This is in response to your request, under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, dated and received in this office on August 20, 2017, in which you request a copy of the “NLRB Office Style and Correspondence Manual.” You agreed to assume fees for your request up to $25.00.

I have attached a copy of the requested document. The document was produced through a reasonable search of the Agency's electronic databases. In addition, for your convenience, I am including the following link to the NLRB Style Manual, which is located on the Agency website: https://www.nlrb.gov/sites/default/files/attachments/basic-page/node-1727/stylemanual.pdf.

For the purpose of assessing fees, we have placed you in Category D, the “all other requesters” category, because you do not fall within any of the other fee categories. Consistent with this fee category, you will be assessed charges to recover the reasonable direct costs for searching for the requested document, except that you will not be charged for the first two hours of search. NLRB Rules and Regulations, 29 C.F.R. § 102.117(d)(2)(ii)(D). Charges for all categories of requesters are $3.10 per quarter-hour or portion thereof of clerical time and $9.25 per quarter-hour or portion thereof of professional time. 29 C.F.R. § 102.117(d)(2)(i). Accordingly, as the search time for processing your request was under two hours, there is no charge for this request.

You may contact Michael A. Maddox, FOIA Attorney, at (202) 273-0013 or by email at Michael.Maddox@nlrb.gov, who processed your request, as well as our FOIA Public Liaison at (202) 273-0902 or by email at FOIAPublicLiaison@nlrb.gov, for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government
Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, email at ogis@nara.gov, telephone at (202) 741-5770, toll free at (877) 684-6448, or facsimile at (202) 741-5769.

You may obtain a review of this determination under the NLRB Rules and Regulations, 29 C.F.R. § 102.117(C)(2)(v), by filing an appeal with the Division of Legal Counsel (DLC) through FOIAonline at: https://foiaonline.regulations.gov/foia/action/public/home, by mail at: National Labor Relations Board, Division of Legal Counsel, 1015 Half Street, S.E., Washington, D.C., 20570, or by email to DLCFOIAAppeal@nlrb.gov, within 90 days of the date of this letter, such period beginning to run on the calendar day after the date of this letter. Any appeal should contain a complete statement of the reasons upon which it is based. Should you have questions concerning this letter, you may contact Patricia Weth, Deputy Assistant General Counsel, at (202) 273-2929, or by email at Patricia.Weth@nlrb.gov.

Sincerely,

Synta E. Keeling /s/

Synta E. Keeling
Freedom of Information Act Officer

Attachment: (105 pages)
# NLRB Style Manual

## Table of Contents

- **Rules of Citation** ................................................................. 1
- **Abbreviations** .................................................................. 9
- **Capitalization** ................................................................. 11
- **Compound Words** ......................................................... 15
- **Footnotes** ........................................................................ 23
  - Excessive Footnotes Discouraged .................................. 23
- **Numbers** ........................................................................... 25
- **Plurals** ............................................................................... 28
- **Punctuation** ...................................................................... 31
  - Apostrophe ......................................................................... 31
  - Brackets ............................................................................ 33
  - Colon .................................................................................. 34
  - Comma ................................................................................ 35
  - Dash .................................................................................... 38
  - Exclamation Point ............................................................ 39
  - Parentheses ........................................................................ 39
  - Period ................................................................................. 40
  - Quotation Marks ............................................................... 41
  - Semicolon ........................................................................... 42
- **Quotations & Omissions** ............................................... 43
- **Spelling** ............................................................................ 45
- **Italicizing** ...................................................................... 49
  - Latin Words Not Italicized ............................................. 49
  - Trend Against Latin Expressions .................................. 49
- **Plain English—Not Legalese** .................................... 51
- **Good Usage** ..................................................................... 51
  - Avoid Wordy Phrases .................................................... 52
  - The Right Word .............................................................. 53
  - Rules for Singular and Plural ....................................... 57
  - The Right Preposition ................................................... 58
- **Appendix 1** (Popular Union Name—Official Name—Acronym) .................. 67
- **Appendix 2** (Official Union Name—Popular Name—Acronym) ............... 69
- **Index and Word List** ..................................................... 71
Citing the Board and NLRA

National Labor Relations Board   After used once, it may be referred to as the Board.
NLRB   Use (without periods or spaces) in Board and court citations.
NLRA   National Labor Relations Act (the Act).

Citing Board Decisions

328 NLRB 433, 444 fn. 6 and cited cases (1999)
above at 433 [repeating within 2 pages]; 328 NLRB at 433 [if beyond 2 pages]
328 NLRB No. 20, slip op. at 4–5 (1999)
328 NLRB No. 20, JD slip op. at 9 (1999)
Case 16–CA–1432 (1999) (not reported in Board volumes)

Board and Court Decisions

Illustrations.  (Always include the year.)


Hatters Local 11 (Stetson Hat), 328 NLRB 443 (1999), affd. in relevant part sub nom. Stetson Hat Co. v. NLRB, 196 F.3d 111 (5th Cir. 2000) vacated and remanded sub nom.


NOTE. Insert an abbreviated name of the company (usually a two-word abbreviation) in parentheses after the union name in a Board and also in a court citation if the case is well known by the company name, or if the union name is in Spanish (in Puerto Rico). Give only the year (1999) when citing a slip opinion. Use parallel citations when the U.S., F.3d, or F.Supp.2d citations are not available. In district court citations, give only the district, not the division. (N.D.III.2000) (D.D.C.2000). Separate multiple citations with semicolons.

1

Revised January 2000
RULES OF CITATION

Abbreviations in citing case history.

affd. (affirmed)  enfd. (enforced)  revd. (reversed)
affg. (affirming) enfg. (enforcing)  revg. (reversing)
cert. (certiorari) mem. (no published sub nom. (under the name)
enf. (enforcement) opinion)  enf. (enforcement)

Do not abbreviate

appeal  dismissed  granted  motion  relevant
argued  dismissing  grounds  per curiam  remanded
denied  enjoining  modified  petition  vacated
denying  filed  modifying  rehearing  withdrawn

Running Head Case Citations

Running head as guide.

In citing decisions by the U.S. Supreme Court, lower courts, and the NLRB, use the running head (the case name printed at the top of the page in bound volumes and NLRB slip opinions) as a guide. The specific rules are applied to these names.

Specific rules.

1. Cite the Board as “NLRB.”
4. Omit “Inc.” and “Ltd.” if the name contains Company, Products, Service, or other clear indication that it is a business firm.
5. Shorten long company names.
6. Omit given names and initials of individuals and omit “U.S.” in names of Federal agencies, e.g. “Postal Service.”
7. Omit all parties after the first listed on either side.
8. Do not use “et al.” or “etc.” to indicate omissions.
9. For a union, cite first the popular name of the parent union—listed below by popular names in appendix 1 page 67 and by official names in appendix 2 page 69—then any local, lodge, or district council, e.g., Auto Workers Local 45.

Additional running head rules.

NLRB running heads since 1982 conform to the specific rules above as well as the following additional rules, enabling case citations to be taken directly from the running heads.

1. Cite the name of the business, omitting “d/b/a” and the preceding name(s).
2. Cite only the first company named, even if it is a division.
3. After a union name, insert an abbreviation (usually two words) of the company name. (Also cite the abbreviated company name in parentheses after the union name in a court case if it is well known by the company name or if the union name is in Spanish, in Puerto Rico.)

Court Citations  (Always include the year)
RULES OF CITATION

Supreme Court decisions, company names.


“Pittsburgh Glass Co. v. Labor Board,” the running head for Pittsburgh Plate Glass Co. v. National Labor Relations Board, is cited Pittsburgh Glass Co. v. NLRB, 313 U.S. 146 (1941).


Supreme Court decisions, union names.


Court of Appeals and District Court decisions.

Revised January 2000
RULES OF CITATION


RULES OF CITATION

Board Citations  *(Always include the year)*

**Company respondents.**

“Greensboro News Co.,” the running head for The Greensboro News Company, is cited Greensboro News Co., 244 NLRB 689 (1979).


“Simpson Steel Fabricators,” the running head for Simpson Steel Fabricators & Erectors, Inc., is cited Simpson Steel Fabricators, 249 NLRB 1111 (1980).


**Union respondents.**

“Plumbers, Local 412,” the running head for United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, Local Union No. 412, AFL–CIO (Thomas Mechanical), is cited Plumbers Local 412 (Thomas Mechanical), 249 NLRB 714 (1980).

“Sheet Metal Workers, Local 36,” the running head for Sheet Metal Workers International Association, Local No. 36, and Harold Tindell, its agent and Nothum Manufacturing Company, is cited Sheet Metal Workers Local 36 (Nothum Mfg.), 244 NLRB 224 (1970).


**NOTE.** If a union is the respondent employer, no company name is inserted in the citation after the union name.
RULES OF CITATION

Repeating Signals in Citations

ibid. Use to repeat the immediately preceding citation, on the same page, without any change.

id. Use to repeat the immediately preceding citation, on the same page, except for citing a different page number: e.g., “id. at 10.”

above Use above (preferred) or supra when the same case is cited a second time within two pages: “Gissel, above,” or “Gissel, above at 613.” Beyond two pages, repeat the full citation or refer to a specific page, “395 U.S. at 613” or “265 NLRB at 9.”

below Use below (preferred) or infra to refer to subsequent matter.

Introductory Signals

[No Signal] Indicates direct support.

e.g. Indicates that other examples are available. It may also be used with other signals: “see, e.g.” or “but see, e.g.”

accord: Use to cite other directly supporting cases, or cases in another jurisdiction.

see Use to cite basic source material supporting the point. Use it instead of [no signal] if the point is not explicitly made but follows from it, or is dictum. Cite the initial page and the page where the point is made.

but see Use to suggest a contrary holding.

see generally Use to cite an authority providing background or relevant considerations without providing support for the specific point.

compare Use compare (preferred) or cf. (which means “compare” in Latin) to cite a case that is to be compared or distinguished on the point. (Add a parenthetic explanation, however brief.) The signal “compare . . . with” invites a comparison of the authorities cited to support or illustrate a point. (Also explain.)

contra: Use contra: to cite a directly opposite holding.
RULES OF CITATION

Citation of NLRB, Board’s Rules, Etc.

National Labor Relations Act. After the full name is used once, it may be referred to as the Act (or NLRA).
Labor Management Relations Act, 1947. [LMRA, the Taft-Hartley Act—not current NLRA]
Health care jurisdiction: Section 2(14) of the Act.
Board’s Rules and Regulations. Also cited as the Rules and Regulations of the National Labor Relations Board. (Omit “as amended”)
NLRB Casehandling Manual (Part One) Compliance Sec. 10639.

Miscellaneous Citations

12 Moore’s Federal Practice § 60.48 (3d ed. 1997)
2 Morris, Developing Labor Law 1077–1083 (2d ed. 1983)
2A Sutherland Statutory Constructions § 47.34 (5th ed. 1992)
13B Wright & Miller, Federal Practice and Procedure § 3571 (2d ed. 1984)
2 Am.Jur. 2d, Agency § 286 (2d ed. 1994)
3 C.J.S., Agency § 452 (1998)
Restatement (Second) of Agency § 220(2)(h) (1958)

45 ALR2d 179 (1956) [American Law Reports]
44 BNA LA 545 (1965) (Altieri, Arb.) [Labor Arbitration]
24 Lab. L.J. 592 (1973) [Labor Law Journal]
2 Leg. Hist. 2393 (NLRA 1935) [Legislative History]
1 Leg. Hist. 303 (LMRA 1947) [Legislative History]
2 Leg. Hist. 1162 (LMRDA 1959) [Legislative History]
RULES OF CITATION

Other Common Citations

157 LRRM 2001 (1997) [BNA court decisions, labor cases]
948 P.2d 473 (S.Ct. Ala. 1997) [Pacific Reporter, 2d series]
505 U.S. 247 (1992) [United States Reports]
112 S.Ct. 2465 (1992) [Supreme Court Reporter]
120 L.Ed.2d 32 (1992) [United States Supreme Court Reports Lawyers' Edition]
66 L.W. 4543 (1998) [United States Law Week]

S. Res. 218, 83d Cong., 100 Cong.Rec. 2972 (1954) [Senate Resolution, permanent edition]

NOTE. Do not use p. for the page number except in cross-references. Use at if there is a possibility of confusion. Include relevant page numbers when appropriate. Italicize book titles and titles of articles in periodicals and newspapers. Leave a space between ¶ ¶ or § §§ and the numeral: ¶ 141, ¶¶ 5–8, § 10, §§ 5–8, §§ 45, 48. Substitute Arabic numerals for large Roman article numbers and for all Roman volume numbers.

Citation of Sections and Articles

Section 8(a)(3) and (1); Section 8(a)(1), (3), and (5); not Sections 8(a)(1), (3), and (5)
Section 9(c)(1) and Section 2(6) and (7) or Sections 9(c)(1) and 2(6) and (7)
Section 8(b)(4)(i) and (ii)(A) [single capital letter]
Section 8(b)(4)(i), (ii)(A) and (B) [more than one capital letter]
Section 102.46 of the Board’s Rules and Regulations (Sec. 102.46 in parentheses, footnotes, and citations in the text)

NOTE. Capitalize sections of NLRA and Board publications, as above.

U.S. Const., Art. I, § 9, cl. 2
Compare 5 U.S.C. § 504(a)(2) with [symbol § used in U.S.C. citations]
EAJA, section 504(a)(2) [section spelled out in the text]
In article 1, section 3, provision is made [lowercase in non-Board references]
In section II,B,2,a of his decision, the judge found [commas and no spaces]
The Company deleted section III(B)(2) of the contract.
In section 17,B,1(a) and (b) of the agreement provided [not section XVII]
ABBREVIATIONS

Government Terms

United States, abbreviated except when used as a separate noun or part of an official title.

U.S. Attorney  U.S. economy  U.S. Senate
U.S. District Court  U.S. Government  U.S. Supreme Court

but

foreign policy of the United States  The Supreme Court of the United States

State Names. The Board uses the Postal Service two-letter abbreviations in addresses, but spells out State names in the text. The following traditional abbreviations, which are generally used in district court citations, are listed with the Postal Service abbreviations.

Ak.  AL  Ky.  KY  N.Y.  NY
Alaska  AK  La.  LA  Ohio  OH
Ariz.  AZ  Mass.  MA  Okla.  OK
Ark.  AR  Md.  MD  Ore.  OR
Cal.  CA  Me.  ME  Pa.  PA
Colo.  CO  Mich.  MI  R.I.  RI
Conn.  CT  Minn.  MN  S.C.  SC
D.C.  DC  Miss.  MS  S.D.  SD
Del.  DE  Mo.  MO  Tenn.  TN
Fla.  FL  Mont.  MT  Tex.  TX
Ga.  GA  N.C.  NC  Utah  UT
Hawaii  HI  N.D.  ND  Va.  VA
Idaho  ID  Neb.  NE  Vt.  VT
Ill.  IL  Nev.  NV  Wash.  WA
Ind.  IN  N.H.  NH  Wis.  WI
Iowa  IA  N.J.  NJ  W.Va.  WV
Kan.  KS  N.M.  NM  Wyo.  WY

Addresses in parentheses and footnotes.

Rd.  Rte.  Ter.  NE  NW  SE  SW  1400 H St. NW

but

North  South  East  West  Fort  14th Street Bridge
Mount  Place  Plaza  Port  Square  Ninth Avenue Bridge

Standard Abbreviations

a.m.  e.g.  etc.  ibid.  i.e.  ¶  ¶¶  par.
p.m.  et al.  et seq.  id. at 10  p. pp.  §  §§
ABBREVIATIONS

Abbreviations in Parentheses, Footnotes, and Citations in Text

GC Exh.  Tr. transcript  col.  cols.  sec.  secs.  L. LL.  line lines
R. Exh.  art.  arts.  fig.  figs.  supp.  supps.  or pp.
U. Exhs.  bull.  bulls.  fn.  fns.  subch.  subchs.

Abbreviations in Names

Charles White   Charles White Sr.   Ed Ray, Esq.   Dr. Irene Brown
Charles White Jr.   White Senior   Anne Roe, Esq.   Irene Brown, M.D.

NOTE. Mr., Mrs., Ms., and Miss are not used in the text except in quoted matter.
The comma is omitted before Jr. and Sr. (which are restrictive words—not parenthetic words
requiring comma—see rule 5, below page 35). As a gender-free term, the traditional term Esq.
(for Esquire) is used for both men and women attorneys.

Abbreviations in Case Citations

affd.  mem.  NLRB  Assn.  Mfg.
affg.  revd.  F.3d  Bros.  &
cert.  revg.  F.Supp.2d  Co.  d/b/a
enf.  sub nom.  U.S.  Corp.  No.
enfd.  fn.  Cir. (court)  Inc.  slip op.
enfg.  fns.  D. (district)  Ltd.  JD slip op.
**CAPITALIZATION**

**Capitalization Used at NLRB**

- Act (NLRA)
- Administrative Law Judge Jane Doe, or Judge Doe (otherwise lowercase)
- Advisory Opinion
- Agency, the (NLRB)
- Board (NLRB)
- Board Agent Jane Doe (*but* a Board agent)
- Board Member
- Chairman Jane Doe
- Charging Party (in the case)
- Company (in the case)
- *but* lowercase as modifier
- Conclusions of Law (in the decision)
- Consent Election Agreement
- Court (U.S. Supreme Court)
- *but* lowercase for other courts
- Decision and Determination of Disputes
- Decision and Order
- Decision, Order, and Direction of Election
- Decision on Review
- Employer (in the case)
- Executive Secretary
- General Counsel
- Hearing Officer Jane Doe (otherwise lowercase)
- Intervenor (in the case)
- Judge Doe (NLRB) (otherwise lowercase)
- Local 561, the Local
- Member (of the Board)
- Motion for Summary Judgment
- Notice to Show Cause
- Officer in Charge Jane Doe (otherwise lowercase)
- Order (in the case)
- Petitioner (in the case)
- recommended Order (lowercase r)
- Region (of the Board)
- Region 5
- Regional Attorney Jane Doe (otherwise lowercase)
- Regional Director
- Regional Office
- Remedy (*but* the remedy section)
- Report on Objections
- Resident Office
- Respondent (in the case)
- Rules and Regulations or Board’s Rules
- Section 8(a)(1) (*but* the section)
- Stipulated Election Agreement
- Subregional Office
- Supplemental Decision and Order
- Union (in the case)
- *but* lowercase as modifier

**Do not capitalize**

- agent
- agreement
- answer
- charge
- complaint
- court (any lower court)
- decision
- faxed order
- field examiner
- judge *but* Justice
- local
- motion to dismiss
- notice of hearing
- objection
- order
- panel
- petition
- report (Regional Director’s)
- request for review
- tally of ballots

**General Rules**

1. **Capitalize proper names** but not derivatives with common meaning.

   - John Macadam
   - Macadam family
   - Paris
   - Venetian

   *but*

   - macadamized
   - plaster of paris
   - venetian blinds

2. **Capitalize** such particles as *d’, de, della, du, van,* and *von* in foreign names unless
CAPITALIZATION

preceded by a forename or title.

Du Pont  but  E. I. du Pont de Nemours & Co.  Von Braun  but  Wernher von Braun

3. **Capitalize common names used as proper names.**

Cape of Good Hope  Seventh and H Streets SE  the District (D.C.)

4. **Lowercase article the in names of newspapers, periodicals, vessels, and firm names.**

the Washington Post  the *Mermaid*  the Key Company  but  The Hague

5. **Capitalize Governmental and other units.**

U.S. Senate  the Congress  the Senate  the House
U.S. Supreme Court:  the Court  the court of appeals:  the court
United States Court of Appeals for the Fifth Circuit:  the Fifth Circuit

but  legislative, executive, and judicial  (department or branch)
a Representative  (U.S. Congress)  a Republican  (party member)

but  a representative of a group  a republican form of government

a State  (in U.S.)  State aid  State name  State road
New York State  State Attorney  State’s evidence

but  statewide  church and state  out-of-state

6. **Capitalize names of regions, localities, and geographic features when used as proper names.**

East Side  (of city)  the North  the Southwest
the Deep South  the Pacific Coast  the West
the Middle West  the Panhandle  but  the port of New York

7. **Capitalize names of events and holidays.**

Battle of Lexington  Fourth of July  or  the Fourth  New Year’s Eve

8. **Lowercase seasons, directions, and descriptive positions.**

spring  winter  north  north-central region  southern California
eastern  northerly  northern  north-northeast  oriental

9. **Lowercase these dockside terms even when used with names or numbers.**

Hudson dock  dry dock  lock  pier 32  but  Fisherman’s Wharf
10. Capitalize title before name of official or supervisor.

Supervisor Smith  Floorlady Bowman  Director Morgan  Chief Peters
Superintendent Heep  Foreman Jones  Business Agent Gore  Chairman Collier
Vice President–General Manager Brown (with en dash, not hyphen)  Judge Doe
but
welder Al Jones  company witness Joe Ray  General Counsel witness Jean East

NOTE. Refer to a person by given name and surname the first time mentioned in the text and thereafter by the surname. Identify a member of the bargaining unit by general designation (carpenter Joan Hughes, painter Charles White) and a member of management by title (Supervisor John Smith, Foreman Anne Brown). When needed to assist the reader in recalling the person’s identity, repeat the designation or title with the surname (carpenter Hughes, Supervisor Smith).

11. Capitalize titles immediately following the name of a person of preeminence or distinction, or used alone as a substitute.

William White, President of the United States  the President
William White, Governor of Maryland  the Governor
William White, Chairman  the Chairman
William White, Board Member  Board Member
William White, General Counsel  the General Counsel
but
John Doe, president  the president
John Doe, foreman  the foreman
John Doe, chairman  the chairman
John Doe, field examiner  the field examiner

12. Capitalize the first and all other words in titles and headings except the following words with four or fewer letters.

articles:  a, an, the
conjunctions:  and, as, both, but, if, nor, or, than, that, when
prepositions:  at, by, for, from, in, into, like, of, off, on, over, to, up, upon, with

13. Lowercase such references as the following.

book 2  volume 10  appendix C  figure 7  abstract  article 1, section 3
page 2  exhibit 11  paragraph 3  rule 2  title 4  amendment 5

Revised January 2000
COMPOUND WORDS

A compound word, with or without a hyphen, “conveys a unit idea that is not as clearly or quickly conveyed” by the separate words. “Word forms constantly undergo modification. Two-word forms often acquire the hyphen first, are printed as one word later, and not infrequently the transition is from the two- to the one-word form, bypassing the hyphen stage.”

GPO Style Manual.

Solid Compounds

1. One-word compounds frequently used in NLRB work.

antiunion  dressmaker  newsprint  rulemaking
backpay   drywall    nighttime  runoff *
biweekly  engineroom  nonunion  salesman
blacklist (n. and v.) evenhanded  nonworking  saleslady
blueprint floorlady  offset (n. and v.) sawmill
bookkeeper forklift   outpatient   semiofficial
bookseller hairnet   outsourcing setup *
bookstore handyman  papermill  shopwork
breakdown * holdup * paycheck  shutdown *
breaktime housekeeper postelection storeroom
bylaws    hydroelectric  postpetition storewide
catchall  Industrywide  predecision strawboss
checkoff * intrastate  postelection subregion
checkout * jobsite   postdecision superseniority
coffeebreak layoff *  pretrial  timewasting
coffeetime leadman    microtime  toolmaker
commonsense (adj.) locksmith  plantwide  truckdriver (but
common sense (n.) longtime    predump truck driver)
companywide longstanding postelection toolmaker
counter  lumberyard  pretrial  turnover *
counterman  longstanding postselection warehouseman
counteroffer  longtime   postpetition workplace
counterproposal lumberyard  powerhouse worktable
courthouse  lunchbreak  powerplant worktime
coworker  lunchtime   powerplant wrongdoer
ditch
(but cross-examine
cross-reference
deemphasis
diemaker
diesinker
downtime
* Two words as verb.
COMPound Words

2. Suffixes in compound words.

The following italicized suffixes are usually written solid, but a hyphen is used with proper names and to avoid tripling a consonant.

give away movie goer inner most home stead
show down kilo gram cut off wind up
twenty fold man hood blow out area wide
spoon ful life like left over clock wise
but Florida- like bell- like brass- smith

3. Prefixes in compound words.

a. Prefixes written solid

amoral after care Anglo mania ante date anti trust bi annual bypass circum navigate co exist contra band counter sink de salinize demi tasse dis embark down hearted electromagnet ex communicate extra hazardous fore finger hydro electric hyper tension hypotension in bound infra red inter com intra union intro vert iso metric mal practice micro phone midsummer mis state monogram multi color neo phyte non neutral off shore on stage out moded over compensate paramedic poly ester post war pre arranged pro rate pseudo nym reunite retro spect semi annual step father sub human supermarket thermo couple trans oceanic tricolor ultra sonic un cap under productive un lin gual uni lingual up date

b. Prefixes with capitalized word. Use a hyphen with capitalized words unless the combined form has acquired independent meaning.

ante-Norman anti-Semitic non-Government but nongovernmental inter-American mid-April trans-Canadian Pan-American post-World War pre-Columbian un-American transatlantic

Revised January 2000
### COMPOUND WORDS

**c. Prefixes that would double a vowel.** Use a hyphen to avoid doubling vowels, except after certain short prefixes (co, de, pre, re).

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Word</th>
<th>Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>anti-inflation</td>
<td>electro-optics</td>
<td>semi-idleness</td>
</tr>
<tr>
<td>co-op</td>
<td>micro-organisms</td>
<td>semi-indirect</td>
</tr>
<tr>
<td>co-owner</td>
<td>pre-engineered</td>
<td>ultra-ambitious</td>
</tr>
<tr>
<td>but</td>
<td></td>
<td></td>
</tr>
<tr>
<td>cooperate</td>
<td>deescalate</td>
<td>preeminent</td>
</tr>
<tr>
<td>co-ordinate</td>
<td>preemergence</td>
<td>preexist</td>
</tr>
<tr>
<td></td>
<td></td>
<td>reenact</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Prefixes in other compound words.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>by-election</td>
<td>in-law</td>
<td>on-the-job</td>
</tr>
<tr>
<td>by-product</td>
<td>mid-1982</td>
<td>out-of-doors</td>
</tr>
<tr>
<td>but by and large</td>
<td>non-civil-service</td>
<td>out-of-pocket</td>
</tr>
<tr>
<td>down-to-earth</td>
<td>non sequitur</td>
<td>out-of-the-way</td>
</tr>
<tr>
<td>extra-large (adj.)</td>
<td>non-taxpaid</td>
<td>part-time (as modifier)</td>
</tr>
<tr>
<td>extra-long (adj.)</td>
<td>off-color</td>
<td>pre-impasse</td>
</tr>
<tr>
<td>extra-strong (adj.)</td>
<td>off-season</td>
<td>pre-interview</td>
</tr>
<tr>
<td>full-time (as modifier)</td>
<td>off-the-record</td>
<td>re-create</td>
</tr>
<tr>
<td>in-between (as modifier)</td>
<td>on-and-off</td>
<td>re-cross-examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Personal pronouns and other compound pronouns and adverbs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>herself</td>
<td>itself</td>
<td>ourselves</td>
</tr>
<tr>
<td>himself</td>
<td>myself</td>
<td>themselves</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>anybody</td>
<td>everybody</td>
<td>nobody</td>
</tr>
<tr>
<td>anyone *</td>
<td>everyone *</td>
<td>no one</td>
</tr>
<tr>
<td>anything</td>
<td>everything</td>
<td>nothing</td>
</tr>
<tr>
<td>anywhere</td>
<td>everywhere</td>
<td>nowhere</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| * Two words if a single member of a group of persons or things.
COMPOUND WORDS

Hyphenated Compounds


1. Modifiers before noun.

above-mentioned company
above-named union
agreed-upon method
air-conditioned room
arm’s-length agreement
Board-conducted election
cash-flow problem
cease-and-desist order
closed-shop provision
collective-bargaining agreement
common-law right
community-of-interest contention
computer-based records
contested-election cases
contract-bar issues
cost-effective analysis
day-to-day occurrence
decision-making process
dues-checkoff provision
dues-deduction section
far-reaching effects
first-shift employees
first-step meeting
fixed-fee arrangement
full-time and part-time employees
   (employed full time and part time)
good-faith doubt
grievance-arbitration procedure
high-level manager
in-plant committee
laid-off employees
law-abiding citizen
left-hand side
long-term contract
loose-leaf services
lump-sum payment
maintenance-of-membership clause
make-whole remedy
management-rights clause
most-favored-nation clause
night-shift employee
no-solicitation rule
no-strike clause
old-fashioned style
out-of-work list
piece-rated machine
profit-sharing plan
rank-and-file employees
refusal-to-bargain case
right-hand side
right-to-work law
second-step meeting
secret-ballot election
short-term contract
single-employer unit
single-entity finding
single-integrated operation
single-store unit
so-called investigation
step-2 grievance
successors-and-assigns clause
swing-shift employees
time-and-a-half wage rate
time-barred charge
tool-and-die maker
union-security clause
union-shop agreement
well-known supporter
well-established procedure
well-settled principle
well-thought-out maneuver
word-for-word report
work-related complaint

Revised January 2000
COMPOUND WORDS

2. Prepositional-phrase compound noun consisting of three or more words.

- case-by-case
- 5-to-4 decision
- mother-in-law
- right-of-way
- case-in-chief
- grant-in-aid
- mother-of-pearl
- step-by-step
- but
- attorney at law
- heir at law
- leaves of absence
- next of kin


- I-beam
- all-around
- no-show
- self-government
- T-shirt
- ex-Governor
- no-trump
- wide-awake
- V-neck
- ex-repairman
- quasi-contractual
- X-raying
- ex-vice-president
- but
- quasi appointment
- but
- exfoliate
- ex post facto
- wide gauge
- widemouthed

4. Element of title in compound words.

- President-elect
- Vice-President-elect
- vice-presidency
- but
- vice president

5. Compound verbs.

- blue-pencil
- cold-shoulder
- cross-file
- soft-pedal

6. Compounds having a common basic element.

- English- and Spanish-speaking employees
- long- and short-term money rates
- but
- American owned and managed firms
- twofold or threefold

7. Compound numbers from twenty-one to ninety-nine (hyphenated when spelled out) and spelled-out fractions (two-thirds full).
COMPOUND WORDS

Hyphen Omitted in Compound Words

1. When the meaning is clear and readability is not aided.

- a 401(k) provision
- atomic energy project
- bargaining unit employees
- child welfare plan
- civil rights case
- civil service examination
- due process law
- durable goods industry
- flood control study
- free enterprise system
- fringe benefit plan
- health care institution
- high school student
- income tax form
- interstate commerce law
- land bank loan
- land use program
- life insurance company
- parol evidence rule
- per capita tax
- portland cement plant
- production credit loan
- public utility plant
- real estate tax
- running head citations
- social security program
- soil conservation measures
- special delivery mail
- speech correction class
- but no-hyphen rule

2. When the last element of a predicate adjective is a present or past participle.

- The area was used for beet growing.
- The area is drought stricken.
- The effects were far reaching.
- The boy is freckle faced.

3. When the first element of a two-word modifier is an adverb ending in ly

- eagerly awaited moment
- wholly owned subsidiary
- longer than usual lunch period
- still-linger ing doubt
- well-kept farm
- well-known lawyer

4. When the first element of a two-word modifier is a comparative or superlative.

- better drained roof
- better paying job
- best liked books
- higher level decision
- undercoverman
- uppercase, lowercase type
- larger sized dress
- lower income group
- upperclassman

5. When modifier consists of a foreign phrase.

- bona fide transaction
- ex officio member
- per diem employee
- per capita tax
- prima facie evidence

Revised January 2000
COMPOUND WORDS

6. Omit Hyphen in all titles, except to indicate combined offices.

assistant professor          editor in chief          secretary-treasurer
attorney general            officer in charge         vice president

7. Omit Hyphen in proper nouns used as modifiers unless they designate a joint relationship.

African American          Italian American area        Latin American trip
but                        French-Irish descent        

Revised January 2000
FOOTNOTES

EXCESSIVE FOOTNOTES DISCOURAGED

Footnotes constitute an imposition on the reader by increasing the reading time. They require the reader to read at two levels—the text in regular type and the footnotes, which are often in smaller type—and to waste time spent in relocating the even smaller footnote reference marks in the text.

Although some footnotes are standard (as those stating the relevant period of time in a decision), many could easily be avoided. They often contain relevant facts and circumstances, explanatory remarks, and other matters that could more appropriately be placed in the text (in parentheses if preferred).

Citations in Text. Case citations should be placed in the text, instead of footnotes as in law review articles.

General Rules. Single-space footnotes. Also single-space between paragraphs in footnotes, indenting the first line of any additional paragraph. If a footnote must be carried over to the next page (a further imposition on the reader), continue it there after the text, without repeating the footnote number.

Footnotes in a separate opinion or attached appendix are numbered separately.

Footnote illustrations

1 Jones testified:
   Q. Where did you go?
   A. I went to the back of the storage room and talked to the union steward. Then I went with the steward to the front office. Mr. Jones was waiting for us.

1 “I went to the back of the storage room and talked to the union steward. Then I went with the steward to the front office. Mr. Jones was waiting for us.”

1 The Company filed a reply brief and submitted a motion to strike certain matter from the General Counsel’s brief. The General Counsel also submitted a motion to strike parts of the
   Continued

Placement of Footnote Reference Mark. Place the footnote reference mark at the end of a sentence or clause. Place it in the space after any punctuation mark except a dash, or in the space after the concluding word of a clause if there is no punctuation mark. Place it before a closing parenthesis if the footnote relates only to the matter within the parentheses.

NOTE. A footnote reference mark should not be placed in the caption of a judge’s decision, because that part of the JD is not published.
NUMBERS

General Rules

1. **Nine-and-under rule.** Spell out numbers **one** through **nine** and use figures for numbers **10** and higher, whether they are cardinal numbers (one, two . . . 10, 11 . . . ) or ordinal numbers (first, second . . . 10th, 11th . . . ).

2. **Numbers in series.** Use figures if one of a group of two or more related numbers in a sentence is **10** or higher, but write out a number at the beginning of a sentence.

The man had one suit, two pairs of shoes, and one hat.
The man had 1 suit, 2 pairs of shoes, and 15 pairs of socks for the trip.
From the First to the Ninth Congress. From the 1st to the 104th Congress.
Forty were killed. Seventy-eight passengers were aboard the train.

3. **Cardinal and ordinal numbers.** When appearing in the same sentence, cardinal and ordinal numbers are treated as if they were in separate sentences.

The third group contained nine items. The third group contained 10 items.
The 9th group contained three items and the 10th group contained four.

When to Use Figures

Measurement and Time

Units of measurement and time, actual or implied, are expressed in figures. They do not affect the use of figures for other numbers in a sentence.

1. **Age.**

6 years old age 70 at the age of 3 but his third birthday
The 70-year-old had only one suit, two pairs of shoes, and a hat.

2. **Clock time.**

10 o’clock 10 a.m. 12 noon 12 midnight
4:30 p.m. half past 4 this p.m. 5 minutes till 9

3. **Dates.**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1 to June 1, 1998</td>
<td>May, June, and July 1998</td>
<td>between 1990 and 1998</td>
</tr>
<tr>
<td>the 1st (day) of the month</td>
<td>but the first (part) of October</td>
<td>but Fourth of July (the holiday)</td>
</tr>
<tr>
<td>4th of July (the date)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NUMBERS

4. Decimals.

.25 inch .5 inch 1.25 inches .30 caliber 3.5 times

5. Measurements.

about 6 acres 6 pounds 3 ounces 6 feet 1 inch tall 6 degrees
8½ x 11 paper 8 by 12 inches 1½ (or 1-1/2) miles 6 below zero
500 meters 8-by-12 inch ad 5-inch ad 2 feet by 1 foot 8 inches
but
two dozen one gross zero miles three-ply


$3 $3.65 $600 $1200 $56,651
$560,000 $2,700,000 $5–$6 billion 75 cents 50-cent-an-hour increase
$2½ (or $2-1/2) million 5 to 10 million dollars’ worth 4 million in assets

7. Percentages.

12 percent 25.5 percent .5 percent or one-half percent

8. Time.

8 days 3 fiscal years 7 minutes 1 month
6 hours 8 minutes 20 seconds 10 years 3 months 29 days
but
three afternoons three decades three quarters (9 months)
fourth century a year or two statistics of any one year

9. Unit modifiers.

5-day week ½-inch pipe 7 minutes 1 month
10-foot pole 7½-percent raise 5-foot-wide rug but a girl 5 feet 6

Other Figures

In serial numbers.

bulletin 725 ¶ 2 at 352–353 5-foot-6 girl
chapter 2 lines 5 and 6 paragraph 3 1721–1723 P Street NW

In addresses—but use the nine-and-under rule (preceding page) in street names.
See abbreviated addresses used in parentheses and footnotes, above page 9.

7 First Street SE 4711 Fifth Avenue 20 North First Street
7 51st Street SE 810 West 12th Street 51–53 62d Avenue North

When Numbers Are Spelled Out

Revised January 2000
NUMBERS

1. Fractions below one, except when used as a modifier.

one-half inch  half an inch  50 one-hundredths inch
but
½-inch-diameter pipe  3½ (or 3-1/2) times  ½ to 1½ pages

2. Indefinite expressions—but not with about, approximately, around, nearly, etc.

a thousand and one reasons  in his midthirties, in his seventies
one hundred percent wrong  temperature in the thirties
but
about 200  1 to 3 million  90-odd persons  40-plus  mid-1982  early 1980s

3. Formal language.

the Thirteen Original States  in the year nineteen hundred and ninety-nine
threescore years and ten  millions for defense but not one cent for tribute

4. Figures of speech.

Air Force One  Gay Nineties  number one choice  Ten Commandments

5. Numbers under 100 before a compound modifier containing a figure.

two ½-inch boards  ninety-nine 6-inch guns  but  120 8-inch boards

Roman Numerals. Use only in lower numbers. Substitute Arabic numerals for large Roman numerals and for all volume numbers.

Punctuation of Numbers

1. In modifiers containing figures, hyphenate the compound.

6-foot-4 Texan  3-pound roast  50-gram dose  10-page decision

2. Use apostrophes for omissions and plurals of single (not multiple) figures.

class of ’82  cross out the 6’s  the 1990s

3. In numbers containing five or more digits, use commas to separate groups of three digits. Do not use No. or # before a number unless required to identify it as a number.

1000  1333  9000  10,000  200,000  4,333,000
1745 P Street NW  212–555–1212  Case 2–CA–13675

Revised January 2000
PLURALS

General Rules

1. Most plurals are formed by adding s.

2. Add es to nouns ending in s, z, x, ch, and sh.

<table>
<thead>
<tr>
<th>noun</th>
<th>plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>buses</td>
<td>buzzes</td>
</tr>
<tr>
<td>Joneses</td>
<td>Schmitzes</td>
</tr>
<tr>
<td>foxes</td>
<td>torches</td>
</tr>
<tr>
<td>Essexes</td>
<td>Bushes</td>
</tr>
<tr>
<td>but Bachs</td>
<td></td>
</tr>
</tbody>
</table>

3. Add es and change y to i when nouns end in consonant-plus-y, not proper names.

<table>
<thead>
<tr>
<th>noun</th>
<th>plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>cities</td>
<td>skies</td>
</tr>
<tr>
<td>but Marys</td>
<td></td>
</tr>
<tr>
<td>but Januaries</td>
<td></td>
</tr>
<tr>
<td>Kansas Citys</td>
<td></td>
</tr>
</tbody>
</table>

4. Add s to nouns ending in vowel-plus-y, except nouns ending in quy.

<table>
<thead>
<tr>
<th>noun</th>
<th>plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>attorneys</td>
<td>chimneys</td>
</tr>
<tr>
<td>moneys</td>
<td>but soliloquies</td>
</tr>
</tbody>
</table>

5. Add s to nouns ending in vowel-plus-o.

<table>
<thead>
<tr>
<th>noun</th>
<th>plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>cameos</td>
<td>portfolios</td>
</tr>
<tr>
<td>radios</td>
<td>studios</td>
</tr>
<tr>
<td>trios</td>
<td></td>
</tr>
</tbody>
</table>

6. Add es to most nouns ending in consonant-plus-o.

<table>
<thead>
<tr>
<th>noun</th>
<th>plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>echoes</td>
<td>heroes</td>
</tr>
<tr>
<td>tomatoes</td>
<td>torpedoes</td>
</tr>
<tr>
<td>vetoes</td>
<td></td>
</tr>
<tr>
<td>but</td>
<td></td>
</tr>
<tr>
<td>albinos</td>
<td>dynamos</td>
</tr>
<tr>
<td>kimonos</td>
<td>photos</td>
</tr>
<tr>
<td>solos</td>
<td></td>
</tr>
<tr>
<td>but</td>
<td></td>
</tr>
<tr>
<td>armadillos</td>
<td>Eskimos</td>
</tr>
<tr>
<td>lassos</td>
<td>pianos</td>
</tr>
<tr>
<td>tobaccos</td>
<td></td>
</tr>
<tr>
<td>autos</td>
<td>falsettos</td>
</tr>
<tr>
<td>magnetos</td>
<td>piccolos</td>
</tr>
<tr>
<td>twos</td>
<td></td>
</tr>
<tr>
<td>avocados</td>
<td>ghettos</td>
</tr>
<tr>
<td>mementos</td>
<td>provisos</td>
</tr>
<tr>
<td>virtuosos</td>
<td></td>
</tr>
<tr>
<td>banjos</td>
<td>halos</td>
</tr>
<tr>
<td>memos</td>
<td>salvos</td>
</tr>
<tr>
<td>zeros</td>
<td></td>
</tr>
</tbody>
</table>

7. Use English plurals of words borrowed from foreign languages, except foreign plurals in common usage.

<table>
<thead>
<tr>
<th>noun</th>
<th>plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>adieus</td>
<td>beaus</td>
</tr>
<tr>
<td>agendas</td>
<td>cactuses</td>
</tr>
<tr>
<td>antennas</td>
<td>dogmas</td>
</tr>
<tr>
<td>appendixes</td>
<td>equilibrium</td>
</tr>
<tr>
<td>aquariums</td>
<td>focuses</td>
</tr>
<tr>
<td>but</td>
<td></td>
</tr>
<tr>
<td>addenda</td>
<td>data</td>
</tr>
<tr>
<td>alumni</td>
<td>errata</td>
</tr>
<tr>
<td>criteria</td>
<td>fungi</td>
</tr>
<tr>
<td>curricula</td>
<td>larvae</td>
</tr>
<tr>
<td>* Both singular and plural.</td>
<td></td>
</tr>
<tr>
<td>formulars</td>
<td>genius</td>
</tr>
<tr>
<td>indexes</td>
<td>plateaus</td>
</tr>
<tr>
<td>insignias</td>
<td>podiums</td>
</tr>
<tr>
<td>maximums</td>
<td>sanatoriums</td>
</tr>
<tr>
<td>tableaus</td>
<td></td>
</tr>
<tr>
<td>media</td>
<td>nuclei</td>
</tr>
<tr>
<td>matrices</td>
<td>phenomena</td>
</tr>
<tr>
<td>memoranda</td>
<td>radii</td>
</tr>
<tr>
<td>minutiae</td>
<td>referenda</td>
</tr>
<tr>
<td>nuclei</td>
<td>stimuli</td>
</tr>
<tr>
<td>phenomena</td>
<td>strata</td>
</tr>
<tr>
<td>radii</td>
<td></td>
</tr>
<tr>
<td>referenda</td>
<td>* Both singular and plural.</td>
</tr>
</tbody>
</table>
PLURALS

8. **Change i to e to form plural.**

- analysis analyses
- basis bases
- crisis crises

- ellipsis ellipses
- hypothesis hypotheses
- parenthesis parentheses

- synopsis synopses
- thesis theses

- but chassis (sing. & pl.)

9. **Add s to nouns ending in ful.**

- cupfuls
- handfuls
- teaspoonfuls

10. **Add s or es to form the plural of spelled-out numbers, words containing an apostrophe, and words referred to as words** (*but ’s if required for clarity*).

- the pros and cons
- yeses and noes
- whereases and wherefores
- can’ts and won’ts
- do’s and don’ts

11. **Add s to form the plural of numbers or abbreviations consisting of multiple figures or capital letters—but ’s for plural of single figures and lowercase letters, below page 32.**

- B52s
- ‘80s
- 1990s
- ABCs
- C.P.A.s
- JDs
- LPNs
- M.D.s
- Ph.D.s
- YMCAs

**Plurals of Compound Terms**

The significant word takes the plural form.

1. **Significant word first.**

- attorneys at law
- attorneys general
- bills of fare
- brothers-in-law
- conflicts of interest

- courts-martial
- heirs at law
- leaves of absence
- mothers-in-law
- notaries public

- postmasters general
- prisoners of war
- rights-of-way
- sergeants at arms

2. **Significant word in middle.**

- assistant attorneys general
- assistant chiefs of staff

- assistant comptrollers general
- deputy surgeons general

3. **Significant word last.**

- assistant attorneys
- deputy sheriffs

- general counsels
- but counsel (sing. & pl.)

- trade unions
- vice chairmen

4. **Both nouns of equal significance.** Both take the plural form.

- coats of arms
- men buyers

- men employees
- secretaries-treasurers

- women advisers
- women writers

5. **No word significant in itself.** The last word takes the plural form.
PLURALS

also-rans       go-betweens       jack-in-the-pulpits
come-ons       hand-me-downs       run-ins

6. When a noun is hyphenated with an adverb or preposition, the plural is formed on the noun.

goings-on       hangers-on       listeners-in       passersby
Apostrophe in Possessives

1. General rule. Add ’s to a singular or plural noun not ending in s. Add ’ (apostrophe) to a singular or plural noun ending in s or an s sound.

- man’s
- Congress’
- corps’
- hostess’
- princess’
- Jones’
- Lopez’
- but

2. Compound nouns. Add ’ or ’s to the last noun.

- attorney at law’s fee
- attorney general’s appointments
- comptroller general’s decision
- Charles White Jr.’s account
- Brown of Texas’ motion
- secretary-treasurer’s seat

3. Joint or separate possession. Add ’ or ’s to the last noun for joint possession, or to each noun for individual or alternative possession.

- Brown & Nelson’s store
- soldiers and sailors’ home
- John’s, Thomas’, and Henry’s ratings
- men’s and women’s clothing
- Mrs. Smith’s and Mrs. Allen’s children
- St. Michael’s Men’s Club

4. Indefinite or personal pronouns. Add ’ or ’s to form possessive.

- each other’s store
- others’ homes
- one’s mortgage
- someone’s computer
- somebody’s proposal
- but

5. Possessive of general terms. Use the singular possessive case.

- arm’s length
- printer’s ink
- writer’s cramp
- author’s alteration

6. Possessive of idiomatic phrases. Use possessive case even though there is no actual ownership.

- a stone’s throw
- 1 day’s labor
- 2 hours’ traveltime
- 2 weeks’ allowance
- 6 billion dollars’ worth

7. Nouns ending in ce. For euphony, add only ’ to form the possessive of these nouns when followed by a word beginning with s.

- for acquaintance’s sake
- for appearance’s sake
- for conscience’s sake
APOSTROPHE

8. Noun used as adjective. Add ’ or ’s to a possessive noun used in an adjective sense.

He is a friend of John’s and mine.
She drives her brother Francis’ car.

9. Noun before gerund (ing-ending verb used as noun) should be in possessive case.

in the event of Mary’s leaving
the ship’s hovering nearby

Other Uses of Apostrophe

Add ’ or ’s to indicate contractions, omissions, and plural of symbols, single figures and letters, and lowercase abbreviations—but s to multiple figures and capital letters—see rule 11, above page 29.

don’t I’ve o’clock 49’ers 4–H’ers #’s 7’s
it’s (it is) MC’ing a’s A’s
spirit of ’76 the three R’s c.o.d.’s mph’s

The Apostrophe Is Not Used

1. In possessive personal pronouns.

hers its ours theirs yours

2. After words more descriptive than possessive (not indicating personal possession), except when the plural does not end in s, and after names of countries and other organized bodies ending in s.

editors handbook Teamsters Union United States control
merchants exchange technicians guide but women’s votes
nurses aide Congress attitude children’s hospital
teachers college Massachusetts laws workers’ compensation

3. Not used in abbreviations and shortened forms of certain words.

Assn. enfd. phone Sgt. till

4. Not used in plurals of spelled-out numbers, and words as words except to avoid difficulty in reading.

sevens ins and outs whereas ifs, ands, or buts
twos threes ups and downs yeses and noes but do’s and don’ts
BRACKETS

Their Function

1. Emphasis added and information inserted. Brackets are used to enclose the words “emphasis added” when placed inside a quoted sentence, or at the end of an indented (block) quotation, and to enclose interpolations and words inserted in quoted matter.

“Smith was not [emphasis added] in the room with us.”

the primary result. [Emphasis added.] (at end of block quotation)

“The president pro tem [Arnold] spoke briefly.”

“The witness tried [evidently without success] to convince the court.”

“Adams [arrived] late.”

NOTE. “Emphasis added” is place in parentheses (not brackets) after a nonindented quotation. “Jones was but Smith was not in the room with us.” (Emphasis added.)

2. Corrections and notations of error. Significant errors may be corrected, or merely noted.

“He arrived at 11 [12] o’clock.”

“He arrived at 11 [sic] o’clock.”

NOTE. Insignificant errors, such as misspelled words, should be corrected without any notation.

3. Change in case. When a lowercase letter is changed to uppercase or vice versa, the letter is enclosed in brackets.

“[T]he other four were present.”
COLON

“A colon tells the reader that what follows is closely related to the preceding clauses. The colon has more effect than the comma, less power to separate than the semicolon, and more formality than the dash.” Strunk & White, *Elements of Style* 7 (3d ed. 1979).

The Colon Is Used

1. **To introduce formally.** To introduce formally any matter that forms a complete sentence, question, or quotation (the first word after the colon being capitalized).

   The court said: “[T]he underlying purpose of this statute is industrial peace. This conduct is not conducive to that end.”

   The following question came up for discussion: What policy should be adopted?

2. **To list or amplify.** After an independent clause, to introduce a list of particulars, an amplification, or an illustrative quotation.

   He produced several items in his defense: a compilation of dates, 10 daily production records, and a sample of his work.

   Give up conveniences, do not demand special privileges, do not stop work: these are necessary while we are at war.

   The squalor of the streets reminded him of a line from Oscar Wilde: “We are all in the gutter, but some of us are looking at the stars.”

3. **With salutation and time.** After a formal salutation and to express time.

   Dear Sir: Ladies and Gentlemen: To Whom It May Concern: 2:40 p.m.

The Colon Is Not Used to Separate a Verb or Preposition from Its Object (no punctuation being needed).

<table>
<thead>
<tr>
<th>The language should be as follows:</th>
<th>or</th>
<th>The language should be</th>
</tr>
</thead>
<tbody>
<tr>
<td>The primary issues are (a) . . . (b)</td>
<td>not</td>
<td>The primary issues are: (a) . . . (b)</td>
</tr>
<tr>
<td>Wisdom grows from experience,</td>
<td>not</td>
<td>Wisdom grows from: experience,</td>
</tr>
</tbody>
</table>

Revised January 2000
COMMA

The Comma Is Used

1. In series. Place a comma before the conjunctions and, or, and nor in series of three or more terms.

red, white, and blue  a, b, and c  neither snow, rain, nor heat
It is ordered to cease and desist, to bargain on request and, if an agreement is reached, to
It is a valuable contribution which, if utilized, would be most helpful.

NOTE. When and, or, nor, or which is in a sentence before parenthetic matter
that is set off with commas, omit the comma before the conjunction or which.

2. With a short quotation following an introductory phrase.

He said, “John arrived several hours after the others.”

3. With modifiers. To separate a series of modifiers, unless the final modifier is
considered part of the noun modified. Use a comma only when and could be substituted.

It is a young, eager, intelligent group.  but  He is a clever young man.

4. With parenthetic matter. To set off parenthetic words and phrases.

It is obvious, however, that this is no solution.
The employee, ignoring the time, continued to work through the lunch period.
His only son, John, went with him.  but  His son Joe is here.  (restrictive, not parenthetic)

5. With nonrestrictive clauses. To set off nonrestrictive, parenthetic clauses which, like
restrictive clauses, are relative clauses (beginning with that, when, where, which, who, or
whom).

Nonrestrictive clauses, which are set off by commas, are merely descriptive or additive (do not identify or define) and could be omitted without changing the meaning of the main clause. They may be introduced by which or who.

Restrictive clauses, which are never set off by commas, are essential to the meaning of the sentence. They may be introduced by that, which, or who.

(nonrestrictive)  The atomic bomb, which we developed, was first used by us.
Union Steward Clark, who participated in the strike, was promoted.
Dallas, where he was born, is a thriving metropolis.

(restrictive)  The dam that gave way was poorly constructed.
All employees who participated in the strike were summarily discharged.
6. **Comma used to set off explanatory words and abbreviations.**

There are many exceptions, namely, silk, cotton, nylon, and wool. The Company produces many items, e.g., electrical and mechanical equipment.

7. **In a compound sentence.** To separate independent clauses joined by a conjunction, except that the comma may be omitted between short independent clauses.

We have not carried that model for some time, but we expect to restock it.

*but* He ran but he missed the train.

8. **With a single subject.** When the subject for two clauses is the same, a comma is used if the connective conjunction is **but**, but is not used if the connective conjunction is **and**.

I have heard his arguments and am now convinced.
I have heard his arguments, but am still not convinced.
He has had several years’ experience and is thoroughly competent.

9. **To set off interjections and transitional words, such as oh, yes, no, well, moreover, and incidentally.**

Yes, they are coming.  
No, she isn’t here.  
Moreover, they are not.

10. **To separate words or figures** that might otherwise be misunderstood.

In 1980, 400 men were dismissed.  
As you would expect, Brown did.
Instead of 20, 50 came.  
What the difficulty is, is not known.

11. **With abbreviations and degrees.** Before and after **Esq.**, **etc.**, **i.e.**, **e.g.**, **et al.**, and **academic degrees.**

Thomas Brown, **Esq.**  
Reed, Black, **et al.**  
May 4, 1982 discharge

Good example, **i.e.**  
Douglas Smith, **Ph.D.**  
Dayton, **Ohio suburbs**

See, **e.g.**  
TRW, **Inc.** recently built here.  
Dallas, **Texas facility**

Local 2, **AFL–CIO** or any other union  
post at its facility in **Bangor, Maine copies of**

**NOTE.** Not being needed for clarity or readability, the comma may be omitted after **Inc.**, **Ltd.**, and **AFL–CIO**; after the name of a State preceded by the name of a city; and when names and dates are used as modifiers.

12. **To indicate omission of a word or words.**

Then we had much; now, nothing.

13. **After interrogative clause**, followed by a direct question.

You are sure, are you not?
14. With titles.

president, the Key Company Member, National Labor Relations Board

15. In numbers. To separate large numbers—but not in addresses and decimals, or in case, serial, telephone, ZIP code, and executive order numbers.

10,000        44,230       530,491       1,250,000
but
14500 Ninth Avenue Case 16–CA–14590 motor No. 189463 9500
202–633–0500 Washington, DC 20570–0001 Executive Order 11240

NOTE. Two spaces are placed between the address Washington, DC and the ZIP code 20570–0001 (in accordance with Postal Service suggested format).

Do Not Use the Comma

1. Between month and year in dates.

but
June 11, 1998

2. To separate two nouns, one of which identifies the other.

the heading “Collective Bargaining” the painter Van Gogh

3. To set off short transitional or introductory expressions, unless one would normally tend to pause in speaking at that point.

They had indeed gone. Obviously she had no intention of going.

4. After a question mark.

He asked her, “What are you doing?” and she told him her plans.

5. To set off Jr., Sr. (which are restrictive words—not parenthetic words requiring a comma).

NOTE. When only the last name is used, spell out Junior and Senior.

Charles White Jr. Charles White Sr. White Senior
DASH

“A dash is a mark of separation stronger than a comma, less formal than a colon, and more relaxed than parentheses.” Strunk & White, Elements of Style 9 (3d ed. 1979).

The Em Dash — (triple the length of a hyphen) Is Used

1. To set off an abrupt break or interruption.

He said—and no one contradicted him—“The battle is lost.”
If the bill should pass—which God forbid—the service will be wrecked.

2. To set off a final clause that summarizes a series of ideas.

Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

3. To set off words for emphasis.

Only one person—the chairman—voted against the proposal.

4. To indicate deleted letters.

Where the h—is he?

5. After question mark. But not immediately after a comma, colon, or semicolon.

How can you explain this?—“Fee paid, $5.”

The En Dash – (double the length of a hyphen) Is Used

1. In combination of figures, letters, and certain words.

   $100–$200   4–H Club       May–October
   301–848–8400   WTOP–TV       Monday–Friday

2. In compound positions or titles when needed for clarity.

   painter–door builder Jones   Vice President–General Manager Brown

Revised January 2000
DASH

The En Dash Is Not Used to replace to or and when the word from or between precedes the first of two related figures or expressions.

from January 1 to June 30, 1996  not  from January 1–June 30, 1996

EXCLAMATION POINT

The exclamation point is used to mark surprise, incredulity, admiration, appeal, or other strong emotion—even in a declarative or interrogative sentence. It should be used sparingly.

“Great!” he shouted.  What!
He acknowledged the error!  Who shouted, “All aboard!” (no question mark used)
How beautiful!

PARENTHESES

Parentheses Are Used

1. For parenthetic matter, in place of footnotes. To set off words or sentences not intended to be part of the main thought or statement, yet important enough to be included.

This 1980 case (447 U.S. 490) is not relevant.
The United States is the principal purchaser (by value) of these exports (23 percent in 1995 and 19 percent in 1996).
The foreman saw him at the timeclock and directed him to go to the office. (Smith had never been late before. Many others had been.) They met the steward there.

2. For acronym, usage, and explanatory words. To indicate subsequent use of an acronym or shortened name and to enclose explanatory words.

XYZ Company (the Company or the Respondent)  R. M. Conway Co. (Conway)
Teamsters Local 443 (the Union or the Respondent)  Local 1 (the Local)
R. M. Conway Co. (the Respondent Company)  Local 1 (the Respondent Union)
against the Company, the Respondent  against the Union, the Respondent
Baskin-Robbins Ice Cream Company (BRICO) utilized a three-level franchise plan.
Portland (Ore.) Chamber of Commerce

3. For items in series or in the alternative. To enclose letters or numbers designating items in a series, or the singular or plural.

You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) light for its size.
Paragraph 7(b)(1)(a) will be found on page 6.  exceptions and brief(s)
PARENTHESES

4. For transcript references. When citing a reference to the transcript at the end of a sentence, place the parenthetic reference before the closing period, unless the reference relates to more than one sentence.

He admitted having heard a rumor in the plant (Tr. 76).
The agreement (GC Exh. 2) was never signed (Tr. 26–27).
It included a bargaining order. It also included a broad order. (Tr. 11–12.)
but
(He testified, “It was news to me” [Tr. 54], but later admitted, “I heard about it before” [Tr. 57].)

Placement of Parentheses

Multiple parentheses. When matter in parentheses makes more than one paragraph, start each paragraph with a parenthesis and place the closing parenthesis at the end of the last paragraph.

PERIOD

The Period Is Used

1. Sentences. Use after an imperative sentence, an indirect question, or a rhetorical question.

Do not be late. Tell me how he did it. May we ask prompt payment.

2. Abbreviations. Use in most lowercase and capital-lowercase abbreviations, but omit periods in most uppercase abbreviations.

a.m. c.o.d. e.s.t. i.e. ibid. Assn. Ave. Blvd. D.C. U.S.
but
mph rpm CBS FBI IRS ITT LPN NLRA SMU UAW

3. Ellipses.

Use a three-period ellipsis signal ( . . . ) to indicate an omission within a sentence and a four-period ellipsis signal ( . . . . ) to indicate an omission at the end of a sentence.

Insert and indent a four-period ellipsis signal to indicate the omission of one or more paragraphs. See ellipsis rules, below pages 43–44.

4. For items in series. Periods may be used in place of parentheses.

a. Bread well baked.
   1. Punctuate moderately.
b. Meat cooked rare.
   2. Compound sparingly.
c. Cubed apples stewed.
   3. Index thoroughly.
QUOTATION MARKS

Quotation Marks Are Used

1. Titles.

Use quotation marks to enclose titles of chapters, editorials, essays, headings, headlines, motion pictures, plays, reports, short poems, songs, subheadings, subjects, themes, and TV and radio programs.

2. After certain terms.

Use quotation marks to enclose any matter following the terms classified, designated, endorsed, entitled, marked, named, signed, the term, or the word.

entitled “The Harbor Act” After the word “man,” insert a colon.

but It was known as glucinium. The so-called investigative body.

NOTE. Do not use quotation marks to enclose expressions following the terms known as, called, and so-called unless the expressions are misnomers or slang.

3. Emphasis.

Use quotation marks to give greater emphasis to a word or phrase—but this use should be kept to a minimum.

4. Slang, nicknames, etc. Use quotation marks to enclose misnomers, slang expressions, jargon, nicknames, and ordinary words used in an arbitrary way.

the “lameduck” amendment George Herman “Babe” Ruth

the “duly” habit It was a “gentlemen’s agreement.”

NOTE. In work showing amendments, place the punctuation mark outside the quotation marks when not a part of the quoted matter.

Insert the following: “and the Universal Military Training Act,”.

Quotation Marks Are Not Used

To enclose block (indented) quotations.

To enclose article titles in periodicals and newspapers and book titles, which are italicized instead.

With indirect quotations, paraphrasing, tallies.

He told her yes. She said Jones was a born liar.

He said that no he would not. The vote was 77 yes and 9 no.

41 Revised January 2000
QUOTATION MARKS

Single and Double Quotation Marks. These are limited to three sets (double, single, and double).

The answer is “Maybe.” He reported, “Smith said ‘No sale.’”
“The question is, ‘Can he become a “bona fide” citizen of the country?’”

SEMICOLON

The Semicolon Is Used

To separate clauses containing commas and listed items, some of which contain commas.

To separate clauses in short compound sentences. Longer clauses should be in separate sentences.

The sketches have been submitted; we await their approval.
It is true in peace; it is true in war.

To separate multiple citations.


Semicolons should be avoided when commas suffice, as in the following examples.

It is sold by the bolt, by the yard, or in remnants. (phrases)
He sold his business, rented his house, gave up his car, and set off for Africa. (short clauses)
Whether the Company (a) bargained in bad faith, precluding a valid impasse, (b) changed wages, benefits, and working rules, and (c)
QUOTATIONS & OMISSIONS

1. Short quotations. A quotation of three or fewer lines is usually placed (in quotation marks) in the text—unless placed in a block quotation for emphasis. A comma or final period is placed inside the quotation marks, a colon or semicolon is placed outside, and a question mark or exclamation point is placed inside only if it is part of the matter quoted.

The President, he said, “will veto the bill.”
He told the employee, “That’s right”; he then changed his mind.
Why call it a “gentlemen’s agreement”? he asked, “Have you an appointment?”
The trainman shouted, “All aboard!”

NOTE. A citation is placed either before or immediately after a short quotation.

2. Block quotations. Four or more lines of quoted matter are usually written as a block quotation. Indent the quotation five spaces from the left margin (none from the right), without quotation marks. Further indent the first line if the quoted matter begins with a new paragraph. If the beginning of the paragraph is omitted, type the first line flush. Unless it is a run-on sentence (not preceded by a colon), capitalize the first word (for example, [T]he).

NOTE. Unless placed before an indented quotation, a citation should be the first nonindented matter in the text after it.

3. Emphasis added. When the words “emphasis added” are inserted in a quoted sentence or placed at the end of a block quotation, they are enclosed in brackets. When the words are placed at the end of a nonindented quotation, they are enclosed in parentheses and placed outside the quotation marks (after any citation of the source quoted).

Jones claimed, “Smith was not [emphasis added] in the room.” (inside quoted sentence)
He claimed, “I was not present.” (Emphasis added.) (at end of sentence)
the primary results. [Emphasis added.] (at end of block quotation)
The Board found that “the striker was lawfully discharged.” (265 NLRB at 9, emphasis added.)

Omissions

1. Use of ellipses. An ellipsis signal of three periods indicates an omission within a quoted sentence. A signal of four periods is used to indicate an omission of the last part of a quoted sentence or an omission of matter between that sentence and the remainder of the quotation.

If the omission occurs at the end of the sentence, three periods are added to the period closing the sentence (a total of four periods). If the last part of the sentence is omitted, four periods are inserted, beginning in the second space after the last quoted word. The ellipsis signal may indicate the omission of either the first part of the next sentence, including intervening punctuation, or the omission of one or more paragraphs.

He called . . . and left . . . When he returned the
He called . . . and left . . . [H]e returned the
QUOTATIONS & OMISSIONS

Ellipsis Rules

An ellipsis signal is not used when quoting a complete sentence or an obviously incomplete sentence. An ellipsis signal should never be used to begin a quotation. When omitting part of a sentence, be sure the words following the omission agree in number, gender, and tense. If the first letter in the quoted matter is lowercase, capitalize it and place the capital letter in brackets.

He admitted “there was nothing wrong or improper” with sitting down while waiting. “[H]e arrived in his truck and the violence resumed.” “They had stopped work . . . and [had gone] to the office.” “As he watches, they arriv[e] in a truck and the violence resumes.” The violence resumed shortly after “he arrive[d] in his truck.”

Deletion of Paragraphs

When deleting one or more entire paragraphs, insert and indent four periods as the ellipsis signal.

Q. What was the first time you heard that a union was trying to organize at the plant?
   A. I heard some talk in the shop.
   Q. When was the first time?
   . . .
   Q. When was the first time?
   A. The last week in May. [Emphasis added.]

On June 15 John Doe replaced Robert Smith as general manager of the Company. Doe had been employed since 1959.

   . . .
   . . . [O]n June 15 or 16 Doe visited Smith in Smith’s office.

NOTE. An ellipsis signal is not placed at the beginning or end of either illustration. When deleting matter that otherwise would be indented to form the beginning of a second or subsequent paragraph (as in this second illustration), indent and insert the ellipsis signal.

NOTE. Never place ellipsis signal before or after a few quoted words from a sentence.

Alterations. Changes and significant corrections in quoted matter should be noted and shown in brackets. Insignificant typographical errors should be corrected without any notation.

“It is not unreasonable to assume that [the Union] will engage in strike violence again.”
“It occurred during the first shift at 12 [noon].”
“Blackie [Charles Black] was coming toward him.”
SPELLING

1. Frequently misspelled words.

abridgment  diminutive  interfered  prologue
absence    discernible  interfering  questionnaire
accede     disingenuous  intervening  readable
accommodate egregious  irrelevant  recurrence
acknowledgment enclose  judgment  referable
adjuster   endorse  labeled  referred
adviser    enforceable  lengthwise  relevant
align      enroll  leveled  rescission
all right   ensure  liaison  resistant
all-around  excel  libelant  reviser
analogous  exhibitor  likable  salable
anomalous  extant  liquefy  scurrilous
benefited  feasible  maneuver  seize
buses      flammable  marshaled  sizable
calendar   forbade  mediocre  skillful
canceled   forbear  memoranda  specious
cancellation forgo (abstain)  mileage  spiel
candor     fulfill  milieu  stupify
cannot     gauge  minuscule  subtly
catalog    goodbye  mischievous  supersede
channeled  gray  misspell  surreptitious
commingle  gruesome  modeled  surveillance
communate  guarantee  mold  T-shirt
counselor  harass  moneys  threshold
counselor  hierarchy  maneuver  totaled
countervailing inadmissible  moneys  trafficking
credence    inadvertence  movable  transferrable
credible    incumbent  mustache  transferred
credulity   inferable  nickel  transferred
credulous   innocuous  occurrence  transshipment
decision making innuendo  offense  traveled
defendant  inquiry  outrageous  union animus
dependent  insistence  pastime  untrammeled
descendant  instill  percent  usable
decision making innuendo  possession  vicissitude
defendant  inquiry  prerogative  vilify
dependent  insistence  proffer  willful
descendant  instill  programmer  withhold
### 2. Endings *ible* and *able*.

The following words end in *ible*. Other common, familiar words in this class end in *able* (as in manageable, regrettable, unmistakable).

<table>
<thead>
<tr>
<th>accessible</th>
<th>edible</th>
<th>incorrodible</th>
<th>irreversible</th>
<th>legible</th>
</tr>
</thead>
<tbody>
<tr>
<td>addible</td>
<td>educible</td>
<td>incorruptible</td>
<td>negligible</td>
<td></td>
</tr>
<tr>
<td>admissible</td>
<td>eligible</td>
<td>incredible</td>
<td>omissible</td>
<td></td>
</tr>
<tr>
<td>apprehensible</td>
<td>erodible</td>
<td>indefeasible</td>
<td>ostensible</td>
<td></td>
</tr>
<tr>
<td>audible</td>
<td>exemptible</td>
<td>indefensible</td>
<td>perceptible</td>
<td></td>
</tr>
<tr>
<td>coercible</td>
<td>exhaustive</td>
<td>indelible</td>
<td>perfectible</td>
<td></td>
</tr>
<tr>
<td>cohesive</td>
<td>expansible</td>
<td>indestructible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>collapsible</td>
<td>expressive</td>
<td>indigestible</td>
<td>permissible</td>
<td></td>
</tr>
<tr>
<td>collectible</td>
<td>fallible</td>
<td>indiscernible</td>
<td>persuasible</td>
<td></td>
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<tr>
<td>combustible</td>
<td>feasible</td>
<td>indivertible</td>
<td>pervertible</td>
<td></td>
</tr>
<tr>
<td>compatible</td>
<td>flexible</td>
<td>indivable</td>
<td>plausible</td>
<td></td>
</tr>
<tr>
<td>comprehensible</td>
<td>forcible</td>
<td>inducible</td>
<td>possible</td>
<td></td>
</tr>
<tr>
<td>compressible</td>
<td>fungible</td>
<td>ineligible</td>
<td>producible</td>
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<tr>
<td>contemptible</td>
<td>fusible</td>
<td>inexhaustible</td>
<td>protectible</td>
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<td>inexpressible</td>
<td>reducible</td>
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<td>infallible</td>
<td>reprehensible</td>
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<td>reproducible</td>
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<td>instructible</td>
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<td>corruptible</td>
<td>impersuasible</td>
<td>insuspressible</td>
<td>reversible</td>
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</tr>
<tr>
<td>credible</td>
<td>implausible</td>
<td>insusceptible</td>
<td>revertible</td>
<td></td>
</tr>
<tr>
<td>crucible</td>
<td>impossible</td>
<td>intangible</td>
<td>sensible</td>
<td></td>
</tr>
<tr>
<td>deducible</td>
<td>impressible</td>
<td>inflexible</td>
<td>submersible</td>
<td></td>
</tr>
<tr>
<td>deductible</td>
<td>inaccessible</td>
<td>intelligible</td>
<td>suggestible</td>
<td></td>
</tr>
<tr>
<td>defeasible</td>
<td>inadmissible</td>
<td>interruptible</td>
<td>supersensible</td>
<td></td>
</tr>
<tr>
<td>defensible</td>
<td>inapprehensible</td>
<td>invertible</td>
<td>suspresible</td>
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<tr>
<td>descendible</td>
<td>inaudible</td>
<td>invincible</td>
<td>tangible</td>
<td></td>
</tr>
<tr>
<td>destructible</td>
<td>incoercible</td>
<td>invisible</td>
<td>terrible</td>
<td></td>
</tr>
<tr>
<td>diffusible</td>
<td>incomcombustible</td>
<td>irreducible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>digestible</td>
<td>incompatabile</td>
<td>irremissible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>discernible</td>
<td>incomprehensible</td>
<td>irreprehensible</td>
<td></td>
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<tr>
<td>irremissible</td>
<td>incontrovertible</td>
<td>irrespressible</td>
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<td></td>
</tr>
<tr>
<td>distractible</td>
<td>inconvertible</td>
<td>irrespressible</td>
<td></td>
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</tr>
<tr>
<td>divestible</td>
<td>inconvinincible</td>
<td>irresistable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>divisible</td>
<td>incorrigible</td>
<td>irresposable</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SPELLING

3. Endings *ise* and *ize*.

The following words use *ise*. Others in this class use *ize* (agonize, etc.).

advertise  comprise  disguise  franchise  rise
advise  compromise  enfranchise  improvise  supervise
apprise  demise  enterprise  incise  surmise
arise  despise  excise  merchandise  surprise
chastise  devise  exercise  misadvise  televise
circumscribe  disfranchise  exorcise  revise

4. *I*-before-*E* rule.

Write *i* before *e* in words pronounced with an *ee* sound, but write *ei* after *c* and in words pronounced with an *eye* or long *a* sound.

**(ee sound)**  believe  grievous  niece  relief  relieve  siege
**(after c)**  ceiling  conceal  deceive  perceive  receipt  receive
**(exceptions)**  ceiling  conceal  deceive  perceive  receipt  receive
**(eye sound)**  feisty  height  stein  Geiger counter
**(long a)**  deign  feign  heinous  neighbor  reign  weigh
**(others)**  deity  financier  foreign  forfeit  friend  heir

5. Endings *cede*, *ceed*, and *sede*.

Only one word ends in *sede* (supersede). Only three words end in *ceed* (exceed, proceed, succeed). All other words in this class end in *cede* (precede, etc.).

Suffix Rules

1. Double final consonant. If a one-syllable word or a word with primary stress on the last syllable ends with a single consonant after a single vowel, double the consonant before a suffix beginning with a vowel (but not before a consonant). Do not double the final consonant if the primary stress is not on the last syllable, or if the primary stress shifts from the last syllable.

- bag  bagging, baggage  occur  occurred, occurrence  but  total  totaled
- get  getting  transfer  transferred, transferring  but  travel  traveled
- commit  committal, committed, committee, committing  but  commitment (consonant)
- prefer  preferring  but  preference (stress shifts to the first syllable)
- but
- chagrin  chagrined  transfer  transferal, transference, transferor
2. Silent e. In words ending in a silent e, drop the e before a suffix beginning with a vowel.

interfere interfering sale salable but dye dyeing
force forcible true truism but mile mileage

3. Words ending in ce or ge. Retain the e before any suffix not beginning with e or i, thus preserving the softness of the c or g.

notice noticeable change changeable, changeless, changing
peace peaceable courage courageous, encouraged, encouraging

4. Words with d before ge. The d acts as a preserver of the soft sound and permits the dropping of the e.

abridge abridgment acknowledge acknowledgment judge judgment

5. Consonant-plus-y. Change y to i unless the suffix begins with i.

defy defiance, defied, defying liquefy liquefied, liquefying

Indefinite Articles

Use article a before consonants, aspirated h, long u, and o pronounced as one (or won). Use an before other vowels and silent h.

(article a) a man a union a historic event
(a one-way ticket a eulogy (long u sound)
(article an) an aunt an event an onion
(an hour an unusual one (short u sound)

Use article an before groups of initials beginning with vowels a, e, i, and o, and vowel-sounding consonants f, h, l, m, n, s, and x. Use a before u and y and the remaining consonants b, c, d, g, j, k, p, q, r, t, v, w, and z.

(article an) an AFL–CIO study an FDA (ef) finding an NLRB (en) decision
(article a) a UNESCO project a TWA schedule a WMAL program

Revised January 2000
ITALICIZING

LATIN WORDS NOT ITALICIZED

The modern practice is no longer to italicize Latin and other foreign words and expressions when used in legal writing.

a fortiori all the more, for still stronger reason (preferred)
alter ego other self
amicus curiae friend of the court
arguendo for sake of argument (preferred)
de facto in fact, existing without lawful authority
de jure by right, according to law
de minimis very small, trifling
de novo anew, over again
en banc on the bench, before entire membership of the court
ex parte without notice to or presence of the other party
fait accompli a thing accomplished and presumably irreversible, accomplished fact
ibid. in the same place, same citation on same page
id. at 10 same citation on same page, but citing different page number
in camera in chambers, in private
in haec verba in these words, in the same words, verbatim (preferred)
in toto in all, totally (preferred)
infra below (preferred)
inter alia among other things, among others, or in part (preferred)
ipso facto by the fact itself
motion in limine to limit evidence or issues
nunc pro tunc now for then, retroactive (preferred)
per se by itself, taken alone
pro forma as a matter of form, without consideration of its merits
quid pro quo one thing in return for another
sic so, such, as written (placed in brackets)
sine die without (fixed) date, postponed or adjourned indefinitely
sine qua non without which (thing) not, something essential or indispensable
status quo ante the state of things before, restore status quo to given date (preferred)
sua sponte on its own motion (preferred)
subpoena ad testificandum subpoena to testify, subpoena (preferred)
subpoena duces tecum subpoena to produce documents (preferred)
supra above (preferred)
voir dire preliminary examination

TREND AGAINST LATIN EXPRESSIONS

Plain English should be used when possible. The trend in legal writing is away from the use of incomprehensible Latin expressions.

Revised January 2000
ITALICIZING

Do not italicize

ad hoc  dictum  ex officio  per capita  situs
bona fide  e.g.  i.e.  per diem  status quo
caveat  et al.  imprimatur  prima facie  subpoena
cf.  et seq.  mandamus  pro rata  verbatim
certiorari  etc.  non sequitur  res judicata  vice versa

Italicize titles (including v.) in case citations.

F. W. Woolworth Co., 90 NLRB 289 (1950)
Plumbers Local 412 (Thomas Mechanical), 249 NLRB 714 (1980)
NLRB v. Teamsters Local 291, 633 F.2d 1295 (9th Cir. 1980)
Carpenters Local 1976 (Sand Door) v. NLRB, 357 U.S. 93 (1958)
American Potash rule  Moore Dry Dock criteria  Tree Fruits decision

Italicize book and article titles.

In citations, italicize book titles and the titles of articles that appear in periodicals and newspapers. Do not italicize authors’ surnames and the titles of periodicals and newspapers (e.g., the Washington Post).

Italicize names of vessels, aircraft, and spacecraft.

NS Savannah  SS America  USS Nautilus  Freedom 7

Italicize certain letters.

Italicize capital letters when used to represent names of hypothetical parties or places.

Employee A reported to Foreman B in department X.
PLAIN ENGLISH—NOT LEGALESE

Make a conscious effort to avoid using

\textit{said, such, aforecited, aforementioned, aforesaid}—in place of \textit{the, this, or these}

\textit{duly}—superfluous

\textit{forthwith, herewith, and/or}—all inexact words

\textit{respective}—when \textit{the} suffices

\textit{respectively}—dispensable

\textit{same, such}—in place of \textit{it} or \textit{them}

\textit{hereby, herein, hereinafter, hereto, therefor, therefrom, therein, thereof, therewith, to wit, unto, vis-à-vis, viz., whereby, and wherein.}

All of these words are legal jargon that should be omitted or replaced with \textit{plain English}—words in common usage.

GOOD USAGE

Strunk & White, \textit{Elements of Style} (3d ed. 1979) ("the little book") contains such crisp rules, with examples, as (rule 14) "Use the active voice" and (rule 15) "Put statements in positive form."

Rule 17 states, "Omit needless words" and adds

Vigorous writing is concise. A sentence should contain no unnecessary words, a paragraph no unnecessary sentences . . . . This requires not that the writer make his sentences short . . . but that every word tell.

The book's brief rules of usage and principles of composition are recommended reading.
GOOD USAGE

AVOID WORDY PHRASES

all times material herein (all material times)
along the line of (like)
as far as I am concerned (as for me)
at all times (always)
at about, at approximately (about)
at such time as (when)
at the present time (now)
by means of (by or with)
by the name of (named)
cases cited therein (cited cases)
despite the fact that (although)
due to the fact that (because)
during such time (while)
during the course of (during)
during the time that (during)
each and every one (each)
for the purpose of (for or to)
in advance of (before)
in connection with (in or concerning)
in regard to (regarding or concerning)
in a manner similar to (like)
in a negligent manner (negligently)
in inasmuch as (because, as, or for)
in excess of (over)
in lieu thereof (instead)
in many cases (often)
in order to (to)
in respect to (about or concerning)
in some cases (sometimes)
in spite of the fact (despite)
in the amount of (for)
in the case of (if)
in the course of (during)
in the event of (if)
in the immediate vicinity of (near)
in the last analysis (do not use)
in the matter of (in or concerning)
in the near future (soon)
in the neighborhood of (near or about)
in the not too distant future (soon)
in this day and age (today)
in view of (because)
in view of the fact that (because or considering that)
notwithstanding the fact (although)
of an indefinite nature (indefinite)
of an unusual kind (unusual)
of great importance (important)
on or about (about)
on the ground that (because)
on the order of (about)
on the part of (by)
owing to the fact that (because)
prior to (before)
the fact that (do not use)
the present time (now)
there can be no question that (unquestionably)
surrounding circumstances (circumstances)
subsequent to (after)
until such time as (until)
with the exception of (except for)
whether or not (omit not when possible)
with reference to (about or concerning)
with regard to (regarding or concerning)
GOOD USAGE

THE RIGHT WORD

according to, claimed  According to (according to company witness Edward Jones) and claimed (union witness John Smith claimed that)—both imply doubt of veracity.

Other terms in attribution are acknowledged, added, admitted, announced, answered, argued, asserted, commented, concealed, conceded, continued, declared, denied, disclosed, explained, insisted, mentioned, observed, pointed out, recounted, responded, revealed, said, stated, swore, and testified. They should be used for their specific meaning, not interchangeably merely for variety.

adverb  An adverb may split a verb. (They will soon go.) But an adverb should not intervene between a verb and its object. (They completed the negotiations satisfactorily—not completed satisfactorily the negotiations.)

affect, effect  Affect means to influence, to have an effect on. (Bright lights affect eyes.) Effect means to accomplish. (Her administration effected radical changes.)

all of  is correct before a pronoun (all of us), but not otherwise (all the money). The same rule applies to both of.

allude to  Someone or something that is identified is not “alluded to,” but “referred to.” An allusion is an indirect reference.

although, even though, though  Although and even though are preferable at the beginning of a sentence. Though, which is less formal, is preferable for introducing phrases and short clauses. (He was careless, though not intentionally.)

alumnus, executor, sculptor  now refer to women as well as men. The Postal Service designates both men and women “postmaster.” If a gender-free term or feminine counterpart is not in common usage, traditional terms are used even though not literally accurate. (Jane Smith, Esq.)

among, between  Among is used with more than two persons or things. (The money was divided among the four players.) When more than two are considered individually, however, between is preferred. (An agreement between the six heirs.)

as to  is often superfluous. (There was a question whether—not as to whether—they won.) It is misused as a preposition. (There was doubt about—not as to—proper conduct for the occasion. He was instructed on—not as to—the proper operating procedure.)

balance  should not be used in place of rest or remainder. (The rest of them—not the balance of them—said nothing.)

53  Revised January 2000
GOOD USAGE: The Right Word

because, since, as  Because is the most specific causal conjunction. *(Because the remaining ballots were not determinative, he found it unnecessary to rule on them.)*
Since means “from a definite past time until now.” It is ambiguous when used as a causal conjunction, leaving the reader in suspense whether it is used in the temporal or causal sense.
As may also result in ambiguity if used as a causal conjunction.

beside, besides  Beside means “at the side.” *(We stood beside the river.)*
Besides means “in addition to.” *(Besides the lecture there was a concert.)*

bid, bade  Bid is past tense in the sense of “an offer.” *(He has bid on the job.)*
Bade is past tense in the sense of “to command or direct” *(bade them depart)* and in the sense of “expressing a greeting or wish” *(bade good night.)*

case  is often used unnecessarily. *(It has rarely been the case that any mistake has been made.)* Such sentences should be rewritten. *(Few mistakes have been made.)*


during, when, while  During means “through the course of” *(during the workweek).*
When refers to a moment *(when stepping off the curb).*
While refers to a period of time *(while crossing the street).*

ensure, insure, assure  Ensure means “to make certain.”
Insure means “to provide insurance.”
Assure means “to remove worry or uncertainty.”
*(Events are ensured. Objects or lives are insured. Persons are assured.)*

farther, further  Farther serves as a distance word. *(You walk farther than he does.)*
Further serves as a time or quantity word. *(Pursue the subject further.)*

fewer, less, less than  Traditionally fewer has been used with countable units *(fewer cars, houses, ships).* Less has been used with singular mass nouns *(less gasoline, sugar, time, weight)* and with singular abstract nouns *(less honesty, opportunity).* Less than has been used with plural nouns *(less than $200, 150 miles, 20 minutes, 50 pounds).* In modern practice, however, less as well as fewer is properly used with countable units.

former, latter  The use of former and latter is objectionable because they often make the reader look back and figure out which is which. Also, when referring back to a noun, latter should not displace a pronoun. *(The new law concerns the government official. It is not clear whether he—not the latter—realizes it.)*

he (Smith)  If he alone is ambiguous, substitute Smith. Never use both.

Revised January 2000
GOOD USAGE: The Right Word

however, but However should not be used at the beginning of a sentence unless it is intended to mean “in whatever way” or “to whatever extent.” (However discouraging the prospects, he never lost heart.) But, however, is properly used at the beginning of a sentence.

in, into In denotes location. (They met in the office.)
Into denotes motion. (He went into the office.)

include, comprise, consist of, are Include is not an all-inclusive word. It indicates that some members are omitted. (His group includes only three of the fast workers.)
Comprise is a more inclusive word. (The group comprises all the factions.)
Consist of means to be made up of. (The cake consists of sugar, flour, and water.)
Are can also be used as an inclusive word. (Members of the group are . . . .)

incredulous, incredible Incrédulous applies only to people and means unwilling to accept what is offered as true. (The testimony was given with conviction, but the judge was obviously incredulous.)
Incredible may apply to people, but usually it applies to statements and means “unbelievable.” (His story was incredible.)

like, as, as if, as though Like, used as a preposition, means “similar to” and is correctly used before a noun or pronoun. (He looks like a happy person.)
Like—except in the most formal writing—can also be used as a conjunction, meaning “in the same way as,” “just as,” or “as” before a phrase or clause. (He acted like you might expect.)
As, as if, and as though—in formal writing—are more commonly used than like as a conjunction. (She looks happy, as in the old days. It looked as if the world was against him.)

male, female are not suitable to use as a noun to refer to a man or woman. They are appropriate to use as adjectives, e.g., male voters.

on is often superfluous in stating days and dates (He arrived Tuesday), except at the beginning of a clause or sentence (On May 2 the Board . . . .).

on, upon On is preferred when appropriate.

oral, verbal Oral means “by mouth”; verbal means “in words,” either spoken or written. “Oral agreement” is more precise than “verbal agreement.”

partially, partly Partially is best used in the sense of “to a certain degree” (partially resigned to it, partially blind).
Partly carries the idea of a part as distinct from the whole (partly luck, partly skill, a log partly submerged).

parameters, perimeter Parameters means “limits or boundaries” or “guidelines”
GOOD USAGE: The Right Word

(basic parameters of foreign policy). Perimeter means “outer boundary of a two-dimensional figure.”

people, persons People means persons in general (people of Paris, easy to talk to people). Persons means human beings and is used with a numeral (27 persons arrested).

per annum is preferably replaced by a year.

plus means “increased by.” It does not have the conjunctive force of and. Consequently, a verb that follows it may be singular or plural, depending on the number of the subject. (Two plus two equals four. His ability plus his connections puts him in a good position.)

some time, sometime, sometimes Some time is an adverbial phrase meaning “an interval or period.” (He stayed some time.) Sometime is an adverb indicating an indefinite occasion. (He will come sometime.) Sometimes means “occasionally” or “at one time or another.” (Sometimes it rains.)

surveil is now correctly used as a verb, meaning “to place under surveillance.”

that, which Both that and which may introduce a restrictive clause, written without commas. (The bridge that [or which] fell was 50 years old.) Which takes commas when introducing a nonrestrictive, or parenthetic, clause. (The bridge, which was over 50 years old, collapsed.)

various, different Various is preferable to different when indicating diversity without emphasizing unlikeness. (Various—not different—actors have performed.)

where, when, in which, if Where indicates place (on the page where the rule is stated; in States where the rule is followed). Where is not a substitute for when (when—not where—he refused to go to the office), for in which (cases in which—not where—objections were filed), or for if (if—not where—the evidence fails to show union animus, and if—not where—a case involves no real issues).

while should be used only with strict literalness, in the sense of “during the time that,” and not in place of although or even though.

whose may refer to things. (The trees whose leaves were falling.)
GOOD USAGE

RULES FOR SINGULAR AND PLURAL

1. **Affirmative.** When one subject is affirmative and the other is negative, the verb agrees with the affirmative. (*Your honesty, not your pleas, causes me to relent.*)

2. **Agreement with subject.** The number of the verb agrees with the subject. (*The trouble with truth is its many varieties. Houses are a commodity.*)

3. **Collective nouns.** Such nouns as *audience, majority, number, staff,* and *pair* (as well as the pronoun *some*) require singular or plural verbs, depending on whether they are used in a singular or plural sense. (*A slim majority was for it. A majority of the votes were no. The number of accidents is great. A number of men were hurt.*)

4. **Compound subject.** Two or more nouns joined by *and* take a plural verb, except that a singular verb is used when the sense is a single idea. (*Bread and butter was all he had. Every window, picture, and mirror was smashed.*)

5. **Either . . . or.** If one subject is singular and the other is plural, the verb agrees with the nearer subject. (*Either food or drinks are needed.*)

6. **Indefinite pronouns.** *Anybody, anyone, each, either, everybody, everyone, neither, nobody, no one, one, somebody,* and *someone* usually take a singular verb. (*Everyone takes off his coat.*)

7. **Money, time, distances.** An *amount of money,* a *space of time,* or a *unit of measurement* takes a singular verb. (*Fifty cents is the price. Twenty years is a long time. Five miles is a long way to walk.*)

8. **None** takes a singular verb when it means “no one” or “not one.” (*None of us is perfect.*) It takes a plural verb when it suggests more than one. (*None are so fallible as those who are sure they are right.*)

9. **Plenty of.** If *abundance, plenty, rest,* or a *fraction* is modified by a phrase introduced by *of,* the verb agrees with the noun in the phrase. (*Plenty of potatoes are grown. One-fifth of the boats were lost.*)

10. **Relative clause.** A plural is used in a relative clause following *one of.* (*One of those people who are never on time.*)

11. **Words joined to subject.** When other words are joined to a singular subject with *along with,* *as long as,* *as well as,* *besides,* *except,* *in addition to,* *including,* *like,* *no less than,* *not alone,* *together with,* or *with,* a singular verb is used. (*His speech as well as his manner is objectionable.*)
GOOD USAGE

THE RIGHT PREPOSITION

Errors are often made in choosing the right preposition to convey the intended meaning. Sometimes an unabridged dictionary must be consulted, because a desk dictionary may not be detailed enough to be helpful.

—A—

aberration from his usual course, of mind
abhorrent of compromises, to reason
ability at painting, with paints
abut against the cliff, on the line he surveyed
accessory after (or before) the fact, to a crime
accommodate to the inconvenience, with a loan
accompanied by their dog, with a smile
accord between the two, of interest, with the rest
accountable for a trust, to an employer
acquiesce in the ruling
acquit of a crime, with credit
adapted for seating many, from a model, to heavy weather
adroit at good newswriting, in handicrafts
adequate for the purpose, to the need
advantage gained by skillful maneuvering, in the air, of birth, over me
advise of his coming, with his friends
advocate for his chief, of air power
affinity between them, with their surroundings
agree on a plan, to a proposal, with a person
aggression upon a country
aided by running sales, in the attempt
alien from the one intended, to the topic, under consideration
alienation between the classes, from such ideas, of affections
allegiance from the people, to the government
ally against the enemy, by economic agreements, of the student, with Greece
aloof from success, in choosing loneliness
alternate along the route, between study and work, in the leading role, with each other
ambition for him to succeed, of returning to work
amity between nations, of one nation with another
amplify by illustrative remarks, on his remarks
amused at (or by) his antics, us with his antics

Revised January 2000
GOOD USAGE: The Right Preposition

analogy between things, by metaphor, to their own works, with another
anesthetize by ether
anger at an insult or injustice, toward the insulter or offender
angry at an action, with a person
annoyed feel annoyed at (or with), be annoyed by
antipathy against (or to) a thing, between persons, toward a person
anxiety about the future, to succeed
anxious about a problem, for our happiness, to ameliorate the condition.
apathy of feeling, toward action
appreciation for the help, of fine shades of meaning, of his work
apprehensive for another’s safety, of danger
approximation of one type to another, to the truth
apropos of the preceding statement
argue about a question, for a proposition, with a person
arrive at a small town, in a large city
arrogate for another, to oneself
attest to the truth
augmentation of our numbers by enlistments
augmented by reinforcements
aversion to (or for) persons or things, from exercise

—B—
basis for an argument, of conjecture
beguile by a sham, with an entertaining book
behalf a formal representative on behalf of, in behalf of a cause
break away from the narrowness, in relations, with precedent

—C—
capacity for work, of 10 gallons, to sign a document
careless about dress, in one’s work, of the feeling of others
cause for alarm, of trouble
chagrin at losing the opportunity
circumstances in reduced circumstances, under the circumstances
cleared my mind about the arrangement, at a loss, for top-secret work, snow from the walk, of all suspicion, through our committee, up after the rain, with the committee
coalesce for the final thrust, into one, on a candidate
colliding a car colliding with a truck (both in motion), waves colliding with the rocks
compare to or with (now interchangeable)
GOOD USAGE: The Right Preposition

compatible with black and white sets
compete for a prize, with others
complacent (satisfied) toward his situation
complaisant (obliging) toward all leaders
complement of his extensive training
complementary to his experience
compliment on her outfit
concentration of attention, on a problem
concerned about the welfare of a friend, by the confusion, for somebody in trouble, in intrigues, not to disappoint the child, with business
concur in a decision, with others
confided in our discretion, his savings to me
conform this regulation to existing practices, with the forested area
conformity to his duty, with his ideals
congenial to the spirit, with reason
congratulate for keeping a cool head, on finding a job, his son upon his graduation
connect by good roads with Hicksville
connive at the violation of a law, with the officials
conscious during the operation, of one’s faults
consequent on the growth of nationalism, to a rise in production
consistent in everything we do, with her former statement
consonant with his character
contact among many, between two, of the mind, with literature
contend against an obstacle, for what he believed was right, with his superior
contrast between this and that, of three to one, to his dark hair, with a brilliant student, words contrasted with his behavior
convenient for a purpose or use, to a place
conversant with his story
correlation between two comparable entities, of the three items
correlative with the other
correspond to reality, with me regularly
culminate in a fight

—D—

debar from taking his position

Revised January 2000
GOOD USAGE: The Right Preposition

decide in his favor, on their verdict
defect in a machine, of judgment or character
defend from harm, against intruders
deficiency in intelligence, of food
defile by an act, with a substance
depend on the accuracy, on their parents, upon effort and ability
derogate from his authority
derogation from his book, of his influence
desirous of learning, to ask his help
desist from trying, in his efforts
destined for the Orient, to be elected
destructive of health, to young trees
devolve from the emperor upon the subjects, in the strict order of seniority
differ about (or over) its success (a question), from his brother in taste, with you
differentiate among many, between two, this from that
disappointed in a person, plan, hope, result, with a thing
disdain for his actions, to reply
disgusted at an action, by a quality or habit, with a person
dislike of hard work, for Bach
dispense from your promise, with formalities, the law without bias
displace by force, from his country, position
displeased at a thing, with a person
dispossess from his land, of his property
disqualify for citizenship, from competition
dissension among friends, between friends, with the world
dissimilar from those defending him, to the others
distill from grain, out the impurities
distinguished by talent, for honesty, from another person or thing
distrustful of coincidences
diverted by the child’s playfulness, funds from the treasury to his own use
divest oneself of responsibility
divide by cutting, into parts
divorce between thought and action, from society
dominant in power or manner, over others
dominate by religion, over everyone
drenched in folklore, with sunlight, a drench of rain

—E—
eager for success, to succeed

Revised January 2000
GOOD USAGE: The Right Preposition

educated concerning the needs of life, for living, in liberal arts
eligible for the presidency, to the office
embark in a new venture (to engage or invest), on a trip or new career (to make a start)
emigrate from a country
employ at a suitable wage, in a gainful pursuit
enamored of a person, with a scene
encouraged by success, another in his work
encroach on their rights
endowed with ability
enraged against (or with) a person, at an action
enter by the window, items in a ledger, into the spirit of it
entertained by persons, with their doings
entrusted to me, with the money
equal in qualities, to a task
equivalent (adj.) in volume, to saying no
equivalent (n.) of two doses
essential in study, to (or for) success, essentials of mathematics
estrangement from bourgeois life, of her son
example from history, of the split infinitive, to you
excuse (n.) for an action
excuse (v.) from an obligation
expect profit from investments, honesty of a person
experience for oneself, in (or of) travel
expert at chess, with knitting needles

—F—

faced by alternatives, with ruin
familiar to us, with another person
fascinated by the results, with the furnishings
favorable for skating, to his proposal
fear of water, for another
flinch at the thought, from making the attempt
forbid him to go
freedom from incarceration, of our country, to speak
friend a friend of mine, a friend to the boy’s club
frighten at something threatening, away pigeons, by a sudden noise
frightened of the dark
GOOD USAGE: The Right Preposition

—G—

grieve after mourning, at the funeral, for her mother
guard against peril, from a person

—H—

honored by your invitation, for his honesty, with an invitation
hope for better times, of heaven

—I—

identical with past experiments
identify by credentials, to the police, with the man known to be innocent
immerse in hot water
immigrate to the United States
impatient at action, with persons
impose on (or upon) the guests
impress into service, a duty upon a child, wax with a die
impressed by her performance, with clarity
improve in hardiness, by grating, upon that plan
improvement in health, upon that
incentive for employees, to work fast
indulge in fattening foods, with the wrong crowd
indulgent of bad habits, to gambling activities
infiltrate into organized crime
infiltration of the area by the guerrillas
influence (v.) by actions, for good
influence (n.) of a good man over others, exercise influence upon others
inimical to the king, toward the enemy
initiate into action
innate defect in the argument
inquire into causes, of a person
inquiry about (or concerning) any destination, of a bystander
inroad into a battle
inseparable from birth
insert a change in a manuscript, bands of lace on the blouse
insight into the future
inspire by example, with courage
instill in a child, into beliefs
GOOD USAGE: The Right Preposition

intent  on pursuing, upon graduation
intention  of the burglar, to steal the goods
intercede  for a culprit, with a judge
intermediary  between persons, in a dispute
intervene  between sides, in the fight
intimacy  of association, with persons
introduce  to the judge, into evidence
intrude  into the house, on all those busy people, upon her uninvited
inundate  by letters, with pain
invest  in stocks and bonds, with great power

—J—

jealous  of a person, of one’s good name, for their welfare
justified  in the murder

—L—
labor  as a miner, at a task, for a cause, on the new treaty, through the foreign
dictionary, under a handicap, up one flight of stairs, with tools
laugh  at the clown, away our troubles, him into some manners, off the threats as being
baseless, caused him to laugh on the wrong side of his mouth, him out of town
level  a gun at, building levels to the ground, with you, line level with the horizon,
leveled against the leaders, different levels down, trails leveled out
liable  for illegal acts, to prosecution
liberal  in his views, with praise
live  at a place, in a town, honor lives among men, by peddling, for science, on through
his deeds, to a ripe age, up to that standard, with gusto, with the band leader

—M—
martyr  to rheumatism, martyred for his beliefs
mastery  in the field, of a craft, of the great artists, over his enemies
meddle  in his affairs, with my things
militate  against his promotion, in favor of progress
mock  at a person, him for showing fear, be mocked with vain desires

—N—
negligent  about traffic regulations, in her support, of attention
GOOD USAGE: The Right Preposition

---O---

oblivious of past slights, to the risks he runs
overlaid by folklore, with a thick veneer
overrun by rats, with weeds
overwhelm by demands, with bills

---P---

parallel in history, to the edge, cases parallel with each other
part from a person, with a thing
persevere against opposition, in a pursuit
persist against objection, for 2000, in an action, through generations
piqued at something done to us, by ridicule, him to violent efforts
plunge road plunges along the slope, into debt, into the water, through a crowd
possessed by a passion, of a strong back, with a desire for money
practice at smoking, in penmanship, of a profession
precedent for subversive action, in organizing the group, of paying only himself
predestined for the ministry, to die
preface his speech with a vow, of the manuscript, to a great discovery
pregnant by her lover, with meaning
prejudice against alcoholic, for drinking, in favor of nonalcoholics
prejudiced against the appeal, by campaigning
prerequisite for voting, of a surgeon, to join
prevail against force, in the carpet’s colors, over enemies, with her to go
prevailed silence prevailed along the funeral route, upon her to sing, with youthful skill
prohibit them from striking
protest in protest against (or to)
provide against disaster, for your college, with food and clothes
put across his point, aside (or away) the book, the time at 5 o’clock, plants put forth leaves, in one’s opinion, in (or into) use, in (or into) water, on the table, a tax on cigarettes, wrong impression on events, minds to it, to work, up with, upon by his friends

---R---

replaced by an understandable English phrase, to replace it with a larger one
repugnance between versions of testimony, of a person against another, to a deed or duty
resemblance of one thing to another
revenge for a hurt, on one’s enemies

Revised January 2000
GOOD USAGE: The Right Preposition

—S—

sanction for an act, of the law
solicitous about the crime rate, for her life, of the esteem of others, to please
strive against drawbacks, for excellence, to achieve, with no regrets
sympathetic to their needs, toward the dying, with the patients
sympathize in another’s mood, with a friend in trouble
sympathy for another, in his sorrow, with his desires

—T—

talk to (speak to) one or more persons, with (converse with) one or more persons in a discussion
taste for simplicity, in house furnishings, of honey
thrill at the song of a thrush, with pleasure
tolerance for sugar, of a diseased heart, to antibiotics
tormented by shyness, with severe headaches

—U—

umbrage take umbrage at one’s rudeness, gave umbrage to someone by not sending an invitation
unequal in qualities, to a task
unfavorable for a new enterprise, to a calm discussion

—V—

variance with his superiors
vary from a rule, with the seasons
vest power is vested in a man, a man is vested with power
vexed at a thing, with a person

—W—

wait for something to happen, on people at a table, until 6 o’clock
worthy of note, to be called

—Y—

yearn for a loved one, with compassion
yield of authority, to a sign
APPENDIX 1 (Popular Union Name—Official Name—Acronym)

The popular names of AFL–CIO national and international unions (used in running heads in the Board’s bound volumes and in citations of Board cases) are followed by their official names and acronyms. The official names are listed alphabetically in appendix 2.

**Actors Equity:** Actors’ Equity Association, AFL–CIO [AEA]

**Asbestos Workers:** International Association of Heat and Frost Insulators and Asbestos Workers, AFL–CIO [AWIU]

**Auto Workers:** United Automobile, Aerospace & Agricultural Implement Workers of America International Union, AFL–CIO [UAW]

**Bakery Workers:** Bakery, Confectionery, Tobacco Workers and Grain Millers International Union, AFL–CIO [BCTGM]

**Boilermakers:** International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers and Helpers, AFL–CIO [IBB]

**Bricklayers:** International Union of Bricklayers and Allied Craftworkers, AFL–CIO [BAC]

**Carpenters:** United Brotherhood of Carpenters and Joiners of America, AFL–CIO [UBC]

**Communications Workers:** Communications Workers of America, AFL–CIO [CWA]

**Electrical Workers:** International Brotherhood of Electrical Workers, AFL–CIO [IBEW]

**Electronic Workers:** International Union of Electronic, Electrical, Salaried, Machine and Furniture Workers, AFL–CIO [IUE]

**Elevator Constructors:** International Union of Elevator Constructors, AFL–CIO [IUEC]

**Flint Glass Workers:** American Flint Glass Workers Union, AFL–CIO [AFGWU]

**Food & Commercial Workers:** United Food and Commercial Workers International Union, AFL–CIO [UFCW]

**Glass & Pottery Workers:** Glass, Molders, Potteries, Plastics and Allied Workers International Union, AFL–CIO [GMP]

**Graphic Communications Workers:** Graphic Communications International Union, AFL–CIO [GCIU]

**Hotel & Restaurant Employees:** Hotel Employees & Restaurant Employees International Union, AFL–CIO [HERE]

**Iron Workers:** International Association of Bridge, Structural, Ornamental and Reinforcing Iron Workers, AFL–CIO

**Laborers:** Laborers’ International Union of North America, AFL–CIO [LIUNA]

**Laundry Workers:** Laundry and Dry Cleaning International Union, AFL–CIO

**Longshoremen ILA:** International Longshoremen’s Association, AFL–CIO [ILA]

**Longshoremen ILWU:** International Longshore and Warehouse Union, AFL–CIO [ILWU]

**Machinists:** International Association of Machinists and Aerospace Workers, AFL–CIO [IAM]

**Mine Workers:** United Mine Workers of America, AFL–CIO [UMWA]

**Musicians:** American Federation of Musicians of the United States and Canada, AFL–CIO [AFM]

**Needletrades Employees:** Union of Needletrades, Industrial and Textile Employees, AFL–CIO [UNITE!]

67

Revised January 2000
<table>
<thead>
<tr>
<th>Union Name</th>
<th>Official Name</th>
<th>Acronym</th>
</tr>
</thead>
<tbody>
<tr>
<td>Novelty Workers</td>
<td>International Union of Allied Novelty and Production Workers, AFL–CIO</td>
<td></td>
</tr>
<tr>
<td>Office Employees</td>
<td>Office and Professional Employees International Union, AFL–CIO</td>
<td>OPEIU</td>
</tr>
<tr>
<td>Operating Engineers</td>
<td>International Union of Operating Engineers, AFL–CIO</td>
<td>IUOE</td>
</tr>
<tr>
<td>PACE</td>
<td>PACE International Union, AFL–CIO</td>
<td>PACE</td>
</tr>
<tr>
<td>Painters</td>
<td>International Union of Painters and Allied Trades of the United States and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Canada, AFL–CIO</td>
<td></td>
</tr>
<tr>
<td>Plasterers</td>
<td>Operative Plasterers’ and Cement Masons’ International Association of the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>United States and Canada, AFL–CIO</td>
<td>OP&amp;CMIA</td>
</tr>
<tr>
<td>Plate Printers</td>
<td>International Plate Printers, Die Stampers and Engravers Union of North</td>
<td></td>
</tr>
<tr>
<td></td>
<td>America, AFL–CIO</td>
<td></td>
</tr>
<tr>
<td>Plumbers</td>
<td>United Association of Journeymen and Apprentices of the Plumbing and Pipe</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fitting Industry of the United States and Canada, AFL–CIO</td>
<td>UA</td>
</tr>
<tr>
<td>Postal Workers</td>
<td>American Postal Workers Union, AFL–CIO</td>
<td>APWU</td>
</tr>
<tr>
<td>Professional Engineers</td>
<td>International Federation of Professional and Technical Engineers,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AFL–CIO</td>
<td>IFPTE</td>
</tr>
<tr>
<td>Professional Athletes</td>
<td>Federation of Professional Athletes, AFL–CIO</td>
<td></td>
</tr>
<tr>
<td>Radio Employees ARA</td>
<td>American Radio Association, AFL–CIO</td>
<td>ARA</td>
</tr>
<tr>
<td>Roofers</td>
<td>United Union of Roofers, Waterproofers and Allied Workers, AFL–CIO</td>
<td></td>
</tr>
<tr>
<td>Screen Actors</td>
<td>Screen Actors Guild, AFL–CIO</td>
<td>SAG</td>
</tr>
<tr>
<td>Seafarers</td>
<td>Seafarers International Union of North America, AFL–CIO</td>
<td>SIU</td>
</tr>
<tr>
<td>Service Employees</td>
<td>Service Employees International Union, AFL–CIO</td>
<td>SEIU</td>
</tr>
<tr>
<td>SEIU District 1199</td>
<td>Service Employees International Union, District 1199, AFL–CIO</td>
<td></td>
</tr>
<tr>
<td>Sheet Metal Workers</td>
<td>Sheet Metal Workers International Association, AFL–CIO</td>
<td>SMWIA</td>
</tr>
<tr>
<td>Stage Employees IATSE</td>
<td>International Alliance of Theatrical State Employees and Moving Picture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technicians, Artists and Allied Crafts of the United States and Canada,</td>
<td></td>
</tr>
<tr>
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<td>AFL–CIO</td>
<td>IATSE</td>
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<tr>
<td>State County Employees AFSCME</td>
<td>American Federation of State, County and Municipal Employees, AFL–CIO</td>
<td></td>
</tr>
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<td>AFSCME</td>
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</tr>
<tr>
<td>Steelworkers</td>
<td>United Steelworkers of America, AFL–CIO</td>
<td>USWA</td>
</tr>
<tr>
<td>Teamsters</td>
<td>International Brotherhood of Teamsters, AFL–CIO</td>
<td>IBT</td>
</tr>
<tr>
<td>Teachers AFT</td>
<td>American Federation of Teachers, AFL–CIO</td>
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</tr>
<tr>
<td>Television Artists AFTRA</td>
<td>American Federation of Television and Radio Artists, AFL–CIO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AFTRA</td>
<td></td>
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<tr>
<td>Utility Workers</td>
<td>Utility Workers Union of America, AFL–CIO</td>
<td>UWUA</td>
</tr>
<tr>
<td>Variety Artists</td>
<td>American Guild of Variety Artists, AFL–CIO</td>
<td>AGVA</td>
</tr>
</tbody>
</table>
APPENDIX 2 (Official Union Name—Popular Name—Acronym)

Actors’ Equity Association, AFL–CIO: *Actors Equity* [AEA]
American Federation of Musicians of the United States and Canada, AFL–CIO: *Musicians* [AFM]
American Federation of State, County and Municipal Employees, AFL–CIO: *State County Employees AFSCME*
American Federation of Teachers, AFL–CIO: *Teachers AFT*
American Federation of Television and Radio Artists, AFL–CIO: *Television Artists AFTRA*
American Flint Glass Workers Union, AFL–CIO: *Flint Glass Workers* [AFGWU]
American Guild of Variety Artists, AFL–CIO: *Variety Artists* [AGVA]
American Postal Workers Union, AFL–CIO: *Postal Workers* [APWU]
American Radio Association, AFL–CIO: *Radio Employees ARA*
Bakery, Confectionery, Tobacco Workers and Grain Millers International Union, AFL–CIO: *Bakery Workers* [BCTGM]
Communications Workers of America, AFL–CIO: *Communications Workers* [CWA]
Federation of Professional Athletes, AFL–CIO: *Professional Athletes*
Glass, Molders, Pottery, Plastics and Allied Workers International Union, AFL–CIO: *Glass & Pottery Workers* [GMP]
Graphic Communications International Union, AFL–CIO: *Graphic Communications Workers* [GCIU]
Hotel Employees & Restaurant Employees International Union, AFL–CIO: *Hotel & Restaurant Employees* [HERE]
International Alliance of Theatrical State Employees and Moving Picture Technicians, Artists and Allied Crafts of the United States and Canada, AFL–CIO: *Stage Employees IATSE*
International Association of Bridge, Structural, Ornamental and Reinforcing Iron Workers, AFL–CIO: *Iron Workers*
International Association of Heat and Frost Insulators and Asbestos Workers, AFL–CIO: *Asbestos Workers* [AWIU]
International Association of Machinists and Aerospace Workers, AFL–CIO: *Machinists* [IAM]
Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers and Helpers, AFL–CIO: *Boilermakers* [IBB]
International Brotherhood of Electrical Workers, AFL–CIO: *Electrical Workers* [IBEW]
International Brotherhood of Teamsters, AFL–CIO: *Teamsters* [IBT]
International Federation of Professional and Technical Engineers, AFL–CIO: *Professional Engineers* [IFPTE]
International Longshore and Warehouse Union, AFL–CIO: *Longshoremen ILWU*
International Longshoremen’s Association, AFL–CIO: *Longshoremen ILA*
International Plate Printers, Die Stampers and Engravers Union of North America, AFL–CIO: *Plate Printers*
APPENDIX 2  (Official Union Name—Popular Name—Acronym)

International Union of Allied Novelty and Production Workers, AFL–CIO: Novelty Workers
International Union of Bricklayers and Allied Craftworkers, AFL–CIO: Bricklayers [BAC]
International Union of Elevator Constructors, AFL–CIO: Elevator Constructors [IUEC]
International Union of Operating Engineers, AFL–CIO: Operating Engineers [IUOE]
International Union of Painters and Allied Trades of the United States and Canada, AFL–CIO: Painters
Laundry and Dry Cleaning International Union, AFL–CIO: Laundry Workers [OPEIU]
Office and Professional Employees International Union, AFL–CIO: Office Employees [OPEIU]
Operative Plasterers’ and Cement Masons’ International Association of the United States and Canada, AFL–CIO: Plasterers [OP&CMIA]
PACE International Union, AFL–CIO: PACE
Screen Actors Guild, AFL–CIO: Screen Actors [SAG]
Seafarers International Union of North America, AFL–CIO: Seafarers [SIU]
Service Employees International Union, AFL–CIO: Service Employees [SEIU]
Service Employees International Union, District 1199, AFL–CIO: SEIU District 1199 [SEIU]
Sheet Metal Workers International Association, AFL–CIO: Sheet Metal Workers [SMWIA]
Union of Needletrades, Industrial and Textile Employees, AFL–CIO: Needletrades Employees [UNITE]
United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, AFL–CIO: Plumbers [UA]
United Automobile, Aerospace & Agricultural Implement Workers of America International Union, AFL–CIO: Auto Workers [UAW]
United Brotherhood of Carpenters and Joiners of America, AFL–CIO: Carpenters [UBC]
United Food and Commercial Workers International Union, AFL–CIO: Food & Commercial Workers [UFCW]
United Mine Workers of America, AFL–CIO: Mine Workers [UMWA]
United Steelworkers of America, AFL–CIO: Steelworkers [USWA]
United Union of Roofers, Waterproofers and Allied Workers, AFL–CIO: Roofers
Utility Workers Union of America, AFL–CIO: Utility Workers [UWUA]
INDEX AND WORD LIST

This index is to the Rules of Citation on pages 1–8 and to the words and phrases treated on pages 9–66 of the Style Manual rules, showing good usage, abbreviations, plurals, italicizing, punctuation, appropriate prepositions, etc.

The word list can be used as a dictionary, for spelling, capitalization, and compounding of words, and as a quick reference to the manual rules.

Appendixes 1 and 2 on pages 67–70 contain of lists of unions, first by popular names (as used in case citations) and next by their official names.

A

a 401(k) provision ........................................ 20
a eulogy ......................................................... 48
a fortiori
not italicized ............................................. 49
for still stronger reason (preferred) ..........49
a girl 5 feet 6 .................................................. 26
a historic event ............................................ 48
A majority of the votes were no. ................ 57
a man ............................................................ 48
A number of men were hurt. ...................... 57
a one-way ticket ............................................ 48
A slim majority was for it. ......................... 57
a thousand and one reasons ....................... 27
a TWA schedule ........................................... 48
a UNESCO project ........................................ 48
a union........................................................... 48
a WMAL program ......................................... 48
a year or two ............................................... 26
a, b, and c ..................................................... 35
A.D. 1066; 429 B.C ......................................... 25
a.m., p.m. .................................................... 9, 25
a’s, A’s (plurals) .......................................... 32
abbreviations
addresses in footnotes ................................ 9
addresses in parentheses .......................... 9
government terms ..................................... 9
in footnotes ................................................. 10
in names ..................................................... 10
in parenthesis .......................................... 10
Jr. Sr. (comma omitted before) .................. 10
months of year .......................................... 10
Mr. Mrs. Ms. Miss (not used in text) ....... 10
Postal Service ............................................. 9
standard ...................................................... 9
State names .............................................. 9
abbreviations in citations
case history ............................................ 2, 10
e.g., as signal ................................................ 6
id., ibid. (repeating signals) ....................... 6
in running heads ........................................ 2
names of parties ....................................... 2, 10
par. ¶, sec. § ............................................... 10
State names in district court cases ......... 1
words not abbreviated ............................. 2
ABCs ............................................................. 29
aberration from, of .................................. 58
abhorrent of, to ........................................... 58
ability at, with ............................................. 58
about 200 ..................................................... 27
about 6 acres ............................................ 26
above (preferred over supra) .................. 6, 49
above-mentioned company ....................... 18
above-named union .................................. 18
abridge, abridgment .................................. 45, 48
absence ....................................................... 45
abstract (in lowercase) ............................. 13
abundance of (use sing. or pl. verb) ...... 57
abut against, on .......................................... 58
accede ......................................................... 45
accessible .................................................. 46
accessory after, before, to ....................... 58
accommodate ............................................. 45
accommodate to, with ............................. 58
accompanied by, with .............................. 58
accord between, of, with ......................... 58
accord (as signal) ...................................... 6
according to, claimed .............................. 53
accountable for, to .................................. 58
<table>
<thead>
<tr>
<th>Acknowledge, acknowledgment</th>
<th>45, 48</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledged (attribution)</td>
<td>53</td>
</tr>
<tr>
<td>Acquiescence’ sake</td>
<td>31</td>
</tr>
<tr>
<td>Acquiesce in</td>
<td>58</td>
</tr>
<tr>
<td>Acquit, of, with</td>
<td>58</td>
</tr>
<tr>
<td>Acronym (written solid, no periods)</td>
<td>39</td>
</tr>
<tr>
<td>Act (NLRA)</td>
<td>1, 7, 11</td>
</tr>
<tr>
<td>Ad hoc (not italicized)</td>
<td>50</td>
</tr>
<tr>
<td>Adams [arrived] late</td>
<td>33</td>
</tr>
<tr>
<td>Adapted for, from, to</td>
<td>58</td>
</tr>
<tr>
<td>Added (attribution)</td>
<td>53</td>
</tr>
<tr>
<td>Addenda (sing. &amp; pl.)</td>
<td>28</td>
</tr>
<tr>
<td>Addible</td>
<td>46</td>
</tr>
<tr>
<td>Adept at, in</td>
<td>58</td>
</tr>
<tr>
<td>Adequate for, to</td>
<td>58</td>
</tr>
<tr>
<td>Adieu, adieus</td>
<td>28</td>
</tr>
<tr>
<td>Adjuster</td>
<td>45</td>
</tr>
<tr>
<td>Administrative law judge</td>
<td>11</td>
</tr>
<tr>
<td>Administrative Law Judge Jane Doe, or Judge Doe</td>
<td>11</td>
</tr>
<tr>
<td>Administrative Procedure Act (APA)</td>
<td>8</td>
</tr>
<tr>
<td>Admissible</td>
<td>46</td>
</tr>
<tr>
<td>Admitted (attribution)</td>
<td>53</td>
</tr>
<tr>
<td>Advantage by, in, of, over</td>
<td>58</td>
</tr>
<tr>
<td>Adverb (splitting verb)</td>
<td>53</td>
</tr>
<tr>
<td>Advise</td>
<td>47</td>
</tr>
<tr>
<td>Advise of, with</td>
<td>58</td>
</tr>
<tr>
<td>Adviser</td>
<td>45</td>
</tr>
<tr>
<td>Advisory Opinion</td>
<td>11</td>
</tr>
<tr>
<td>Advocate for, of</td>
<td>58</td>
</tr>
<tr>
<td>Affd., affirmed</td>
<td>2, 10</td>
</tr>
<tr>
<td>Affect, effect</td>
<td>53</td>
</tr>
<tr>
<td>Affg., affirming</td>
<td>2, 10</td>
</tr>
<tr>
<td>Affinity between, with</td>
<td>58</td>
</tr>
<tr>
<td>AFL–CIO</td>
<td></td>
</tr>
<tr>
<td>Popular names listed</td>
<td>67</td>
</tr>
<tr>
<td>Official names listed</td>
<td>69</td>
</tr>
<tr>
<td>Omit comma after</td>
<td>36</td>
</tr>
<tr>
<td>With en dash</td>
<td>38</td>
</tr>
<tr>
<td>Aforecited (avoid)</td>
<td>51</td>
</tr>
<tr>
<td>Aforementioned (avoid)</td>
<td>51</td>
</tr>
<tr>
<td>Aforesaid (avoid)</td>
<td>51</td>
</tr>
<tr>
<td>African American</td>
<td>21</td>
</tr>
<tr>
<td>After the word “man,” insert a colon</td>
<td>41</td>
</tr>
<tr>
<td>Aftercare</td>
<td>16</td>
</tr>
<tr>
<td>Against the Company, the Respondent</td>
<td>39</td>
</tr>
<tr>
<td>Against the Union, the Respondent</td>
<td>39</td>
</tr>
<tr>
<td>Age 70</td>
<td>25</td>
</tr>
<tr>
<td>Age of 3</td>
<td>25</td>
</tr>
<tr>
<td>Agency (NLRB)</td>
<td>11</td>
</tr>
<tr>
<td>Agenda, agendas</td>
<td>28</td>
</tr>
<tr>
<td>Agent (NLRB)</td>
<td>11</td>
</tr>
<tr>
<td>Aggression upon</td>
<td>58</td>
</tr>
<tr>
<td>Agonize</td>
<td>47</td>
</tr>
<tr>
<td>Agree on, to, with</td>
<td>58</td>
</tr>
<tr>
<td>Agreed-upon method</td>
<td>18</td>
</tr>
<tr>
<td>Agreement (bargaining)</td>
<td>11</td>
</tr>
<tr>
<td>Aided by, in</td>
<td>58</td>
</tr>
<tr>
<td>Air Force One</td>
<td>27</td>
</tr>
<tr>
<td>Air-conditioned room</td>
<td>18</td>
</tr>
<tr>
<td>Aircraft (italicize name)</td>
<td>50</td>
</tr>
<tr>
<td>Ala., AL</td>
<td>9</td>
</tr>
<tr>
<td>Alaska, AK</td>
<td>9</td>
</tr>
<tr>
<td>Albino, albinos</td>
<td>28</td>
</tr>
<tr>
<td>Alien from, to, under</td>
<td>58</td>
</tr>
<tr>
<td>Alienation between, from, of</td>
<td>58</td>
</tr>
<tr>
<td>Align</td>
<td>45</td>
</tr>
</tbody>
</table>

All employees who participated in the strike were summarily discharged. 35
All of, both of 53
All right 45
All times material herein (avoid) 52
All-around 19, 45
Alliance from, to 58
Allude to, refer to 53
Aly against, by, of, with 58
Along the line of (avoid) 52
Along with (use sing. verb) 57
Alone from, in 58
ALR2d, American Law Reports 7
Also-rans 30
Alter ego (not italicized) 49
Alternate along, between, in, with 58
Although, even though, though 53
Alumni 28
Alumnus (m. or f.) 53
Am.Jur. 2d, Agency 7
Ambition for, of 58
Amendment 5 (in lowercase) 13
American Law Reports (ALR2d) 7
American owned and managed firms 19
American Potash rule 50
American Usage and Style, Copperud 18, 54
Amicus curiae (not italicized) 49
Amony between, of, with 58
Among other things (preferred over inter alia) 49
### INDEX AND WORD LIST

<table>
<thead>
<tr>
<th>Term</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>among others (preferred over <em>inter alia</em>)</td>
<td>49</td>
</tr>
<tr>
<td>among, between</td>
<td>53</td>
</tr>
<tr>
<td>amoral</td>
<td>16</td>
</tr>
<tr>
<td>ampersand, &amp;</td>
<td>10, 29</td>
</tr>
<tr>
<td>in authors' names</td>
<td>34</td>
</tr>
<tr>
<td>in citations</td>
<td>1, 10</td>
</tr>
<tr>
<td>in footnotes</td>
<td>29</td>
</tr>
<tr>
<td>in running heads</td>
<td>2</td>
</tr>
<tr>
<td>amplify by, on</td>
<td>58</td>
</tr>
<tr>
<td>amused at, by, with</td>
<td>58</td>
</tr>
<tr>
<td>an AFL–CIO study</td>
<td>48</td>
</tr>
<tr>
<td>an aunt</td>
<td>48</td>
</tr>
<tr>
<td>an event</td>
<td>48</td>
</tr>
<tr>
<td>an FDA finding</td>
<td>48</td>
</tr>
<tr>
<td>an hour</td>
<td>48</td>
</tr>
<tr>
<td>an NLRB decision</td>
<td>48</td>
</tr>
<tr>
<td>an onion</td>
<td>48</td>
</tr>
<tr>
<td>an unusual one</td>
<td>48</td>
</tr>
<tr>
<td>analogous</td>
<td>45</td>
</tr>
<tr>
<td>analogy between, by, to, with</td>
<td>59</td>
</tr>
<tr>
<td>analysis, analyses</td>
<td>29</td>
</tr>
<tr>
<td>and/or (avoid)</td>
<td>51</td>
</tr>
<tr>
<td>anesthetize by</td>
<td>59</td>
</tr>
<tr>
<td>anger at, toward</td>
<td>59</td>
</tr>
<tr>
<td>Anglomania</td>
<td>16</td>
</tr>
<tr>
<td>angry at, with</td>
<td>59</td>
</tr>
<tr>
<td>announced (attribution)</td>
<td>53</td>
</tr>
<tr>
<td>annoyed at, with, by</td>
<td>59</td>
</tr>
<tr>
<td>Annual Report, NLRB</td>
<td>7</td>
</tr>
<tr>
<td>anomalous</td>
<td>45</td>
</tr>
<tr>
<td>answer (in the case)</td>
<td>11</td>
</tr>
<tr>
<td>answered (attribution)</td>
<td>53</td>
</tr>
<tr>
<td>antebellum days</td>
<td>20</td>
</tr>
<tr>
<td>antedate</td>
<td>16</td>
</tr>
<tr>
<td>antenna, antennas</td>
<td>28</td>
</tr>
<tr>
<td>ante-Norman</td>
<td>16</td>
</tr>
<tr>
<td>anti-inflation</td>
<td>17</td>
</tr>
<tr>
<td>antipathy against, to, between, toward</td>
<td>59</td>
</tr>
<tr>
<td>anti-Semitic</td>
<td>16</td>
</tr>
<tr>
<td>antitrust</td>
<td>16</td>
</tr>
<tr>
<td>antiunion</td>
<td>15</td>
</tr>
<tr>
<td>anxiety about, to</td>
<td>59</td>
</tr>
<tr>
<td>anxious about, for, to</td>
<td>59</td>
</tr>
<tr>
<td>any one year</td>
<td>26</td>
</tr>
<tr>
<td>anyone</td>
<td>17</td>
</tr>
<tr>
<td>anybody</td>
<td>17</td>
</tr>
<tr>
<td>anything</td>
<td>17</td>
</tr>
<tr>
<td>anywhere</td>
<td>17</td>
</tr>
<tr>
<td>APA, Administrative Procedure Act</td>
<td>8</td>
</tr>
<tr>
<td>apathy of, toward</td>
<td>59</td>
</tr>
<tr>
<td>apostrophe</td>
<td>10</td>
</tr>
<tr>
<td>add ‘ or ’s for possessive</td>
<td>31</td>
</tr>
<tr>
<td>joint possession</td>
<td>31</td>
</tr>
<tr>
<td>not used when words more descriptive than possessives</td>
<td>32</td>
</tr>
<tr>
<td>plural of lowercase abbreviations</td>
<td>32</td>
</tr>
<tr>
<td>plural of single figures and letters</td>
<td>32</td>
</tr>
<tr>
<td>plural of symbols</td>
<td>32</td>
</tr>
<tr>
<td>possessive of general terms</td>
<td>31</td>
</tr>
<tr>
<td>possessive of indefinite pronouns</td>
<td>31</td>
</tr>
<tr>
<td>other uses</td>
<td>32</td>
</tr>
<tr>
<td>when not used in abbreviations</td>
<td>32</td>
</tr>
<tr>
<td>app. apps., appendix, appendixes</td>
<td>10</td>
</tr>
<tr>
<td>appeal (spell out in citation)</td>
<td>2</td>
</tr>
<tr>
<td>appearance’s sake</td>
<td>31</td>
</tr>
<tr>
<td>appendix C (in lowercase)</td>
<td>13</td>
</tr>
<tr>
<td>appendix, appendixes</td>
<td>28</td>
</tr>
<tr>
<td>appreciation for, of</td>
<td>59</td>
</tr>
<tr>
<td>apprehensible</td>
<td>46</td>
</tr>
<tr>
<td>apprehensive for, of</td>
<td>59</td>
</tr>
<tr>
<td>apprise</td>
<td>47</td>
</tr>
<tr>
<td>approximation of, to</td>
<td>59</td>
</tr>
<tr>
<td>apropos of</td>
<td>59</td>
</tr>
<tr>
<td>aquarium, aquariums</td>
<td>28</td>
</tr>
<tr>
<td>Arabic (not Roman) numerals for volume numbers</td>
<td>8</td>
</tr>
<tr>
<td>Arabic numerals substituted for large Roman numerals and for all volume numbers</td>
<td>8, 27</td>
</tr>
<tr>
<td>areawide</td>
<td>16</td>
</tr>
<tr>
<td>argue about, for, with</td>
<td>59</td>
</tr>
<tr>
<td>argued (attribution)</td>
<td>53</td>
</tr>
<tr>
<td>argued (spell out in citation)</td>
<td>2</td>
</tr>
<tr>
<td>arguendo</td>
<td>49</td>
</tr>
<tr>
<td>not italicized</td>
<td>49</td>
</tr>
<tr>
<td>for sake of argument (preferred)</td>
<td>49</td>
</tr>
<tr>
<td>arise</td>
<td>47</td>
</tr>
<tr>
<td>Ariz., AZ</td>
<td>9</td>
</tr>
<tr>
<td>Ark., AR</td>
<td>9</td>
</tr>
<tr>
<td>arm’s length</td>
<td>31</td>
</tr>
<tr>
<td>arm’s-length agreement</td>
<td>18</td>
</tr>
<tr>
<td>armadillo, armadillos</td>
<td>28</td>
</tr>
<tr>
<td>arrive at, in</td>
<td>59</td>
</tr>
<tr>
<td>arrogate for, to</td>
<td>59</td>
</tr>
<tr>
<td>art. arts., article(s)</td>
<td>10</td>
</tr>
<tr>
<td>article 1, section 3 (in lowercase)</td>
<td>8, 13</td>
</tr>
<tr>
<td>article and section (lowercase in references)</td>
<td>8, 13</td>
</tr>
</tbody>
</table>

Revised January 2000
INDEX AND WORD LIST

<table>
<thead>
<tr>
<th>Term</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>article titles</td>
<td>8, 50</td>
</tr>
<tr>
<td>in newspapers, italicized</td>
<td>8, 50</td>
</tr>
<tr>
<td>in periodicals, italicized</td>
<td>8, 50</td>
</tr>
<tr>
<td>articles (indefinite)</td>
<td>13</td>
</tr>
<tr>
<td>a an the</td>
<td>13</td>
</tr>
<tr>
<td>before vowels and consonants, examples</td>
<td>48</td>
</tr>
<tr>
<td>not capitalized in headings and titles</td>
<td>13</td>
</tr>
<tr>
<td>as far as I am concerned (avoid)</td>
<td>52</td>
</tr>
<tr>
<td>As he watches, they arriv[e] in a truck</td>
<td>44</td>
</tr>
<tr>
<td>and the violence resumes</td>
<td></td>
</tr>
<tr>
<td>as long as (use sing. verb)</td>
<td>57</td>
</tr>
<tr>
<td>as to (avoid)</td>
<td>53</td>
</tr>
<tr>
<td>as well as (use sing. verb)</td>
<td>57</td>
</tr>
<tr>
<td>As you would expect, Brown did.</td>
<td>36</td>
</tr>
<tr>
<td>as, as if, as though, like</td>
<td>55</td>
</tr>
<tr>
<td>as, because, since</td>
<td>54</td>
</tr>
<tr>
<td>asserted (attribution)</td>
<td>53</td>
</tr>
<tr>
<td>assistant attorneys general</td>
<td>29</td>
</tr>
<tr>
<td>assistant chiefs of staff</td>
<td>29</td>
</tr>
<tr>
<td>assistant comptrollers general</td>
<td>29</td>
</tr>
<tr>
<td>assistant professor</td>
<td>21</td>
</tr>
<tr>
<td>Assn., Association</td>
<td>2, 10, 32, 40</td>
</tr>
<tr>
<td>assure, ensure, insure</td>
<td>54</td>
</tr>
<tr>
<td>at (instead of p. or pp.)</td>
<td></td>
</tr>
<tr>
<td>at 352–353</td>
<td>26</td>
</tr>
<tr>
<td>in case citations</td>
<td>1</td>
</tr>
<tr>
<td>in repeating signals</td>
<td>6</td>
</tr>
<tr>
<td>at about, at approximately (avoid)</td>
<td>52</td>
</tr>
<tr>
<td>at all times (avoid)</td>
<td>52</td>
</tr>
<tr>
<td>at such time as (avoid)</td>
<td>52</td>
</tr>
<tr>
<td>at the present time (avoid)</td>
<td>52</td>
</tr>
<tr>
<td>atomic energy project</td>
<td>20</td>
</tr>
<tr>
<td>attest to</td>
<td>59</td>
</tr>
<tr>
<td>attorney, attorneys</td>
<td>28</td>
</tr>
<tr>
<td>attorney at law</td>
<td>19</td>
</tr>
<tr>
<td>attorney at law’s fee</td>
<td>31</td>
</tr>
<tr>
<td>attorney general</td>
<td>21</td>
</tr>
<tr>
<td>attorney general’s appointments</td>
<td>31</td>
</tr>
<tr>
<td>attorneys at law</td>
<td>29</td>
</tr>
<tr>
<td>attorneys general</td>
<td>29</td>
</tr>
<tr>
<td>audible</td>
<td>46</td>
</tr>
<tr>
<td>audience (collective noun)</td>
<td>57</td>
</tr>
<tr>
<td>augmentation of, by</td>
<td>59</td>
</tr>
<tr>
<td>augmented by</td>
<td>59</td>
</tr>
<tr>
<td>author’s alteration</td>
<td>31</td>
</tr>
<tr>
<td>authors (omit given name and initials)</td>
<td>7</td>
</tr>
<tr>
<td>authors’ surnames (not italicized)</td>
<td>50</td>
</tr>
<tr>
<td>auto, autos</td>
<td>28</td>
</tr>
<tr>
<td>Ave., Avenue (address)</td>
<td>9</td>
</tr>
<tr>
<td>aversion to, for, from</td>
<td>59</td>
</tr>
<tr>
<td>avocado, avocados</td>
<td>28</td>
</tr>
<tr>
<td>avoid Latin expressions</td>
<td>49</td>
</tr>
<tr>
<td>avoid legalese</td>
<td>51</td>
</tr>
<tr>
<td>avoid wordy phrases</td>
<td>52</td>
</tr>
</tbody>
</table>

B

<table>
<thead>
<tr>
<th>Term</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B52, B52s</td>
<td>29</td>
</tr>
<tr>
<td>Bach, Bachs</td>
<td>28</td>
</tr>
<tr>
<td>backpay</td>
<td>15</td>
</tr>
<tr>
<td>bade, bid</td>
<td>54</td>
</tr>
<tr>
<td>bag, bagging, baggage</td>
<td>47</td>
</tr>
<tr>
<td>balance, rest, remainder</td>
<td>53</td>
</tr>
<tr>
<td>banjo, banjos</td>
<td>28</td>
</tr>
<tr>
<td>bargaining unit employees</td>
<td>20</td>
</tr>
<tr>
<td>basis for, of</td>
<td>59</td>
</tr>
<tr>
<td>basis, bases</td>
<td>29</td>
</tr>
<tr>
<td>Baskin-Robbins Ice Cream Company (BRICO)</td>
<td>39</td>
</tr>
<tr>
<td>Battle of Lexington</td>
<td>12</td>
</tr>
<tr>
<td>beau, beaus</td>
<td>28</td>
</tr>
<tr>
<td>because, since, as</td>
<td>54</td>
</tr>
<tr>
<td>beguile by, with</td>
<td>59</td>
</tr>
<tr>
<td>behalf on, in</td>
<td>59</td>
</tr>
<tr>
<td>believe</td>
<td>47</td>
</tr>
<tr>
<td>bell-like</td>
<td>16</td>
</tr>
<tr>
<td>below (preferred over infra)</td>
<td>6, 49</td>
</tr>
<tr>
<td>benefited</td>
<td>45</td>
</tr>
<tr>
<td>beside, besides</td>
<td>54</td>
</tr>
<tr>
<td>besides (use sing. verb)</td>
<td>57</td>
</tr>
<tr>
<td>best liked books</td>
<td>20</td>
</tr>
<tr>
<td>bestseller</td>
<td>20</td>
</tr>
<tr>
<td>better drained roof</td>
<td>20</td>
</tr>
<tr>
<td>better paying job</td>
<td>20</td>
</tr>
<tr>
<td>between 1995 and 1996</td>
<td>39</td>
</tr>
<tr>
<td>between 1995–1996 (avoid)</td>
<td>39</td>
</tr>
<tr>
<td>between, among</td>
<td>53</td>
</tr>
<tr>
<td>biannual</td>
<td>16</td>
</tr>
<tr>
<td>bid, bade</td>
<td>54</td>
</tr>
<tr>
<td>bills of fare</td>
<td>29</td>
</tr>
<tr>
<td>biweekly</td>
<td>15</td>
</tr>
<tr>
<td>Blackie [Charles Black] was coming toward him</td>
<td>44</td>
</tr>
<tr>
<td>block quotation</td>
<td>15</td>
</tr>
<tr>
<td>emphasis added</td>
<td>43</td>
</tr>
<tr>
<td>indentation</td>
<td>43</td>
</tr>
</tbody>
</table>

Revised January 2000
INDEX AND WORD LIST

check out (v.) .............................................. 15
checkout (n.) .............................................. 15
Chief Peters (supervisor) .................................. 13
child welfare plan ........................................ 20
children’s hospital ....................................... 32
chimney, chimneys ........................................ 28
circle and state ........................................... 12
Cir. (circuit court) ......................................... 10
Cir., Circle (address) ...................................... 9
circuit court decisions ................................... 1, 4
circle navigate ............................................. 16
circumscribe ................................................ 47
circumstances in, under ................................ 59
citation of books and treatises (omit
  given names and initials of authors) ............. 7
citation of cases (always include the year) ...... 1
cite first company name, even if a division ..... 2
city, cities .................................................. 28
civil rights case .......................................... 20
civil service examination ............................... 20
class of '82 ................................................ 27
class of ’82 ................................................ 27
clause(s), cl. cls. ........................................... 10
claimed, according to .................................. 53
class of '82 ................................................ 27
clause(s), cl. cls. ........................................... 10
cleared about, at, for, from, of, through,
  up, with ................................................... 59
clock time ................................................... 25
clockwise .................................................... 16
closed-shop provision .................................... 18
Co., Company .............................................. 2, 10
collocate for, into, on .................................. 59
coats of arms .............................................. 29
collocatable .................................................. 46
cocoon ....................................................... 16
coffeebreak ................................................... 15
coffeetime .................................................... 15
cohesible ..................................................... 46
cold-shoulder .............................................. 19
collapsible ................................................... 46
collectible .................................................... 46
collective-bargaining agreement ..................... 18
colliding with ............................................. 59
Colo., CO ..................................................... 9
colon .......................................................... 9
  introduce formally ................................... 34
  list or amplify ........................................... 34
  salutation and time ................................... 34
  when not used ......................................... 34
column(s), col. cols. ...................................... 10
combustible .................................................. 46
come-ons ................................................... 30
comma ........................................................ 45
  before and after Esq. etc. i.e. e.g. et al. .............. 36
  before and after academic degrees ............... 36
general rules ............................................ 36
  in series, comma before and ...................... 35
to separate series of modifiers .................... 35
  with abbreviations ................................... 36
  with nonrestrictive clause ......................... 35
  no comma after question mark ................... 37
  omit after city, State, or date used as modifier ......... 36
  omit after Inc. and AFL-CIO ....................... 36
  omit with restrictive clause ....................... 35
  omit before Jr., Sr. .................................. 10, 37
  other omissions ....................................... 37
  commented (attribution) ............................ 53
commingle ................................................... 45
commit, committal, committed, committing ........ 47
commitment ............................................... 47
common sense (n.) ...................................... 15
commonsense (adj.) ..................................... 15
common-law right ....................................... 18
community-of-interest contention .................... 18
company rule ............................................. 11
Company, the (in the case) ........................... 11
compactwide ............................................. 15
compare to, with ....................................... 59
compare, as signal (preferred over cf.) ............. 6
compactible ................................................ 46
compatible with ......................................... 60
compete for, with ....................................... 60
complacent toward ..................................... 60
complaint (in the case) .................................. 11
complaisant toward ..................................... 60
complement of .......................................... 60
complementary to ....................................... 60
compliment on ........................................... 60
compound words
  capital letter and other hyphenated
    prefixes .............................................. 19
  hyphen in prefix ....................................... 17
  hyphenated modifier before nouns ............... 18
  hyphenated numbers 21 to 99 when
    spelled out ......................................... 19
  hyphenated prefix in titles ....................... 19
  hyphenated spelled-out fractions ............... 19

77

Revised January 2000
INDEX AND WORD LIST

hyphenated verbs........................................... 19
no hyphen in person’s title except for
combined offices ........................................ 21
no hyphen when meaning clear ....................... 20
no hyphen with adverb ending in ly ............... 20
no hyphen with comparative first
element ................................................................ 20
no hyphen with participle in last
element ................................................................ 20
prefix before capitalized word ......................... 16
solid pronouns and adverbs ......................... 17
solid with prefix ............................................. 16
solid with suffix, exceptions ......................... 16
three or more words ..................................... 19
use en dash in compound titles when
needed for clarity ............................................. 38
when modifier is foreign phrase ..................... 20
with common basic element ......................... 19
with proper-name modifiers ........................... 21
written solid, no periods ................................. 15
comprehensible ............................................. 46
compressible .................................................... 46
comprise .......................................................... 47
comprise, include, consist of, are ................. 55
compromise .................................................... 47
comptroller general’s decision ...................... 31
computer-based records ............................... 18
concealed (attribution) ................................. 53
conceded (attribution) ..................................... 53
conceit ............................................................ 47
concentration of, on ..................................... 60
concerned about, by, for, in, to, with .......... 60
Conclusions of Law (in the decision) .............. 11
concur in, with ............................................. 60
confided in, to ............................................. 60
conflicts of interest ....................................... 29
conform to, with .......................................... 60
conformity to, with ..................................... 60
Cong.Rec., Congressional Record ................. 8
genial to, with ............................................. 60
gratulate for, on, upon ................................. 60
Congress attitude ......................................... 32
Congress, the ............................................... 12
Congress’ ..................................................... 31
Congressional Record
daily edition ................................................... 8
permanent edition ............................................ 8
conventions

and as both but if nor or than that
when ............................................................... 13
not capitalized in headings and titles .......... 13
Conn., CT ......................................................... 9
connect by, with .......................................... 60
connive at, with ............................................ 60
connote, denote ............................................. 54
conscience’ sake .......................................... 31
conscious during, of ................................. 60
Consent Election Agreement ....................... 11
consequent on, to ....................................... 60
consist in, of ............................................... 60
consist of, comprise, are, include ............... 55
consistent in, with ..................................... 60
consonant with .......................................... 60
Constitution, U.S., cited .............................. 8
consummate ................................................. 45
contact among, between, of, with ............... 60
contemptible ................................................. 46
contend against, for, with ......................... 60
contested-election cases ............................. 18
contingent on ............................................. 60
continued (attribution) ............................... 53
contra (as signal) .......................................... 6
contraband ...................................................... 16
contract-bar issues .................................... 18
contractible .................................................... 46
contrast between, of, to, with .................... 60
controvertible ................................................. 46
convenient for, to ......................................... 60
conversant with .......................................... 60
converter ....................................................... 45
convertible ..................................................... 46
conveyor ....................................................... 45
convincible ..................................................... 46
co-op ............................................................. 17
cooperate .................................................... 17
coordinate .................................................... 17
co-owner ...................................................... 17
Copperud, American Usage and Style 18, 54
corollary .......................................................... 45
Corp., Corporation ........................................ 2, 10
corps’ ............................................................. 31
correlation between, of ......................... 60
correlative with ......................................... 60
correspond to, with ..................................... 60
corrigible ...................................................... 46
corrodible ...................................................... 46

78

Revised January 2000
<table>
<thead>
<tr>
<th>Term</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dallas, where he was born, is a thriving metropolis.</td>
<td>35</td>
</tr>
<tr>
<td>dash</td>
<td></td>
</tr>
<tr>
<td>uses of em dash</td>
<td>38</td>
</tr>
<tr>
<td>uses of en dash</td>
<td>38</td>
</tr>
<tr>
<td>use en dash in compound titles when needed for clarity</td>
<td>38</td>
</tr>
<tr>
<td>when en dash not used</td>
<td>39</td>
</tr>
<tr>
<td>data (sing. &amp; pl.)</td>
<td>28</td>
</tr>
<tr>
<td>dates in figures</td>
<td>25</td>
</tr>
<tr>
<td>day’s labor</td>
<td>31</td>
</tr>
<tr>
<td>day-to-day occurrence</td>
<td>18</td>
</tr>
<tr>
<td>Dayton, Ohio suburbs</td>
<td>36</td>
</tr>
<tr>
<td>de facto (not italicized)</td>
<td>49</td>
</tr>
<tr>
<td>de jure (not italicized)</td>
<td>49</td>
</tr>
<tr>
<td>de minimis (not italicized)</td>
<td>49</td>
</tr>
<tr>
<td>de novo (not italicized)</td>
<td>49</td>
</tr>
<tr>
<td>Dear Sir:</td>
<td>34</td>
</tr>
<tr>
<td>debar from</td>
<td>60</td>
</tr>
<tr>
<td>deceive</td>
<td>47</td>
</tr>
<tr>
<td>decide in, on</td>
<td>61</td>
</tr>
<tr>
<td>decimals in figures</td>
<td>26</td>
</tr>
<tr>
<td>Decision and Determination of Dispute</td>
<td>11</td>
</tr>
<tr>
<td>Decision and Order</td>
<td>11</td>
</tr>
<tr>
<td>Decision on Review</td>
<td>11</td>
</tr>
<tr>
<td>Decision, Order, and Direction of Election</td>
<td>11</td>
</tr>
<tr>
<td>decision (in the case)</td>
<td>11</td>
</tr>
<tr>
<td>decision, 5–to–4</td>
<td>19</td>
</tr>
<tr>
<td>decision making</td>
<td>45</td>
</tr>
<tr>
<td>decision-making process</td>
<td>18</td>
</tr>
<tr>
<td>declared (attribution)</td>
<td>53</td>
</tr>
<tr>
<td>deductible</td>
<td>46</td>
</tr>
<tr>
<td>deemphasis</td>
<td>15</td>
</tr>
<tr>
<td>deescalate</td>
<td>17</td>
</tr>
<tr>
<td>defeasible</td>
<td>46</td>
</tr>
<tr>
<td>defect in, of</td>
<td>61</td>
</tr>
<tr>
<td>defend from, against</td>
<td>61</td>
</tr>
<tr>
<td>defendant</td>
<td>45</td>
</tr>
<tr>
<td>defensible</td>
<td>46</td>
</tr>
<tr>
<td>deficiency in, of</td>
<td>61</td>
</tr>
<tr>
<td>defile by, with</td>
<td>61</td>
</tr>
<tr>
<td>defy, defiance, defied, defying</td>
<td>48</td>
</tr>
<tr>
<td>deign</td>
<td>47</td>
</tr>
<tr>
<td>deity</td>
<td>47</td>
</tr>
<tr>
<td>Del., DE</td>
<td>9</td>
</tr>
<tr>
<td>demise</td>
<td>47</td>
</tr>
<tr>
<td>demissale</td>
<td>16</td>
</tr>
<tr>
<td>denied (attribution)</td>
<td>53</td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>D. (district court)</td>
<td>10</td>
</tr>
<tr>
<td>D.C., DC</td>
<td>9</td>
</tr>
<tr>
<td>d/b/a, doing business as</td>
<td>10</td>
</tr>
<tr>
<td>d/b/a, omit with preceding name(s) in case citation</td>
<td>2</td>
</tr>
<tr>
<td>Dallas, Texas facility</td>
<td>36</td>
</tr>
</tbody>
</table>
INDEX AND WORD LIST

denied (spell out in citation) ......................... 2
denying (spell out in citation) ....................... 2
denot e, connot e ........................................ 54
department, executive (lowercase) .................. 12
depend on, upon ....................................... 61
dependent .................................................. 45
deputy sheriffs .......................................... 29
deputy surgeons general ............................ 29
derogation from, of .................................... 61
derogate from ............................................. 61
derogation from, of .................................... 61
desalinate .................................................... 16
descendant ................................................... 45
descendible .................................................. 46
deserous of, to .......................................... 61
desist from, in .......................................... 61
desist from, in .......................................... 61
despise ......................................................... 47
despite the fact that (avoid) ......................... 52
destined for, to .......................................... 61
destructible .................................................. 46
destructive of, to ....................................... 61
devise .......................................................... 47
devolve from, in, upon ................................ 61
dictum (not italicized) ............................... 50
diemaker ....................................................... 15
diesinker ..................................................... 15
differ about, from, over, with ..................... 61
different, various ....................................... 56
differentiate among, between, from ............. 61
diffusable ..................................................... 46
digestible ..................................................... 46
diminutive ..................................................... 45
Director Morgan ....................................... 13
disappointed in, with ................................ 61
discernible .................................................... 45, 46
disclosed (attrition) ................................... 53
disdain for, to ............................................. 61
disembark ..................................................... 16
disfranchise ............................................... 47
disguise ......................................................... 47
disgusted at, by, with ................................. 61
disingenuous .............................................. 45
dislike of, for ............................................. 61
dismissed (spell out in citation) .................... 2
dismissing (spell out in citation) ................... 2
dispense from, with, without ...................... 61
dischage by, from ...................................... 61
displeased at, with ..................................... 61
dispossess from, of ................................... 61
disqualify for, from ................................... 61
dissendent among, between, with ............... 61
dissimilar from, to .................................... 61
distances (use sing. verb) ........................... 57
distill from, out ........................................ 61
distinguished by, for, from ......................... 61
distractible .................................................... 46
district court decisions ............................. 1, 4
district court, cite district, not division ....... 1, 4
district court citations (traditional abbreviations of State names) ......................... 9
District, the (D.C.) .................................. 12
distrustful of ............................................. 61
diverted by, from, to .................................. 61
divest of ..................................................... 61
divestible ..................................................... 46
divide by, into ............................................. 61
divisible ....................................................... 46
divorce between, from ............................... 61
Do not be late ........................................... 40
do's and don'ts ........................................ 29, 32
dr. Irene Brown, M.D. ................................ 10
dogma, dogmas .......................................... 28
dominant in, over ..................................... 61
dominate by, over ..................................... 61
don't ......................................................... 32
Douglas Smith, Ph.D., .............................. 36
downhearted .............................................. 16
downsize ..................................................... 15
down-to-earth .......................................... 17
Dr. Irene Brown ....................................... 10
Dr., Drive (address) .................................... 9
drenched in, with, of .................................. 61
dressmaker ................................................... 15
dry dock (in lowercase) ............................. 12
drywall ....................................................... 15
Du Pont ..................................................... 12
du Pont de Nemours & Co., E. I. ................... 12
due process law ........................................ 20
due to the fact that (avoid) ......................... 52
dues-checkoff provision .............................. 18
dues-deduction section .............................. 18
duly (avoid) .............................................. 51
dump truck driver (but truckdriver) ............. 15
durable goods industry ............................. 20
during such time (avoid) ........................... 52
during the course of (avoid) ....................... 52
during the time that (avoid) ....................... 52
during, when, while ................................... 54
dye, dyeing ............................................... 48
INDEX AND WORD LIST

dynamo, dynamos ........................................ 28

e.g. as signal ........................................ 6
not italicized ....................................... 50
e.s.t. (Eastern Standard Time) .................. 40
each and every one (avoid) ...................... 52
each other’s store .................................. 31
eager for, to ........................................ 61
eagerly awaited moment ......................... 20
EAJA, Equal Access to Justice Act .......... 8
early 1980s .......................................... 27
East (address) ....................................... 9
echo, echoes .......................................... 28
Ed Ray, Esq ........................................ 10
ed. eds., edition(s) ................................ 10
edible .................................................. 46
editor in chief ....................................... 21
editorial titles (in quotation marks) .... 41
editors handbook ..................................... 32
educated concerning, for, in ............... 62
erodible .................................................. 46
effect, affect ........................................ 53
ergious .................................................. 45
either .................................................... 47
either . . . or ......................................... 57
Either food or drinks are needed .......... 57
electromagnet ....................................... 16
electro-optics ....................................... 17
eligible .................................................. 46
eligible for, to .................................... 62
ellipsis rules
general rules ....................................... 44
deleted words ....................................... 44
deleted paragraphs ................................. 44
three periods ....................................... 40, 43
four periods ....................................... 40, 43
when not used ..................................... 44
ellipsis, ellipses .................................... 29
em dash .............................................. 38
embark in, on ....................................... 62
emigrate from ................................... 62
Emp. Exh., employer exhibit .................. 10
emphasis added
in brackets ....................................... 33, 43
in parentheses .................................. 33, 43
employ at, in ..................................... 62
Employee A reported to Foreman B in
department X ...................................... 50
employer ............................................ 11
Employer, the (in the case) ................. 11
en banc (not italicized) ......................... 49
en dash ............................................... 38
enamored of, with ............................... 62
enclose ............................................... 45
encourage, encouraging ........................ 48
encouraged by, in ................................ 62
encroach on ......................................... 62
endorse .............................................. 45
deeded with ........................................ 62
enf., enforcement ................................ 1, 2, 10
enfd., enforced ................................... 1, 2, 10, 32
enfg., enforcing .................................. 1, 2, 10
enforceable ......................................... 45
enfd. mem. (no published opinion) ....... 1, 2, 10
enfranchise ........................................ 47
generoom ........................................... 15
English- and Spanish-speaking employees
enjoining (spell out in citation) ............. 2
enraged against, at, with ....................... 62
enroll ................................................... 45
ensure .................................................. 45
en sure, insure, assure .......................... 54
enter by, in, into .................................. 62
enterprise ........................................... 47
entertained by, with ............................ 62
entitled “The Harbor Act” ...................... 41
entrusted to, with ................................ 62
equal in, to ......................................... 62
Equal Access to Justice Act, EAJA ....... 8
equilibrium, equilibriums ...................... 28
equivalent (adj.) in, to ......................... 62
equivalent (n.) of ................................. 62
erodible ............................................... 46
errata (sing. & pl.) ................................. 28
Eskimo, Eskimos ................................... 28
Esq., esquire (m. & f.) ......................... 10, 53
esquire, Anne Roe, Esq ......................... 10
essay titles (in quotation marks) .......... 41
essential in, for, of, to ......................... 62
Essex, Essexes .................................. 28
Essex’s, Essexes’ ................................. 31
Estlund, U. Pa. L. Rev ........................... 7
estrangement from, of ......................... 62
et al. (not italicized) ............................ 50
et seq.
### INDEX AND WORD LIST

<table>
<thead>
<tr>
<th>Word</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>not italicized</td>
<td>50</td>
</tr>
<tr>
<td>used in citing statute</td>
<td>7</td>
</tr>
<tr>
<td>etc. (not italicized)</td>
<td>50</td>
</tr>
<tr>
<td>even though, although, though</td>
<td>53</td>
</tr>
<tr>
<td>evenhanded</td>
<td>15</td>
</tr>
<tr>
<td>ever-normal granary</td>
<td>20</td>
</tr>
<tr>
<td>ever-rising earnings</td>
<td>20</td>
</tr>
<tr>
<td>Every window, picture, and mirror was</td>
<td>57</td>
</tr>
<tr>
<td>smashed</td>
<td></td>
</tr>
<tr>
<td>everyone</td>
<td>17</td>
</tr>
<tr>
<td>every one (if single person or thing)</td>
<td>17</td>
</tr>
<tr>
<td>Everyone takes off his coat</td>
<td>57</td>
</tr>
<tr>
<td>everybody</td>
<td>17</td>
</tr>
<tr>
<td>everything</td>
<td>17</td>
</tr>
<tr>
<td>everywhere</td>
<td>17</td>
</tr>
<tr>
<td>ex officio (not italicized)</td>
<td>50</td>
</tr>
<tr>
<td>ex officio member</td>
<td>20</td>
</tr>
<tr>
<td>ex parte (not italicized)</td>
<td>49</td>
</tr>
<tr>
<td>ex post facto</td>
<td>19</td>
</tr>
<tr>
<td>example from, of, to</td>
<td>62</td>
</tr>
<tr>
<td>exceed</td>
<td>47</td>
</tr>
<tr>
<td>excel</td>
<td>45</td>
</tr>
<tr>
<td>except (use sing. verb)</td>
<td>57</td>
</tr>
<tr>
<td>exceptions and brief(s)</td>
<td>39</td>
</tr>
<tr>
<td>excise</td>
<td>47</td>
</tr>
<tr>
<td>exclamation point (when used)</td>
<td>39</td>
</tr>
<tr>
<td>excommunicate</td>
<td>16</td>
</tr>
<tr>
<td>excuse (n.) for</td>
<td>62</td>
</tr>
<tr>
<td>excuse (v.) from</td>
<td>62</td>
</tr>
<tr>
<td>executive department</td>
<td>62</td>
</tr>
<tr>
<td>Executive Order 11240</td>
<td>37</td>
</tr>
<tr>
<td>Executive Secretary (NLRB)</td>
<td>11</td>
</tr>
<tr>
<td>executor (m. or f.)</td>
<td>53</td>
</tr>
<tr>
<td>exemptible</td>
<td>46</td>
</tr>
<tr>
<td>exercise</td>
<td>47</td>
</tr>
<tr>
<td>exfoliate</td>
<td>19</td>
</tr>
<tr>
<td>ex-Governor</td>
<td>19</td>
</tr>
<tr>
<td>Exh. Exhs., exhibit(s)</td>
<td>10</td>
</tr>
<tr>
<td>exhaustible</td>
<td>46</td>
</tr>
<tr>
<td>exhibit 11 (in lowercase)</td>
<td>13</td>
</tr>
<tr>
<td>exhibitor</td>
<td>45</td>
</tr>
<tr>
<td>exorcise</td>
<td>47</td>
</tr>
<tr>
<td>expansible</td>
<td>46</td>
</tr>
<tr>
<td>expect from, of</td>
<td>62</td>
</tr>
<tr>
<td>experience for, in, of</td>
<td>62</td>
</tr>
<tr>
<td>expert at, with</td>
<td>62</td>
</tr>
<tr>
<td>explained (attribution)</td>
<td>53</td>
</tr>
<tr>
<td>expressible</td>
<td>46</td>
</tr>
<tr>
<td>ex-repairman</td>
<td>19</td>
</tr>
<tr>
<td>extant</td>
<td>45</td>
</tr>
<tr>
<td>extrahazardous</td>
<td>16</td>
</tr>
<tr>
<td>extra-large (adj.)</td>
<td>17</td>
</tr>
<tr>
<td>extra-long (adj.)</td>
<td>17</td>
</tr>
<tr>
<td>extra-strong (adj.)</td>
<td>17</td>
</tr>
<tr>
<td>ex-vice-president</td>
<td>19</td>
</tr>
</tbody>
</table>

### F

- f. ff., and following page(s) ................. 10
- F.3d (circuit court case) ...................... 1, 10
- F.Supp.2d (district court case) ............... 1, 10
- faced by, with ................................... 62
- fait accompli (not italicized) ............... 49
- fallible ............................................. 46
- falsetto, falsettos ................................ 28
- familiar to, with ................................ 62
- far-reaching effects ............................ 18
- farther, further .................................. 54
- fascinated by, with .............................. 62
- favorable for, to ................................ 62
- faxed order ......................................... 11
- FBI (no periods) ................................... 40
- fear of, for ........................................ 62
- feasible ............................................ 45, 46
- Fed.Reg., Federal Register ..................... 7
- Federal aid .......................................... 12
- Federal Practice and Procedure ............... 7
- Federal road ........................................ 12
- feign ............................................... 47
- feisty .............................................. 47
- female, male ........................................ 55
- fewer, less, less than .......................... 54
- field examiner ..................................... 11, 13
- Fifth Circuit, the ................................ 12
- Fifty cents is the price ....................... 57
- fig. figs., figure(s) ............................. 10
- figure 7 (in lowercase) ......................... 13
- filed (spell out in citation) .................. 2
- financier ............................................ 47
- first-shift employees ............................ 18
- first-step meeting ................................ 18
- Fisherman’s Wharf ................................ 12
- Five miles is a long way to walk. ............ 57
- fixed-fee arrangement ............................ 18
- Fla., FL ............................................. 9
- flammable ............................................ 45
INDEX AND WORD LIST

flexible ..................................................46
flinch at, from ........................................62
flood control study .................................20
floorlady ................................................15
Floorlady Bowman .................................13
fn. fns., footnote(s) .................................10
focus, focuses ........................................28
FOIA, Freedom of Information Act ..........8
following page(s), f. ff ............................10
footnote reference mark (not in JD caption) .23
footnotes
discouraged ............................................23
general rules .........................................23
citations in text preferred ......................23
abbreviated addresses ...........................9
abbreviated words ..................................10
cite first page number and page numbers with footnotes.1
illustrations ..........................................23
numbered separately in separate opinion ..................23
placement of reference marks ..................23
use of sec. secs. ....................................8, 10
for the purpose of (avoid) .......................52
forbade ..................................................45
forbear ....................................................45
forbid to ...............................................62
force, forcible .......................................46, 48
forefinger .............................................16
foreign .................................................47
Foreman Jones .....................................13
forfeit ....................................................47
forgo (abstain) .......................................45
forklift ..................................................15
former, latter .........................................54
formula, formulas ..................................28
Fort (address) ....................................... 9
forthwith (avoid) ....................................51
Forty were killed ..................................25
401(k) provision ....................................20
fourth century .....................................26
Fourth of July (the holiday) ...................12, 25
Fourth, the (of July) ..............................12
fox, foxes .............................................28
franchise .............................................47
free enterprise system ............................20
freedom from, of, to .............................62
Freedom 7 ............................................50

Freedom of Information Act, FOIA ..........8
Freedom of speech, freedom of worship,
freedom from want, freedom from fear
—these are the fundamentals of moral
world order ............................................38
French-Irish descent ............................21
friend ...............................................47
friend of, to .........................................62
frighten at, away, by ..............................62
frightened of .........................................62
fringe benefit plan ..................................20
from January 1 to June 30, 1996 ..........39
from January 1–June 30, 1996 (avoid) ....39
From the 1st to the 104th Congress ........25
From the First to the Ninth Congress ...25
fulfill ....................................................45
full-time (as modifier) .............................17
full time and part time, employed ..........18
full-time and part-time employees .........18
fungible .................................................46
fungus, fungi .........................................28
further, farther .......................................54
fusible ....................................................46
G
Ga., GA ..................................................9
gauge ....................................................45
Gay Nineties .........................................27
Geiger counter ......................................47
GC Exh., General Counsel exhibit ..........10
General Counsel (NLRB) ......................11
General Counsel exhibit, GC Exh ..........10
General Counsel, the ...........................13
general counsels ..................................29
genius, geniuses ...................................28
George Herman “Babe” Ruth ..................41
going, getting .......................................47
ghetto, ghettos .....................................28
Give up conveniences, do not demand
special privileges, do not stop
work: these are necessary while we
are at war ..............................................34
giveaway ..............................................16
go-between ..................1, 12, 13, 30
get, getting .........................................47
ghetto, ghettos .....................................28

Give up conveniences, do not demand
special privileges, do not stop
work: these are necessary while we
are at war ..............................................34
giveaway ..............................................16
go-between ..................1, 12, 13, 30
get, getting .........................................47
ghetto, ghettos .....................................28
good example, i.e., ..............................36
good usage
use plain English ................................51
INDEX AND WORD LIST

avoid Latin expressions..............................49
avoid legalese............................................51
avoid wordy phrases.................................52
rules for singular and plural ....................57
the right preposition ...............................58
the right word .......................................53
goodbye ................................................45
good-faith doubt ....................................18
Government, the ....................................12
Governor, the .........................................13
GPO Style Manual ................................15, 31
granted (spell out in citation) .................2
grant-in-aid.............................................19
gray .........................................................45
grievance-arbitration procedure .............18
grieve after, at, for .................................63
grievous ..................................................47
grounds (spell out in citation) .................2
guillible.....................................................46
H
Hague, The ..............................................12
hairnet .....................................................15
half an inch ............................................27
half past 4 ..............................................25
halo, halos ...............................................28
handful, handfuls .................................30
handyman ................................................15
hangers-on .............................................30
harass .........................................................45
Hawaii, HI ...............................................9
he (Smith) said (avoid) .......................55
He acknowledged the error! .................39
He admitted “there was nothing wrong
or improper” with sitting down while
waiting ......................................................44
He admitted having heard a rumor in
the plant (Tr. 76). .................................40
He arrived at 11 [12] o’clock .....................33
He arrived at 11 [sic] o’clock ...................33
He asked her, “What are you doing?”
and she told him her plans. ....................37
He asked, “Have you an appointment?” ....43
He called . . . and left . . . When he
returned the ...........................................43
He called . . . and left . . . [H]e
returned the ...........................................43
He has had several years’ experience
and is thoroughly competent ..................36
He is a clever young man .......................35
He is a friend of John’s and mine ..........32
He produced several items in his
defense: a compilation of dates,
10 daily production records, and ...........34
He ran but he missed the train .................36
He reported, “Smith said ‘No sale.’” ......42
He said that no he would not .................41
He said, “John arrived several hours
after the others.” ......................................35
He said—and no one contradicted
him—“The battle is lost.” .....................38
He sold his business, rented his house,
gave up his car, and set off for Africa
[short clauses, commas instead of
semicolons]. ............................................42
He told her yes .........................................41
He told the employee, “That’s right”;
he then changed his mind .....................43
He told the employee, “That’s right”;
he then changed his mind .....................43
heading titles (in quotation marks) ........41
headings and titles, capitalize (except
articles, conjunctions, and
prepositions of four or fewer letters) ......13
headline titles (in quotation marks) ........41
health care institution .........................20
hearing officer .......................................11
Hearing Officer Jane Doe .......................11
height .........................................................47
heinous....................................................47
heir ........................................................47
heir at law ...............................................19
heirs at law .............................................29
hereby (avoid) .........................................51
herein (avoid) .........................................51
hereinafter (avoid) ..................................51
herto (avoid) ............................................51
herewith (avoid) .....................................51
herewith (avoid) .....................................51
hero, heroes ...........................................28
hers (plural) ...........................................32
herself .....................................................17
hierarchy .................................................45
high school student ...............................20
higher level decision .............................20
high-level manager ...............................18
INDEX AND WORD LIST

himself ............................................. 17
His only son, John, went with him. .... 35
His son Joe is here. ............................. 35
his third birthday ............................... 25
hold up (v.) ........................................ 15
holdup (n.) ......................................... 15
homestead .......................................... 16
homogeneous ...................................... 45
honored by, for, with .......................... 63
hope for, of ....................................... 63
horrible ............................................ 46
hostess’, hostesses’ ............................. 31
hours’ traveltime .................................. 31
House bill, H.R. ................................. 8
House, the ......................................... 12
housekeeper ...................................... 15
Houses are a commodity. ....................... 57
How beautiful! ................................... 39
How can you explain this?—“Fee paid, $5.” ............................................ 38
however, but ....................................... 55
Hudson dock (in lowercase) ................. 12
Hwy., Highway (address) ....................... 9
hydroelectric ...................................... 15, 16
hypertension ....................................... 16
hyphen
  in compound words ........................... 15
  in numbers ...................................... 27
  in plurals ....................................... 30
hypotension ...................................... 16
hypothesis, hypotheses ........................ 29

I have heard his arguments and am now convinced. ......................... 36
I have heard his arguments, but am still not convinced. ...................... 36
i.e. ..................................................... 9
i.e. (not italicized) ............................. 50
I’ve ................................................... 32
I-beam ............................................ 19
ibid. (as repeating signal)
  same citation on same page .......... 6, 49
  not italicized ................................. 49
id. (as repeating signal)
  same citation on same page, citing different page number .......... 6, 49
  not italicized ................................. 49
id. at 10 ......................................... 9
Idaho, ID ......................................... 9
identical with .................................. 63
identify by, to, with ......................... 63
If the bill should pass—which God forbid—the service will be wrecked. 38
ifs, ands, or buts .................................. 29, 32
Ill., IL ............................................... 9
illegible ........................................... 46
immerse in ........................................ 63
immisible .......................................... 46
immigrate to ...................................... 63
imminent .......................................... 45
impatient at, with .............................. 63
imperceptible ..................................... 46
impermissible ..................................... 46
impersuasible ..................................... 46
implausible ........................................ 46
impose on, upon .................................. 63
impossible ......................................... 46
impress into, upon, with ..................... 63
impressed by, with ............................. 63
impressible ........................................ 46
imprimatur ......................................... 45
imprimatur (not italicized) .................. 50
improve in, by, upon ........................... 63
improvement in, upon ......................... 63
improvise ......................................... 47
In 1980, 400 men were dismissed. ........ 36
in a manner similar to (avoid) ............ 52
in a negligent manner (avoid) ............. 52
in a position to (avoid) ....................... 52
in addition to (use sing. verb) .......... 57
in advance of (avoid) ......................... 52
in camera (not italicized) .................... 49
in connection with (avoid) ................. 52
in excess of (avoid) ............................. 52
in haec verba
  not italicized ................................. 49
  verbatim (preferred) ......................... 49
in his midthirties, in his seventies ........ 27
in lieu thereof (avoid) ....................... 52
in many cases (avoid) ........................ 52
in order to (avoid) ............................. 52
in part (preferred over inter alia) ...... 49
in regard to (avoid) ............................ 52
in respect to (avoid) ........................... 52
in some cases (avoid) ......................... 52
in spite of the fact (avoid) ................. 52

Revised January 2000
INDEX AND WORD LIST

in the amount of (avoid) ........................................ 52
in the case of (avoid) ........................................ 52
In the course of (avoid) ....................................... 52
In the event of (avoid) ........................................ 52
In the event of Mary’s leaving .................................. 32
in the immediate vicinity (avoid) .......................... 52
in the last analysis (avoid) .................................. 52
in the matter of (avoid) ...................................... 52
in the near future (avoid) .................................... 52
in the neighborhood of (avoid) ............................ 52
in the not too distant future (avoid) ....................... 52
in this day and age (avoid) .................................. 52
in toto ............................................................. 45
not italicized .................................................. 49
totally (preferred) ........................................... 49
in view of (avoid) ............................................ 52
in view of the fact that (avoid) ............................ 52
in, into ................................................................ 55
inaccessible ...................................................... 46
inadmissible ..................................................... 45, 46
inadvertence ..................................................... 45
inapprehensible .................................................. 46
inasmuch as (avoid) .......................................... 52
inaudible ........................................................... 46
in-between ....................................................... 17
inbound ........................................................... 16
Inc. (omit comma after) ...................................... 36
Inc. and Ltd. (when omitted) ................................. 2
Inc., Incorporated ............................................. 2, 10
incentive for, to ................................................ 63
incise ............................................................... 47
include, comprise, consist of, are ......................... 55
including (use sing. verb) .................................... 57
incorcorable ..................................................... 46
incorrompible ................................................... 46
income tax form ................................................. 20
incompatible ..................................................... 46
incomprehensible .............................................. 46
incontrovertible .................................................. 46
inconvertible ..................................................... 46
inconvertible ..................................................... 46
incorrigible ...................................................... 46
incorrodible ..................................................... 46
incorruptible ..................................................... 46
incredible ........................................................ 46
incredible, incredulous ...................................... 55
incumbent ......................................................... 45
Ind. & Labor Rel. Rev. ........................................ 7
Ind., IN ............................................................. 9
indefeasible ....................................................... 46
indelible ........................................................... 46
indelible articles
  a an the ....................................................... 13
before vowels and consonants,
  examples ..................................................... 48
not capitalized in headings and titles .................. 13
indelible ........................................................... 46
indefectible ..................................................... 46
index, indexes .................................................. 28
indigested ........................................................ 46
indispensable ................................................... 46
indivisible ......................................................... 46
indigestible ...................................................... 46
inexpressible .................................................... 46
infallible ........................................................ 46
inexpressible .................................................... 46
influential ........................................................ 45
inflexible ........................................................ 46
infiltrate into ................................................... 63
infiltration of ................................................... 63
inflexible ........................................................ 46
influence (n.) of, upon ....................................... 63
influence (n.) by, for ......................................... 63
infra
  below (preferred) ........................................... 6, 49
  not italicized ................................................ 6, 49
infrared ........................................................... 16
infusible ........................................................... 46
inimical to, toward .......................................... 63
initiate into ...................................................... 63
in-law .............................................................. 17, 19
innate in ......................................................... 63
innermost ........................................................ 16
innocuous ........................................................ 45
innuendo ........................................................ 45
in-plant committee ............................................ 18
inquire into, of ................................................ 63
inquiry .............................................................. 45
inquiry about, concerning, of ............................. 63
inroad into ....................................................... 63
ins and outs ...................................................... 32
insensible ........................................................ 46
insanitary ........................................................ 46
insinuation ...................................................... 45
insolent ........................................................... 46
insuperable ...................................................... 46
insurrection ..................................................... 45
insupportable .................................................... 46
intangible ........................................................ 46
intact ............................................................... 46
integral ............................................................ 46
integratable ...................................................... 46
immediate ........................................................ 46
impecunious ..................................................... 46
impersonal ........................................................ 46
impersonate ...................................................... 46
imperturbable .................................................... 46
impenetrable ..................................................... 46
impervious ........................................................ 46
impartial ........................................................... 46
impassable ........................................................ 46
impassable ...................................................... 46
impassable ...................................................... 46
impervious ........................................................ 46
impassable ...................................................... 46
impeccable ...................................................... 46
impeccable ...................................................... 46
impeccable ...................................................... 46
impeccable ...................................................... 46
impeccable ...................................................... 46
impeccable ...................................................... 46
impeccable ...................................................... 46
impeccable ...................................................... 46
impeccable ...................................................... 46
inter alia

in part, among other things, or among

others (preferred) ............................ 49
not italicized ................................ 49

intercede for, with .............................. 64
intercom ........................................... 16
interfere, interfered, interfering ............. 45, 48
intermediary between, in .................... 64
interruptible ........................................ 46
interstate .......................................... 15
interstate commerce law ..................... 20
intervene between, in ......................... 64
intervenor .......................................... 11, 45
Intervenor, the (in the case) ................. 11
intimacy of, with ................................. 64
intrastate .......................................... 15
intraunion .......................................... 16
introduce to, into ................................ 64
introductory signals ............................ 6
introvert ............................................ 16
intrude into, on, upon .......................... 64
inundate by, with ................................. 64
invertible ........................................... 46
invest in, with .................................... 64
invincible ........................................... 46
invisible ............................................ 46
Iowa, IA ............................................. 9
ipso facto (not italicized) ...................... 49
irascible ............................................ 46
irreducible .......................................... 46
irrelevant ............................................ 45
irrepressible ....................................... 46
irreprehensible ................................... 46
irresistible ......................................... 46
irresponsible ...................................... 46
irrepressible ....................................... 46
irreversible ........................................ 46
IRS (no periods) .................................. 40
isometric ........................................... 16

It included a bargaining order. It also
included a broad order. (Tr. 11–12.) ........ 40
It is a valuable contribution which, if
utilized, would be most helpful. .......... 35
It is a young, eager, intelligent group. ... 35
It is not unreasonable to assume that
[the Union] will engage in strike
violence again. ......................... 44
It is obvious, however, that this is no
solution. ........................................... 35
It is ordered to cease and desist, to
bargain on request and, if an
agreement is reached, to ................. 35
It is sold by the bolt, by the yard, or in
remnants [phrases, commas instead
of semicolons]. ................................. 42
It is true in peace; it is true in war. ....... 42
It occurred during the first shift at
12 [noon]. ......................................... 44
It was a “gentlemen’s agreement.” ........ 41
It was known as glucinium [no quotation
marks after known as]. ...................... 41
it’s (it is) ......................................... 32
Italian American area .......................... 21
italicizing
general rules ........................................ 50
aircraft, spacecraft, vessels ................. 50
book and article titles ........................ 50
names of parties (and v.) in case
citations ........................................... 50
not Latin expressions .......................... 49
not titles of newspapers ................. 50
not titles of periodicals ....................... 50
its (possessive) ................................... 32
it’s (it is) ......................................... 32
itself .................................................... 17
ITT (no periods) ................................. 40

J

Revised January 2000
### INDEX AND WORD LIST

<table>
<thead>
<tr>
<th>Term</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>jack-in-the-pulpits</td>
<td>30</td>
</tr>
<tr>
<td>January, Januaries</td>
<td>28</td>
</tr>
<tr>
<td>JD JDs, judge’s decision(s)</td>
<td>23, 29</td>
</tr>
<tr>
<td>JD slip op.</td>
<td>1, 10</td>
</tr>
<tr>
<td>jealous of, for</td>
<td>64</td>
</tr>
<tr>
<td>jobsite</td>
<td>15</td>
</tr>
<tr>
<td>John Doe, chairman</td>
<td>13</td>
</tr>
<tr>
<td>John Doe, field examiner</td>
<td>13</td>
</tr>
<tr>
<td>John Doe, foreman</td>
<td>13</td>
</tr>
<tr>
<td>John Doe, president</td>
<td>13</td>
</tr>
<tr>
<td>John’s, Thomas’, and Henry’s ratings</td>
<td>31</td>
</tr>
<tr>
<td>joint exhibit, Jt. Exh.</td>
<td>10</td>
</tr>
<tr>
<td>Jones, Joneses</td>
<td>28</td>
</tr>
<tr>
<td>Jones’, Joneses’</td>
<td>31</td>
</tr>
<tr>
<td>Jr. Sr. (comma omitted before)</td>
<td>10</td>
</tr>
<tr>
<td>Jt. Exh., joint exhibit</td>
<td>10</td>
</tr>
<tr>
<td>judge (any lower court)</td>
<td>11</td>
</tr>
<tr>
<td>judge (NLRB)</td>
<td>11</td>
</tr>
<tr>
<td>Judge Doe</td>
<td>11</td>
</tr>
<tr>
<td>Judge Jane Doe</td>
<td>13</td>
</tr>
<tr>
<td>judge, judgment</td>
<td>45, 48</td>
</tr>
<tr>
<td>judge’s decision(s), JD JDs</td>
<td>23</td>
</tr>
<tr>
<td>judicial branch</td>
<td>12</td>
</tr>
<tr>
<td>June 11, 1998</td>
<td>25, 37</td>
</tr>
<tr>
<td>June 1998</td>
<td>25, 37</td>
</tr>
<tr>
<td>June and July 1998</td>
<td>25, 37</td>
</tr>
<tr>
<td>Junior, Charles White Jr.</td>
<td>10</td>
</tr>
<tr>
<td>Justice (U.S. Supreme Court)</td>
<td>11</td>
</tr>
<tr>
<td>justified in</td>
<td>64</td>
</tr>
<tr>
<td><strong>K</strong></td>
<td></td>
</tr>
<tr>
<td>Kan., KS</td>
<td>9</td>
</tr>
<tr>
<td>Kansas City, Kansas Citys</td>
<td>28</td>
</tr>
<tr>
<td>Key Company, the</td>
<td>12</td>
</tr>
<tr>
<td>kilogram</td>
<td>16</td>
</tr>
<tr>
<td>kimono, kimonos</td>
<td>28</td>
</tr>
<tr>
<td>Ky., KY</td>
<td>9</td>
</tr>
<tr>
<td><strong>L</strong></td>
<td></td>
</tr>
<tr>
<td>L. LL., line(s)</td>
<td>10</td>
</tr>
<tr>
<td>L.Ed.2d, citing United States Supreme Court Reports Lawyers’ edition</td>
<td>8</td>
</tr>
<tr>
<td>L.W., United States Law Week</td>
<td>8</td>
</tr>
<tr>
<td>Lab. L.J., Labor Law Journal</td>
<td>7</td>
</tr>
<tr>
<td>La., LA</td>
<td>9</td>
</tr>
<tr>
<td>labeled</td>
<td>45</td>
</tr>
<tr>
<td>labor as, at, for, on, through, under,</td>
<td></td>
</tr>
<tr>
<td>up, with</td>
<td>64</td>
</tr>
<tr>
<td>labor arbitration, BNA LA</td>
<td>7</td>
</tr>
<tr>
<td>Labor Day 1997</td>
<td>37</td>
</tr>
<tr>
<td>Labor Law Journal, Lab. L.J.</td>
<td>7</td>
</tr>
<tr>
<td>Ladies and Gentlemen:</td>
<td>34</td>
</tr>
<tr>
<td>laid-off employees</td>
<td>18</td>
</tr>
<tr>
<td>land bank loan</td>
<td>20</td>
</tr>
<tr>
<td>land use program</td>
<td>20</td>
</tr>
<tr>
<td>Landrum-Griffin Act, LMRDA</td>
<td>7</td>
</tr>
<tr>
<td>larger sized dress</td>
<td>20</td>
</tr>
<tr>
<td>larva, larvae</td>
<td>28</td>
</tr>
<tr>
<td>lasso, lassos</td>
<td>28</td>
</tr>
<tr>
<td>Latin American trip</td>
<td>21</td>
</tr>
<tr>
<td>Latin expressions</td>
<td></td>
</tr>
<tr>
<td>avoid using</td>
<td>49</td>
</tr>
<tr>
<td>use plain English</td>
<td>49</td>
</tr>
<tr>
<td>latter, former</td>
<td>54</td>
</tr>
<tr>
<td>laugh at, away, into, off, on, out</td>
<td>64</td>
</tr>
<tr>
<td>law-abiding citizen</td>
<td>18</td>
</tr>
<tr>
<td>lay off (v.)</td>
<td>15</td>
</tr>
<tr>
<td>layoff (n.)</td>
<td>15</td>
</tr>
<tr>
<td>leadman</td>
<td>15</td>
</tr>
<tr>
<td>leaves of absence</td>
<td>19, 29</td>
</tr>
<tr>
<td>left-hand side</td>
<td>18</td>
</tr>
<tr>
<td>leftover</td>
<td>16</td>
</tr>
<tr>
<td>legal jargon (avoid)</td>
<td>51</td>
</tr>
<tr>
<td>legalese</td>
<td></td>
</tr>
<tr>
<td>avoid using</td>
<td>51</td>
</tr>
<tr>
<td>use plain English instead</td>
<td>51</td>
</tr>
<tr>
<td>legible</td>
<td>46</td>
</tr>
<tr>
<td>legislative branch</td>
<td>12</td>
</tr>
<tr>
<td>Legislative History</td>
<td></td>
</tr>
<tr>
<td>Leg. Hist. (LMRA 1947)</td>
<td>7</td>
</tr>
<tr>
<td>Leg. Hist. (LMRDA 1959)</td>
<td>7</td>
</tr>
<tr>
<td>Leg. Hist. (NLRB 1935)</td>
<td>7</td>
</tr>
<tr>
<td>leisure</td>
<td>47</td>
</tr>
<tr>
<td>lengthwise</td>
<td>45</td>
</tr>
<tr>
<td>less, less than, fewer</td>
<td>54</td>
</tr>
<tr>
<td>level at, to, with, against, down, out</td>
<td>64</td>
</tr>
<tr>
<td>leveled</td>
<td>45</td>
</tr>
<tr>
<td>liable for, to</td>
<td>64</td>
</tr>
<tr>
<td>liaison</td>
<td>45</td>
</tr>
<tr>
<td>libelant</td>
<td>45</td>
</tr>
<tr>
<td>liberal in, with</td>
<td>64</td>
</tr>
<tr>
<td>life insurance company</td>
<td>20</td>
</tr>
<tr>
<td>lifelike</td>
<td>16</td>
</tr>
<tr>
<td>likable</td>
<td>45</td>
</tr>
<tr>
<td>like (use sing. verb)</td>
<td>57</td>
</tr>
</tbody>
</table>

Revised January 2000
INDEX AND WORD LIST

like, as, as if, as though ........................................ 55
Line Item Veto Act (citation of public law) .................. 8
line number(s), L., LL. ........................................... 10
lines 5 and 6 (in lowercase) ................................... 26
liquefy, liquefied, liquefying ................................. 45, 48
listeners-in .......................................................... 30
live among, at, by, for, in, through, to, up, with .......... 64
LMRA, Taft-Hartley Act .................................. 7
LMRDA, Landrum-Griffin Act ............................... 7
Local (union), a .................................................. 11
Local 1 (the Local) ............................................. 39
Local 1 (the Respondent Union) ........................... 39
Local 2, AFL–CIO or any other union ...................... 36
Local 561, the Local ........................................... 11
lock (dockside term) .......................................... 12
locksmith .......................................................... 15
long- and short-term money rates ....................... 19
longer than usual lunch period ........................ 20
longstanding ........................................................ 15
long-term contract ................................................. 18
longtime ............................................................. 15
loose-leaf services .............................................. 18
Lopez’, Lopezes’ ................................................. 31
lower income group ........................................... 20
lowercase type ..................................................... 20
low-paying job .................................................... 20
LPN (no periods) ................................................. 40
LPNs .............................................................. 29
LRRM, BNA labor cases .................................. 8
Ltd. (omit comma after) ..................................... 36
Ltd. and Inc. (when omitted) ............................. 2
Ltd., Limited ....................................................... 2, 10
lumberyard .......................................................... 15
lump-sum payment ............................................. 18
lunchbreak ........................................................... 15
lunchtime ............................................................. 15
malpractice .......................................................... 16
man’s, men’s ....................................................... 31
manageable .......................................................... 46
management-rights clause ................................... 18
mandamus (not italicized) ..................................... 50
maneuver .............................................................. 45
manhood ............................................................... 16
Manufacturing, Mfg. ......................................... 2, 10
mark up (v.) ......................................................... 15
markup (n.) .......................................................... 15
marshaled ............................................................ 45
martyr to, for ....................................................... 64
Mary, Marys ......................................................... 28
Mass., MA ............................................................. 9
Massachusetts laws ............................................. 32
mastery in, of, over ............................................. 64
matrix, matrices .................................................. 28
maximum, maximums ....................................... 28
May we ask prompt payment .............................. 40
May 1 to June 1, 1998 ........................................... 25
May 4, 1982 discharge ........................................... 36
May, June, and July 1998 ................................. 25, 37
May–October (with en dash) ......................... 38
MC’ing ............................................................... 32
McCormick on Evidence .................................. 7
Me., ME ............................................................... 9
permissions in figures ........................................... 26
meatcutter ............................................................ 15
meatpacker .......................................................... 15
meddle in, with ..................................................... 64
media (sing. & pl.) ............................................... 28
mediocre ............................................................... 45
mem., enfd. (no published opinion) ............ 1, 2, 10
Member (NLRB) .................................................. 11
Member, National Labor Relations Board .......... 37
memento, mementos .......................................... 28
meno, memos ......................................................... 28
memorandum, memoranda ............................... 28, 45
men buyers ............................................................ 29
men employees ..................................................... 29
men’s and women’s clothing ............................. 31
mentioned (attribution) ...................................... 53
merchandise .......................................................... 47
merchants exchange .......................................... 32
Mfg., Manufacturing ........................................... 2, 10
Mich., MI ............................................................... 9
micro-organisms ..................................................... 17
microphone .......................................................... 16
M.D.s ............................................................... 29
Macadam family .................................................. 11
Macadam, John .................................................... 11
macadamized ....................................................... 11
magneto, magnetos ............................................. 28
maintenance-of-membership clause ...................... 18
majority (collective noun) ..................................... 57
make-whole remedy ............................................. 18
male, female .......................................................... 55

M

M.D.s ............................................................... 29
Macadam family .................................................. 11
Macadam, John .................................................... 11
macadamized ....................................................... 11
magneto, magnetos ............................................. 28
maintenance-of-membership clause ...................... 18
majority (collective noun) ..................................... 57
make-whole remedy ............................................. 18
male, female .......................................................... 55
INDEX AND WORD LIST

mid-1982 ....................................................... 17, 27
mid-April ....................................................... 16
midsummer ....................................................... 16
mile, mileage ................................................... 45, 48
milieu .................................................................. 45
militate against, in ........................................ 64
millions for defense but not one cent
  for tribute ..................................................... 27
millwork .......................................................... 15
millyard ........................................................... 15
minimum, minimums ........................................ 28
Minn., MN ........................................................... 9
minuscul e .......................................................... 45
minutia, minutiae .............................................. 28
misadvise .......................................................... 47
mischievous ...................................................... 45
Miss., MS ........................................................... 9
misspell ............................................................ 45
misspelled words, frequently .......................... 45
misstate ............................................................ 16
Mo., MO ........................................................... 9
mock at, for, with ............................................. 64
modeled ............................................................ 45
modified (spell out in citation) ....................... 2
modifying (spell out in citation) ...................... 2
mold ............................................................... 45
Monday–Friday (with en dash) ......................... 38
money (use sing. verb) ....................................... 57
money in figures ............................................... 26
money, moneys ............................................... 28
moneys .......................................................... 45
monogram .......................................................... 16
Mont., MT .......................................................... 9
Moore Dry Dock criteria .................................. 50
Moore’s Federal Practice .................................. 7
Moreover, they are not ..................................... 36
Morris, Developing Labor Law ....................... 7
most-favored-nation clause ............................. 18
mother-in-law ..................................................... 19
mother-of-pearl ............................................... 19
mothers-in-law ................................................... 29
motion (spell out in citation) ......................... 2
Motion for Summary Judgment ....................... 11
motion in limine (not italicized) ...................... 49
motion picture titles (in quotation marks) ........ 41
motion to dismiss ............................................ 11
motor No. 189463 ............................................. 37
Mount (address) .................................................. 9
movable .......................................................... 45
moviegoer ....................................................... 16
mph ............................................................... 40
mph’s (plural) ................................................... 32
Mrs. Smith’s and Mrs. Allen’s children ............ 31
multicolor ........................................................ 16
multiemployer ................................................... 15
mustache ........................................................ 45
myself ............................................................. 17

N

N.C., NC ........................................................... 9
N.D., ND ........................................................... 9
N.H., NH ........................................................... 9
N.J., NJ ........................................................... 9
N.M., NM ........................................................... 9
N.Y., NY ........................................................... 9
names in text
given name and surname, then
  surname alone (or with title) ....................... 13
Mr. Mrs. Ms. Miss not used in text .......... 13
repeating titles as needed for clarity .......... 13
names of unions in Spanish ......................... 1, 2
National Labor Relations Act, NLRA .......... 1, 7
National Labor Relations Board, NLRB ....... 1
nationwide ..................................................... 15
Neb., NE ........................................................... 9
negligent about, in, of ................................ 64
neighbor .......................................................... 47
neither ............................................................. 47
neither snow, rain, nor heat ......................... 35
neophyte .......................................................... 16
Nev., NV ........................................................... 9
New Year’s Eve ............................................... 12
New York State ............................................... 12
newspapers
  article titles italicized ................................. 50
  article titles not placed in quotation marks .... 41
  titles not italicized ...................................... 50
newsprint ..................................................... 15
next of kin ...................................................... 19
nickel ............................................................ 45
nicknames (in quotation marks) ................. 41
niece ............................................................. 47
night-shift employee .................................... 18
nighttime ....................................................... 15

90

Revised January 2000
INDEX AND WORD LIST

nine-and-under numbers rule .................. 25
ninety-nine 6-inch guns...................... 27
NLRA (no periods) ......................... 1, 7, 40
NLRB Annual Report ......................... 7
NLRB Casehandling Manual ................. 7
NLRB decisions
  company respondents ...................... 1, 5
  union respondents ......................... 1, 5
no less than (use sing. verb) .............. 57
no one ............................................. 17
No, she isn’t here. ............................. 36
No. and # (omit before number unless
  required for clarity) ....................... 27
No. Nos., number(s) ......................... 10
nobody, no one .................................. 17
no-hyphen rule (hyphenated) ............... 20
non sequitur ..................................... 17
non sequitur (not italicized) ............. 50
non-civil-service ............................ 17
none (use sing. or pl. verb) ............... 57
None are so fallible as those who are
  sure they are right. ......................... 57
None of us is perfect ........................ 57
non-Government .............................. 16
nongovernmental .............................. 16
nonneutral ..................................... 16
nonrestrictive clause (set off by commas) 35
non-taxpaid ................................... 17
nonunion ....................................... 15
nonworking ................................... 15
North (address) .............................. 9
north-central region ....................... 12
Northeast, NE (address) .................... 9
Northwest, NW (address) ................... 9
no-show ....................................... 19
no-solicitation rule ......................... 18
no-strike clause .............................. 18
not alone (use sing. verb) ................. 57
notaries public ............................. 29
nothing ....................................... 17
notice of hearing ............................ 11
Notice to Show Cause ....................... 11
notice, noticeable ......................... 48
no-trump ...................................... 19
notwithstanding the fact (avoid) ......... 52
nowhere ....................................... 17
NS Savannah .................................. 50
nucleus, nuclei ............................... 28
number (collective noun) ................. 57
number one choice ......................... 27
number(s), No. Nos. ......................... 10
numbers in figures
  10 and higher ............................... 25
  addresses .................................... 26
  age ............................................ 25
  clock time .................................. 25
  comma with five or more digits ....... 27
  dates ........................................ 25
  decimals .................................... 26
  measurement and time ................... 25
  measurements ................................ 26
  money ....................................... 26
  percentages ................................ 26
  serial numbers ............................ 26
  time ......................................... 26
  unit modifiers ............................. 26
numbers spelled out
  nine-and-under rule ....................... 25
  before compound modifier .............. 27
  before modifier with figures .......... 27
  figures of speech ......................... 27
  formal language ......................... 27
  fractions below one ....................... 27
  indefinite expressions .................. 27
  hyphenate 21 to 99 when spelled out .. 19
numbers, general rules
  Arabic numerals for volume numbers .. 8
  Roman numerals, low numbers only .8, 27
  at beginning of sentence ............... 25
  cardinal numbers (one, 10, etc.) .... 25
  ordinal (first, 10th, etc.) ............. 25
  numbers in series ....................... 25
  plurals of figures ....................... 27
  punctuation ............................... 27
  omit No. or # unless required for clarity 27
  nunc pro tunc, now for then
    not italicized ............................ 49
    retroactive (preferred) ............... 49
  nurses aide ............................... 32

O
o’clock ....................................... 32
Objection 4 .................................... 11
objection, the .............................. 11
oblivious of, to ............................. 65
observed (attribution) .......... 53
Obviously she had no intention of going. 37
INDEX AND WORD LIST

occur, occurred, occurrence .................................. 45, 47
of an indefinite nature (avoid) .................................. 52
of an unusual kind (avoid) .................................. 52
of great importance (avoid) .................................. 52
off-color .................................................. 17
offense .................................................. 45
officer in charge ........................................... 11, 21
Officer in Charge Jane Doe .................................. 11
off-season .................................................. 17
offset .................................................. 15
offshore ................................................... 16
off-the record ........................................ 17
Ohio, OH .................................................. 9
Oklahoma, OK ........................................... 9
old-fashioned style ........................................... 18
omissible ..................................................... 46
omissions ........................................... 43–44
on (date), when omitted .................................. 55
on its own motion (preferred over sua sponte) ............ 49
on or about (avoid) .................................. 52
on the ground that (avoid) .................................. 52
on the order of (avoid) .................................. 52
on the part of (avoid) .................................. 52
on, upon ............................................. 55
on-and-off ................................................ 17
one gross .................................................. 26
one hundred percent wrong .................................. 27
one of (use plural verb) .................................. 57
One of those people who are never
on time ................................................ 57
one’s mortgage ........................................... 31
One-fifth of the boats were lost ................................. 57
one-half inch ........................................... 27
one-half percent ........................................... 26
Only one person—the chairman—voted
against the proposal ....................................... 38
onstage ................................................... 16
on-the-job .................................................. 17
opus, opuses ............................................. 28
oral, verbal ............................................. 55
Order (in the case) ....................................... 11
order, an .................................................. 11
order, faxed ............................................. 11
ordinal numbers ........................................... 25
Oregon, OR .................................................. 9
oriental ..................................................... 12
ostensible .................................................. 46
others’ homes ............................................. 31
ours (possessive) ........................................... 32
ourselves .................................................. 17
outmoded .................................................. 16
out-of-doors ............................................. 17
out-of-pocket ............................................ 17
out-of-state ........................................... 12
out-of-the-way ........................................... 17
out-of-work list ........................................... 18
outpatient .................................................. 15
outrageous .................................................. 45
outsourcing .................................................. 15
overcompensate ........................................... 16
overlaid by, with ........................................... 65
overrun by, with ........................................... 65
overwhelm by, with ........................................... 65
owing to the fact that (avoid) .................................. 52

P

P. Exh., petitioner exhibit .................................. 10
p. pp., page(s) ............................................. 9
p.m., a.m. ................................................ 9, 25
Pa., PA .................................................. 9
Pacific Reporter, P.2d ....................................... 8
page 2 (in lowercase) ....................................... 13
page(s), p. pp ............................................. 9
painter-door builder Jones (with en dash, not hyphen) ............... 38
pair (collective noun) .................................. 57
Pan-American ............................................. 16
panel (Board) ............................................. 11
papermill .................................................. 15
paragraph 3 ............................................. 26
paragraph 3 (in lowercase) .................................. 13
Paragraph 7(b)(1)(a) will be found
on page 6 ............................................. 39
paragraph(s), ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶ par .................................. 9
parallel in, to, with ....................................... 65
parallel citations (when used) ...................................... 1
paramedic .................................................. 16
parameters, perimeter ....................................... 56
parentheses
in place of footnotes ....................................... 39
transcript references ....................................... 40
acronym or shortened name ................................ 39
parenthetic matter ......................................... 39
abbreviated words in ..................................... 10
abbreviated addresses in .................................. 9
placement .................................................. 40
INDEX AND WORD LIST

parenthesis, parentheses ............................................. 29
Paris (France) .......................................................... 11
paris, plaster of .......................................................... 11
parol evidence rule ..................................................... 20
part from, with .......................................................... 65
part(s), pt. pts ............................................................ 10
partially, partly ........................................................... 55
part-time (as modifier) .................................................. 17
part time and full time, employed .................................. 18
part-time and full-time employees .................................. 18
passersby ................................................................. 30
pastime ................................................................. 45
patternmaker ............................................................ 15
paycheck ................................................................. 15
payroll ................................................................. 15
peace, peaceable ....................................................... 48
people, persons ...................................................... 56
per annum, a year (preferred) ...................................... 56
per capita (not italicized) ........................................... 50
per capita tax ............................................................ 20
per curiam (spell out in citation) .................................... 2
per se (not italicized) .................................................. 49
per diem (not italicized) ............................................. 50
per diem employee ..................................................... 20
perceive ................................................................. 47
percent .............................................................. 15, 45
percentages in figures ................................................. 26
perceptible .............................................................. 46
perfectible .............................................................. 46
perimeter, parameters .................................................. 56
period general rules .................................................... 40
ellipses ................................................................. 40
used in lowercase abbreviations .................................... 40
omitted in uppercase abbreviations ................................ 40
rhetorical question .................................................... 40
periodicals titles not italicized ........................................ 50
article titles italicized ............................................... 50
article titles not placed in quotation marks ................. 41
permissible ............................................................ 46
persevere against, in ................................................. 65
persist against, for, in, through .................................... 65
persons, people ....................................................... 56
persuasible .............................................................. 46
pervertible .............................................................. 46
petition (in case) ...................................................... 11
petition (spell out in citation) ...................................... 2
petitioner ............................................................... 11
petitioner exhibit, P. Exh ........................................... 10
Petitioner, the (in the case) ........................................ 11
Ph.D.s ................................................................. 29
phenomenon, phenomena .......................................... 28
phone, telephone ..................................................... 32
photo, photos .......................................................... 28
piano, pianos .......................................................... 28
piccolo, piccolos ...................................................... 28
pick up (v.) ............................................................. 15
pickup (n.) ............................................................. 15
piece-rated machine .................................................. 18
piecework .............................................................. 15
pier 32 (in lowercase) .................................................. 12
piety ................................................................. 47
piqued at, by, to ...................................................... 65
pity’s sake ............................................................. 31
Pkwy., Parkway (address) ............................................ 9
Place (address) .......................................................... 9
plain English
  avoid Latin expressions ........................................... 49
  avoid legalese ....................................................... 51
  plantwide ......................................................... 15
  plaster of paris .................................................... 11
  plateau, plateaus ............................................... 28
  plausible .......................................................... 46
  play titles (in quotation marks) ............................... 41
  Plaza (address) .................................................... 9
  pleaded ........................................................... 45
  plenty of (use sing. or pl. verb) .................................. 57
  Plenty of potatoes are grown ..................................... 57
  plunge along, into, through .................................... 65
plurals
  general rules ....................................................... 28
  add s or es ......................................................... 28
  add s to figures and capital letters .......................... 29
  change i to e ....................................................... 29
  change y to i ....................................................... 28
  with single figures use apostrophe .......................... 27
  noun before adverb ............................................. 30
  compound terms .................................................. 29
  English plurals of foreign words, except
    foreign plurals in common usage ........................... 28
  plus (not used as conjunction) .................................. 56
  podium, podiums ................................................ 28

Revised January 2000
INDEX AND WORD LIST

pointed out (attribution) ........................................... 53
polyester .............................................................. 16
Port (address) .......................................................... 9
portfolio, portfolios ................................................. 28
Portland (Ore.) Chamber of Commerce ..................... 39
portland cement plant .............................................. 20
possessed by, of, with .......................................... 65
possessive pronoun (see Apostrophe) ......................... 31
possible .................................................................. 46
post at its facility in Bangor, Maine
  copies of .............................................................. 36
Postal Reorganization Act, PRA ..................................... 7
Postal Service abbreviations ......................................... 9
postdecision ............................................................. 15
postelection ............................................................. 15
postmaster (m. or f.) ................................................. 53
postmasters general .................................................. 29
postpetition ............................................................. 15
postwar ................................................................. 16
post-World War ....................................................... 16
powerhouse ............................................................. 15
powerplant ............................................................. 15
PRA, Postal Reorganization Act ..................................... 7
practice at, in, of ..................................................... 65
prearranged ................................................................ 16
precede ................................................................. 47
precedent for, in, of .................................................. 65
pre-Columbian .......................................................... 16
predestined for, to ..................................................... 65
preelection ............................................................... 15
preemergence .......................................................... 17
preeminent .............................................................. 17
preemployment .......................................................... 15
preempt .................................................................. 17
pre-engineered ......................................................... 17
preexist ................................................................. 17
preexisting .................................................................. 15
preface with, of, to ................................................... 65
prefer, preferring ....................................................... 47
preference ............................................................... 47
prefixes in compound words ........................................ 16, 17, 19
pregnant by, with ..................................................... 65
pre-impasse ................................................................ 17
pre-interview ........................................................... 17
prejudice against, for, of ............................................ 65
prejudiced against, by ................................................. 65
prepositions
  at by for from in into like of off
  on over to up upon with ....................................... 13
not capitalized in headings and titles ......................... 13
prerequisite for, of, to .............................................. 65
prerogative ............................................................. 45
President, the (U.S.) ............................................... 13
president, the ............................................................ 13
president, the Key Company ..................................... 37
President-elect ......................................................... 19
pretrial ...................................................................... 15
prevail against, in, over, with .................................. 65
prevailed along, upon, with ...................................... 65
pricelist ..................................................................... 15
prima facie (not italicized) ...................................... 50
prima facie evidence .................................................. 20
prince’s, princes’ ....................................................... 31
princess’, princesses’ .................................................. 31
printer’s ink ................................................................ 31
printout (computer) ................................................... 15
prior to (avoid) ........................................................ 52
prisoners of war ....................................................... 29
pro forma (not italicized) ........................................... 49
pro rata (not italicized) .............................................. 50
proceed ..................................................................... 47
procompany ................................................................ 15
producible .................................................................. 46
production credit loan ............................................... 20
proffer ................................................................. 45
profit-sharing plan ..................................................... 18
programmer ............................................................. 45
programming ............................................................ 45
prohibit from ........................................................... 65
prologue ................................................................. 45
prorate ................................................................. 16
pros and cons ........................................................... 29
protectible ............................................................. 46
protest against, to ...................................................... 65
prunion ................................................................. 15
provide against, for, with ........................................... 65
proviso, provisos ....................................................... 28
pseudonym ............................................................... 16
pt. pts., part(s) .......................................................... 10
public law, citation of U.S. statute .............................. 8
public utility plant ..................................................... 20
punctuation ............................................................. 31
put across, aside, away, at, forth, in,
  into, on, to, up, upon ........................................... 65
Q

quasi appointment ....................................................... 19

94
Revised January 2000
INDEX AND WORD LIST

quasi-contractual ........................................... 19
question mark (no comma after) ...................... 37
questionnaire ................................................ 45
quid pro quo (not italicized) ......................... 49
quotation marks
  in titles .................................................. 41
  nicknames .............................................. 41
  single and double .................................... 42
  placement .............................................. 41
  used to enclose words after classified
    designated endorsed entitled marked
    named signed the term the word .................. 41
  not used to enclose words after
    known as called so-called ......................... 41
  also when not used ................................... 41
quotations
  brackets for alterations ............................. 44
  brackets for correcting significant
    errors .................................................. 44
  insignificant typographical errors,
    corrected without notation in brackets .... 44
  ellipsis rules ......................................... 43
  emphasis added ....................................... 43
  placement of citation ................................ 43
  placement of punctuation ............................ 43
  short quote (three or fewer lines)
    placed in text, except in block
    quotation for emphasis ................................ 43
  long quote placed in block quotation ............. 43

R

R. Exh., respondent exhibit ............................. 10
R. M. Conway Co. (Conway) ............................ 39
R. M. Conway Co. (the Respondent
  Company) .................................................. 39
R.I., RI .................................................... 9
racetrack .................................................. 15
radio program titles (in quotation marks) ....... 41
radio, radios ............................................. 28
radius, radii .............................................. 28
rank-and-file employees ............................... 18
Rd., Road (address) .................................... 9
readable ................................................... 45
real estate tax .......................................... 20
receipt .................................................... 47
receive .................................................... 47
recommended Order ..................................... 11
recordkeeping ............................................ 15
recounted (attribution) ............................... 53
re-create ................................................ 17
re-cross-examination .................................... 17
recurrence ............................................... 45
red, white, and blue .................................... 35
reducible .................................................. 46
Reed, Black, et al. ...................................... 36
reemploy ................................................... 17
reenact .................................................... 17
reenter .................................................... 17
refer to, allude to ..................................... 53
referable .................................................. 45
referendum, referenda .................................. 28
referred .................................................... 45
refusal-to-bargain case ............................... 18
Region (of the Board) .................................... 11
Region 5 ................................................... 11
regional attorney ....................................... 11
Regional Attorney Jane Doe .......................... 11
Regional Director ....................................... 11
Regional Office ......................................... 11
regrettable ............................................... 46
rehearing (spell out in citation) .................... 2
reign ....................................................... 47
Reinstatement (Second) of Agency .................. 7
relevant ................................................... 45
relevant (spell out in citation) ..................... 2
relief ....................................................... 47
relieve ..................................................... 47
remainder, rest, balance ................................ 53
remanded (spell out in citation) ................... 2
Remedy (in the case) ................................... 11
remedy section .......................................... 11
repeating signals ........................................ 6
replaced by, with ....................................... 65
report (Regional Director’s) ......................... 11
Report on Objections .................................. 11
report titles (in quotation marks) .................. 41
reporter services ........................................ 8
reprehensible ............................................. 46
representative of a group, a .......................... 12
Representative, a (U.S. Congress) ................. 12
repressible ............................................... 46
reproducible ............................................. 46
republican form of government, a ................. 12
Republican, a (party member) ....................... 12
repugnance against, between, of, to ............... 65
request for review ....................................... 11
re-redirect ............................................... 17

Revised January 2000
INDEX AND WORD LIST

-ceed (ending) ........................................47
change y to i unless suffix begins
  with i ................................................48
double final consonant before suffix ....47
drop e before suffix when d
  before ge ........................................48
frequently misspelled words .............45
i-before-e rule ................................47
-ible (ending) ..................................46
-ise (ending) ....................................47
-ize (ending) ....................................47
-sede (ending) ..................................47
silent e before suffix .......................48
spiel ..................................................45
spirit of '76 ......................................32
spoonful ..........................................16
Square (address) ...............................9
SS America ......................................50
St. Michael's Men's Club ..................31
St., Street (address) .........................9
stadium, stadiums ............................28
staff (collective noun) ......................57
State, a (in U.S.) ..............................12
State, New York ...............................12
State Attorney ..................................12
State's evidence ...............................12
State aid .........................................12
State name .......................................12
State names, Postal Service abbreviations 9
State road .......................................12
state, church and ...............................12
state, out-of-state .............................12
stated (attribute) ..............................53
statewide .........................................12
status quo (not italicized) ...............50
status quo ante .................................50
  not italicized .................................49
  restore status quo to given date
    (preferred) ..................................49
statutes cited ..................................8
stein ...............................................47
step-2 grievance ..............................18
step-by-step ....................................19
stepfather ........................................16
Sterns' is running a sale. ................32
still-lingering doubt .........................20
still-new car ..................................20
stimulus, stimuli .............................28
Subregional Office ..........................11
subsequent to (avoid) ......................52
subsec. subsecs., subsection(s) ..........10
subsequent to (avoid) ......................52
subtlety ..........................................45
succeed ..........................................47
suggestible .....................................46
suffixes in compound words .............16
succeed ..........................................47
successors-and-assigns clause ..........18
suggestible .....................................46
Superintendent Heep .......................13
supermarket ....................................16
supersede .....................................45, 47
superseniority ..................................45
supersensible ..................................46
supervisor .......................................47
Supervisor Smith ..............................13

stone's throw ...................................31
storeroom .......................................15
storewide .......................................15
strata ............................................28
strawboss .......................................15
strive against, for, to, with ..........66
Strunk & White, Elements of Style 34, 38, 51
studio, studios .................................28
stupify ..........................................45
stylus, styluses ...............................28
sua sponte
  not italicized .................................49
  on its own motion (preferred) ..........49
sub nom., under the name .................1, 2, 10
sub rosa (adv.) ...............................17
sub-rosa (adj.) .................................17
subch. subchs., subchapter(s) ..........10
subheading titles (in quotation marks) ..41
subhuman .......................................16
subject titles (in quotation marks) .....41
submersible ....................................46
subpar. subpars., subparagraph(s) ......10
subpoena (not italicized) ...............50
subpoena ad testificandum
  not italicized .................................49
  subpoena to testify, subpoena
    (preferred) ..................................49
subpoena duces tecum
  not italicized .................................49
subpoena to produce documents
  (preferred) ..................................49
subpoena to produce documents ..........49
subregion .......................................15
subregional ....................................15
successors-and-assigns clause ..........18
suffixes in compound words .............16
suggestible .....................................46
Superintendent Heep .......................13
supermarket ....................................16
supersede .....................................45, 47
superseniority ..................................45
supersensible ..................................46
supervisor .......................................47
Supervisor Smith ..............................13
INDEX AND WORD LIST

supp. supps., supplement(s) .................................................. 10
suppressible ........................................................................... 46
supra
above (preferred) ................................................................. 6, 49
not italicized ......................................................................... 6, 49
Supreme Court decisions
company names ........................................................................ 3
union names ........................................................................... 1, 3
Supreme Court Reporter (cited S.Ct.) ..................................... 8
surmise .................................................................................... 47
surname in text, first with given name
and then alone (or with title for clarity) .................................. 13
surnames with book titles ..................................................... 7
surprise ..................................................................................... 47
surreptitious ............................................................................ 45
surrounding circumstances (avoid) ........................................ 52
surveil ....................................................................................... 56
surveillance ............................................................................. 45
susceptible ............................................................................... 46
Sutherland Statutory Constructions ........................................ 7
swing-shift employees ........................................................... 18
swore (attribution) .................................................................. 53
syllabus, syllabuses ................................................................ 28
symbol § in U.S.C. citations .................................................... 8
symbols, plurals of ................................................................. 32
sympathetic to, toward, with ............................................... 66
sympathize in, with ............................................................... 66
sympathy for, in, with ........................................................... 66
synopsis, synopses ................................................................. 29

T

tableau, tableaus ................................................................. 28
Taft-Hartley Act (LMRA) ........................................................ 7
talk to, with ........................................................................... 66
tally of ballots ....................................................................... 11
tangible ................................................................................... 46
taste for, in, of ....................................................................... 66
teachers college ..................................................................... 32
Teamsters Local 443 (the Union or the Respondent) ............ 39
Teamsters Union ..................................................................... 32
teaspoonful, teaspoonfuls ...................................................... 29
technicians guide ................................................................... 32
telephone, phone ................................................................... 32
televises .................................................................................. 47
Tell me how he did it. ............................................................. 40
temperature in the thirties .................................................... 27
Ten Commandments .............................................................. 27
Tenn., TN .................................................................................. 9
Ter., Terrace (address) .......................................................... 9
terrible ..................................................................................... 46
testified (attribution) ............................................................. 53
Tex., TX ................................................................................... 9
that, which ............................................................................... 56
The (initial), omitted in case citation ................................... 2
the “duly” habit ...................................................................... 41
the “lameduck” amendment ................................................ 41
the 1990s ................................................................................. 27
the 1st (day) of the month ..................................................... 25
The 9th group contained three items and the 10th group contained four. ......................................................... 25
The agreement (GC Exh. 2) was never signed (Tr. 26–27). ................................................................................. 40
The answer is “Maybe.” .......................................................... 42
The area is drought stricken. .................................................. 20
The area was used for beet growing. .................................... 20
The atomic bomb, which we developed, was first used by us. ................................................................. 35
The boy is freckle faced. ......................................................... 20
The Company produces many items, e.g., electrical and mechanical equipment. .................................................. 36
The court said: “[T]he underlying purpose of this statute is industrial peace. This conduct is not conducive to that end.” .............................................................. 34
The dam that gave way was poorly constructed. .................... 35
the Deep South ...................................................................... 12
The effects were far reaching. ............................................... 20
the fact that (avoid) ............................................................... 52
the field examiner ................................................................. 13
the first (part) of October ...................................................... 25
The following question came up for discussion: What policy should be adopted? ................................................ 34
the foreman ........................................................................... 13
The foreman saw him at the timeclock and directed him to go to the office. (Smith had never been late before. Many others had been.) They met the steward there. ................................................. 39
the heading “Collective Bargaining” .................................. 37
The language should be ......................................................... 34
The language should be as follows: .................................... 34
The man had 1 suit, 2 pairs of shoes, and 15 pairs of socks for the trip. ......................................................... 25
The man had one suit, two pairs of shoes, and one hat. .............................................................. 25

Revised January 2000
INDEX AND WORD LIST

the Middle West ........................................ 12
the North .................................................. 12
The number of accidents is great ..................... 57
the Pacific Coast ........................................ 12
the painter Van Gogh ................................... 37
the Panhandle ............................................ 12
the port of New York ..................................... 12
the present time (avoid) ................................ 52
The president pro tem [Arnold] spoke briefly .......... 33
The President, he said, “will veto the bill.” .......... 43
The primary issues are (a) . . . (b) ....................... 34
The primary issues are: (a) . . . (b) (avoid) ......... 34
the primary result. [Emphasis added.] (at end of block quotation) ........................................ 33
the ship’s hovering nearby ............................. 32
The sketches have been submitted; we await their approval ............................................ 42
The so-called investigative body [no quotation marks after so-called] .................. 41
the Southwest ............................................. 12
The squalor of the streets reminded him of a line from Oscar Wilde: “We are all in the gutter, but some of us are looking at the stars.” ........................................ 34
The third group contained 10 items ................. 25
The third group contained nine items .......... 25
the Thirteen Original States .................. 27
The trainman shouted, “All aboard!” ............... 43
The trouble with truth is its many varieties ............... 57
The United States is the principal purchaser (by value) of these exports (23 percent in 1995 and 19 percent in 1996). .................................................. 39
The violence resumed shortly after “he arrive[d] in his truck.” .................. 44
The vote was 77 yes and 9 no ............................ 41
The witness tried [evidently without success] to convince the court ......... 33
theirs (possessive) ........................................ 32
theme titles (in quotation marks) ................. 41
themselves .................................................. 17
Then we had much; now, nothing .................... 36
There are many exceptions, namely, silk, cotton, nylon, and wool ............ 36
there can be no question that (avoid) ........... 52
therefor (avoid) ........................................... 51
therefrom (avoid) ........................................ 51
therein (avoid) ............................................ 51
thereof (avoid) ........................................... 51
therewith (avoid) ........................................ 51
thermocouple ............................................. 16
thesis, theses ............................................. 29
They had indeed gone .................................. 37
They had stopped work . . . and [had gone] to the office ........................................... 44
This 1980 case (447 U.S. 490) is not relevant .......... 39
this p.m. ....................................................... 25
Thomas Brown, Esq., .................................. 36
though, although, even though ....................... 53
three afternoons ......................................... 26
three decades ............................................ 26
three quarters (9 months) ............................. 26
three R’s ................................................... 32
three-ply ..................................................... 26
threescore years and ten ................................ 27
threshold ...................................................... 45
thrill at, with ............................................. 66
till, until .................................................... 32
time (use sing. verb) .................................... 57
time in figures ............................................. 26
time-and-a-half wage rate .............................. 18
time-barred charge .................................... 18
timecard ................................................... 15
timesheet .................................................. 15
timewasting ............................................... 15
title 4 (in lowercase) .................................... 13
titles (do not hyphenate except combined offices) ........................................... 21
titles and headings, capitalize (except articles, conjunctions, and prepositions of four or fewer letters) ................. 13
titles and names in text ................................ 13
titles, compound (use en dash when needed for clarity) .................. 38
To Whom It May Concern: ............................ 34
to wit (avoid) ............................................ 51
tobacco, tobaccos ........................................ 28
together with (use sing. verb) ......................... 57
tolerance for, of, to ................................... 66
tomato, tomatoes ....................................... 28
tool-and-die maker ..................................... 18
toolmaker ................................................... 15
torch, torches ............................................. 28
tormented by, with ................................... 66
torpedo, torpedoes ..................................... 28
INDEX AND WORD LIST

<table>
<thead>
<tr>
<th>Term</th>
<th>Page Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>total, totaled</td>
<td>45, 47</td>
</tr>
<tr>
<td>totally (preferred over in toto)</td>
<td>49</td>
</tr>
<tr>
<td>Tr., transcript</td>
<td>10</td>
</tr>
<tr>
<td>tractor-trailer</td>
<td>17</td>
</tr>
<tr>
<td>trade unions</td>
<td>29</td>
</tr>
<tr>
<td>traffic, trafficking</td>
<td>45</td>
</tr>
<tr>
<td>transatlantic</td>
<td>16</td>
</tr>
<tr>
<td>trans-Canadian</td>
<td>16</td>
</tr>
<tr>
<td>transcript, Tr.</td>
<td>10</td>
</tr>
<tr>
<td>transfer, transferable, transferred</td>
<td>45</td>
</tr>
<tr>
<td>transfer, transferal, transference, transferor</td>
<td>47</td>
</tr>
<tr>
<td>transfer, transferred, transferring</td>
<td>47</td>
</tr>
<tr>
<td>transoceanic</td>
<td>16</td>
</tr>
<tr>
<td>transshipment</td>
<td>45</td>
</tr>
<tr>
<td>travel, traveled</td>
<td>45, 47</td>
</tr>
<tr>
<td>Tree Fruits decision</td>
<td>50</td>
</tr>
<tr>
<td>tricolor</td>
<td>16</td>
</tr>
<tr>
<td>trio, trios</td>
<td>28</td>
</tr>
<tr>
<td>truckdriver (but dump truck driver)</td>
<td>15</td>
</tr>
<tr>
<td>true, truism</td>
<td>48</td>
</tr>
<tr>
<td>TRW, Inc. recently built here</td>
<td>36</td>
</tr>
<tr>
<td>T-shirt</td>
<td>19, 45</td>
</tr>
<tr>
<td>turn over (v.)</td>
<td>15</td>
</tr>
<tr>
<td>turnover (n.)</td>
<td>15</td>
</tr>
<tr>
<td>TV program titles (in quotation marks)</td>
<td>41</td>
</tr>
<tr>
<td>Twenty years is a long time</td>
<td>57</td>
</tr>
<tr>
<td>twentyfold</td>
<td>16</td>
</tr>
<tr>
<td>two ½-inch boards</td>
<td>27</td>
</tr>
<tr>
<td>two dozen</td>
<td>26</td>
</tr>
<tr>
<td>two, twos</td>
<td>28</td>
</tr>
<tr>
<td>twofold or threefold</td>
<td>19</td>
</tr>
<tr>
<td>twos, threes (plurals)</td>
<td>32</td>
</tr>
</tbody>
</table>

**U**

<table>
<thead>
<tr>
<th>Term</th>
<th>Page Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>U. Exhs., union exhibits</td>
<td>10</td>
</tr>
<tr>
<td>U. Pa. L. Rev.</td>
<td>7</td>
</tr>
<tr>
<td>U.S. (omitted in citing Federal agencies)</td>
<td>2</td>
</tr>
<tr>
<td>U.S. (citing United States Reports)</td>
<td>8, 10</td>
</tr>
<tr>
<td>U.S. Attorney</td>
<td>9</td>
</tr>
<tr>
<td>U.S. Const., Art. I, § 9, cl. 2</td>
<td>8</td>
</tr>
<tr>
<td>U.S. District Court</td>
<td>9</td>
</tr>
<tr>
<td>U.S. economy</td>
<td>9</td>
</tr>
<tr>
<td>U.S. Government</td>
<td>9</td>
</tr>
<tr>
<td>U.S. Senate</td>
<td>9, 12</td>
</tr>
<tr>
<td>U.S. Supreme Court</td>
<td>9, 12</td>
</tr>
<tr>
<td>U.S.C., United States Code</td>
<td>8</td>
</tr>
<tr>
<td>U.S.C.A., United States Code Annotated</td>
<td>8</td>
</tr>
<tr>
<td>USCS, U.S. Code Service Lawyers Edition</td>
<td>8</td>
</tr>
<tr>
<td>USCS, United States Supreme Court Service Lawyers Edition</td>
<td>8</td>
</tr>
<tr>
<td>UAW (no periods)</td>
<td>40</td>
</tr>
<tr>
<td>ultra-ambitious</td>
<td>17</td>
</tr>
<tr>
<td>ultrasonic</td>
<td>16</td>
</tr>
<tr>
<td>umbrage at, to</td>
<td>66</td>
</tr>
<tr>
<td>uncap</td>
<td>16</td>
</tr>
<tr>
<td>undercoverman</td>
<td>20</td>
</tr>
<tr>
<td>underproductive</td>
<td>16</td>
</tr>
<tr>
<td>unequal in, to</td>
<td>66</td>
</tr>
<tr>
<td>unfavorable for, to</td>
<td>66</td>
</tr>
<tr>
<td>unilingual</td>
<td>16</td>
</tr>
<tr>
<td>unintelligible</td>
<td>46</td>
</tr>
<tr>
<td>union agent</td>
<td>11</td>
</tr>
<tr>
<td>union animus (not antiunion animus)</td>
<td>45</td>
</tr>
<tr>
<td>union exhibits, U. Exhs.</td>
<td>10</td>
</tr>
<tr>
<td>Union Steward Clark, who participated in the strike, was promoted</td>
<td>35</td>
</tr>
<tr>
<td>Union, the (in the case)</td>
<td>11</td>
</tr>
<tr>
<td>union-security clause</td>
<td>18</td>
</tr>
<tr>
<td>union-shop agreement</td>
<td>18</td>
</tr>
<tr>
<td>United States foreign policy of</td>
<td>9</td>
</tr>
<tr>
<td>The Supreme Court of the</td>
<td>9</td>
</tr>
<tr>
<td>United States Code (cited U.S.C.)</td>
<td>8</td>
</tr>
<tr>
<td>United States Code Annotated (cited U.S.C.A.)</td>
<td>8</td>
</tr>
<tr>
<td>United States Code Service Lawyers Edition (cited USCS)</td>
<td>8</td>
</tr>
<tr>
<td>United States control</td>
<td>32</td>
</tr>
<tr>
<td>United States Court of Appeals for the Fifth Circuit</td>
<td>12</td>
</tr>
<tr>
<td>United States Law Week (L.W.)</td>
<td>8</td>
</tr>
<tr>
<td>United States Reports (cited U.S.)</td>
<td>8, 10</td>
</tr>
<tr>
<td>United States Supreme Court Reports Lawyers’ Edition (cited L.Ed.2d)</td>
<td>8</td>
</tr>
<tr>
<td>unmistakable</td>
<td>46</td>
</tr>
<tr>
<td>unsusceptible</td>
<td>46</td>
</tr>
<tr>
<td>until such time as (avoid)</td>
<td>52</td>
</tr>
<tr>
<td>until, till</td>
<td>32</td>
</tr>
<tr>
<td>unto (avoid)</td>
<td>51</td>
</tr>
<tr>
<td>untrammeled</td>
<td>45</td>
</tr>
<tr>
<td>unusually high strung supervisor</td>
<td>20</td>
</tr>
<tr>
<td>up to date (adv.)</td>
<td>17</td>
</tr>
<tr>
<td>up-and-coming</td>
<td>17</td>
</tr>
<tr>
<td>update</td>
<td>16</td>
</tr>
<tr>
<td>upon, on</td>
<td>55</td>
</tr>
<tr>
<td>uppercase type</td>
<td>20</td>
</tr>
</tbody>
</table>

Revised January 2000
INDEX AND WORD LIST

upperclassman ........................................20
ups and downs ........................................32
up-to-date (adj.) ......................................17
usable ..................................................45
USS Nautilus ........................................50
Utah, UT ...............................................9

V

Va., VA ....................................................9
vacated (spell out in citation) .......................2
variance with .........................................66
various, different .....................................56
vary from, with .......................................66
Venetian ................................................11
venetian blinds ........................................11
verbal, oral .............................................55
verbatim (not italicized) ..............................50
verbatim (preferred over in haec verba) ........49
vessels (italicize names) ..............................50
vest in, with ..........................................66
veto, vetoes ............................................28
vexed at, with ........................................66
vice chairmen .........................................29
vice president, ex-vice-president ...............19, 21
Vice President–General Manager Brown
(with en dash, not hyphen) .........................13, 38
vice versa (not italicized) .........................50
vice-presidency ......................................19
Vice-President-elect ................................19
vicissitude .............................................45
vilify .....................................................45
vincible ..................................................46
virtuoso, virtuosos ..................................28
vis-à-vis (avoid) ......................................51
visible ..................................................46
viz. (avoid) .............................................51
V-neck ....................................................19
voir dire (not italicized) ............................49
vol. vols., volume(s) ................................10
volume 10 (in lowercase) .........................13
volume numbers (replace Roman with
Arabic numerals) ......................................8
Von Braun ............................................12
von Braun, Wernher ................................12
Vt., VT ...................................................9

W

W.Va., WV ...............................................9
wait for, on, until .................................66
warehouseman .......................................15
Wash., WA .............................................9
Washington Post (not italicized) ...............50
Washington Post, Jan. 7, 1982 at D11,
col. 5 .....................................................7
Washington Post, the ..............................12
Washington, DC 20570–0001 ....................37
We have not carried that model for
some time, but we expect to restock it ...36
weeks’ allowance ...................................31
weigh .....................................................47
Weinstein’s Federal Evidence .....................7
weird .....................................................47
well-being .............................................17
well-established procedure .......................18
well-kept farm .......................................20
well-known lawyer ..................................20
well-known supporter ................................18
well-settled principle ................................18
well-thought-out maneuver .......................18
West (address) ........................................9
What the difficulty is, is not known ..........36
What! ....................................................39
when, while, during ..................................54
Where the h— is he? ..............................38
where, when, in which, if ........................56
whereas ...............................................32
whereases and wherefores .......................29
whereby (avoid) ......................................51
wherein (avoid) ......................................51
whether or not (omit not when possible) ...52
Whether the Company (a) bargained in
bad faith, precluding a valid impasse,
(b) changed wages, benefits, and
working rules, and (c) [commas
instead of semicolons] .........................42
while, although, even though ...................56
White Senior ...........................................37
Who shouted, “All aboard!” ....................39
wholly owned subsidiary ..........................20
Why call it a “gentlemen’s agreement”? ....43
wide gauge .............................................19
wide-awake ..........................................19
widemouthed .........................................19
Wigmore on Evidence ..............................7
Williston on Contracts .............................7
willful ....................................................45
INDEX AND WORD LIST

<table>
<thead>
<tr>
<th>Term</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>windup</td>
<td>16</td>
</tr>
<tr>
<td>Wis., WI</td>
<td>9</td>
</tr>
<tr>
<td>Wisdom grows from experience</td>
<td>34</td>
</tr>
<tr>
<td>Wisdom grows from: experience, (avoid)</td>
<td>34</td>
</tr>
<tr>
<td>with (use sing. verb)</td>
<td>57</td>
</tr>
<tr>
<td>with reference to (avoid)</td>
<td>52</td>
</tr>
<tr>
<td>with regard to (avoid)</td>
<td>52</td>
</tr>
<tr>
<td>with the exception of (avoid)</td>
<td>52</td>
</tr>
<tr>
<td>withheld</td>
<td>45</td>
</tr>
<tr>
<td>women advisers</td>
<td>29</td>
</tr>
<tr>
<td>women writers</td>
<td>29</td>
</tr>
<tr>
<td>women’s votes</td>
<td>32</td>
</tr>
<tr>
<td>word-for-word report</td>
<td>18</td>
</tr>
<tr>
<td>work force</td>
<td>15</td>
</tr>
<tr>
<td>workers’ compensation</td>
<td>32</td>
</tr>
<tr>
<td>workplace</td>
<td>15</td>
</tr>
<tr>
<td>work-related complaint</td>
<td>18</td>
</tr>
<tr>
<td>worksheet</td>
<td>15</td>
</tr>
<tr>
<td>worktable</td>
<td>15</td>
</tr>
<tr>
<td>worktime</td>
<td>15</td>
</tr>
<tr>
<td>workweek</td>
<td>15</td>
</tr>
<tr>
<td>worthy of, to</td>
<td>66</td>
</tr>
<tr>
<td>Wright &amp; Miller, Federal Practice and Procedure</td>
<td>7</td>
</tr>
<tr>
<td>writer’s cramp</td>
<td>31</td>
</tr>
<tr>
<td>wrongdoer</td>
<td>15</td>
</tr>
<tr>
<td>WTOP–TV (with en dash)</td>
<td>38</td>
</tr>
<tr>
<td>Wyo., WY</td>
<td>9</td>
</tr>
<tr>
<td>X-ray</td>
<td>19</td>
</tr>
<tr>
<td>XYZ Company (the Company or the Respondent)</td>
<td>39</td>
</tr>
<tr>
<td>Y</td>
<td>66</td>
</tr>
<tr>
<td>yearn for, with</td>
<td>66</td>
</tr>
<tr>
<td>Yes, they are coming</td>
<td>36</td>
</tr>
<tr>
<td>yeses and noes</td>
<td>29, 32</td>
</tr>
<tr>
<td>yield of, to</td>
<td>66</td>
</tr>
<tr>
<td>YMCAs</td>
<td>29</td>
</tr>
<tr>
<td>You are sure, are you not?</td>
<td>36</td>
</tr>
<tr>
<td>You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) light for its size.</td>
<td>39</td>
</tr>
<tr>
<td>Your honesty, not your pleas, causes me to relent.</td>
<td>57</td>
</tr>
<tr>
<td>yours (plural)</td>
<td>32</td>
</tr>
<tr>
<td>yourself</td>
<td>17</td>
</tr>
<tr>
<td>yourselves</td>
<td>17</td>
</tr>
<tr>
<td>Z</td>
<td>26</td>
</tr>
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<td>26</td>
</tr>
<tr>
<td>zero, zeros</td>
<td>28</td>
</tr>
</tbody>
</table>