a creative innovator in methods of exhibition and of ornithological research; a scientist, wise and unsatisfied, whose laboratory is a wilderness of Andean peaks, where fluttering wings betray to him things secret since the beginning of time—

Frank Chapman

Reprinted by permission of the Roosevelt Memorial Association.

Citation read by Miss Mary Vail Andress on the presentation by the American Woman's Association to Dean Virginia C. Gildersleeve of Barnard College of a gold medal awarded for outstanding achievement in her own field by a woman in the New York metropolitan area during the year 1936.

Virginia Crocheron Gildersleeve, Bachelor of Arts, Master of Arts, Doctor of Philosophy, Doctor of Literature, Doctor of Laws: It is my high privilege, in the name of the American Woman's Association Achievement Awards Committee, to present to you this medal as a recognition of the wise and generous use you have made of your eminent abilities.

We recognize you as a gifted scholar in varied fields of English and Latin literature, but we honor you still more for your vision which has broadened the scope of women's opportunities.

We recognize you as a thinker who moves eagerly in the higher reaches of the mind; a speaker of precision and charm, with a persuasiveness that results in action; a teacher who develops in her students the ardor of literary creation; an executive who achieves her goal through cooperative enthusiasm; but

we honor you still more for the example you have set in the personal sense of responsibility in society.

With this medal we bestow upon you our affections and through it we express tangibly our pride in the high quality of citizenship which you so completely represent.

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Citations made by the American Telephone and Telegraph Company in conferring the Theodore N. Vail Medal.

Fred F. Brown — Foreman
The Connecticut Valley Telephone — Bradford, Vermont

Citation

For courage, initiative and resourcefulness in restoring vital telephone service in a serious emergency, in the face of grave personal danger.

When the unprecedented rains in Northern Vermont in early November had turned the rivers into torrents of destruction which paralyzed activities in that section of the state, Foreman Brown and two fellow-employees set out on November 5 to clear at least one toll line into Montpelier, the capital city, which had been isolated.

After driving twenty miles over back roads and high ground, they found that the lines were crossed where the Wells River had washed out a pole and left the tie wires tangled in the toll circuits. The cross could not be shaken out and, although the river was a rushing torrent filled with logs, trees and other debris, and a fall would have meant almost certain death, Brown hooked his safety strap over the four wires and rode out on what was then a two hundred and sixty foot span, untangled the ties which caused the cross and, when one wire broke as he started back, rode the remaining three back to the pole in safety.

The circuit which he restored was immediately put in service for official use of the state authorities and was of vital importance in the organization of the relief work and in giving accurate news to the outside world.

Patrick B. McCormick — Agent
New England Telephone and Telegraph Company — Becket, Mass.

Citation

For fortitude, initiative and devotion to public service despite grave personal danger.

Unprecedented rains in Western Massachusetts early in No-

vember had swelled the rivers and streams to torrents and it was feared that the dams in the vicinity of Becket would go out and cause great destruction. About four o'clock in the morning of November 4, when McCormick was notified that the nearest dam a mile above the town would doubtless fail, he notified every subscriber in the valley, warned them to leave, and asked them to notify those who had no telephones. He sent his own family to safety in the hills and, realizing that some of the residents would remain despite his earlier warning, stayed at the switchboard in his home, in constant telephone communication with people at the dam, to receive and transmit the final warning.

The dam went out at six o'clock, and after notifying all who had remained, he started warning all the towns in the path of the danger. This task completed, his escape was cut off and he was forced to remain, while houses and trees were torn up and carried past, and his own home was flooded and the switchboard put out of order.

As soon as the water began to recede he climbed a pole, cut in on the toll line with his test set, and gave to the outside world the first call for relief.

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CHAPTER XVIII

INSCRIPTIONS

On the Post Office at Washington, D. C.

Carrier of news and knowledge, instrument of trade and industry, promoter of mutual acquaintance, of peace and goodwill among men and nations.

Messenger of sympathy and love, servant of parted friends, consoler of the lonely, bond of the scattered family, enlarger of common life.

On the Post Office, Eighth Avenue and Thirty-third Street, New York City.

Neither snow nor rain nor heat nor gloom of night stays these couriers from the swift completion of their appointed rounds.

On the Union Station, Washington, D. C.

He that would bring home the wealth of the Indies must carry the wealth of the Indies with him. So it is in travelling —a man must carry knowledge with him if he would bring home knowledge.

A frieze of inscriptions in the Detroit Public Library.

Books are the most enduring monuments of man's achievement. Through them, civilization becomes cumulative.

Read not to contradict and confute, nor to believe and take for granted, but to weigh and consider.

Through seas of knowledge we our course advance, discovering still new worlds of ignorance.

To promote self-development by ample facilities for wide reading in an atmosphere of freedom and morality.

Inscriptions at the north and south ends of Detroit Public Library, respectively.

Consider what nation it is whereof ye are; a nation not slow and dull, but of a quick, ingenious and piercing spirit, acute to invent, subtle and sinuous to discourse, not beyond the

reach of any point the highest that human capacity can soar to.

Reading, trying all things, assenting to the force of reason and convincement; what wants there to such towardly and pregnant soil, but wise and faithful laborers to make a knowing people, a nation of prophets, of sages, and of worthies.

Inscription on No. 1 Broadway, New York City.

ADJOINING THIS SITE WAS THE FIRST DUTCH FORT ON MANHATTAN ISLAND KNOWN AS FORT NEW AMSTERDAM. THE FIRST HOUSE WAS ERECTED HERE BEFORE 1664. IN 1771 CAPTAIN ARCHIBALD KENNEDY BUILT HERE HIS RESIDENCE WHICH WAS USED IN 1776 BY GENERAL WASHINGTON AS HIS HEADQUARTERS AND LATER BY GENERAL HOWE DURING THE BRITISH OCCUPATION. IT WAS LATER USED AS A HOTEL. TORN DOWN IN 1882, IT WAS REPLACED BY THE WASHINGTON BUILDING WHICH WAS TRANSFORMED IN 1920–21 INTO THIS BUILDING FOR OCCUPANCY BY ITS OWNERS THE INTERNATIONAL MERCANTILE MARINE COMPANY AND KNOWN AS

NO. 1 BROADWAY

Inscription in a room entered through the east portal of the Amphitheater at Arlington near the tomb of the Unknown Soldier. Taken from the oration of President Harding delivered at the dedication.

THE NAME OF HIM WHOSE BODY LIES HERE TOOK FLIGHT WITH HIS IMPERISHABLE SOUL. WE KNOW NOT WHENCE HE CAME, BUT ONLY THAT HIS DEATH MARKS HIM WITH THE EVERLASTING GLORY OF AN AMERICAN WHO DIED FOR HIS COUNTRY. WE DO NOT KNOW THE EMINENCE OF HIS BIRTH, BUT WE DO KNOW THE GLORY OF HIS DEATH. HE DIED FOR HIS COUNTRY, AND GREATER DEVOTION HATH NO MAN THAN THIS. HE DIED UNQUESTIONING, UNCOMPLAINING WITH FAITH IN HIS HEART AND HOPE ON HIS LIPS THAT HIS COUNTRY SHOULD TRIUMPH AND ITS CIVILIZATION SURVIVE.

Inscription on tomb of Unknown Soldier in Westminster Abbey, London.

Beneath this stone rests the body of a British Warrior
Unknown by name or rank
Brought from France to lie among
The most illustrious of the land
And buried here on Armistice Day
November 11th, 1920, in the presence of
His Majesty, King George V,
Ministers of State,
The chiefs of the forces,
And a vast number of the nation.
Thus are commemorated the many
Multitudes who during the Great War
of 1914–1918 gave the most that
Man can give, life itself,
For God
For King and country,
To loved ones, home, and empire,
To the sacred cause of justice, and
The freedom of the world.
They buried him among the kings
Because he had done good toward God
And toward His house.

Inscription within Lincoln Memorial, Washington.

IN THIS TEMPLE
AS IN THE HEARTS OF THE PEOPLE
FOR WHOM HE SAVED THE UNION
THE MEMORY OF ABRAHAM LINCOLN
IS ENSHRINED FOREVER

Panels in the Northeast Pavilion of the Library of Congress contain the following inscriptions:

On Treasury and State Seals

'TIS OUR TRUE POLICY TO STEER CLEAR OF PERMANENT ALLIANCES WITH ANY PORTIONS OF THE FOREIGN WORLD.

—*Washington*

LET OUR OBJECT BE OUR COUNTRY, OUR WHOLE COUNTRY. AND NOTHING BUT OUR COUNTRY.

—*Webster*

On War and Navy Seals

THE GREATEST HAPPINESS OF SOCIETY IS, OR OUGHT TO BE, THE END OF ALL GOVERNMENT. TO BE PREPARED FOR WAR IS ONE OF THE MOST EFFECTUAL MEANS OF PRESERVING PEACE.

—*Washington*

On Agriculture and Interior Seals

THE AGRICULTURAL INTEREST OF THE COUNTRY IS CONNECTED WITH EVERY OTHER, AND SUPERIOR IN IMPORTANCE TO THEM ALL.

—*Jackson*

LET US HAVE PEACE.—*Grant*

On Justice and Post Office Seals

EQUAL AND EXACT JUSTICE TO ALL MEN, OF WHATEVER STATE OR PERSUASION, RELIGIOUS, OR POLITICAL; PEACE, COMMERCE, AND HONEST FRIENDSHIP WITH ALL NATIONS, ENTANGLING ALLIANCES WITH NONE.

—*Jefferson*

Inscription in the ceiling encircling the Great Seal of the United States.

THAT THIS NATION, UNDER GOD, SHALL HAVE A NEW BIRTH OF FREEDOM, AND THAT GOVERNMENT OF THE PEOPLE, BY THE PEOPLE, FOR THE PEOPLE, SHALL NOT PERISH FROM THE EARTH.

—*Lincoln*

Inscriptions encircling the dome in the National Academy of Sciences, Washington.

AGES AND CYCLES OF NATURE
IN CEASELESS SEQUENCES MOVING
TO SCIENCE, PILOT OF INDUSTRY, CONQUEROR OF DISEASE, MULTIPLIER OF THE HARVEST, EXPLORER OF THE UNIVERSE, REVEALER OF GOD'S LAWS, ETERNAL GUIDE TO TRUTH.

Inscriptions in the Reading Room of the Library of Congress.

Religion

WHAT DOTH THE LORD REQUIRE OF THEE, BUT TO DO JUSTLY, TO LOVE MERCY, AND TO WALK HUMBLY WITH THY GOD?—*Micah* VI:8.

Commerce

WE TAKE THE SPICES OF ARABIA, YET NEVER FEEL THE SCORCHING SUN, WHICH BRINGS THEM FORTH. *Considerations on East India Trade.*

History

ONE GOD, ONE LAW, ONE ELEMENT,
AND ONE FAR-OFF DIVINE EVENT,
TO WHICH THE WHOLE CREATION MOVES.
—*Tennyson*

Art

AS ONE LAMP LIGHTS ANOTHER, NOR GROWS LESS, SO NOBLENESS ENKINDLETH NOBLENESS.
—*Lowell*

Philosophy

THE INQUIRY, KNOWLEDGE AND BELIEF OF TRUTH IS THE SOVEREIGN GOOD OF HUMAN NATURE.
—*Bacon*

Poetry

HITHER, AS TO THEIR FOUNTAIN, OTHER STARS REPAIRING, IN THEIR GOLDEN URNS, DRAW LIGHT
—*Milton*

Law

OF LAW THERE CAN BE NO LESS ACKNOWLEDGED THAN THAT HER VOICE IS THE HARMONY OF THE WORLD.
—*Hooker*

Science

THE HEAVENS DECLARE THE GLORY OF GOD AND THE FIRMAMENT SHOWETH HIS HANDIWORK.
—*Psalms XIX*

Inscriptions on the walls of the Union Station, Washington. Selected by President Eliot of Harvard University.

In the Waiting Room

WELCOME THE COMING
SPEED THE PARTING GUEST.

INSCRIPTIONS

VIRTUE ALONE IS SWEET SOCIETY
IT KEEPS THE KEY TO ALL
HEROIC HEARTS AND OPENS YOU
A WELCOME IN THEM ALL

Over the State Entrance

LET ALL THINGS THOU AIMEST AT BE
THY COUNTRY'S—GOD'S AND TRUTH'S.

BE NOBLE AND THE NOBLENESS THAT
LIES IN OTHER MEN—SLEEPING, BUT
NEVER DEAD—WILL RISE IN MAJESTY TO
MEET THINE OWN.

Dedicatory Inscriptions for the Chimes of Bells in Mitchell Tower, University of Chicago, in Memory of Alice Freeman Palmer.

Bronze Tablet

JOYFULLY TO RECALL
ALICE FREEMAN PALMER
DEAN OF WOMEN IN THE UNIVERSITY
1892–1895
THESE BELLS MAKE MUSIC

Lines on Individual Bells

A GRACIOUS WOMAN RETAINING HONOR

. . . . . .

EASY TO BE ENTREATED

. . . . . .

ALWAYS REJOICING

. . . . . .

MAKING THE LAME TO WALK AND THE BLIND TO SEE

. . . . . .

GREAT IN COUNCIL AND MIGHTY IN WORK

. . . . . .

ROOTED AND GROUNDED IN LOVE

. . . . . .

FERVENT IN SPIRIT

. . . . . .

GIVEN TO HOSPITALITY

. . . . . .

THE SWEETNESS OF HER LIPS INCREASES LEARNING

. . . . . .

IN GOD'S LAW MEDITATING DAY AND NIGHT

. . . . . .

Inscription on the East Wall of the Reynolds Club Theater, University of Chicago.

MEN MUST KNOW THAT IN THIS THEATER OF MAN'S LIFE IT IS RESERVED FOR GOD AND ANGELS TO BE LOOKERS-ON.

Inscription on the West Wall of the Reynolds Club Theater.

THUS WE PLAY THE FOOLS WITH THE TIME AND THE SPIRITS OF THE WISE SIT IN THE CLOUDS AND MOCK US. GOD GAVE US WISDOM THAT HAVE IT; AND THOSE THAT ARE FOOLS, LET THEM USE THEIR TALENTS.

Inscription on Tablet to President Harper, University of Chicago.

TO HONOR THE MEMORY OF
WILLIAM RAINEY HARPER
FIRST PRESIDENT OF THE UNIVERSITY OF
CHICAGO
Born 1856 Died 1906
THIS BUILDING WAS ERECTED
BY GIFTS OF THE FOUNDER OF THE UNIVERSITY
MEMBERS OF THE BOARD OF TRUSTEES
AND FACULTIES

A Dedicatory Inscription on the Wall of the Frank Dickinson Bartlett Gymnasium, University of Chicago.

To
THE ADVANCEMENT
OF PHYSICAL EDUCATION
AND THE GLORY OF MANLY SPORTS
THIS GYMNASIUM IS DEDICATED
TO THE MEMORY OF
FRANK DICKINSON BARTLETT
A. D. 1880–1900

Inscriptions carved on exterior of Boston Public Library.

On the Dartmouth Street side

THE PUBLIC LIBRARY OF THE CITY OF BOSTON.
BUILT BY THE PEOPLE AND DEDICATED TO
THE ADVANCEMENT OF LEARNING
A. D. MDCCCLXXXVIII.

On the Boylston Street side

THE COMMONWEALTH REQUIRES THE EDUCATION OF THE PEOPLE AS THE SAFEGUARD OF ORDER AND LIBERTY.

On the Blagden Street side

MDCCCLII. FOUNDED THROUGH THE MUNIFICENCE AND PUBLIC SPIRIT OF CITIZENS

Inscription over the Dexter Memorial Gate, Harvard University.

ENTER TO GROW IN WISDOM
DEPART TO SERVE BETTER THY COUNTRY AND
THY KIND

Inscription on the Library of Columbia University.

KING'S COLLEGE FOUNDED IN THE PROVINCE OF NEW YORK—BY ROYAL CHARTER IN THE REIGN OF GEORGE II—PERPETUATED AS COLUMBIA COLLEGE BY THE PEOPLE OF THE STATE OF NEW YORK—WHEN THEY BECAME FREE AND INDEPENDENT—MAINTAINED AND CHERISHED FROM GENERATION TO GENERATION—FOR THE ADVANCEMENT OF THE PUBLIC GOOD AND THE GLORY OF ALMIGHTY GOD

Inscription at the entrance of Reading Room, New York Public Library.

A GOOD BOOK IS THE PRECIOUS LIFE-BLOOD OF A MASTER SPIRIT, IMBALM'D AND TREASUR'D UP ON PURPOSE TO A LIFE BEYOND LIFE.

Inscription on a Tablet to John Pierpont Morgan in the Metropolitan Museum of Art, New York.

ERECTED BY THE MUSEUM
IN GRATEFUL MEMORY OF
JOHN
PIERPONT
MORGAN
From 1871 to 1913
As Trustee, Benefactor and President
He · was · in · all · respects
A · great · citizen · · He
helped · to · make · New · York
The · True · Metropolis
of · America · · His · interest
In · art · was · lifelong
His · generous · devotion
To · it · commanded
Wide · appreciation
His · munificent · gifts · to
The · museum · are · among
Its · choicest · treasures
Vita · plena
laboris
M C M X X

Inscription on St. Louis Public Library.

SPEAK LOW, TREAD SOFTLY, THROUGH THESE HALLS:
HERE GENIUS LIES ENSHRINED;
HERE SLEEP IN SILENT MAJESTY
THE MONARCHS OF THE MIND.

Inscription on a Tablet of the Young Men's Christian Association Memorial Building, New York.

YOUNG MEN'S CHRISTIAN ASSOCIATION
OF THE
CITY OF NEW YORK
WILLIAM SLOANE MEMORIAL BUILDING
To Honor the Memory
of
WILLIAM SLOANE

and to be of service to young men, especially our soldiers and sailors to whom he gave his life in unselfish devotion.

Chairman, National War Work Council of the Young Men's Christian Associations from 1917 to 1921; Vice-Chairman International Committee from 1910 to 1919; Chairman Army and Navy Department of the International Committee from 1901 to 1917.

Born 1873 Died 1922

Inscription for the Walter Camp Memorial, Yale University.

GIVEN BY
AMERICAN COLLEGES
AND SCHOOLS
UNITED WITH GRADUATES OF YALE
TO HONOR
WALTER CAMP
AND THE TRADITIONS
OF
AMERICAN COLLEGE SPORTS
WHICH HE EXEMPLIFIED

CHAPTER XIX

PROGRAMS

Founders' Day Program

FEBRUARY 23, 19—

ROLLINS COLLEGE

WINTER PARK, FLORIDA

ROLLINS COLLEGE

FOUNDERS' DAY CONVOCATION

February 23, 19—

*

10:00 A. M.

KNOWLES MEMORIAL CHAPEL

President Hamilton Holt, *Presiding*

Processional: March of the Priests,
from "Athalie" ..... *Mendelssohn*

Herman F. Siewert, *Organist*

Invocation — Dean Theodore Stanley Darrah

Rollins Chapel Song ..... *Hamilton Holt*

The Chapel Choir

Christopher O. Honaas, *Choirmaster*

Address: The Nuremberg Principle — Thomas J. Dodd

Anthem: The Heavens Are Telling,
from "The Creation" ..... *Haydn*

The Chapel Choir

Address: My Experiences in the Pacific War

General Jonathan Mayhew Wainwright

Conferring of Honorary Degrees by the President

Public Orators: Arthur D. Enyart
Donald A. Cheney
Marian van B. Cleveland
Wendell C. Stone
Angela Palomo Campbell
Nathan C. Starr

Awarding of the Algernon Sydney Sullivan Medallion

Public Orator: Theodore S. Darrah

Alma Mater

Benediction — Dean Darrah

Recessional: March Pomposo ..... *Kindler*

The audience is asked to remain standing
until the procession has left the Chapel

Inauguration of College President

PRESIDING

Raymond E. Salvati

President of the Board of Governors

ORGAN PRELUDE

PROCESSIONAL

INVOCATION

Rev. Charles W. Sydnor,
Rector of St. Paul's Episcopal Church, Petersburg, Va.

ADDRESS

The University and the State

Dr. James Bryant Conant, *President of Harvard University*

INDUCTION OF THE PRESIDENT

Raymond E. Salvati,
President of the Board of Governors

INAUGURAL ADDRESS

The Task of the University

Dr. Irvin Stewart, *President of the University*

CONFERRING OF HONORARY DEGREES

BENEDICTION

Rev. Charles W. Sydnor

Reprinted by permission of West Virginia University, Morgantown.

COMMENCEMENT AND GRADUATION

(1)

ORGAN PRELUDE ..... CHARLES E. BILLINGS, JR.

"All Glory be to God on High" ..... *Johann Sebastian Bach*

Prelude and Fugue in E Minor ..... *Johann Sebastian Bach*

Pastorale ..... *Leo Sowerby*

Symphonic Suite: "L'Ascension" ..... *Olivier Messaien*

I. The majesty of Christ praying for glory

II. Prayer from Christ ascending toward his Father

Toccata on an Easter Hymn-tune ..... *Francis W. Snow*

ACADEMIC PROCESSION OF THE GRADUATES

Marche Triomphale ..... *Sigfried Karg-Elert*

ACADEMIC PROCESSION OF THE GUESTS OF HONOR, THE CORPORATION, THE CLASS OF 1897, THE CLASS OFFICERS OF 1922, AND THE FACULTY

Processional March ..... *John Weigand*

STAR-SPANGLED BANNER ..... *John Stafford Smith*

INVOCATION

DOCTOR SIDNEY LOVETT
Chaplain of Yale University

ADDRESS

THE HONORABLE WARREN ROBINSON AUSTIN
United States Delegate to the United Nations General Assembly

ORGAN INTERLUDE

Chorale from "A Modern Fantasia" ..... *Henry Lasker*

PRESENTATION OF DEGREES AND ANNOUNCEMENTS OF HONORS

DOCTOR KARL TAYLOR COMPTON
President

ADDRESS TO THE GRADUATES

DOCTOR KARL TAYLOR COMPTON

ACADEMIC PROCESSION OF THE ASSEMBLY

Pomp and Circumstance ..... *Sir Edward Elgar*

Reprinted by permission of Massachusetts Institute of Technology, Cambridge, Mass.

(2)

Academic Procession—TRUMPET VOLUNTARY IN D.....*Purcell*

Invocation .....THE REVEREND THOMAS WALTON TALKINGTON
Hattiesburg, Mississippi

Commencement Address.....OLIVER CROMWELL CARMICHAEL
President, The Carnegie Foundation for the Advancement of Teaching

Address to Graduates and Conferring of Degrees
RUFUS CARROLLTON HARRIS
President of the University

Presentation of Candidates for Degrees, The College of Engineering
James Marshall Robert, Dean

Presentation of Candidates for Degrees, The College of Law
Paul Brosman, Dean

Presentation of Candidates for Degrees, The School of Medicine
Maxwell Edward Lapham, Dean

Presentation of Candidates for Degrees, The School of Social Work
Elizabeth Wisner, Dean

Presentation of Candidates for Degrees, The Graduate School
Roger Philip McCutcheon, Dean

Presentation of Candidates for University Honors
Ernest Carroll Faust, Chairman, Committee on University Honors

Greetings from the Alumni Association. AMBROSE HOWELL STORCK

Music—ALMA MATER .....*Williams and Ruebush*

Benediction ..... THE REVEREND THOMAS WALTON TALKINGTON

Recessional—TRUMPET TUNE IN C .....*Purcell*
Wesley Day, Organist

Reprinted by permission of The Tulane University of Louisiana, New Orleans.

(3)

The Academic Procession

Entrance March from Karelia ..... *Sibelius*

Presiding

PRESIDENT ROBERT ERNEST DOHERTY, B.S., M.S., LL.D.

Presentation of Colors

Star Spangled Banner ..... *Francis Scott Key*
(The audience will remain standing until after the invocation)

Invocation

THE REVEREND THOMAS F. COAKLEY, D.D.
Rector of Sacred Heart Church

Two Russian Nocturnes ..... *Nikolai Lopatnikoff*

ORCHESTRA, DEPARTMENT OF MUSIC
FREDERICK DORIAN, PH.D., *Conductor*

Presentation by Howard N. Eavenson, President, Bituminous Coal Research, Inc., in behalf of Bituminous Coal Institute of Washington, D. C.

Prelude to Die Meistersinger ..... *Richard Wagner*

ORCHESTRA, DEPARTMENT OF MUSIC

Announcements

Conferring of Degrees
(The audience will refrain from applause until entire class has received diplomas.)

America ..... *Samuel Francis Smith*

Retiring of Colors

Recessional

Triumphal March from Sigurd Jorsalfor..... *Edvard Grieg*

Reprinted by permission of Carnegie Institute of Technology, Pittsburgh.

(4)

PROGRAM

10:45 A. M.

ORGAN PRELUDE

Grand Chorus ..... *Dubois*
Valse Opus 18 ..... *Chopin*
La Fille Aux Cheveux de Lin ..... *Debussy*
Walter Kenneth Sprague '47

11:00 A. M.

ACADEMIC PROCESSIONAL—Pomp and Circumstance ..... *Elgar*
Alfred M. Masonheimer

INVOCATION

The Reverend Powell H. Norton, *School Pastor*

HYMN 221

SCRIPTURE READING—Romans 12

The Reverend Paul M. Humphreys
First Baptist Church

PRAYER

The Reverend David B. Watermulder
First Presbyterian Church

THE COMMENCEMENT ADDRESS

Benjamin M. Johnson, Jr. '47

PRESENTATION OF DIPLOMAS

The Honorable Horace Roberson
President of the Board of Corporators

INITIATION OF SECOND GROUP, CUM LAUDE

Everett L. Swift, *President*
William S. Litterick, *Secretary*

AWARD OF PRIZES

Doctor Wilbour E. Saunders, *Headmaster*
William Fairhurst '11
J. Walter Reeves

BENEDICTION

The Headmaster

PEDDIE—TO THEE

RECESSIONAL—Petite Marche ..... *Dubois*
Alfred M. Masonheimer

Reprinted by permission of The Peddie School, Hightstown, N. J.

(5)

1. Processional: *War March of the Priests*—Athalia—Mendelssohn ..... The Orchestra

2. *The Star Spangled Banner* ..... The Audience

3. Scripture: *Proverbs* 24:1-14 ..... William Pitus

4. *Clarinet Duet*—Volckmar
Eli Butensky and Bernard Lieberman

5. Valedictory ..... Seymour Singer

6. *Overture Excerpts*—Arr. by Sanders ..... The Orchestra

7. Address ..... Harrison C. Thomas
Assistant Superintendent, High School Division

8. Trombone Solo—*Serenade*—Victor Herbert .. Earl Alexander

9. Announcement of Honors ..... Alphonse Lafon

10. Tenor Saxophone Solo—*Blues*—Don Byas ..... Bert Kosow

11. *Tales from the Vienna Woods Waltz*—Strauss .. The Orchestra

12. Presentation of Diplomas .. Arthur Franzen—Principal; Philip J. Pinkus—Head of Aviation Annex

13. School Song: *Here's to Dear Old Haaren*
The Graduating Class

14. Recessional: *The Corcoran Cadets March*—Sousa
The Orchestra

Reprinted by permission of Haaren High School, New York City.

CONCERTS

(1)

THE CURTIS INSTITUTE OF MUSIC

CURTIS HALL, TWENTY-FOURTH SEASON

FACULTY RECITAL BY MR. EFREM ZIMBALIST

Second Recital in Historical Series

MR. VLADIMIR SOKOLOFF at the Piano

TUESDAY AFTERNOON, DECEMBER 9, 19—
AT 5:15 O'CLOCK

PROGRAM

I

Sonata in A major, Opus 1, No. 1 ..... GIUSEPPE TARTINI
Grave—Allegro—Presto

Adagio ..... JOSEPH HAYDN

Sonata No. 10 in B flat major (K378)
WOLFGANG AMADEUS MOZART
Allegro moderato
Andantino sostenuto e cantabile
Allegro

II

Concerto No. 22 in A minor ..... GIOVANNI BATTISTI VIOTTI
Moderato
Adagio
Agitato assai

III

Sonata in C minor, Opus 30, No. 2 ..... LUDWIG VAN BEETHOVEN
Allegro con brio
Adagio cantabile
Scherzo: Allegro
Finale: Allegro

Moses Fantasy ..... NICCOLO PAGANINI
(*Variations for the G string*)

Witches' Dance ..... NICCOLO PAGANINI

(2)

THE HILL SCHOOL

MUSICAL ORGANIZATION

CONCERT

MEMORIAL HALL, *Sunday,* March 9, 19—

National Anthem

1.

Prelude "L'Arlesienne Suite"	*Bizet*
Intermezzo, *Cavalleria Rusticana*	*Mascagni*
Spirit of America	*Underwood*

The Orchestra

HANS NIX, *Conductor*

2.

St. Francis Walking on the Waves	*Liszt*
Etude in D Flat	*Liszt*
La Campanella	*Liszt*

JAMES T. FAULKNER, *Pianist*

3.

Psalm 150	*Franck*
The Erie Canal	*American Folk Song*
The Battle of Jericho	*Spiritual*

The Choristers

HENRY R. CASSELBERRY, *Conductor*

Ave Maria	*Schubert*

LYNN MARTIN, *Soprano*

4.

Normal	*Bennett*
Salute	*Seitzinger*
Our Director	*Bigelow*

The Band

HANS NIX, *Conductor*

THE SECRETARY'S HANDBOOK

(3)

OGDEN COMMUNITY—WEBER COLLEGE GREATER CONCERT SERIES

Presents

GRANT JOHANNESEN, CONCERT PIANIST

OGDEN HIGH SCHOOL AUDITORIUM

January 21, 19— 8:15 p.m.

—PROGRAM—

I. Fantasie and Fugue, A minor ..... *Bach*

II. Sonata in F sharp, Op. 78 ..... *Beethoven*
Adagio cantabile—allegro ma non troppo
Allegro vivace

III. Sonata in M minor, Op. 58 ..... *Chopin*
Allegro maestoso
Scherzo—molto vivace
Largo
Finale—presto non tanto

—INTERMISSION—

IV. Humoresque in B flat
Intermezzo No. 5 } ..... *Schumann*
Toccata, Op. 7

V. Homage a Rameau ..... *Debussy*
Impromptu in F sharp minor ..... *Faure*
Impromptu ..... *Chabrier*
Le Contement de Soi ..... *Poulenc*
Scarbo ..... *Ravel*

(4)

RUTGERS UNIVERSITY CONCERTS

KRAEUTER TRIO

KARL KRAEUTER, *Violin*

PHYLLIS KRAEUTER, *'Cello*

GRANT JOHANNESEN, *Piano*

Monday Evening, December 2, 8:30 o'clock

Presented in

THE VOORHEES CHAPEL

N.J.C. Campus

Trio in C major, K548 ..... *Mozart*

Allegro

Andante cantabile

Allegro

Trio in A minor, Op. 50 ..... *Tschaikowsky*

I. Pezze elegiaco

II. A. Temo con Variazioni

B. Variatione Finale e Coda

Intermission

Trio in A minor ..... *Ravel*

Modéré

Pantoum. Assez vif

Passacaille. Très Large

Final. Animé

(5)

PROGRAM

I.

Sonata in G major, Op. 78 ..... JOHANNES BRAHMS

Vivace ma non troppo
Adagio
Allegro molto moderato

II.

Scotch Phantasy ..... MAX BRUCH

Grave—Adagio cantabile
Allegro—Andante sostenuto
Allegro guerriero

III.

Sonata (for violin alone) ..... MAX REGER

Allegro con grazia
Andantino
Prestissimo

IV.

Theme and Variations ..... HENRY WIENIAWSKI

Havanaise ..... CAMILLE SAINT-SAENS

Introduction and Caprice-Jota ..... PABLO DE SARASATE

Reprinted by permission of Town Hall, New York City.

(6)

ROSA BOK, *Soprano*

ÁRPÁD SÁNDOR *at the Steinway*

Program

I.

Chère Rose "Zémire and Azor" ..... *Grétry*

Arietta with variations
Nel cor non piu mi sento ..... *Paësiello*

Aria from "Il Pensieroso"
Flute obligato: John Wummer ..... *Handel*

II.

An den Mond
Der Juengling an der Quelle } ..... *Schubert*
Geheimes

Auch kleine Dinge } ..... *Wolf*
Elfenlied

III.

Concert Aria: "Mia Speranza Adorata" ..... *Mozart*

Intermission

IV.

Il pleure dans mon coeur
from Ariettes oubliées } ..... *Debussy*
Chevaux de bois
from Paysages belges

A Cupidon
Chansons de Ronsard ..... *Milhaud*

Pièce en forme de Habanera
Vocalise ..... *Ravel*

V.

La maja y el ruiseñor } ..... *Granados*
Elegia Eterna

Cantares } ..... *Turina*
Las locas por amor

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(7)

1 Toccata and Fugue in D Minor ..... Bach-Tausig
Henry Strickrodt

2 Fruehlingstraeme ..... Schubert
Ungeduld ..... Schubert
Horch, Horch, die Lerch ..... Schubert
Greta Kirsten

3 Ballade in G minor ..... Chopin
Henry Strickrodt

4 Si. mi chiamano Mimi ..... Puccini
from the Opera "La Boheme"
Greta Kirsten

—INTERMISSION—

5 Sonata quasi una Fantasia, Op. 27, No. 2 ..... Beethoven
Adagio sostenuto
Allegretto
Prest agitato
Henry Strickrodt

6 The Loreley ..... Rogers
Agnus Dei ..... Bizet
Greta Kirsten

7 Valse in E major ..... Moskowsky
Henry Strickrodt

8 Staendchen ..... R Strauss

The Laughing Song ..... J. Strauss
from the Operetta "The Bat"

Reprinted by permission of Town Hall, New York City.

PROGRAMS

(8)

A PROGRAM OF ORGAN MUSIC

by

WILLIAM WATKINS

ORGAN PRELUDE—CANTILENE ..... *Charles Marie Widor*

PROCESSIONAL HYMN ..... No. 90

(*The congregation is asked to stand as the choir enters and to join in singing the entire hymn.*)

CALL TO WORSHIP (*Congregation seated*) .... DR. TIBBETTS

INVOCATION

SCRIPTURE

ORGAN

PRELUDE, *from* SUITE, OPUS 5 ..... *Maurice Duruflé*
LARGO ..... *G. F. Handel*
FANTASY AND FUGUE IN C MINOR ..... *J. S. Bach*

OFFERTORY

The services of worship and the work of this church are dependent upon the contributions of its members and visitors

HEROIC SONG ..... *Jean Langlais*
SONG OF PEACE ..... *Jean Langlais*
GOD WITH US, *from* NINE MEDITATIONS FOR ORGAN *Olivier Messiaen*

PRAYER

RECESSIONAL HYMN ..... No. 375

(*The congregation is asked to be seated at the close of the last stanza to await the Benediction.*)

BENEDICTION

Reprinted by permission of Riverside Church, New York City.

APPENDIX

Tables of Weights and Measures

LINEAR MEASURES

12 inches (in.)	= 1 foot (ft.)	320 rods	= 1 mile (mi.)
3 feet	= 1 yard (yd.)	1760 yards	= 1 mile
5½ yards—16½ feet	= 1 rod (rd.)	5280 feet	= 1 mile

SURFACE MEASURE

144 square inches (sq. in.)	= 1 square foot (sq. ft.)
9 square feet	= 1 square yard (sq. yd.)
30¼ square yards	= 1 square rod (sq. rd.)
160 square rods	= 1 acre (A.)
640 acres	= 1 square mile (sq. mi.)

CUBIC MEASURE

1728 cubic inches (cu. in.)	= 1 cubic foot (cu. ft.)
27 cubic feet	= 1 cubic yard (cu. yd.)
128 cubic feet	= 1 cord (cd.)

MEASURES OF CAPACITY

Liquid Measure		Dry Measure	
4 gills (gi.)	= 1 pint (pt.)	2 pints	= 1 quart (qt.)
2 pints	= 1 quart (qt.)	8 quarts	= 1 peck (pk.)
4 quarts	= 1 gallon (gal.)	4 pecks	= 1 bushel (bu.)
31½ gallons	= 1 barrel (bbl.)		
2 barrels	= 1 hogshead (hhd.)		

APOTHECARIES' WEIGHT

(Used in compounding medicines)

20 grains (gr.)	= 1 scruple (℈)
3 scruples	= 1 dram (ʒ)
8 drams	= 1 ounce (℥)
12 ounces	= 1 pound (℔)

The pound, ounce, and grain have the same weight as those of Troy Weight.

WEIGHTS AND MEASURES

AVOIRDUPOIS WEIGHT

(For all articles except drugs, gold, silver, and gem-stones)

27 11/32 grains	= 1 dram (dr.)
16 drams	= 1 ounce (oz.)
16 ounces	= 1 pound (lb.)
25 pounds	= 1 quarter (qr.)
4 quarters / 100 pounds	= 1 hundredweight (cwt.)
20 hundredweight or 2,000 pounds	= 1 ton (T.)

1 lb. Avoirdupois = 7,000 grs.

The ton and hundredweight above given (often called the *short ton* and the *short hundredweight*) are those in common use in the United States.

The ton of 2,240 lbs., and the hundredweight of 112 lbs. (often called the *long ton* and the *long hundredweight*), are used at United States Custom Houses and in wholesale transactions in coal and iron, and are in general use in Great Britain.

TROY WEIGHT

(Used in weighing gold, silver, and precious stones)

24 grains (gr.)	= 1 pennyweight (pwt.)
20 pennyweights	= 1 ounce (oz.)
12 ounces	= 1 pound (lb.)

1 lb. Troy = 5,760 grains. In weighing diamonds, 1 carat = 3.168 Troy grains, and is divided into quarters, which are called carat grains.

THE METRIC SYSTEM

The metric system, which was determined by taking one ten millionth of the distance from the Equator to the Pole, is a decimal system. The basic units are the meter (39.37 inches), the unit of length; the liter (equal to a little more than one liquid quart and a little less than one dry quart), the unit of capacity; the gram (a little more than 1/30 ounce), the unit of weight; the hectare (10,000 square meters equal to 2.471 acres), the unit in surface measure.

The advantages of the system are:

1. The decimal relation between the units. The meter divided by 10, 100, and 1,000 gives the smaller units.

2. The uniform names of the units. The smaller units are distinguished by the Latin prefixes, *deci, centi,* and *milli;* the larger units by the Greek prefixes, *deka, hecto,* and *kilo.*

3. The simple relation of the units of area, length, weight, and volume to one another.

APPENDIX

METRIC TABLES

Length

Myriameter	10,000 meters	6.2137 miles.
Kilometer	1,000 meters	0.62137 mile.
Hectometer	100 meters	328 feet 1 inch.
Dekameter	10 meters	393.7 inches.
Meter	1 meter	39.37 inches.
Decimeter	0.1 meter	3.937 inches.
Centimeter	0.01 meter	0.3937 inch.
Millimeter	0.001 meter	0.0394 inch.

Surface

Hectare	10,000 square meters	2.471 acres.
Are	100 square meters	119.6 square yards.
Centare	1 square meter	1,550 square inches.

Weight

Name	Number of grams	Weight of what quantity of water at maximum density	Avoirdupois weight
Metric ton, millier or tonneau	1,000,000	1 cubic meter	2,204.6 pounds.
Quintal	100,000	1 hectoliter	220.46 pounds.
Myriagram	10,000	1 dekaliter	22.046 pounds.
Kilogram or kilo	1,000	1 liter	2.2046 pounds.
Hectogram	100	1 deciliter	3.5274 ounces.
Dekagram	10	10 cubic centimeters	0.3527 ounce.
Gram	1	1 cubic centimeter	15.432 grains.
Decigram	.1	0.1 cubic centimeter	1.5432 grains.
Centigram	.01	10 cubic millimeters	0.1543 grain.
Milligram	.001	1 cubic millimeter	0.0154 grain.

Capacity

Name	Number of liters	Metric cubic measure	United States measure	British measure
Kiloliter, or stere	1,000	1 cubic meter.	1.308 cubic yards.	1.308 cubic yards.
Hectoliter	100	0.1 cubic meter.	2.838 bushels; 26.417 gallons.	2.75 bushels; 22.00 gallons.
Dekaliter	10	10 cubic decimeters.	1.135 pecks; 2.6417 gallons.	8.80 quarts; 2.200 gallons.
Liter	1	1 cubic decimeter	0.908 dry quart; 1.0567 liquid quarts.	0.880 quart.
Deciliter	.1	0.1 cubic decimeter.	6.1023 cubic inches; 0.845 gill.	0.704 gill.
Centiliter	.01	10 cubic centimeters.	0.6102 cubic inch; 0.338 fluid ounce.	0.352 fluid ounce.
Milliliter	.001	1 cubic centimeter.	0.061 cubic inch; 0.271 fluid dram.	0.284 fluid dram.

METRIC ABBREVIATIONS

Common Measures and Their Metric Equivalents

Common measure	Equivalent	Common measure	Equivalent
Inch	2.54 centimeters.	Dry quart, United States.	1.101 liters.
Foot	0.3048 meter.		
Yard	0.9144 meter.	Quart, imperial	1.136 liters.
Rod	5.029 meters.	Gallon, United States	3.785 liters.
Mile	1.6093 kilometers.	Gallon, imperial	4.546 liters.
Square inch	6.452 square centimeters.	Peck, United States	8.810 liters.
Square foot	0.0929 square meter.	Peck, imperial	9.092 liters.
Square yard	0.836 square meter.	Bushel, United States	35.24 liters.
Square rod	25.29 square meters.	Bushel, imperial	36.37 liters.
Acre	0.4047 hectare.	Ounce, avoirdupois	28.35 grams.
Square mile	259 hectares.	Pound, avoirdupois	0.4536 kilogram.
Cubic inch	16.39 cubic centimeters.	Ton, long	1.0160 metric tons.
Cubic foot	0.0283 cubic meter.	Ton, short	0.9072 metric ton.
Cubic yard	0.7646 cubic meter.	Grain	0.0648 gram.
Cord	3.625 steres.	Ounce, troy	31.103 grams
Liquid quart, United States.	0.9463 liter.	Pound, troy	0.3732 kilogram.

METRIC ABBREVIATIONS

Metric abbreviations are simply the initial letters of the respective units combined with the initial letters of the prefixes, set in lower-case, the same form being used for both singular and plural.

Prefixes and their meaning

m. milli = one-thousandth (0.001)
c. centi = one-hundredth (0.01)
d. deci = one-tenth (0.1)
[The unit equals 1]
dk. deka = ten (10)
h. hecto = one hundred (100)
k. kilo = one thousand (1,000)

Metric units

m. meter (for length)
g. gram (for weight or mass)
l. liter (for capacity)

Length		*Area*		*Volume*	
km.	kilometer	$km.^2$	square kilometer	$km.^3$	cubic kilometer
hm.	hectometer	$hm.^2$	square hectometer	$hm.^3$	cubic hectometer
dkm.	dekameter	$dkm.^2$	square dekameter	$dkm.^3$	cubic dekameter
m.	meter	$m.^2$	square meter	$m.^3$	cubic meter
dm.	decimeter	$dm.^2$	square decimeter	$dm.^3$	cubic decimeter
cm.	centimeter	$cm.^2$	square centimeter	$cm.^3$	cubic centimeter
mm.	millimeter	$mm.^2$	square millimeter	$mm.^3$	cubic millimeter
μ	micron (0.001 mm.)	μ^2	square micron	μ^3	cubic micron
mμ	millimicron				

Weight		*Land area*		*Capacity of containers*	
kg.	kilogram	ha.	hectare	kl.	kiloliter
hg.	hectogram	a.	are	hl.	hectoliter
dkg.	dekagram	ca.	centare	dkl.	dekaliter
g.	gram			l.	liter
dg.	decigram			dl.	deciliter
cg.	centigram			cl.	centiliter
mg.	milligram			ml.	milliliter

APPENDIX

A similar plan of abbreviation applies to any unit based on the metric system.

A. angstrom
a. ampere
c. cycle (kc. only)
d. dyne
e. erg
f. farad
h. henry
j. joule
mc. megacycle
ohm, not abbreviated
v. volt
w. watt
kc. kilocycle
kv. kilovolt
mf. millifarad
μf microfarad (one-millionth of a farad)
$\mu\mu$ one-millionth of a micron

Style Manual

The States of the United States and Their Capitals

State	*Capital*	*State*	*Capital*
Alabama	Montgomery	Nebraska	Lincoln
Arizona	Phoenix	Nevada	Carson City
Arkansas	Little Rock	New Hampshire	Concord
California	Sacramento	New Jersey	Trenton
Colorado	Denver	New Mexico	Santa Fe
Connecticut	Hartford	New York	Albany
Delaware	Dover	North Carolina	Raleigh
Florida	Tallahassee	North Dakota	Bismarck
Georgia	Atlanta	Ohio	Columbus
Idaho	Boise	Oklahoma	Oklahoma City
Illinois	Springfield	Oregon	Salem
Indiana	Indianapolis	Pennsylvania	Harrisburg
Iowa	Des Moines	Rhode Island	Providence
Kansas	Topeka	South Carolina	Columbia
Kentucky	Frankfort	South Dakota	Pierre
Louisiana	Baton Rouge	Tennessee	Nashville
Maine	Augusta	Texas	Austin
Maryland	Annapolis	Utah	Salt Lake City
Massachusetts	Boston	Vermont	Montpelier
Michigan	Lansing	Virginia	Richmond
Minnesota	St. Paul	Washington	Olympia
Mississippi	Jackson	West Virginia	Charleston
Missouri	Jefferson City	Wisconsin	Madison
Montana	Helena	Wyoming	Cheyenne

Territories of the United States and Their Capitals

Territory	*Capital*
Alaska	Juneau
Hawaii	Honolulu
Wake and Midway Islands	

COUNTRIES AND CAPITALS

Dependencies of the United States and Their Capitals

Dependency	*Capital*
Canal Zone	
Philippine Islands	Manila
Puerto Rico	San Juan
Virgin Islands	Charlotte Amalie
American Samoa Islands	Pago Pago
Guam	Agana

Provinces and Territories of the Dominion of Canada with Their Capitals

Provinces	*Capitals*
Alberta	Edmonton
British Columbia	Victoria
Manitoba	Winnipeg
Ontario	Toronto
New Brunswick	Fredericton
Nova Scotia	Halifax
Prince Edward Island	Charlottetown
Quebec	Quebec
Saskatchewan	Regina
Yukon	Dawson
Northwest Territories	

Countries of South America and Their Capitals

Countries	*Capitals*
Argentina	Buenos Aires
Bolivia	La Paz
Brazil	Rio de Janeiro
Chile	Santiago
Colombia	Bogota
British Guiana	Georgetown
Dutch Guiana	Paramaibo
French Guiana	Cayenne
Ecuador	Quito
Paraguay	Asuncion
Peru	Lima
Uruguay	Montevideo
Venezuela	Caracas

Countries of Central America and Their Capitals

Countries	*Capitals*
British Honduras	Belize
Costa Rica	San José
Guatemala	Guatemala
Honduras	Tegucigalpa
Mexico	Mexico, D. F.
Nicaragua	Managua
Panama	Panama
El Salvador	San Salvador

APPENDIX

Principal Islands of the West Indies and Their Capitals

Islands	*Capitals*
The Bahamas	Nassau
Barbados	Bridgetown
Bermuda	Hamilton
Cuba	Havana
Dominican Republic	Ciudad Trujillo
Haiti	Port au Prince
Jamaica	Kingston
Leeward Islands	
Puerto Rico	San Juan
Trinidad	Port au Spain
Virgin Islands	Charlotte Amalie
Windward Islands	St. George's

Rules for Syllabication of French, German, Italian, and Spanish Words as given in the *United States Government Printing Office Style Manual.*

FRENCH

Division is made on a vowel or diphthong before a consonant, as *jeu-nesse.* The combinations *bl, br, ch, cl, cr, dr, fl, fr, gl, gn, gr, gh, ph, pl, pr, th, tr,* and *vr* must not be separated, as in *ré-pu-bli-que, dé-peu-ple-ment, cé-lé-brer, dé-cret, au-tre-ment, ou-vrier, qua-drille, dé-pê-cher, ca-tho-li-que, té-lé-gra-phi-que, Vau-ghan,* but where the *g* and *n* have separate sounds they are divided, as *ag-nus, di-ag-nos-ti-que.*

Any other two consonants are divided, as *en-suite, im-mense, juil-let, ec-clé-sias-ti-que.*

As a rule, two vowels are not separated: *mi-nuit; théâ-tre.*

It is allowable to divide a monosyllable ending in mute *e,* as *mar-che; hom-me.*

In dividing hyphenated phrases such as *ira-t-il,* and *pré-sente-t-on* the *t* must go over.

No division should be made on *x* or *y,* as in *Alexan-dre, roya-liste.*

One-letter divisions, as in *a-près,* are not permissible, nor should a word be divided on one letter in combination with an elision, as *l'école qu'avant,* except in narrow measure.

The ligature *æ* is inseparable.

GERMAN

The following rules are based on the Prussian "Book of Rules":

I. Polysyllabic words are divided, as a rule, phonetically—i.e., as they naturally divide themselves when pronounced slowly and distinctly, as *Wör-ter-ver-zeich-nis, Ge-schleeh-ter, Ueber-lie-fe-rung.* Syllables consisting of but one letter should not be divided.

Note 1.—Avoid the somewhat common division *-ung* in *Lie-fer-ung, Schreib-ung,* which is contrary to the above rule.

Note 2.—(*a*) If there be but one consonant, carry it over, as *tre-ten, nä-hen;* also (*b*), *ch, sch, sz, ph,* and *th* have but a single sound and are

therefore indivisible, as *Bü-cher, Hä-scher, Bu-sze, So-phie, ka-tho-lisch;* *x* and *z* are considered simple consonants, *He-xe, rei-zen.*

Where there is more than one consonant, the last is carried over, as *An-ker, Fin-ger, War-te, Rit-ter, Was-ser, Knos-pe, tap-fer, kämp-fen, Karp-fen, Ach-sel, krat-zen, Städ-te, Ver-wand-te.*

When using German text, ck is changed to ff when division is necessary, as Hak-ke.

St is never divided, as *ha-sten, be-ste, ko-sten, Klo-ster, mei-ste, Fen-ster, For-ster, Pfing-sten.*

(1) These rules are inflexible, but the last does not apply in the case of *äs-the-tisch,* since this is not a separation of *st,* but rather of *s* and *th.*

(2) In simple non-German words the phonetic combinations of *b, p, d, t, g,* and *k* in connection with *l* and *r* are not separated, as *Pu-bli-kum, Me-trum, Hy-drant.*

(3) Retain also the phonetic combination *gn,* since, in most cases, it will be found phonetically correct, as *Ba-gno, Ma-gno-lie, Ma-gnet, Si-gnet,* etc. *Kom-pag-nie* is, however, an exception because here the *g* is really silent and the last syllable begins with an *n.*

II. Compound words are separated into their physical parts and these are then treated as simple words, as *Diens-tag, Tür-an-gel, Emp-fangs-an-zei-ger, Vor-aus-set-zung.* This rule applies also in certain cases where it appears phonetically incorrect, as *hier-auf, hin-aus, dar-über, war-um, wor-an, be-ob-ach-ten, Voll-en-den.*

This is also the case in certain compound words of foreign origin, as *at-mo-sphä-re, Mi-kro-skop, In-ter-es-se,* but if the constituent parts of a foreign word are unknown, proceed as directed in (*a*) and (*b*) of Note. 2.

Compound geographic names are no exception to this rule, as *Frie-den-au, Schwarz-ach,* etc.

III. An old rule prohibiting the division of vowel combinations has been modified to permit division if the vowels do not dissolve, forming a diphthong. This rule also applies in the case of those foreign groups of vowels that cannot be separated into distinct separate sounds in pronunciation, as the French *oi* in *coiffeur, oy* in *royalist, ay* in *rayon, ea* in *orgeade,* as well as the English *ea* in *Lear* and *ee* and *ea* in *beefsteak.* It is also self-evident that in such words as *Trauung* and *Kasteiung* the separation of the final *-ung* is permissible.

Prefixes *be* and *ge* are also separable from words beginning with a vowel, as *be-ar-bei-ten, be-er-ben, ge-ar-tet, ge-eb-net.*

Aside from these exceptions, vowels should not ordinarily be separated, although indicated in the following cases, when unavoidable due to narrow type measure:

(*a*) When the first vowel is stressed, as *Hy-peri-on, Mu-se-um.*

(*b*) When both are equal but pronounced separately, as *lini-ie-ren, Sper-ma-to-zo-on, In-di-vi-du-um.*

(*c*) When a short word cannot possibly be divided otherwise, as *Oze-an.*

(*d*) When each vowel retains its own sound, as *Ela-in, Ka-per-na-um, kre-iren, Zel-lu-lo-id.*

Where the object of the second vowel is merely to lengthen the sound of the first, do not separate them, as *Aachen, Moos.*

NOTE 3.—In printing, a two-letter run-over is permissible only in very narrow measure.

IV. Where space is limited there are certain other permissible divisions that are entirely contrary to the foregoing rules. *Glit-sch(e)st* is a case of this kind; the word *glitschst,* having but one syllable, is indivisible, but by adding the *e* it may be divided: *glit-schest.*

V. If a compound noun is run over so that the second or third part of the compound begins the next line, the latter must not be capitalized. Do not use—

Gepäck-
Annahme

but

Gepäck-
annahme.

With German text the round s is used in dividing only in those cases where ß would have been used had the word not been divided—i.e., at the end of a prefix or component part of a compound word and in a few words of foreign derivation, as Blasphemie, Molluske, konfiszieren, Konfiskation, kosmetisch, Kosmogonie, Ischia, Eskimo, biszeral, Escorial, Escapade, Sanskrit, Susquehanna, disputieren; elsewhere the long ſ is used, as Drechſler, Meſſer, etc.

ITALIAN

A single consonant between two vowels is always carried over; in case of two or more consonants, sound combinations must not be separated.

Combinations of two consonants are divisible if the first is a liquid; if one of the liquids, *l, m, n,* or *r,* is the first of the consonants, divide on these: *Sar-co, com-pi-ti, quin-di-ci, par-la-re, dol-cez-ze.* If the first consonant is not a liquid, the entire combination is carried over: *Ri-spo-sta, de-sti-no, lu-stri. se-sto, que-sta.*

Do not separate combinations representing a single sound, as *ch, gh, gl, gn, sce, sci, scia, scio: Po-chi, lun-ghez-za, fi-glia, bi-so-gno, cre-sce-re, u-sci-re, la-scia-re.*

Double consonants are divided: *Quel-lo, af-flit-to, fac-cio, fug-gi-re, oc-chi-o, vec-chi-o, cac-cia.*

Combinations of three consonants are divided on the first, except where the first is an *s* not belonging to a prefix: *Sem-pre, men-tre, in-con-tro, com-pren-do, dis-gra-zia,* but *lu-stri, re-gi-stro, co-stret-to, me-schi-no.*

Diphthongs, triphthongs, and sound combinations with *i* (semivowel) in *ci, gi, gli,* are not separated. Vowel combinations which are not diphthongs may be separated: *e-go-is-mo.*

Groups of two vowels with accent on the first are not separated: *O-céa-no, géo-gra-fia, Béa-tri-ce.* If the first is *a, e,* or *o* and the second carries the accent they are divided: *Ma-é-stro, pa-ú-ra, te-á-tro, cre-ò, po-é-ta, so-á-ve.* If the first is *i* or *u,* they may or may not be divided: *Vi-sio-ne, gra-zio-so,* but *ri-ar-so, tri-ón-fo, ru-i-na, flu-en-te.*

While it is permissible, it is not well to divide so as to carry over a single

vowel, as *orari-o,* and word groups with an apostrophe must not divide on the apostrophe, as *all', coll',* etc., but are divided on the first *l,* so that the second *l* and the apostrophe begin the next line, as *del-l'albero; un'ar-te.*

The space after the apostrophe is no longer required.

SPANISH

Words are usually divided on a vowel: *a-si-mi-la-ción, pa-la-bras.*

The letter *y* is considered a vowel when standing alone, or at the end of a word. At the beginning of a word or syllable it is treated as a consonant.

The following combinations must not be divided: *ai, au, ei, eu, ia, ie, io, iu, oi, ou, ua, ue, ui, uo* (*a-li-via-dor*). This does not apply when either letter carries an accent (*pa-ís, rí-o*), which permits the vowels to be separated, but exceptions are made in certain cases.

The combinations of *ay, ey, oy,* and *uy* may be separated only when followed by a vowel, but must not be separated when followed by a consonant or when occurring at the end of a word:

ha-ya re-yes a-rro-yo cu-yo

but—

rey-na voy-me Go-doy muy

A consonant occurring between two vowels should be carried over: *com-po-si-ción.*

Do not separate the following combinations of two consonants:

bl br cl cr dr fl fr
gl gr pl pr tl tr

Two separable consonants standing between vowels are divided: *ac-ta, chas-co, cuer-da, pron-to.*

The letters *ch, ll,* and *rr* are never divided and always begin a syllable, as *ria-chue-lo, gue-rri-lla, fe-rro-ca-rril.*

Prepositional prefixes form a separate syllable, as: *des-agradable, pre-colombiano;* but when the prefix is followed by *s* and another consonant, the *s* is joined to the prefix. Examples: *abs-tener, cons-trucción,* but *ab-solver.*

A syllable cannot begin with *s* followed by a consonant, as *cir-cuns-tan-cia.*

The liquid consonants *l* and *r,* when preceded by any consonant other than *s,* must not be separated from the consonant, except in uniting parts of compound words. Examples: *ha-blar, po-dría, sub-lu-nar, ab-ro-gar, es-la-bón.*

Double *c* and *n* may be divided as in English: *ac-ce-so, in-na-to.*

Rules for Capitalization of French, German, Italian, and Spanish Words as given in the *United States Government Printing Office Style Manual.*

FRENCH

Capitals are used the same as in English, except that proper adjectives, names of seasons, months, days of the week, titles, and the personal pronoun *je* (I) are not capitalized. In proper names of persons taken from the Italian the article is lower-cased, as *le Dante;* otherwise use the form *La Fayette.* In names of places the article is lower-cased, as *le Havre.*

Use roman small caps for the centuries—example: XIX^e siècle.

Capitalize the following: Years of the Republican calendar (*l'An IV*), acts

of plays (*l' Acte V*), volumes of books (*Tome IX*), titles of rulers (*Louis XIV*), and the numbered divisions of Paris (*le XV^e arrondissement*).

Capitalize the first word and all proper nouns in the title of a book. If the title commences with *Le, La, Les, Un,* or *Une,* capitalize also the second word. Examples: *Origines du culte chrétien; Les Origines du culte; La Reine Margot.*

In vivid personifications the nouns personified are capitalized, as *Ici habite la Mort* (Death abides here).

Historical events (*la Révolution*) also take the capital.

The equivalents of streets, etc., are lower-cased, as *rue de la Nation, avenue de l'Opéra, route Saint-Denis, boulevard Saint-Laurent.*

Observe the forms used in the following terms: *l'Académie française; la Légion d'honneur; Louis le Grand; son Éminence; l'Église* when referring to the church as an institution, and *l'État* when denoting the nation, as *le Corps d' État, le Conseil d'État.*

GERMAN

Initial capital letters are used as follows:

(*a*) The first word of a sentence.

(*b*) In poetry, usually, the first word of each line.

(*c*) The first word of a direct quotation; also the first word after a colon. An exception to this rule occurs when the matter following is merely complementary to the preceding. For example, "At home he was seldom, to the Court he never came: if you would find him, you must needs seek him in the forest." Lower case after interrogation and exclamation points if the phrase following is directly connected, as in "Where do we go from here?" the man said; and "give me liberty or give me death!" cried Patrick Henry. The first word of titles of books also has a capital initial.

All nouns are capitalized.

Pronouns relating to the person addressed, as in letters, etc., as well as titles of honor, are capitalized.

The custom of capitalizing proper nouns used as adjectives is quite variable. We have *Schillersche Trauerspiel, Grimmsche Märchen,* but also *die lutherische Kirche* and *mohammedanische Pilger.*

Any word used as a noun (for example, *der Nächste, die Armen, das Rechte, Gutes, Böses,* etc.) takes a capital initial.

In solid matter, where the Umlaut (¨) on capital letters is likely to cause trouble in alignment, it will be omitted and a lower-case *e* added after the capital, as *Ae,* (Aerger), *Oe* (Oel), *Ue* (Ueber).

Days of the week: *Sonntag, Montag, Dienstag, Mittwoch, Donnerstag, Freitag, Samstag.*

Months: *Januar, Februar, März, April, Mai, Juni, Juli, August, September, Oktober, November, Dezember.*

The seasons: *Frühling, Sommer, Herbst, Winter.*

ITALIAN

Capitalize all proper nouns, names of the Deity, the initial word of a sentence or a line of poetry, but lower case names of the months and proper nouns when used adjectively.

CAPITALIZATION

Capitalize adjectives when forming an integral part of a proper noun, as *Alto Adige.*

In book titles capitalize the first word and all proper nouns: *Storia della diplomazia europea in Italia.*

SPANISH

The English style of capitalization is followed, with few exceptions.

Adjectives derived from proper nouns are lower-cased, as *las mujeres colombianas* (the Colombian women) and *los cruceros brasileños* (the Brazilian cruisers).

The first word of a question occurring within a sentence is lower-cased, as:

Cuando viene la noche, ¿cómo se puede ver?

Note the following forms of capitalization:

el señor Enrique Palava; el señor don Enrique Palava.

Days of the week and months begin with a lower-case letter.

In titles of books only the initial and proper nouns, are capitalized: Historia crítica de España y de la cultura española.

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