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Description of document:	National Labor Relations Board (NLRB) <u>NLRB Style Manual, A Guide for Legal Writing in Plain English</u> , 2000
Requested date:	20-August-2017
Released date:	29-September-2017
Posted date:	19-November-2018
Source of document:	FOIA Request NLRB FOIA Officer National Labor Relations Board 1015 Half Street, SE 4th Floor Washington, DC 20570 Fax: (202) 273-FOIA (3642)

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UNITED STATES GOVERNMENT
NATIONAL LABOR RELATIONS BOARD
FREEDOM OF INFORMATION ACT BRANCH
Washington, D.C. 20570

Via email

September 29, 2017

Re: FOIA ID: NLRB-2017-002064

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.nlr.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@nrlb.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@nrlb.gov.

Sincerely,

Synta E. Keeling /s/

Synta E. Keeling
Freedom of Information Act Officer

Attachment: (105 pages)

NATIONAL LABOR RELATIONS BOARD



NLRB STYLE MANUAL

A Guide for Legal Writing in Plain English

NLRB STYLE MANUAL

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NLRB STYLE MANUAL

RULES OF CITATION

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

XYZ Mfg. Co., 328 NLRB 433, 444–445 (1999)

328 NLRB 433, 435–436 fns. 2, 4 (1999) [citing footnotes]

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.*)

Stetson Hat Co., 328 NLRB 433 (1999), enfd. 196 F.3d 111 (D.C. Cir. 2000), cert. denied 528 U.S. 800 (2000) enfd. mem. enfd. per curiam enf. denied
enfd. in relevant part and remanded

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.

NLRB v. Stetson Hat Co., 196 F.3d 111 (6th Cir. 2000), enf. 328 NLRB 433 (1999)

NLRB v. Hatters Local 11, 196 F.3d 111, 115 (11th Cir. 2000) (dissenting opinion) (footnotes omitted), cert. denied 528 U.S. 800 (2000)

Hatters Local 11 v. NLRB, 528 U.S. 200, 210 (2000), rehearing denied 528 U.S. 924 (2000)

McLeod v. Hatters Local 11, 60 F.Supp.2d 500 (S.D.N.Y. 1999)

Pye v. Stetson Hat Co., 160 LRRM 2525; 137 LC ¶ 10,300 (D.Mass.1998).

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.Ill.2000) (D.D.C.2000). Separate multiple citations with semicolons.

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)	

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.”
2. Omit initial “The” (exception: The Ark).
3. Use abbreviations “Assn.,” “Bros.,” “Co.,” “Corp.,” “Inc.,” “Ltd.,” “Mfg.,” and “&.”
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.

“NLRB v. Gissel Packing Co.,” the running head for National Labor Relations Board v. Gissel Packing Co., Inc., et al., is cited *NLRB v. Gissel Packing Co.*, 395 U.S. 575 (1969).

“Labor Board v. Borg-Warner Corp.,” for National Labor Relations Board v. Wooster Division of Borg-Warner Corp., is cited *NLRB v. Borg-Warner Corp.*, 356 U.S. 342 (1958).

“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).

“Fibreboard Corp. v. Labor Board,” the running head for Fibreboard Paper Products Corp. v. National Labor Relations Board, is cited *Fibreboard Corp. v. NLRB*, 379 U.S. 203 (1964).

“Labor Board v. Rice Milling Co.,” for National Labor Relations Board v. International Rice Milling Co., Inc., et al., is cited *NLRB v. Rice Milling Co.*, 341 U.S. 665 (1951).

Supreme Court decisions, union names.

“NLRB v. Longshoremen,” the running head for National Labor Relations Board v. International Longshoremen’s Assn., AFL–CIO, et al., is cited *NLRB v. Longshoremen ILA*, 447 U.S. 490 (1980).

“Radio Officers v. Labor Board,” the running head for Radio Officers’ Union of the Commercial Telegraphers Union, AFL v. National Labor Relations Board, is cited *Radio Officers v. NLRB*, 347 U.S. 17 (1954).

“Carpenters’ Union v. Labor Board,” the running head for Local 1976, United Brotherhood of Carpenters and Joiners of America, A. F. L., et al. v. National Labor Relations Board [the famous *Sand Door* decision, involving Sand Door and Plywood Company], is cited *Carpenters Local 1976 (Sand Door) v. NLRB*, 357 U.S. 93 (1958).

“Electrical Workers v. Labor Board,” the running head for International Brotherhood of Electrical Workers et al. v. National Labor Relations Board, is cited *Electrical Workers IBEW Local 501 v. NLRB*, 341 U.S. 694 (1951). (In a current case, the local would be cited: *Electrical Workers Local 501*.)

“Electrical Workers v. Labor Board,” the running head for Local 761, International Union of Electrical, Radio & Machine Workers, AFL–CIO v. National Labor Relations Board et al., is cited *Electrical Workers IUE Local 761 v. NLRB*, 366 U.S. 667 (1961). (In a current case, the local in the renamed international union would be cited: *Electronic Workers Local 501*.)

“Labor Board v. Denver Bldg. Council,” the running head for National Labor Relations Board v. Denver Building & Construction Trades Council et al., is cited *NLRB v. Denver Building Trades Council*, 341 U.S. 675 (1951).

Court of Appeals and District Court decisions.

RULES OF CITATION

“N. L. R. B. v. Eldorado Mfg. Corp.,” the running head for National Labor Relations Board, Petitioner, v. Eldorado Manufacturing Corporation and United Steelworkers of America, AFL–CIO, Respondents, is cited *NLRB v. Eldorado Mfg. Corp.*, 660 F.2d 1207 (7th Cir. 1981).

“National Labor Relations Bd. v. Industrial Cotton Mills,” the running head for National Labor Relations Board v. Industrial Cotton Mills (Division of J. P. Stephens Co.), is cited *NLRB v. Industrial Cotton Mills*, 208 F.2d 87 (4th Cir. 1953), cert. denied 347 U.S. 935 (1954).

“N. L. R. B. v. Local Union No. 725, etc.,” the running head for National Labor Relations Board, Petitioner, v. Local Union No. 725 of the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, AFL–CIO, Respondent, is cited *NLRB v. Plumbers Local 725*, 572 F.2d 550 (5th Cir. 1978).

“Local 138, Internat’l Un. of Operating Engineers v. N.L.R.B.,” the running head for Local 138, International Union of Operating Engineers, AFL–CIO, and its Welfare Fund and Trustees, William C. DeKoning, et al., Petitioners, v. National Labor Relations Board, Respondent, is cited *Operating Engineers Local 138 v. NLRB*, 321 F.2d 130 (2d Cir. 1973).

“N. L. R. B. v. Const. & Bldg. Material Teamsters,” the running head for National Labor Relations Board, Petitioners, v. Construction and Building Material Teamsters Local No. 291, Affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, Respondent, is cited *NLRB v. Teamsters Local 291*, 633 F.2d 1295 (9th Cir. 1980).

“Liquor Salesmen’s Union Local 2 v. N. L. R. B.,” the running head for Liquor Salesmen’s Union Local 2 of the State of New York, Distillery, Rectifying, Wine & Allied Workers’ International Union, AFL–CIO, Petitioners, v. National Labor Relations Board, Respondent, is cited *Distillery Workers Local 2 v. NLRB*, 664 F.2d 318 (5th Cir. 1981).

“Morio v. North American Soccer League,” the running head for Winifred D. Morio, Regional Director of Region 2 of the National Labor Relations Board, for and on behalf of the National Labor Relations Board, Petitioner, v. The North American Soccer League and its Constituent Member Clubs, Respondents, is cited *Morio v. North American Soccer League*, 501 F.Supp. 633 (S.D.N.Y.1980).

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).

“Raycor Co.,” the running head for Raimund Corssen Co., Inc. d/b/a Raycor Co., is cited *Raycor Co.*, 249 NLRB 565 (1980).

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

“F. W. Woolworth Company,” the pre-1982 running head for F. W. Woolworth Company, is cited *F. W. Woolworth Co.*, 90 NLRB 289 (1950).

“Justak Brothers and Company,” the pre-1982 running head for Justak Brothers and Company, Inc., is cited *Justak Bros. & Co.*, 253 NLRB 1054 (1981).

“United Contractors Incorporated,” the pre-1982 running head for United Contractors Incorporated, JMCO Trucking Incorporated, Joint Employers, is cited *United Contractors*, 244 NLRB 72 (1979).

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).

“Local 3, IBEW,” the pre-1982 running head for Local 3, International Brotherhood of Electrical Workers, AFL–CIO *and* New York Electrical Contractors Association, Inc.; Empire Electrical Contractors Association, Inc.; and Association of the Electrical Contractors, Inc., is cited *Electrical Workers IBEW Local 3 (New York Electrical)*, 244 NLRB 357 (1979). (In a current case, the local would be cited: Electrical Workers Local 3.)

“UAW, Local 1989,” the pre-1982 running head for International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, (UAW), Local No. 1989 *and* Caterpillar Tractor Company, is cited *Auto Workers Local 1989 (Caterpillar Tractor)*, 249 NLRB 922 (1980).

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 parenthetical 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).

National Labor Relations Act, 29 U.S.C. § 151 et seq.

Labor Management Relations Act, 1947. [LMRA, the Taft-Hartley Act—not current NLRA]

Labor-Management Reporting and Disclosure Act of 1959, 29 U.S.C. § 401 et seq. [LMRDA, the Landrum-Griffin Act]

Health care jurisdiction: Section 2(14) of the Act.

Postal Service jurisdiction: Postal Reorganization Act, 39 U.S.C. § 1209(a). [PRA]

Board's Rules and Regulations. Also cited as the Rules and Regulations of the National Labor Relations Board. (Omit "as amended")

Board's Annual Report: 45 NLRB Annual Report 67 (1980).

NLRB Casehandling Manual (Part One) Compliance Sec.10639.

Miscellaneous Citations

McCormick on Evidence § 34 (4th ed. 1994)

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)

3 *Weinstein's Federal Evidence* § 505.07[2] (2d ed. 1998)

9 *Wigmore on Evidence* § 2015 (1981)

3 *Williston on Contracts* § 6:13 (4th ed. 1991)

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)

Cappelli & Rogovsky, *Employee Involvement and Organizational Citizenship: Implications for Labor Law and "Lean Production,"* 51 *Ind. & Labor Rel. Rev.* 633 (1998)

Estlund, *What Do Workers Want? Employee Interests, Public Interests, and Freedom of Expression Under the National Labor Relations Act*, 140 *U. Pa. L. Rev.* 921, 924 (1992)

Washington Post, Sept. 30, 1998 at B2, col. 1

Fed.R.Evid. 301 [Federal Rules of Evidence, 28 U.S.C.]

Fed.R.Civ.P. 43(c) [Federal Rules of Civil Procedure, 28 U.S.C.]

45 ALR2d 179 (1956) [American Law Reports]

29 CFR § 1604.1 (1980) [Code of Federal Regulations]

45 Fed.Reg.45259 (1980) (later printed at 14 CFR § 39.13) [Fed. Register]

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]
17 U.S.C. § 106(4) (Supp. II 1997) [United States Code]
17 U.S.C.A. § 106(4) (Supp. 1997) [United States Code Annotated]
17 USCS § 106(4) (Supp. 1997) [United States Code Service Lawyers Edition]
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]

H.R. 3769, 105th Cong., 144 Cong. Rec. H2705 (1998) [House bill, daily edition]
H. Con. Res. 284, 105th Cong., 144 Cong. Rec. H4188 (1988) [House concurrent resolution]
S. 383, 83d Cong., 100 Cong.Rec. 1213 (1954) [Senate bill, permanent edition]
S. Res. 218, 83d Cong., 100 Cong.Rec. 2972 (1954) [Senate Resolution, permanent edition]
Line Item Veto Act, Pub. L. 104–130, 110 Stat. 1200 (1996)
Administrative Procedure Act, 5 U.S.C. §§ 551–559, 701–706 [APA]
Equal Access to Justice Act, 5 U.S.C. § 552 [EAJA]
Freedom of Information Act, 5 U.S.C. § 552 [FOIA]

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. District Court

U.S. economy
U.S. Government

U.S. Senate
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.

Ala.	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.

St.	Ave.	Blvd.	Cir.	Ct.	Dr.	Hwy.	Pkwy.
Rd.	Rte.	Ter.	NE	NW	SE	SW	1400 H St. NW
<i>but</i>							
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

CP Exh.	Jt. Exh.	ch.	chs.	No.	Nos.	subpar.	subpars.
Emp. Exh.	Br. brief	cl.	cls.	pt.	pts.	subsec.	subsecs.
GC Exh.	Tr. transcript	col.	cols.	sec.	secs.	L. LL.	line lines
P. Exh.	app. apps.	ed.	eds.	vol.	vols.	f. ff.	& following p.
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 parenthetical 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)	Local 561, the Local
Administrative Law Judge Jane Doe, or Judge Doe (otherwise lowercase)	Member (of the Board)
Advisory Opinion	Motion for Summary Judgment
Agency, the (NLRB)	Notice to Show Cause
Board (NLRB)	Objection 4
Board Agent Jane Doe (<i>but</i> a Board agent)	Officer in Charge Jane Doe (otherwise lowercase)
Board Member	Order (in the case)
Chairman Jane Doe	Petitioner (in the case)
Charging Party (in the case)	recommended Order (lowercase r)
Company (in the case) <i>but</i> lowercase as modifier	Region (of the Board)
Conclusions of Law (in the decision)	Region 5
Consent Election Agreement	Regional Attorney Jane Doe (otherwise lowercase)
Court (U.S. Supreme Court) <i>but</i> lowercase for other courts	Regional Director
Decision and Determination of Dispute	Regional Office
Decision and Order	Remedy (<i>but</i> the remedy section)
Decision, Order, and Direction of Election	Report on Objections
Decision on Review	Resident Office
Employer (in the case)	Respondent (in the case)
Executive Secretary	Rules and Regulations <i>or</i> Board's Rules
General Counsel	Section 8(a)(1) (<i>but</i> the section)
Hearing Officer Jane Doe (otherwise lowercase)	Stipulated Election Agreement
Intervenor (in the case)	Subregional Office
Judge Doe (NLRB) (otherwise lowercase)	Supplemental Decision and Order
	Union (in the case) <i>but</i> lowercase as modifier

Do not capitalize

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

General Rules

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

John Macadam	Macadam family	Paris	Venetian
<i>but</i> 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.

United States: the Government, Federal Government, Federal aid, Federal road

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

CAPITALIZATION

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.

<u>articles:</u>	a, an, the
<u>conjunctions:</u>	and, as, both, but, if, nor, or, than, that, when
<u>prepositions:</u>	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

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 *	patternmaker	shutdown *
breaktime	housekeeper	paycheck	storeroom
bylaws	hydroelectric	payroll	storewide
catchall	Industrywide	percent	strawboss
checkoff *	interstate	pickup *	subregion
checkout *	intrastate	piecework	subregional
coffeebreak	jobsite	plantwide	superseniority
coffeetime	layoff *	postdecision	timecard
commonsense (adj.)	leadman	postelection	timesheet
common sense (n.)	locksmith	postpetition	timewasting
companywide	longstanding	powerhouse	toolmaker
counterman	longtime	powerplant	truckdriver (<i>but</i>
counteroffer	lumberyard	preelection	dump truck driver)
counterproposal	lunchbreak	preemployment	turnover *
courthouse	lunchtime	preexisting	warehouseman
coworker	markup *	pretrial	workplace
(<i>but</i> cross-examine	meatcutter	pricelist	worksheet
cross-reference	meatpacker	printout	worktable
deemphasis	millwork	procompany	worktime
diemaker	millyard	prounion	workweek
diesinker	multiemployer	racetrack	(<i>but</i> work force)
downsize	nationwide	recordkeeping	wrongdoer

* Two words as verb.

COMPOUND WORDS

2. Suffixes in compound words.

The following italicized suffices 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
<i>but</i>			
Florida- like	bell- like	brass- smith	

3. Prefixes in compound words.

a. Prefixes written solid

amoral	electromagnet	mid summer	pseudo nym
after care	ex communicate	mis state	re unite
Anglo mania	extra hazardous	mono gram	retro spect
ante date	fore finger	multi color	semi annual
anti trust	hydro electric	neo phyte	step father
bi annual	hyper tension	non neutral	sub human
bypass	hypo tension	off shore	super market
circum navigate	in bound	on stage	thermo couple
co exist	infra red	out moded	trans oceanic
contra band	inter com	over compensate	tri color
counters ink	intra union	para medic	ultra sonic
desal inize	intro vert	poly ester	un cap
demi tasse	iso metric	post war	under productive
dis embark	mal practice	pre arranged	uni lingual
down hearted	micro phone	pro rate	up date

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

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

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**).

anti-inflation		electro-optics		semi-idleness
co-op		micro-organisms		semi-indirect
co-owner		pre-engineered		ultra-ambitious
<i>but</i>				
co operate	de escalate	pre eminent	pre exist	re enact
co ordinate	pre emergence	pre empt	re employ	re enter

d. Prefixes in other compound words.

by-election	in-law	on-the-job	re-redirect
by-product	mid-1982	out-of-doors	second-guess
<i>but</i> by and large	non-civil-service	out-of-pocket	sub rosa (adv.)
down-to-earth	non sequitur	out-of-the-way	sub-rosa (adj.)
extra-large (adj.)	non-taxpaid	part-time (as modifier)	tractor-trailer
extra-long (adj.)	off-color	pre-impasse	up-and-coming
extra-strong (adj.)	off-season	pre-interview	up to date (adv.)
full-time (as modifier)	off-the-record	re-create	up-to-date (adj.)
in-between	on-and-off	re-cross-examination	well-being

4. Personal pronouns and other compound pronouns and adverbs.

herself	itself	ourselves	yourself
himself	myself	themselves	yourselves
anybody	everybody	nobody	somebody
anyone *	everyone *	no one	someone
anything	everything	nothing	something
anywhere	everywhere	nowhere	somewhere

* Two words if a single member of a group of persons or things.

COMPOUND WORDS

Hyphenated Compounds

A “hyphen joins, in contrast to the dash, whose job is to separate.” Copperud, *American Usage and Style: The Consensus* 188 (1980).

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

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
<i>but</i>			
attorney at law	heir at law	leaves of absence	next of kin

3. Joined capital letter and other prefixes.

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	<i>but</i> quasi appointment	
<i>but</i>			
exfoliate	ex post facto	wide gauge	widemouthed

4. Element of title in compound words.

President-elect	Vice-President-elect	vice-presidency	<i>but</i> vice president
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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
<i>but</i>	
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	fringe benefit plan	portland cement plant
atomic energy project	health care institution	production credit loan
bargaining unit employees	high school student	public utility plant
child welfare plan	income tax form	real estate tax
civil rights case	interstate commerce law	running head citations
civil service examination	land bank loan	social security program
due process law	land use program	soil conservation measures
durable goods industry	life insurance company	special delivery mail
flood control study	parole evidence rule	speech correction class
free enterprise system	per capita tax	<i>but</i> 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 effects were far reaching.

The area is drought stricken.
The boy is freckle faced.

3. When the first element of a two-word modifier is an adverb ending in *ly* or the first two elements of a three-word modifier are adverbs.

eagerly awaited moment
wholly owned subsidiary
but

unusually high strung supervisor
longer than usual lunch period

ever-normal granary
ever-rising earnings

still-lingering doubt
still-new car

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
but

best liked books
higher level decision

larger sized dress
lower income group

bestseller
low-paying job

undercoverman
uppercase, lowercase type

upperclassman

5. When modifier consists of a foreign phrase.

bona fide transaction
but antebellum days

ex officio member
per capita tax

per diem employee
prima facie evidence

COMPOUND WORDS

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

assistant professor
attorney general

editor in chief
officer in charge

secretary-treasurer
vice president

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

African American
but
French-Irish descent

Italian American area

Latin American trip

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.

June 11, 1998	June 1998	June and July 1998
May 1 to June 1, 1998	May, June, and July 1998	between 1990 and 1998
1994, 1998	1994–1997	A.D. 1066; 429 B.C.
the 1st (day) of the month	<i>but</i> the first (part) of October	
4th of July (the date)	<i>but</i> Fourth of July (the holiday)	

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
<i>but</i>			
two dozen	one gross	zero miles	three-ply

6. Money.

\$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	
<i>but</i>			
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	<i>but</i> 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

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

PLURALS

General Rules

1. **Most plurals** are formed by **adding s**.

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

buses	buzzes	foxes	torches	Bushes
Joneses	Schmitzes	Essexes	<i>but</i> Bachs	

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

cities	skies	<i>but</i>	Marys	Januarys	Kansas Citys
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4. **Add s** to nouns **ending** in **vowel-plus-y**, except nouns ending in *quy*.

attorneys	chimneys	moneys	<i>but</i>	soliloquies
-----------	----------	--------	------------	-------------

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

cameos	portfolios	radios	studios	trios
--------	------------	--------	---------	-------

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

echoes	heroes	tomatoes	torpedoes	vetoed
<i>but</i>				
albinos	dynamos	kimonos	photos	solos
armadillos	Eskimos	lassos	pianos	tobaccos
autos	falsettos	magnetos	piccolos	twos
avocados	ghettos	mementos	provisos	virtuosos
banjos	halos	memos	salvos	zeros

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

adieux	beaus	formulas	minimums	sanitariums
agendas	cactuses	geniuses	opuses	stadiums
antennas	dogmas	indexes	plateaus	styluses
appendixes	equilibriums	insignias	podiums	syllabuses
aquariums	focuses	maximums	sanatoriums	tableaus
<i>but</i>				
addenda *	data *	media *	nuclei	stimuli
alumni	errata *	matrices	phenomena	strata
criteria	fungi	memoranda	radii	
curricula	larvae	minutiae	referenda	

* Both singular and plural.

PLURALS

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

analysis	analyses	ellipsis	ellipses	synopsis	synopses
basis	bases	hypothesis	hypotheses	thesis	theses
crisis	crises	parenthesis	parentheses	<i>but</i>	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
ifs, ands, or buts	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	YMCA's
------	------	-------	------	---------	-----	------	-------	--------	--------

Plurals of Compound Terms

The significant word takes the plural form.

1. Significant word first.

attorneys at law	courts-martial	postmasters general
attorneys general	heirs at law	prisoners of war
bills of fare	leaves of absence	rights-of-way
brothers-in-law	mothers-in-law	sergeants at arms
conflicts of interest	notaries public	

2. Significant word in middle.

assistant attorneys general	assistant comptrollers general
assistant chiefs of staff	deputy surgeons general

3. Significant word last.

assistant attorneys	general counsels	trade unions
deputy sheriffs	<i>but</i> counsel (sing. & pl.)	vice chairmen

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

coats of arms	men employees	women advisers
men buyers	secretaries-treasurers	women writers

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

PLURALS

also-rans
come-ons

go-betweens
hand-me-downs

jack-in-the-pulpits
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

PUNCTUATION

“Punctuation should aid in reading and prevent misreading.” *GPO Style Manual*.

APOSTROPHE

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	men's	hostess'	hostesses'	Jones'	Joneses'
Congress'		prince's	princes'	Lopez'	Lopezses'
corps'		princess'	princesses'	<i>but</i>	Essex's Essexes'

- 2. Compound nouns. Add ' or 's to the last noun.**

attorney at law's fee	Charles White Jr.'s account
attorney general's appointments	Brown of Texas' motion
comptroller general's decision	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	men's and women's clothing
soldiers and sailors' home	Mrs. Smith's and Mrs. Allen's children
John's, Thomas', and Henry's ratings	St. Michael's Men's Club

- 4. Indefinite or personal pronouns. Add ' or 's to form possessive.**

each other's store	one's mortgage	somebody's proposal
others' homes	someone's computer	<i>but</i> somebody else's pen

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

arm's length	printer's ink	writer's cramp	author's alteration
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- 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
for pity's sake	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' sake	for appearance' sake	for conscience' sake
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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. Sterns' is running a sale.
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	<i>but</i> 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	whereases	ifs, ands, or buts
twos threes	ups and downs	yeses and noes	<i>but</i> 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 placed 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).

The language should be as follows:	<i>or</i>	The language should be
The primary issues are (a) . . . (b)	<i>not</i>	The primary issues are: (a) . . . (b)
Wisdom grows from experience,	<i>not</i>	Wisdom grows from: experience,

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 parenthetical 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 parenthetical matter. To set off parenthetical 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, parenthetical 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.

COMMA

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?

COMMA

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
202-633-0500

Case 16-CA-14590
Washington, DC 20570-0001

motor No. 189463

9500

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.

June 1998

June and July 1998

May, June, and July 1998

Labor Day 1997

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 parenthetical 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.

Case 26–CA–4219
\$100–\$200
301–848–8400

AFL–CIO
4–H Club
WTOP–TV

1995–1997
May–October
Monday–Friday

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

painter–door builder Jones

Vice President–General Manager Brown

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
between 1995 and 1996

not
not

from January 1–June 30, 1996
between 1995–1996

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.
He acknowledged the error!
How beautiful!

What!
Who shouted, “All aboard!” (no question
mark used)

PARENTHESES

Parentheses Are Used

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

R. M. Conway Co. (Conway)
Local 1 (the Local)
Local 1 (the Respondent Union)

against the Union, the Respondent

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 parenthetical 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.

b. Meat cooked rare.

c. Cubed apples stewed.

1. Punctuate moderately.

2. Compound sparingly.

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"
but It was known as glucinium.

After the word "man," insert a colon.
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
the "duly" habit

George Herman "Babe" Ruth
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.
He said that no he would not.

She said Jones was a born liar.
The vote was 77 yes and 9 no.

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.

8(a)(5) of NLRA; *NLRB v. Gissel Packing Co.*, 395 U.S. 575 (1969)

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	intervenor	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	stupefy
cannot	gauge	minuscule	subtlety
catalog	goodbye	mischievous	supersede
channeled	gray	misspell	surreptitious
commingle	gruesome	modeled	surveillance
consummate	guarantee	mold	T-shirt
converter	harass	moneys	threshold
conveyor	hierarchy	movable	totaled
corollary	homogeneous	mustache	trafficking
counseled	imminent	nickel	transferable
counselor	imprimatur	occurrence	transferred
countervailing	inadmissible	offense	transshipment
credence	inadvertence	outrageous	traveled
credible	incumbent	pastime	union animus
credulity	inferable	percent	untrammelled
credulous	innocuous	pleaded	usable
decision making	innuendo	prerogative	vicissitude
defendant	inquiry	proffer	vilify
dependent	insistence	programmer	willful
descendant	instill	programming	withhold

SPELLING

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).

accessible	edible	incorrodible	irreversible
addible	educible	incorruptible	legible
admissible	eligible	incredible	negligible
apprehensible	erodible	indefeasible	omissible
audible	exemptible	indefensible	ostensible
coercible	exhaustible	indelible	perceptible
cohesible	expansible	indestructible	perfectible
collapsible	expressible	indigestible	permissible
collectible	fallible	indiscernible	persuasive
combustible	feasible	indivertible	pervertible
compatible	flexible	indivisible	plausible
comprehensible	forcible	inducible	possible
compressible	fungible	ineligible	producible
contemptible	fusible	inexhaustible	protectible
contractible	gullible	inexpressible	reducible
controvertible	horrible	infallible	reprehensible
convertible	illegible	infeasible	repressible
convincible	immersible	inflexible	reproducible
corrigible	imperceptible	infusible	resistible
corrodible	impermissible	insensible	responsible
corruptible	impersuasive	instructible	reversible
credible	implausible	insuppressible	revertible
crucible	impossible	insusceptible	seducible
deducible	impressible	intangible	sensible
deductible	inaccessible	intelligible	submersible
defeasible	inadmissible	interruptible	suggestible
defensible	inapprehensible	invertible	supersensible
descendible	inaudible	invincible	suppressible
destructible	incoercible	invisible	susceptible
diffusible	incombustible	irascible	tangible
digestible	incompatible	irreducible	terrible
discernible	incomprehensible	irremissible	irremissible
irremissible	incontrovertible	irreprehensible	unintelligible
distractible	inconvertible	irrespressible	unsusceptible
divestible	inconvincible	irresistible	vincible
divisible	incorrigible	irresponsible	visible

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	conceit	deceive	perceive	receipt	receive
(exceptions)	either	leisure	neither	seize	sheik	weird
(eye sound)	feisty	height	stein	Geiger counter		
(long a)	deign	feign	heinous	neighbor	reign	weigh
(others)	deity	financier	foreign	forfeit	friend	heir
	piety	science	siesta	sieve	specie	

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	<i>but</i>	total	totaled
get	getting	transfer	transferred, transferring	<i>but</i>	travel	traveled
commit	committal, committed, committee, committing	<i>but</i>	commitment (consonant)			
prefer	preferring	<i>but</i>	preference (stress shifts to the first syllable)			
	<i>but</i>					
chagrin	chagrined	transfer	transferral, transference, transferor			

SPELLING

2. Silent e. In words ending in a silent **e**, drop the **e** before a suffix beginning with a vowel.

interfere	interfering	sale	salable	<i>but</i>	dye	dyeing
force	forcible	true	truism	<i>but</i>	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
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5. Consonant-plus-y. Change **y** to **i** unless the suffix begins with **i**.

defy	defiance, defied, defying	liquefy	liquefied, liquefying
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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**.

(<u>article a</u>)	a man	a union	a historic event
	a one-way ticket	a eulogy (long u sound)	
(<u>article an</u>)	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**.

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

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.

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)
NLRB v. Gissel Packing Co., 395 U.S. 575 (1969)
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

said, such, aforecited, aforementioned, aforesaid—in place of ***the, this, or these***

duly—superfluous

forthwith, herewith, and/or—all inexact words

respective—when ***the*** suffices

respectively—dispensable

same, such—in place of ***it*** or ***them***

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 **plain English**—words in common usage.

GOOD USAGE

Strunk & White, *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 a position to (**can**)
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.*)

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.*)

connote, denote “What a word **denotes** is what it specifically means; what it **connotes** is what it suggests.” Copperud, *American Usage and Style: The Consensus* (1980).

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.

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 **Incredulous** 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
adept 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

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
consist in respecting the opinion of others, **of** two parts
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
contiguous to a road
contingent on the weather, **on** his presence
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

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

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

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, Pottery, 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]
Musical Artists: American Guild of Musical Artists, AFL–CIO [AGMA]
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!]

APPENDIX 1 (Popular Union Name—Official Name—Acronym)

Novelty Workers: International Union of Allied Novelty and Production Workers, AFL–CIO

Office Employees: Office and Professional Employees International Union, AFL–CIO [OPEIU]

Operating Engineers: International Union of Operating Engineers, AFL–CIO [IUOE]

PACE: PACE International Union, AFL–CIO [PACE]

Painters: International Union of Painters and Allied Trades of the United States and Canada, AFL–CIO

Plasterers: Operative Plasterers' and Cement Masons' International Association of the United States and Canada, AFL–CIO [OP&CMIA]

Plate Printers: International Plate Printers, Die Stampers and Engravers Union of North America, AFL–CIO

Plumbers: United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, AFL–CIO [UA]

Postal Workers: American Postal Workers Union, AFL–CIO [APWU]

Professional Engineers: International Federation of Professional and Technical Engineers, AFL–CIO [IFPTE]

Professional Athletes: Federation of Professional Athletes, AFL–CIO

Radio Employees ARA: American Radio Association, AFL–CIO [ARA]

Roofers: United Union of Roofers, Waterproofers and Allied Workers, AFL–CIO

Screen Actors: Screen Actors Guild, AFL–CIO [SAG]

Seafarers: Seafarers International Union of North America, AFL–CIO [SIU]

Service Employees: Service Employees International Union, AFL–CIO [SEIU]

SEIU District 1199: Service Employees International Union, District 1199, AFL–CIO [SEIU]

Sheet Metal Workers: Sheet Metal Workers International Association, AFL–CIO [SMWIA]

Stage Employees IATSE: International Alliance of Theatrical State Employees and Moving Picture Technicians, Artists and Allied Crafts of the United States and Canada, AFL–CIO [IATSE]

State County Employees AFSCME: American Federation of State, County and Municipal Employees, AFL–CIO [AFSCME]

Steelworkers: United Steelworkers of America, AFL–CIO [USWA]

Teamsters: International Brotherhood of Teamsters, AFL–CIO [IBT]

Teachers AFT: American Federation of Teachers, AFL–CIO [AFT]

Television Artists AFTRA: American Federation of Television and Radio Artists, AFL–CIO [AFTRA]

Utility Workers: Utility Workers Union of America, AFL–CIO [UWUA]

Variety Artists: American Guild of Variety Artists, AFL–CIO [AGVA]

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 Musical Artists, AFL–CIO: **Musical Artists** [AGMA]
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 Electronic, Electrical, Salaried, Machine and Furniture Workers, AFL–CIO: **Electronic Workers** [IUE]

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**

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

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

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.

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