



1907



COMPARATIVE STUDY OF STYLE -
SHEETS OF REPRESENTATIVE NEWSPAPERS .

Senior thesis?

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B I B L I O G R A P H Y .

Manual of Style of the Government Printing Office.

Proofreaders' Stylebook. (Chicago Society of Proofreaders.)

English Composition, Carson.

Typography of the Evening Post (New York).

Style Book of the Public Ledger (Philadelphia).

Style sheets of the following papers:

Morning Oregonian (Portland).

Tribune (New York).

Republican (Springfield, Mass.).

"Don't List" of the New York Tribune.

Vest Pocket Manual of Printing--Inland Printer.

Art of Composition, DeVinne.---

I N T R O D U C T I O N .

A comparison of the style sheets of the leading newspapers of the country discloses two things. First, that the style of a newspaper depends largely upon the influence of the man at its head; and, secondly, that to a person who has made a careful study of the use of language, of punctuation, and of capitalization, rules are useless. No set of rules can be made wide enough to fit every case, but the studying of a large number of instances will give a knowledge of the principles of good writing. To quote from the Springfield Republican's style-sheet: "To most of these rules there must be, of course, be exceptions, which the good taste of editor or compositor will not fail to note." It would seem that the style sheets are prepared, especially the shorter ones, simply to guard against errors that offend the "autocrat of the newspaper". For example, 'gubernatorial' is a good word, but the Tribune forbids its use. No one is a 'divine' in the Oregonian.

Good taste, and a well developed sense of the power of language are the best factors making for correct writing.

The scope of the stylesheets studied offers one basis for comparison.

Taking the briefer ones first, the Springfield Republican has a comprehensive, 'galley proof' sheet, of which one-fourth is devoted to Capitalization. Abbreviations are next in importance, and then there are single paragraphs under each of the headings of Credits, Italics, Quotes, and Figures. But two rules for punctuation are given on this sheet.

The New York Tribune has two sheets. One is a Don't List offered as a guard against the more common offenses against good form. The other

is a synopsis of the more important rules. In this sheet Compounds are given the most space, with Abbreviations second. Capitalization, Figures, Quotes, and special rules for punctuation are each "covered" by a number of rules, and style is set for signatures, divisions, and signatures.

The Evening Post (New York) and the Public Ledger (Philadelphia) have little booklets, the Public Ledger's being based on the style book of the Post. The troublesome question of compounds takes much space in both. The Public Ledger offers long lists of continuous compounds (airdrill), compounds with the hyphen (air-tight), and compounds without the hyphen (air Chamber). The Post gives a list of nearly one thousand continuous compounds.

In the public Ledger's style book Capitalization is given second place in position and importance. There is a list of words to be capitalized only when used with the definitive adjective (other sheets are content to give a few examples), a list of words to be capitalized when used in a particular sense, and also a list of words, once proper nouns, that have, through usage, lost the cap initial (paris green).

Punctuation is treated more by example than by precept. Lists of words are given to indicate the spelling the editor prefers. Proper divisions, the use of figures and the quote marks are illustrated by numerous examples.

The Post devotes considerable space to Capitalization, especially the capitalization of words used in special senses. Abbreviations, the use of figures, Italics, date lines, etc., are all covered in the group of miscellaneous rules at the close of the book.

The Stylebook of the Chicago Society of Proofreaders gives most importance to Abbreviations, with Capitalization a close second. Under the head of Compounds but few rules are given, but under the head One Word a long list of continuous compounds is given. The division of words is

treated at some length, and numerous examples are given. Only a few rules for punctuation are given--the more unusual uses of the points. The short forms of words recommended by the National Educational Association are endorsed- approved. (Program, dulness). A department not given in other stylesheets comes under the head of "Spell Out", which covers exceptions to the rules for abbreviations. St. for saint, and Mt. for etc.,
Mount, are not allowed.

The Manual of Style of the Government Printing Office* is very exhaustive, and covers almost every point likely to be raised, and gives specific examples. Multitudes of instances and examples of the proper use of capitals are given, and lists are made to illustrate the points made. The same is true of the section on Abbreviations. The use of figures is covered for every case is exemplified. Much space is devoted to the special styles followed in the different Government publications. A vocabulary of double words covers the subject of compounds, without the use of rules.

Authorities Differ.

The stylesheets differ in many minor points, but the principal differences occur in the subjects of capitalization and compounding. Most of the stylesheets studied use capitals freely, for all words that require special emphasise, but the Springfield Republican avoids the use of capitals, even going to the extreme of writing 'Woman's Christian temperance union.' In general, however, the rules call for capital initials for all proper nouns, and common nouns used in a particular sense, and adjectives derived from proper nouns. (The Post capitalizes Biblical, but the Public Ledger writes it 'biblical').

* A copy of the Manual of Style of the Government Printing Office can be had by applying to the Public Printer, Washington, D. C.

Another fine distinction in the use of the capital is shown in the phrase 'Willamette and Columbia rivers'. In this case 'rivers' is not capitalized because the phrase is not the name of some one object.

The subject of compounds is a debatable one. Following are some of the different rules, taken from the stylesheets studied:

Tribune.--Ordinarily, compound words of one syllable make one word. Where the first or second word or both words are of two syllables, use the hyphen.

Public Ledger.+-- (Same as Tribune for one-syllable words.)--If the first word of the compound is of only one syllable the hyphen is generally omitted. (2) Compound words with a hyphen when used as adjectives.

Post.--(Special rule.)-- Names of fishes and of birds are to be compounded--with a hyphen when three or more syllables--without a hyphen when only two syllables. (2) Phrases consisting of an adjective and a noun, used in a lateral sense are not to be compounded. (electric light.)

Proofreaders' Stylebook.--Where two words become united to form another, and a new meaning is taken, and one of the original words loses its accent, they are combined without the hyphen.

A SUGGESTED STYLESHEET.

A S T Y L E S H E E T.

Abbreviations.

Abbreviate the names of states in date lines, except Alaska, Idaho, Ohio and Utah. Spell out all states in body of the article.

Abbreviate the names of the months in date lines except April, May, June, and July, but spell out all in the text.

Do not use 'd' or 'th' in date lines, but write, "Jan. 3, 1908."

Spell out names of railways, canals, and religious denominations.

Use 'Rep.' 'Dem.', etc in parentheses in election matter.

Spell out all titles; as, 'professor,' 'doctor,' when used with surnames only, but abbreviate when given names are used; thus, "Prof. James E. Jones."

Never use 'Rev.' without *surname* or 'Mr.' Some authorities require 'the' before 'Mr.' as, "the Rev. Mr. (or Alfred R.) Jamison."

Avoid putting one letter of an abbreviated form on one line and other letters on another line.

In firm names spell out 'brother' and 'company' when not preceded by '&'. In advertisements, follow copy. (In general, follow the style the firm uses on its stationery.)

Do not abbreviate names except by initials.

Abbreviate these titles: Rev., Rt. Rev., Hon., Rt. Hon., M., Mlle., Mme., Mrs., Mr., Esq., Jr., Sr./

Abbreviate scriptural texts thus: II Chron. xx, 6-10 or II Chron. 20:6-10. If only the sixth and tenth verses are intended, use a comma instead of a hyphen. For two references set: Matt. 8:12-16; 9, 3-6.

In date lines the names of states may be omitted with the

following cities: Chicago, New York, Philadelphia, St. Louis, Boston, Baltimore, Cleveland, Buffalo, New Orleans, Detroit, Milwaukee, Cincinnati, Washington (D. C.), San Francisco, Los Angeles, Minneapolis, St. Paul, Indianapolis, Denver, Omaha, Memphis, Salt Lake City, Seattle, Tacoma, Spokane, Walla Walla, Olympia, Portland, Salem, Astoria, Eugene, Baker City, Pendleton, and the capitals and chief cities of civilized countries.

Set date lines thus: "New York, May 7.--. . ." or "Springfield, Mass., May 24.--(Special.)-- . . ."

Avoid 'viz.?' 'i. e.,' 'e. g.,' or similar abbreviations; rather use the English equivalent.

Do not use Xmas for Christmas. "A gross vulgarism," says the Chicago Society of Proofreaders.

Capitalization.

Capitalize words of special importance; as, 'Magna Charta' the Reformation.'

Capitalize all proper nouns. Baltimore, Henry James, Monroe Doctrine.

Capitalize all appellations of the Deity, but not pronouns unless ambiguity would result. "We owe all to Him who made us."

Capitalize the Virgin Mary (the Virgin), the Scriptures, the Golden Rule, the Vatican, Holy See, Pope, Papacy, etc.

Capitalize titles of dignity or courtesy when referring to a specific person; as, "her Royal Highness"

Capitalize the points of the compass when used to designate sections of territory, but lower case when denoting direction. "The

Northwest was all but British."

Capitalize the adjectives derived from these nouns when used in a sectional sense. "He voiced Southern sentiment." But write, "The southern part of Oregon. . . ."

Capitalize thus: 'New York city,' but 'Salt Lake City.'

Capitalize party names and adjectives derived therefrom. Use lower case when these are used in a general sense; as, 'democratic tendencies.'

Capitalize the names of legislative bodies when used in a specific sense; as, Parliament, Cortes, Reichstag. But lower case when used in a general sense; as, 'A congress of business men.'

Capitalize 'Supreme Court' and the 'Court' when used specifically. Some authorities do not capitalize for the minor courts; as, 'police court.'

Capitalize titles when used before the name, but not when used after; as, 'City Engineer F. B. West,' but 'F. B. West, city engineer.'

Do not make titles, but use 'Harry Evans, an engineer' in preference to 'Engineer Harry Evans.'

Capitalize common nouns when used in special senses; as, 'House' for the 'House of Representatives,' the 'Powers' (of Europe), the Court (for the Judge), the 'Administration,' the President (of the United States), the 'University' when referring to a specific university, the 'Church' (for a whole sect), the 'Republic' and the 'Union' (for the United States).

Capitalize ~~adjectives~~ ^{words} derived from proper nouns; as, Congressional, Senatorial, Presidency, Governorship, Constitutional, Revolutionary (if pertaining to the American Revolution).

Capitalize the first word of the scientific names of plants and animals; as, Solanum tuberosum (potato), Felis tigris.

Capitalize the seasons of the year.

Write 'Willamette River.' but 'Willamette and Columbia rivers.'

Do not capitalize proper nouns that have come to have a common meaning; as, axminster, brussels, and wilton carpet; bordeaux mixture; canary bird; china clay; india ink; india rubber; japanⁿed; london purple; macadamized; mansard; paris green; plaster paris; prussian blue; alencon, brussels, duchess, chantilly, chiny, mechlin, renaissance, and valenciennes laces; god-send; godspeed; street arab; herculean; quixotic; titanic; utopian.

The "Down" Style.

There is a marked tendency to use less capital letters than formerly. The Springfield (Mass.) Republican^{which} is considered authoritative in matters of newspaper form, follows the "down" style. Following are some of the rules of the Republican composing room that illustrate the style:

In such combinations as 'Tremont temple,' 'Washington street,' etc., the definitative adjective only is capitalized (except White House). But when the noun comes first in the combination, capitalize; as, 'Temple Beth Israel.'

In such expressions as 'the czar of Russia' the title is ~~not~~ not capitalized. But write 'Czar Nicholas.'

Do not capitalize in the titles of lectures, or of songs where the first line is used as a title.

[Note:--The Republican uses 'Woman's Christian temperance union,' which would seem to be taking liberties with the corporate name. A safe rule, it would seem, would be to use lower case when the noun is in common usage; as, 'street,' 'church,' 'company,' 'club,' 'county,' 'society,' etc., but to keep all words in caps in names frequently abbreviated to the

initials; as, Y. M. C. A. (Young Men's Christian Association.)]

The Chicago Tribune uses the state board of charities.'

Compounds.

One source of growth of the English language is the compounding of words. Some of these words have been consolidated into single words, and in other cases the hyphen is used. Usage determines the form, so there are many exceptions to any rules that might be laid down. A general rule is that where two words of a single syllable each, or where one of the words loses its accent, unite to form the name of one object, the resulting word is consolidated; as 'teacup,' 'thunderbolt.'

Never compound a regular adverb form and a participle; ~~as,~~
but write, 'newly wedded people . . .'

Use a hyphen between parts of a compound adjective when necessary to make the meaning clear; as, 'a well-balanced mind.'

Compound numbers when spelled out; as, 'ninety-one,' and 'ninety-first.'

Compound fractions when the denominator is less than twenty-one; as 'one-seventeenth,' but write, 'six twenty-fourths.'

Use a hyphen with the prefixes 'anti,' 'bi,' ~~semi, tri, tetra, penta, hexa, hepta, octa, nona, deca, undeca, duodeca, trideca, tetradeca, pentadeca, hexadeca, heptadeca, octadeca, nonadeca, viginti, triginta, quadraginta, quinquaginta, sexaginta, septuaginta, octoginta, nonaginta, centum, milia~~ etc., when the principal word necessarily begins with a capital, or begins with the same letter as that with which the prefix ends; as, 'un-American,' but 'unlikely': 'co-operate,' but 'copartner.'

Use a hyphen with 'ex' in titles of persons out of office, but not in 'ex officio' and similar terms.

Compounds of more than two words take the hyphen; as, 'out-of-doors.'

Note the distinction between words beginning with 're---' and compounds made with 're' as a prefix. Contrast 're-collect' (to collect again) with 'recollect' (to remember.) Other compounds of 're' to be distinguished from simple 're--' words are: Re-cover, re-create, re-form, re-formation, re-lease, re-mark, re-present, re-press, re-search, re-sign, re-sound, re-store.

All compounds of 'self' use the hyphen except 'selfhood,' and 'selfsame.'

Use a hyphen when a verb and an adverb are used as a substantive; as, 'line-up.' Compare 'the line-up' with "The team will line up thus." Other hyphenated substantives are: let-up, set-out, put-out, clean-up, clear-up, mix-up, tie-up, break-up, walk-over, turn-down, shut-out, strike-out, flare-up, stop-over, smash-up, make-up, wind-up, round-up, take-off, cut-off, break-down.

"Time, 1:4:26 3-5."

Use figures for sums of money over \$1.00; and where two or more sums of money occur in the same sentence, one over and the others under \$1.00, use figures for all.

Never begin a sentence with figures. Spell out or rewrite; thus, "Five thousand dollars was" or "The sum of \$5000 was"

Avoid dividing amounts in figures, but divisions can come only on the thousands; thus, "\$486,-924.76."

Clock time may be in figures or spelled out, but do not write "a quarter to 9." Write either "a quarter to nine" or "8:45."

Headings.

A uniform system of headings for different classes of news is desirable. News headings are set with cap, and cap and lower case lines alternating, while headings of "featured articles" may be set either as cap lines or as cap and lower case.

In news heads the first line should usually contain the principal noun of the story, with a verb expressed or implied, and the second line, or subhead should explain the first. The remaining lines or subheads add the more important details, so that the whole heading will tell the gist of the story.

Capitalize all the important words in a heading; as "Every Man Had to Do His Duty."

Write headings in the present tense, and use time words in relation to the date of the paper, not of the article.

Punctuation.

Punctuation points are not arbitrary signs to be used absolutely by rule, but they are the tools with which the thought of a sentence is made clearer. Note the shades of meaning shown by the varying punctuation:

A Desirable Appointment.

A Desirable (?) Appointment.

A Desirable Appointment!

A "Desirable" Appointment.

¶ Period-- Use a period with all abbreviations, but nick names like 'Ed' are not considered abbreviations.

A complete sentence within parentheses should have the point inside the parentheses; when but part of a sentence is so enclosed, the point should be after the parenthesis (or bracket).

To denote ^{an} ~~the~~ omission from a quotation, use four periods spaced with em quads. Use a line of five to seven periods, or asterisks, evenly spaced to indicate the omission of one or more paragraphs.

Omit periods at the end of display lines in title pages and programmes, and after cap lines in headings.

Use a period in decimals, supplying a cipher when ~~needed~~ there is no unit; as, '0.27' but write, '.32 Smith & Wesson.'

Comma--Use commas only when necessary to make the sense clear. In case of doubt omit the comma.

A word or phrase independently beginning a sentence must be followed by a comma; as, "Conversely, the whole country"

Use a comma after all but the last of a series of words or phrases connected by 'and' or 'or'. "Apples, peaches, and prunes grow in Lane County."

loss

Generally, use a comma before an adversative conjunction, ~~but~~ if the adversative phrase is short, omit the comma. "He is poor but honest." "This man is poor, but he remains honest."

Two words or phrases connected by 'and' require no comma before the 'and's, but two sentences thus connected require the comma. "A box of ~~apples~~ ^{peaches} and a barrel of apples were sold." "A box of apples was sold, and a barrel of peaches offered to the bidders."

Omit the comma before relatives when the connection is close; as, "The man who has plenty of ripe peanuts . . ."

Omit comma in "Thomas Brown of Portland went . . ."

Use a comma to mark the omission of words; as, "The Washington government was apathetic; the Hudson Bay Company, ^g aggressive."

Use a comma before a short quotation; as, "He called, 'Come here.'"

Use the colon before quotations of more than one sentence.

In lists of officers, and of names and money when 'run in' use comma and semicolon thus: "President, James B. Cooper; vice-president, Mary Ann Westfall; etc." "Smith & Co., \$5.50; American Bridge Co., \$95." [Note.--In lists of ~~fx~~ officers the title of the office comes first.]

Interrogation Point.--Use the interrogation point after every sentence or part of sentence asking a direct question.

Use the interrogation point, in parenthesis, to express doubt; as, "The archaic period of Greek art extends from 625(?) to 450 B. C."

ADD COMMA--

Two nouns or pronouns in apposition, or a noun and a pronoun, should not be separated by the comma if they may be regarded as a proper name or as a single phrase; as, The post Milton wrote excellent prose.

Phrases out of their natural order should be set off from the rest of the sentence by a comma, or commas. "By Cowley, the philosopher Hobbs is compared to Columbus."

'As' and 'than' as correlative conjunctions are not preceded by a comma; as, "Men are never so easily ^{deceived} deceived-as when they plot to deceive ~~deceive~~ others."

Dash--Use the dash to denote change or suspension in sentence structure.

Use a dash where parenthesis would set off explanatory matter too much.

Use a dash after side-heads; as, "Time of meeting--This club . . ."

Use a dash after the date line in telegraphic dispatches.

Use a dash to denote a significant, or other long pause; as, "For hours the fisherman struggled with the game fish; at last it was landed, and he found--a mudcat."

Use a dash before a word repeated for emphasis; as, "The minister pleaded before the potentate and his advisors--pleaded for his people."

Apostrophe--The apostrophe is used to denote the omission of letters. In the possessive case it represents the 'e' in the old Anglo-Saxon genitive ending in 'es.' It is, therefore, proper to use the apostrophe not only when actual possession is indicated; as, 'the boy's hat,' but also where the possessive sense is less marked; as, 'Merchant's Protective Association.'

Do not add an extra 's' in forming the possessive of words already ending in an 's' sound.

Parenthesis and Bracket--Parentheses are used to inclose remarks made by the writer of the text; brackets are used to inclose interpolations of the editor or reporter of the text.

Quotations--Use quotation marks with all extracts that are 'run in,' or are set in the same text as the context.

Do not quote extracts set as separate paragraphs, when in smaller type than the context, or when set solid and context is leaded.

Do not quote well known phrases; as, 'A government of the people, by the people, etc.'

Use single quotes for a quotation within a quotation.

When a number of paragraphs are copied, and set in the same type as the body of the article (for example, in interviews), repeat the double quote marks at the beginning of each paragraph, and at the end of the last one only.

Quote words used in an unusual sense.

Do not use quotes in Q's and A's; as,

- (Q. What is your business? A. I am a carpenter.
Q. What is your age? A. Forty-five years.

An interrogation point and exclamation point should follow the closing quote marks if but part of the sentence is quoted, but should be inside the marks if the whole sentence is quoted.

Signatures.

Set signatures in capitals in a separate line, unless the last line is short.

Attest:

JOHN ADAMS, President.

CHARLES MONROE, Secretary.

Divisions.

Divide on syllables to preserve pronunciation.

When a vowel makes a syllable by itself, put it in the first line. 'Promi-nent' is to be preferred to 'Prom-inent.' But preserve the syllables 'able' and 'ible.'

Avoid two-letter divisions.

Never end a paragraph with a divided syllable of two letters. It

Is better to have a whole word on the last line.

Avoid having three or more successive divisions at the ends of lines.

PREPARING COPY.

Form.

Use paper approximately 6x9 inches, and write ~~XNA~~ lengthwise of the sheet.

Leave plenty of margin.

Write very plainly, pen-printing unusual, proper, or scientific names if necessary. An operator setting eight or nine lines of newspaper type a minute has not time to decipher poor copy.

Write on but one side of the paper.

Number each page at the top. Double numbering with a different letter for each subject covered, is desirable in tracing a piece of misplaced copy. For example, number the pages of one article : 1a, 2a, 3a, etc. and another, 1b, 2b, 3b, etc. If pages are added in the middle of the article, say after page 8, number them 8a, 8b, 8c, etc. If pages are omitted indicate on the remaining sheets; as, on the seventh, '7-12' or on the thirteenth, '8-13.'

Avoid dividing words at the ends of lines; never divide at the end of a page.

Do not let the last word on a page end a sentence but not a paragraph. Carry it over.

Full words in copy can be made to appear in print as abbreviations by encircling them, and vice versa. In hurried writing many common, long words
long words can be written as abbreviations and circled, but do not be obscure.

Cancel by drawing a horizontal line through the words to be omitted, noting carefully the beginning and the end of the cancellation. When cancellation occurs in the middle of a paragraph, connect the last word before it with what follows with a curved line. Cancelled matter can be restored by underscoring with a dotted line, and by writing 'stet'

(Latin for 'let it stand') in the margin.

If more than a few words are to be inserted into the middle of a page, cut, and paste the parts on a new sheet. If a page is extra long, fold the surplus forward so it will not be overlooked.

Write the word 'rule', make a dash or other ^{or}arbitrary sign at the end of each article.

Be systematic in the use of capitals and points.

Revise carefully before sending in copy; do not depend on the editor for corrections.

Never ~~fold~~ ^{roll} manuscript, and if it must be folded, fold in the direction of the lines of writing.

Telegraphing News.

Prepare copy as for other ways of sending, but do not telegraph more than 25 words without orders. If the story requires more than this limit, send a query, giving the gist of the story, and await orders. If the editor already has the story, or does not want it, he will not reply. If he does want the story, he will tell how many words to send. A variation of ten per cent. either way from the number ordered, is permissible.

P R E P A R I N G C O P Y .

Style.

Tell the substance of the whole story in the first paragraph, answering as many as possible of the following: Who? What? When? Where? and Why?

Do not begin a story with 'Yesterday,' 'There' or other inconsequential word or phrase.

Watch the reference of personal pronouns, and also relatives.

Date everything sent by mail or telegraph, and make all tenses relative to the date line. Use 'here' and 'there' with reference to the date line, not the place of publication.

Use simple Anglo-Saxon words in preference to classic ones; short words in preference to long ones. 'Boy' is to be preferred to 'juvenile,' and 'begin' to 'Commence.'

Avoid trite, bombastic phrases; as, 'the devouring element,' 'banquet' (for a simple dinner), 'inaugurate' (except for occasions of great formality).

Do not say 'Mrs. Dr. Blank' unless the woman is a physician. Do not write 'Mr. and Mrs. General Grant,' but General and Mrs. Grant.'

Do not split the infinitive. "To go gladly to the war" is to be preferred to 'To gladly go to the war.'

Use short sentences, as they give precision and effectiveness.

Use the present tense for continuous ideas; as, "The lawyer asserted that truth crushed to earth shall rise again."

Avoid inelegant terms; as, pants, lunch, female (as a noun)/.

Be precise in the use of words. Following are a very few of the words in the English language that are similar in meaning, but still each has its distinctive meaning and scope:

[~~Balance~~--remainder

Banquet--dinner, or supper.

Claim--assert

Develop--expose

Endorse--approve

Lady--wife

Loan--lend

Mutual--common

Parties--persons

Posted--informed

Transpire--occur

Ability--capacity

Allude--refer

Amateur--novice

Anticipate--expect

Audience--spectators

Conclude (a mental process)--

close

Convene--assemble

(The delegates, not the convention, convene.)

Crime, a statutory wrong; sin, a violation of

creed; vice, a moral wrong.

Liabile--likely.

Residence--house--home.

Past week--last week.

Affect--effect.

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DO NOT USE

Deceased as a noun.

Loan as a verb.

Female as a noun.

Materialize without an object.

A BRIEF STYLESHEET.

BRIEF STYLESHEET.

THE PREPARATION OF COPY.

Form.

Use paper approximately 6x9 inches, writing lengthwise of the sheet. Use a sharp, black pencil, and write very plain letters, printing out personal and scientific names if necessary. Number the pages.

Avoid carrying the last few words of a paragraph over to a new page.

Never let the last word on a page end a sentence but not a paragraph. Carry it over.

Cancelled matter can be restored by writing "stet" in the margin.

Never roll manuscript, but if it must be folded, fold in the direction of the lines of writing.

Construction.

Use simple, Anglo-Saxon words in preference to Latin or Greek derivatives; short words in preference to long; specific words in preference to general. 'Youth' is to be preferred to 'juvenile'; 'begin' to 'commence.'

Do not use titles indiscriminately. Never write 'professor' as the title of an 'instructor'. Never write 'Mrs. Dr. Marshall' unless the woman is a physician.

Do not use a split infinitive. 'To abuse roundly' is to be preferred to 'to roundly abuse.'

Use the present tense of the verb to express ideas that are universally true, even when reporting past conversations; as, "He said, that the world is round (not was.)."

Do not begin a story with 'Yesterday,' 'there', or other incon-
sequential word.

See that relatives and pronouns agree with their antecedents.

See the verb and subject agree in number, especially when a
plural noun after a preposition comes between a singular subject and its
verb, of vice versa; as, "A carload of watermelons was received."

BRIEF STYLESHEET.

Abbreviations.

Abbreviate names of states and months (except April, May, June, and July) in date lines; as, 'Warrentown, Ore., Jan. 6.--'

Abbreviate scriptural texts thus: II Chron. xx, 6-10, or II Chron. 20:6-10.

Spell out titles when used with surnames alone; as 'Professor Brown.' In other cases the title may be abbreviated; as, 'Prof. James Dee.'

Do Not write 'Rev.' or 'Hon.' without given name or initials. Write 'Rev. J. Ball, Rev. John Ball, or Rev. Mr. Ball; but not 'Rev. Ball.'

Do not use '&' except in firm names.

Use 'etc' in preference to '&c.'

Capitalization.

Capitalize proper names.

Capitalize appellations of the Diety.

Capitalize 'Noth' etc. when used for parts of the country: as, "The North had greater resources than the South."

Capitalize titles when used before the name, but use lower case when they follow the name; as, 'President Theodore Brown' but Theodore Brown, president of the Brick Club.'

Capitalize common nouns used in a specific sense; as, 'House' for 'House of Representatives.'

Write 'Willamette River,' but 'Willamette and Columbia rivers.'

Do not capitalize common nouns that have come to have a common meaning; as, 'paris green,' axminster carpets.'

[Note.--There is a tendency to avoid the use of capitals, and some representative papers like the Springfield (Mass.) Republican and the

Chicago Tribune, capitalize only the definitive adjective in such ~~EXPRESSIONS~~ expressions as Lincoln county and Commercial club.]

Compounds.

Compounds are either solid or hyphenated. When two words taken together signify one object they coalesce, as a rule, taking the hyphen if one of the words is of more than one syllable, or if both retain their accent, otherwise they combine into one word. Usage makes many exceptions to this rule.

Do not compound regular adverb forms (in 'ly') and a participle, but write 'newly wedded' not 'newly-wedded.'

Use a ~~prefix~~ hyphen with the prefixes 'anti,' 'un,' etc. if the suffix necessarily begins with a capital letter, or if it begins with the same letter at that with which the prefix ends. Write 'un-American,' 'unpardonable'; 'co-operate,' 'copartner.'

Distinguish between a 'line-up' and the fact that the teams 'line up.'

Distinguish between 'anybody' and 'any body.'

The word 'one' should not be compounded, but write 'some one.'

Use a hyphen in numbers less than one hundred when spelled out; as 'ninety-nine.'

Use a hyphen in spelled-out fractions with denominators less than twenty-one; as 'seven-fifteenths,' but 'seven twenty-fifths.'

Use a hyphen in compounds of foreign words (not anglicized) and an English word; as, 'Quasi-public.'
Figures.

In general spell out numbers less than 100 in editorials, but under ten in news matter.

Spell out round numbers. "Not in a thousand years . . ."

Never begin an item with figures, but spell out the number.

Use figures for dimensions (6x43 ft.), street numbers (27 West Fifth Street), ages (45 years 3 months 16 days), time in sporting events (set thus: 1:4:27 3-5), and sums of money over \$1.00.

Punctuation.

Use a period after all abbreviations.

Omit periods from the ends of display lines.

A complete sentence within parentheses should have the point within the parenthesis; but when but part of the sentence is so enclosed, the point should be after the parenthesis (or bracket).

Use a comma only when necessary to make the meaning clear to the reader.

A word or phrase used independently at the beginning of a sentence should be set off with a comma; as, 'Whereas, there is now . . .'

Similarly, independent phrases, ~~an-~~ phrases within the sentence, and phrases out of their normal order, should be set off with commas.

Use a comma after all but the last of a series of words connected by 'and' or 'or'; as "Corn, wheat, and oats grow in Lane County."

Two words or phrases connected by 'and' require no comma before 'and,' but two sentences thus connected require the comma.

Omit commas before relatives when the connection is close.

Omit commas in "Thomas Brown of Portland went to . . ."

Punctuate lists of officers thus: "President, James B. Cooper; vice-president, Mary Ann Westfall; secretary, Charles Harding."

Use an interrogation point after every sentence or part of sentence asking a direct question.

Use the apostrophe to denote possession, the omission of letters, the omission of the century in dates, and the plurals of figures and letters. John's hat. o'clock. '07. p's and ~~q's~~ q's.

Do not use quotation marks with extracts set as separate ~~XXXX~~

paragraphs when in smaller type than the context.

Repeat quotation marks at the beginning of succeeding paragraphs, and put at the close of the last paragraph only.

Use quotation marks with any word used in an unusual sense.

Divisions.

Divide to preserve syllables, and if a single vowel makes a syllable put it in the first line. 'promi-nent' is preferable to 'prom-inent.' But preserve the syllables 'able' and 'ible.'

Avoid two-letter divisions.

Avoid ending a paragraph with a divided word.

Avoid having more than two divisions at the ends of succeeding lines.

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