

A STYLE BOOK
FOR
NJIT STUDENT PUBLICATIONS AND RADIO

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Vector
Nucleus
Orbit
Sphere
Survival Handbook
Log NJIT
WJTB

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FOREWORD

This brochure was prepared especially for the staff members of "The Vector", "Nucleus", "Orbit", "Sphere", "The Student Survival Handbook", and "Log NJIT" so that they can develop an effective editorial style. With this style book the authors hope that student journalists will write consistently, accurately, and lucidly.

Since our staff members do not have journalistic training, this brochure can be considered as a text for an instant course in collegiate journalism. The contents advocate the use of standard English so that all student publications will be easily read from page to page.

Several sections of the brochure were written by former staff members who worked many manhours on NJIT's publications. From their enriched experiences on the job they have developed a pragmatic philosophy of collegiate journalism and broadcasting.

It is hoped that this brochure will enable NJIT's student journalists to achieve effectiveness, uniformity, and clarity in their writing. Staff members should continually refer to this brochure to learn the many facets of collegiate journalism and broadcasting.

Herman A. Estrin
Adviser: "The Vector",
"Nucleus", "Orbit", WJTB,
"Sphere", "Student Survival
Handbook", and "Log NJIT"

NEWS PREPARATION AND GUIDE TO REPORTING

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ABBREVIATIONS, CAPITALIZATION, DATES AND
DATELINES, DIVISION OF WORDS, AND FIGURES

SECTION A

News Copy Preparation

- A 1 - Type all copy. Use only one side of paper 8-1/2 by 11 in size. Triple space copy. Leave one-inch margins on left, right and bottom. Leave four-inch margin at top of first sheet, one-and-a-half-inch margin at top of each succeeding sheet.
 - A 2 - Type brief story title as a guide to copy desk on every page, in upper left corner under writer's name. Also, as necessary, designate there whether "lead," "new lead," "page 1," "page 2," etc., or "first add," "second add."
 - A 3 - Indent paragraphs 5 or 10 spaces. (A deeper indentation makes copyreading marks for paragraphs unnecessary.) Strike space bar once between sentences.
 - A 4 - Write only one story on each page, unless several stories are to be used under the same head.
 - A 5 - Indicate when story is to be continued to second page by typing "more" in bottom margin. Indicate end of story by "30" or double cross #, centered below last line of copy.
 - A 6 - Never split a word at the end of a line or between pages. Avoid splitting sentences and paragraphs between pages.
 - A 7 - Do not erase. Mark out with X's or with soft lead pencil. Do not delete with slant marks.
 - A 8 - In general, write short sentences and paragraphs. (Some variety in sentence length is desirable.) Paragraph frequently, at least every five or six copy lines.
 - A 9 - When using a clipping as part of the copy, paste it to the page, against the left side typing margin; never pin it.
 - A 10 - Keep copy neat and clean. Retype if copy contains numerous errors and appears dirty or sloppy.
 - A 11 - Read story carefully and correct it before turning it in. Verify figures, names, and addresses. Draw a box around unusual spelling to indicate that it is correct. Be positive of the story's facts. If in doubt, consult the desk editor.
-

SECTION B

Guide to Reporting

- B 1 - Be accurate. Write the truth. News is part of the public domain, belonging to the people, and must not be tampered with or distorted.
- B 2 - Get all the facts so that the news story will answer all the "5 w's" and "h" - who, what, when, where, why, and how. These are the "Now, wait a minute" tools of a journalist. He says to himself, before he finishes gathering facts, "Now, wait a minute; have I got every one of the 5 w's and the h? If I have, then I'm ready to write my story. If not, I must dig for more information."

- B 3 - Before writing a news story, be sure to understand its scope and meaning. After finishing it, reread the story to check whether it can be readily understood by others.
- B 4 - Construct the news story along the lines of an inverted pyramid, with the basic facts at the top - getting the biggest and most striking detail or feature of the news in the first paragraph, or the lead. From the lead down, amplify with further facts written in diminishing importance. An article should never begin, "On Wednesday, June 3rd, a meeting of the Gun Club was held." If the most important facts about a club meeting include the day it was (or will be) held, the article itself is not newsworthy.
- B 5 - The pattern described in B4 is not followed exactly in some stories. Consult standard textbooks on reporting for hints on developing skill in handling the more complex and specialized story (news-feature, feature and general article type).
- B 6 - Strike out unnecessary words and details. Condense without sacrificing clarity. Don't pad.
- B 7 - Choose simple, accurate, vivid words; and put them together in short, hardhitting sentences. Write to convey meaning, not to hide it. Make copy understandable, with no '50 cent' words.
- B 8 - Do not editorialize, express opinions, or render verdicts.
- B 9 - Write in the third person unless directed to tell the story in the first person.
- B 10- Reveal or clearly imply the course or authority in every news story unless circumstances require that the source be concealed (editor must make this decision) or unless such citation seems unnecessary.
- B 11- Never promise to print or suppress a story - that's the editor's responsibility.
- B 12- Cultivate news sources and treat them fairly by keeping confidences and by handling their material objectively and honestly.
- B 13- Always dig for facts. Remember that the editor and readers are entitled to complete coverage of an assignment. Don't fail them by shoddy, half-measure reporting.
- B 14- Become familiar with newspaper libel law; and become acquainted with a good dictionary, almanac, biographical book, atlas, encyclopedia, city directory, telephone book, and state government thesaurus book.
- B 15- Always use a person's full name and title of first time it is mentioned in an article. For example, Professor Howard A. Smith, not Mr. Smith. When printing the names of undergraduates, include their class year after the name the first time it is used, as John Hawey ('78).
- B 16- Interviewing procedure:
(1) Try to prepare your

questions ahead of time. At the end of the interview, make sure that this prepared material has been answered. (2) Begin the interview with indirect questions to get an idea if straight and honest answers can be expected. (3) Do not harass; yet do not fear any faculty member or administrator. Remember, it is usually in their best interests to have the facts printed without error. This goal is best accomplished in an informal atmosphere. (4) Verify, if necessary, any quotes taken. Don't be afraid to take notes.

SECTION C

Abbreviations

- C 1 - General rule: When in doubt, spell it out.
- C 2 - Abbreviate academic titles: Before names - Prof. Warren C. Hill, Dr. John J. Jones. Do not abbreviate "instructor."
- C 3 - Alumni and alumnae: By classes - John Smith, '55; Mary Brown, '62.
- C 4 - Ampersand: In common corporate names only when used by the firm - Dun & Bradstreet.
- C 5 - Apartments: In addresses - John H. Brown, Apt. 2A, 222 N. Broad Street.
- C 6 - Bible references: Lev. 11:21.
- C 7 - Business organization names: When commonly used - NBC for National Broadcasting company. Note: Use Inc. and Ltd. after corporate names only when part of title. Do not abbreviate company, corporation, or brothers unless the abbreviation is used by the firm. Spell out these designations. (See rules D7 and D16.)
- C 8 - Church titles: When they precede names - the Rev. for the Reverend; Msgr. for the Monsignor; the Rt. Rev. for the Right Reverend; Fr. for Father. Spell out Monsignor and Father before surnames. Always use "the" with Rev. and Rt. Rev. When surname alone is used, make it: the Rev. Mr. Mitchell, not Rev. Mitchell.
- C 9 - College degrees: A.B., M.S., Ph.D., Litt.D. Omit spaces between elements of abbreviation.
- C 10- Colleges and universities: NJIT for New Jersey Institute of Technology.
- C 11- Corporations: See rule C7.
- C 12- Government agencies: UN, FBI, ICC, SEC, TVA. Spell out first time used in story; abbreviate thereafter.
- C 13- Government titles: When they precede full names - Gov. for governor; Lt. Gov. for lieutenant governor; Rep. for representative; Sen. for senator; Supt. for superintendent. (Spell out with surnames.) Do not abbreviate city or county officer titles. (See rule D37.)
- C 14- Junior: Frank E. Smith, Jr. Do not use Frank E. Smith, Sr. The senior Smith is simply Frank E. Smith.
- C 15- Legislation: To indicate origin of bills, laws, resolutions, etc. - H for House of Representatives; S for Senate, as 1144-S; sections of laws - Sec. 1150.
- C 16- Markets: In financial pages only--pound, pounds (lb., lbs.); bushel, bushels (bu.); barrel, barrels (bbl., bbls.); crate (crt.); quart (qt.);

- gallon (gal.); hundred-weight (cwt.); kilowatt hours (kwh.); horsepower (hp.); cent, cents (c.).
- C 17- Months: When they contain more than five letters-- Jan. Feb., Aug., Sept., Oct., Nov., Dec.; spell out when followed by year or when standing alone, as September, 1978. Write: The meeting will be held Monday, Oct. 20. A party will be held in October.
- C 18- Nations: U.S. for United States; U.S.S.R. for Union of Soviet Socialist Republics.
- C 19- Number: In names of organizations, positions of players, sizes and grades of materials and when used with specific figures--Jersey City Typographical Union, No. 515; No. 2 man on the golf team; No. 20 thread; No. 2 wheat; No. 13; Nos. 13 and 14; also Vol. 1, Vols. 1 and 2; Fig. 3, Figs. 3 and 4.
- C 20- Ordinary abbreviations: Use only when essential--A.D., B.C., AWOL, c.o.d.; i.e. (that is); et al (and others); f.o.b.; etc. (and so forth); e.g. (for example); IOU, not I O U; I.Q.; k.o.; t.k.o.; m.p.h. (miles per hour); SOS, not S O S; TNT, not T N T; viz. (namely); r.p.m. (revolutions per minute).
- C 21- Points of compass: When used in street addresses--128 S. Broad Street; 120-15th St., N.E.
- C 22- Political parties: When used in statistics or parenthetically--Sen. Robert Packwood (D-Ore.), Sen. William Brock (R-Tenn.).
- C 23- Railroad and railway: Only when initials are used for name of railroad--CRR of NJ.
- C 24- Radio stations: WMCA, WVNJ, WJTB.
- C 25- Saint, Mount, and Fort: Before proper nouns--Ft. Wayne, Ind.; Ft. Dodge, Iowa; St. Paul, Minn.; St. Joseph, Mo.; St. John; St. Peter; but San José, Santa Clara, Sault Sainte Marie.
- C 26- Streets: st. for street; ave. for avenue; blvd. for boulevard; R.R. 3 for rural route 3. Do not abbreviate alley, square, heights, lane, terrace, parkway, road, and way. (See rule D35.) Be consistent. Use abbreviations or spell out. Never omit these designations. If possible, use a geographically descriptive address, instead of a rural route number which often means nothing to the average reader. Write it: James L. Mason, who lives five miles north of the city; or, John L. Jones, Rose Road, west of the city.
- C 27- States: Following are the two-letter state name abbreviations.
- | | |
|---------------------------|----|
| Alabama..... | AL |
| Alaska..... | AK |
| American Samoa..... | AS |
| Arizona..... | AZ |
| Arkansas..... | AR |
| California..... | CA |
| Canal Zone..... | CZ |
| Colorado..... | CO |
| Connecticut..... | CT |
| Delaware..... | DE |
| District of Columbia..... | DC |
| Florida..... | FL |
| Georgia..... | GA |
| Guam..... | GU |
| Hawaii..... | HI |
| Idaho..... | ID |
| Illinois..... | IL |
| Indiana..... | IN |
| Iowa..... | IA |
| Kansas..... | KS |
| Kentucky..... | KY |
| Louisiana..... | LA |
| Maine..... | ME |
| Maryland..... | MD |
| Massachusetts..... | MA |

Michigan.....MI
 Minnesota.....MN
 Mississippi.....MS
 Missouri.....MO
 Montana.....MT
 Nebraska.....NE
 Nevada.....NV
 New Hampshire.....NH
 New Jersey.....NJ
 New Mexico.....NM
 New York.....NY
 North Carolina.....NC
 North Dakota.....ND
 Ohio.....OH
 Oklahoma.....OK
 Oregon.....OR
 Pennsylvania.....PA
 Puerto Rico.....PR
 Rhode Island.....RI
 South Carolina.....SC
 South Dakota.....SD
 Tennessee.....TN
 Texas.....TX
 Trust Territories.....TT
 Utah.....UT
 Vermont.....VT
 Virginia.....VA
 Virgin Islands.....VI
 Washington.....WA
 West Virginia.....WV
 Wisconsin.....WI
 Wyoming.....W

C 28- Time of day: 7 p.m. today
 (not 7 o'clock this evening);
 7 a.m. today (not 7 o'clock
 this morning); 7 p.m. Tuesday
 (not 7 o'clock Tuesday evening);
 7:30 Tuesday evening (not 7:30
 o'clock Tuesday evening); 9:30
 Wednesday morning (not 9:30 o'
 clock Wednesday morning). Omit
o'clock always. Omit 12 in the
 terms 12 midnight and 12 noon.
 Refer to midnight and noon alone.
 Make it 12:05 a.m. today, or
 12:10 p.m. today. (See rule E8.)

C 29- Titles: Dr.; Mr.; Mrs.; Ms.;
 M.(monsieur), Mme.(madame), and
 Mlle.(mademoiselle). (When these
 six titles precede full name or
 surname alone.) Abbreviate all
 other titles preceding names as

professor, president, senator,
 representative, governor, etc.,
 only when person's given name
 or initials are used. Spell
 out before surname used alone
 and before list of others hold-
 ing same rank--Sen. J.H. Smith,
 but Senator Smith, Senators
 Harrison A. Williams, John
 Tunney, and Russell Long.

C 30- Years: When referring to
 college classes--'78 graduate;
 M.A. '50; also 1961-1962 class.

Do not abbreviate:

C 31- Business terms: Co., Corp. or
 Bros. (Unless commonly used as
 abbreviations in firm titles,
 spell them out.) (See rule D16.)
 It is usually best to write the
 title exactly as the company
 writes it.

C 32- Cents: Except in financial
 pages. In news stories, make
 it 45 cents, not \$.45, 45 cts.
 or 45 c.

C 33- Centuries: Spell out names of
 centuries except in headlines--
 second, twentieth, not 2nd or
 20th.

C 34- Christmas: Never write Xmas
 in copy or headlines.

C 35- Christian names: Write-George
 P. Davis, Charles A. Smith or
 C.A. Smith, not Geo. P. Davis,
 Chas. A. Smith. Make excep-
 tion only if person insists--
 Benj. F. Baugh; and use abbre-
 viation when part of corporate
 name--Chas. A. Smith company.

C 36- Cities: Spell out always--
 Chicago, not Chi.; Washington,
 DC, not Wash., DC; St. Joseph,
 not St. Joe, MO.

C 37- Days of week: Always spell
 out.

C 38- Per cent: 25 per cent, not 25% or 25 percent. Always write it as two words. Never use per centum.

C 39- Points of compass: Except when used with figures-- S. 46th St.

SECTION D

Capitalization

D 1 - General rule: Follow down style (avoiding capitalization) unless otherwise indicated. Consult Webster's New World Dictionary if a word is not included below.

Capitalize:

D 2 - Animals: Names of pets, racing horses, etc.--Rover, Aksarben.

D 3 - Athletic organizations: Yankees, Dodgers, Giants.

D 4 - Automobiles: Ford, Chevrolet.

D 5 - Breeds: Distinguishing parts only--Dogs: Boston Bull, Great Dane; Cats: Angora, Siamese.

D 6 - Buildings: Distinguishing names but not qualifying words--Trinity Lutheran Church; Union Bus Station; the Smith house; but--post office, city hall, state house, county courthouse, music building.

D 7 - Business and civic enterprises: Distinguishing names but not qualifying words: First National Bank, Community Chest. (See rules C7 and D16).

D 8 - Calendar periods: Days--Monday, etc., Ash Wednesday, Good Friday,

Easter; Months--January, etc.; but not season--spring. (See rules D24 and D56).

D 9 - Campus buildings: Campbell Hall, Cullimore Hall.

D 10- Campus events: Junior Prom, Freshman Dance, Senior Hop, Homecoming, Commencement.

D 11- Characters: In books, plays, comic strips, operas, tv and radio programs, etc.--Hamlet, Dick Tracy, Dan August.

D 12- Church terms: See rule D43.

D 13- Cities and countries: When official title and when distinguished as a separate political entity--Daytona Beach, Canada, South Africa. Also, the Vatican.

D 14- City: When part of name-- Kansas City.

D 15- Colleges, schools, universities: When part of name but not when used in qualifying sense--American College and Theological Seminary, University of Wisconsin.

D 16- Companies, corporations, and associations: When they precede rest of name, are within it as part of title, or are abbreviated at end--Kipp Paper Products, Ltd., Klatch Co., Container Corporation of America, Tension Envelope Corp.; Association of Commerce.

D 17- Courses: Proper nouns only, as French, Greek, Latin; but not names used in general sense--biology, botany, journalism, languages, engineering, law.

D 18- Degrees: When abbreviated-- B.S., M.A., Ph.D.; but not when spelled out--bachelor of science,

master of arts, doctor of philosophy.

- D 19- Deity: All nouns, pronouns and adjectives designating any member of the Christian Trinity, the Supreme Being and the Virgin Mary--God, Son of Man, Jesus Christ, Holy Spirit, the Almighty, the Messiah, the Blessed Virgin, Our Lady, Mother of God. "Trust Him who rules all things." Deities of other religions, including pagan gods and goddesses such as Venus and Zeus are capitalized, but pronouns and adjectives referring to them are not capitalized. (See rules D36 and D43).
- D 20- Documents: Titles of major legislative acts and famous documents--Declaration of Independence, Constitution of the United States or U.S. Constitution, Atlantic Charter, Magna Charta, United Nations Charter, Bill of Rights; but--child labor amendment, Versailles treaty, constitution of Iowa.
- D 21- Epithets: the Iron Duke.
- D 22- Flags: Stars and Stripes, Old Gold (university's color or emblem).
- D 23- Flowers: Distinguishing name of varieties--Roses: American Beauty.
- D 24- Holidays and Holy Days: Fourth of July, Labor Day, Good Friday, Yom Kippur, Armistice Day, Thanksgiving Day, New Year's day, Christmas.
- D 25- Nationalities and races: American, Chinese, Black. (Never use race designation in disparaging sense.)
- D 26- Nicknames: Garden State, GI, Old Hickory. Never emphasize derogatory nicknames by capitalization as gooks (for North Korean Reds), commies (for Communists). (See rule D30).
- D 27- Organizations: Distinguishing words only unless preceded by qualifying words--Boy Scouts of America, American Legion, United Community Fund.
- D 28- Personifications: Mother Nature, Old Sol, Uncle Sam.
- D 29- Plants: Horticultural varieties--Apples: Delicious; Pears: Bartletts.
- D 30- Political organizations: When party affiliation is indicated--Republicans, Democrats, Democratic Party, Socialists, Communists, Progressives, Liberals, Conservatives. Do not capitalize such general terms as leftists, radicals, revolutionaries. (see rule D51).
- D 31- Proper names or nouns: Distinguishing names--Place: United States, North Pole; Persons: John L. Smith; Ships: U.S.S. New Jersey, Old Ironsides.
- D 32- Publications: Newspapers--Vector, Newark Star-Ledger. Magazines: Newsweek, Time. (Note: Do not capitalize "the" before titles of other newspapers and magazines.) Capitalize press organizations as Associated Press.
- D 33- Quotations: First word in direct quotation--The President said, "We shall oppose aggression anywhere." Also capitalize first word after "whereas" and "resolved" in resolutions.
- D 34- Royalty: When referring to particular person--His Majesty, His Excellency, Her Royal

Highness, King, Duke of Windsor. But do not capitalize when used as general term as in a "king's ransom."

D 35- Streets, avenues, and boulevards: Distinguishing names only--Clifton St.; Fifth Ave.; Lincoln Parkway, Templin Road. Note: Capitalize such famous foreign streets as Unter den Linden, Rue de la Paix, No. 10 Downing St. (See rules C27, G6 and G18.)

D 36- Titles: Books-- War and Peace, the Bible, the Koran, the Talmud, Old and New Testaments; Lectures-- "Looking at Library Services"; Magazine articles-- "Are you a Junk Collector?"; Paintings-- "Mona Lisa"; Plays-- "Macbeth"; Sermons-- "The Life of Christ." (See rule D43.)

D 37- Titles: Of persons when titles precede names and designate specific official position or rank--Mayor John George, Dean Arthur Lankard, Rev. Jonathan Lee, Miss Mary Thompson, Prof. Samuel J. Leach. Note: Long titles are seldom used preceding names. Exceptions are U.S. cabinet positions: Secretary of State John Jones. Special rule: President is capitalized when referring to the current president of the United States. Write it: Mr. Carter, President Carter, or the President. But: the president of the United States (any president).

D 38- Trade names: Lucky Strikes; True Greens.

D 39- Unions: American Federation of Labor and American Association of University Professors.

D 40- Union and Republic: In referring to United States.

Do not capitalize:

D 41- Armed services or specific units thereof: U.S. army, navy, airforce, coast guard, signal corps, state police, Canadian mounted, fifth division. Exceptions occur when specific non-military appellations are popularized by common usage as Rainbow Division, Red Bull Division.

D 42- Campus terms: alma mater, alumnus, faculty, graduate, fraternity, sorority.

D 43- Church terms: Words referring to sacred offices of the church--holy communion, eucharist, solemn high mass, blessed sacrament.

D 44- College classes: freshman, junior, graduate.

D 45- Common nouns: Denoting any one of a class--man, day; aggregate--mankind, crowd; or material--sand, water.

D 46- Conferences: child welfare conference, conservation congress.

D 47- Degrees: When spelled out.

D 48- Government designations: When used either as proper nouns or as common nouns or adjectives--congress, congressional, senate, assembly, national or state house of representatives, post office, city council, state legislature, state or U.S. supreme court, cabinet, national, state, city government, federal agents, district court.

D 49- Medical terms: malaria. Exceptions include diseases

bearing name of person identified with discovery or cure, as Bright's disease.

capital lower case and in bold face type, centered on the line, as:

by James J. Smith

D 50- Points of compass: north, south, east, northwest.

D 51- Political ideologies: As distinct from party organization--communism, socialism, liberalism, conservatism, democracy. (See rule D30.)

D 52- Prefixes and suffixes: ex-President Harry Truman, all-American, mid-Victorian, former Governor Cahill, trans-Atlantic, and such foreign ones as de, d', la, von.

D 53- Proper nouns: When they are used as adjectives and are accepted as general terms--arabic numerals, prussic acid, panama hat, india rubber, utopian, platonic; but American history, German language.

D 54- Religious expressions: (See rule D43).

D 55- Scientific terms: classes, families, insects, genera of plants.

D 56- Seasons: spring, summer, autumn, winter.

D 57- Suffixes: Following a noun. (See rule D52).

D 58- Time of day abbreviations: a.m., p.m.

E 2 - Copyright lines: Should be set in parentheses or brackets at the beginning of stories and centered.

E 3 - Dates: Write Aug. 22, 1977 (not the 22nd of August or 22 Aug.). Omit d, st and th after figures in dates.

E 4 - Datelines: Datelines on stories should contain a city name, entirely in capital letters, followed in most cases by the name of the state, country, or territory where the city is located.

E 5 - Days: Use specific day of week in place of yesterday and tomorrow, but use today or this morning, this afternoon, this evening, or tonight for day of publication, use day and date thus: He will speak on Thursday, Aug. 10.

E 6 - If a story breaks after midnight for the morning paper, handle it in this manner:
Tokyo(Sunday) (UP)--
Advance patrols of the U.S. First Cavalry Division crossed the 38th parallel into North Korea Saturday, a front dispatch said today.

E 7 - If a story occurs the day of publication for an afternoon paper, use of "today" is proper. Follow rule E5.

E 8 - Hours: Never use o'clock to express time. Make it: 7:30 a.m. Tuesday or 7:30 Tuesday morning; 7:45 p.m. Wednesday or 7:45 Wednesday evening; 9 p.m. today or 9 tonight, or 9 this evening. (See rule C29).

E 9 - State names: Spell the names

SECTION E

Dates and Datelines (Days and Hours)

E 1 - Bylines: Should be set in

of the 50 U.S. States when they stand alone in textual material.

SECTION F

Division of Words

(Words should NEVER be divided in copy. The following rules apply only in typesetting.)

- F 1 - Divide according to pronunciation. When in doubt, consult the dictionary.
- F 2 - Do not divide abbreviations.
- F 3 - Do not divide words of one syllable or words pronounced as one syllable, or their plurals, as through, often, house, houses. Note: Adding past tense to one-syllable--jump, jumped (no division).
- F 4 - When necessary to divide a word, break it between syllables: mar-gin, long-ing, hy-phen. (If not sure of syllabication, consult the dictionary.)
- F 5 - Syllables formed by a single letter should be retained on first line: dedi-cate, insinu-ate. Note: One-letter divisions are never permissible. Do not divide such words as able, enough, again, among, even, idol, item, onus, unite.
- F 6 - Divide by meaning: prod-uct(n); pro-duce(v).
- F 7 - Hyphenated words should be divided only at point of hyphen: half-brother; well-disposed.
- F 8 - Never divide sums of money or other numbers expressed in figures, unless avoidable in typesetting.

F 9 - Do not separate initials of a name.

F 10- So far as possible, without sacrificing intelligent spacing, do not carry over two letters. And do not divide words of five letters or fewer, even though they may have more than one syllable.

F 11- These terminations should not be divided: -cial, -sial, -tial, -cion, -sion, -tion, -cious, -ceous, -tious, and -geous. Examples: coura-geous; ad-van-ta-geous.

SECTION G

Figures

General rules:

- G 1 - Use figures for all numbers-ordinal or cardinal- above nine. Spell out numerals under 10 unless indicated otherwise below. Examples: Cardinals-six, eight, nine, 10, 11, 13; Ordinals-third, 123d Street, Fourth Ave.
- G 2 - Avoid unnecessary ciphers: In time- 7 a.m., not 7:00 a.m.; In money-\$8, not \$8.00; in per cent,- 15 per cent, not 15.0 or 0.15; In large round numbers in billions and millions-\$8 billion. (Note: Do not follow this style in regard to thousands. Use ciphers in referring to thousands, as \$8,000 or 6,000 soldiers, not 6 thousand.) Omit ciphers in all cases in which they add nothing to clarity.
- G 3 - In using figures, be consistent: 6 out of 15, of six out of fifteen, not six out of 15; 18,000 to 19,000, not 18 to 19,000.

G 4 - Use st, d, and th without periods uniformly with figures when required: 21st, 33rd, 15th.

Use figures with:

G 5 - Abbreviations: Of measurement-2ft. 9 in.; 6mi.; 9mm.; For decimals-0.257; Percentage-2 per cent.

G 6 - Addresses: 1500 Burlington St., 183 Metropolitan Building, Apt. 11.

G 7 - Ages: John Brown, 71 (not aged 71), 623 S. Court St. He is 7 years old. The 6-year-old child has been in the hospital since he was 3 years old. But- It is his fourth year in college, his sixteenth in educational training. (See rule G3.)

G 8 - Aircraft: B-29.

G 9 - Anniversaries: 59th anniversary; ninth anniversary. Note: Spell out above nine if used in sentences requiring a series, as: They observed their fifth, tenth, and twentieth anniversaries.

G 10- Auxiliary adjectives: 10-inch mortars; 3-inch pieces; 10-pound (but 10 pounds or lbs.); 10-foot; 7-year-old; a revolver of .45 caliber (but 40 caliber gun) (not calibre); 18-year line.

G 11- Betting odds: 5 to 1 on the Irishman; 3-1 favorite.

G 12- Biblical texts: Eph. 7:31.

G 13- Conventions: eighth annual; 15th annual. (Same handling as G9).

G 14- Days of the month: Jan. 31, not Jan. 31st; March 11, not

March 11th; April 25, 1978.

G 15- Dimensions: 6 feet 12 inches, or 6 ft. 12 in., not 6' 12"; a room 12 by 9, not 12 x 9.

G 16- Election results: By vote of 32 to 5, or 32-5; Roosevelt, 190; Dewey, 190; ayes, 12, noes, 6.

G 17- Fractions: When they follow figures--143-1/2; otherwise, spell out--one-half.

G 18- Highways and routes: Route 22; U.S. Highway 6.

G 19- Hours of the day: 8:30 p.m. today; or 8:30 this evening.

G 20- Latitude, longitude: 47 degrees west and 45 north.

G 21- Measurements: A board 1-1/4 inches thick by 18 inches wide by 30 feet 2 inches long was used. Also: 45 miles; 3 cubic feet; 240 volts; 6 meters.

G 22- Military organizations: 15th Infantry, 22nd Naval District.

G 23- Money: 30 cents, not \$0.30 or 30 cts.; \$6, not \$6.00; \$15 million, not \$15,000,000; English money--convert to dollars and cents in parenthetical manner. (See G2).

G 24- Per cent: 8 per cent, not 8% or 8 percent or 8.0 or 0.8.

G 25- Political divisions: Seventh ward, 10th ward, Ninth Congressional District, 33d Senatorial District.

G 26- Recipes: 2 cups of sugar.

G 27- Roman numerals: To designate kings, Popes, but not chapters, sections, volumes, figures or tables-- George VI, Pope Pius XII.

G 28- Serial numbers: Motorman 692, not Motorman No. 692; dog license 402.

G 29- Scores: NJIT 28, Stevens 14. NJIT wins 28-14.

G 30- Statistical series: Treat all similar numbers alike-- Accidents resulted in 12 deaths in December, 18 in January, and 8 in February. The force employed during the first four months was 7,87,93,106, respectively.

G 31- Street numbers: 632 Bloomfield Avenue.

G 32- Telephone numbers: 645-5218, Ext. 2848.

G 33- Temperature: 10 degrees below zero.

G 34- Time: Of day-see G 19. Of years-He did this during the period 1960-1969, as well as from 1950 through 1959, and 1940 to 1950.

G 35- Time of races: The car made the first lap in 0:6:13-1/4.

G 36- Wave lengths: 800 kc.; 12.45 mc.

G 37- Weights: 45 pounds or 45 lbs.; 1 gram, or 1 gr.

Do not use figures with:

G 38- Approximate numbers: In special expressions--about a thousand, ninety-nine out of a hundred; half a billion, one man in a thousand, etc.

G 39- Centuries: Spell out names of centuries--twentieth, not 20th, century. Exception: in headlines.

G 40- Decades: In the nineties; During the sixties and seventies, a forty-niner.

GLOSSARY

Most of the definitions found below were obtained from News Reporting and Writing by Melvin Mencher, 1977.

agate- 5½-point body type; newspaper advertisements are measured in agate lines; i.e., 14 agate lines to an inch.

actuality (broadcast)- An on-the-scene report.

angle- The direction from which a photographer takes a picture. Also the approach a writer takes in a story, i.e., human interest, timelessness, etc.

assignment- Instruction to a reporter to cover an event. An editor keeps an assignment book which contains notations for reporters such as the following:

Jacobs-10 a.m.: Health officials tour new sewage treatment plant.

Klaren-11 a.m.: Interview Ben Wastersen, possible Democratic congressional candidate.

Mannen-Noon: Rotary Club luncheon speaker, Horlan, the numerologist. A feature?

attribution- Designation of the person being quoted. Also, the source of information in a story. Sometimes, information is given on a not-for-attribution basis.

audio (broadcast)- Sound.

background- Material in a story that gives the circumstances surrounding or preceding the event.

background area- In a group or mug shot, the blank area surrounding the subject.

balance- Arrangement of the photographs, type and headings to bring the visual weights of the layout into equilibrium. Symmetrical balances are formal and asymmetrical balances are informal.

banger- An exclamation point. Avoid. Let the reader do the exclaiming.

banner- Headline across or near the top of all or most of a newspaper page. Also called a line, ribbon, streamer, screamer.

B copy- Bottom section of a story written ahead of an event that will occur too close to deadline for the entire story to be processed. The B copy usually consists of background material.

beat- Area assigned to a reporter for regular coverage; for example, police or city hall. Also, an exclusive story.

bleed- The area of the printed image extending beyond the trim edge or margin. When the page is trimmed, the printed image runs to the very edge of the paper.

- boldface-** Heavy black typeface; type that is blacker than the text with which it is used. Abbreviated bf.
- body type-** Type in which most of a newspaper is set, usually 8 or 9 point type.
- boiler plate-** Syndicated filler material, often supplied free by special interests. Also called bang, punk, fill, A.O.T. (for any old time). Same as canned material.
- break-** When a news development becomes known and available. Also, the point of interruption in a story continued from one page to another.
- bright-** Short, amusing story.
- bulldog-** Early edition, usually the first of a newspaper.
- button-** Small head used under major headline as a supplement. This may be a brief phrase or a full caption.
- byline-** Name of the reporter who wrote the story, placed atop the published article. An old-timer comments on the current use of bylines, "In the old days, a reporter was given a byline if he or she personally covered an important or unusual story, or the story was an exclusive. Sometimes if the writing was superior, a byline was given. Nowadays, everyone gets a byline, even if the story is a rewrite and the reporter never saw the event described in the story."
- candid-** A photograph of subjects that are unposed. An attempt to give a more natural-seeming appearance to photographs.
- caps-** Capital letters; same as upper case.
- caps and lower case-** Initial capital in a word followed by small letters. See lower case.
- caption-** The printed matter identifying and explaining a photograph. Every photo should have a caption.
- centered-** Type matter or photographs placed in the center, either with reference to other matter, or to the side margins of the paper.
- clip-** News story clipped from a newspaper, usually for future reference.
- closeup (broadcast)-** Shot of the face of the subject that dominates the frame so that little background is visible.
- cold type-** In composition, type set photographically or by pasting up letters and pictures on acetate or paper.
- column-** The vertical division of the news page. A standard-size newspaper is divided into five to eight columns. Also, a signed article of opinion or strong personal expression, frequently by an authority or expert--a sports column, a medical column, political or social commentary, and the like.

- column inch- A unit of measure one inch deep and one column wide, no matter what the width of the column may be.
- column rules- A thin line that is used to vertically separate columns.
- composition- The visual arrangement by the photographer of the various elements in the camera's field of vision.
- contract rates- Cost of ads over 20 column inches.
- contrast- The difference between the darkest portions of a photograph and the lightness of the paper. Maximum contrast occurs when a photo is printed in black ink on white paper. The contrast would be reduced if a lighter color ink were used.
- copy- All written matter to be set in type. All material which is submitted for reproduction including photographs, artwork, written material, etc.
- copy deadline- A date assigned for the publisher to receive copy to be printed. If this deadline is not met, the publication will have holes, be plugged with filler or not come out on time.
- copy desk- The desk, often horseshoe in shape, around which copy editors sit to read copy. The slot man sits inside the horseshoe and is in charge of the desk.
- copy flow- After a local story leaves the reporter's typewriter, it moves to the city desk where the city editor reads it for major errors or problems. If it does not need further work, the story is moved to the copy desk for final editing and a headline. It then moves to the mechanical department.
- correction- Errors that reach publication are retracted or corrected if they are serious or someone demands a correction. Libelous matter is always corrected immediately, often in a separate news story rather than in the standard box assigned to corrections.
- correspondent- Reporter who sends news from outside a newspaper office. On smaller papers often not a regular fulltime staff member.
- credit line- Credit given to photographer.
- crony journalism- Reporting that ignores or treats lightly negative news about friends of a reporter. Beat reporters sometimes have a tendency to protect their informants in order to retain them as sources.
- crop marks- Pencil lines placed on the reverse side of a photo indicating the part of the photo the publisher is to print and the part he is not to print. Pictures are always marked; they are never cut.
- cropping- The removal or indication of removal of a portion of a photo. Cropping is used to change a photo's proportions, remove unwanted areas, or center attention on a subject.

cutaway shot (broadcast)- Transition from one theme to another, used to avoid jump cut. Often a shot of the interviewer listening.

cutline- Any descriptive or explanatory material under a picture.

dateline- Name of the city or town and sometimes the date at the start of a story that is not of local origin.

deadline- Time at which the copy for an edition must be ready.

dirty copy- Matter for publication that needs extensive correction, usually because the reporter has made indecipherable markings on copy.

dissolve (broadcast)- Smooth fading of one picture for another.

dolly (broadcast)- Camera platform. Dolly-in: Move camera platform toward subject. Dolly-out: Move camera platform away.

double page spread- Two pages that face each other when the publication is open. These pages sometimes bleed across the gutter. They are more familiar to the magazine and yearbook than they are to the newspaper.

dummy- A model used for planning purposes. Pages are laid out exactly as they will be set and printed, or the pages contain indications of picture areas, type and headings, special instructions, page and picture numbers, etc.

edition- One version of a newspaper. Some papers have one edition a day, some several. Not to be confused with issue, which usually refers to all editions under a single date.

editorial- Article of comment or opinion usually on the editorial page.

editorial material- All material in the newspaper that is not advertising.

enlarge- To print a photograph in a publication a size proportionally larger than the one given to the publisher.

enterprise copy- Story, often initiated by a reporter, that digs deeper than the usual news story.

establishing shot (broadcast)- Frequently a wide shot; used to give the viewer a sense of the scene of action.

exclusive- Story one reporter has obtained to the exclusion of the competition. A beat. Popularly known as a scoop, a term never used in the newsroom.

feature- Story emphasizing the human or entertaining aspects of a situation. A news story or other material differentiated from straight news. As a verb, it means to give prominence to a story.

file- To send a story to the office, usually by wire or telephone, or to put news service stories on the wire.

- filler- Material used to fill space. Small items used to fill out columns where needed. Also called column closers and shorts.
- flag- Printed title of a newspaper on page one. Also known as logotype or nameplate.
- flush- To the end of either side, or end of a line of type, as "flush right."
- flush left- In composition, type matter set to line up at the left.
- focal point- The chief point of interest in a photograph designated by size, lighting, fading background, etc.
- folo- Story that follows up on a theme in a news story. When a fire destroyed a parochial school in Chicago, newspapers followed up the fire coverage with stories about fire safety precautions in the Chicago schools.
- follow style- When new copy is to be set exactly like a piece of previous copy, the old copy can be marked "follow style" and sent to the publisher with the new copy. This procedure eliminates the need for a new layout.
- format- The size, shape, style and general appearance of a publication.
- four-color process- The method by which full-color pictures are reproduced in printed material.
- free advertising- Use of the names of businesses and products not essential to the story. Instead of the brand name, use the broad term camera for Leica or Kodak.
- futures calendar- Date book in which story ideas, meetings and activities scheduled for a later occurrence are listed. Also known as a futures book. Kept by city and assignment editors and by careful reporters.
- galley proof- Copy set in column form before being arranged into page form. The primary purpose is for checking errors. These proofs are also used for paste-up.
- good night- Before leaving for the day, beat reporters check in with the desk and are given a good night, which means there is nothing further from the desk for the day. On some newspapers, the call is made for the lunch break, too. Desks need to know where their reporters are in case of breaking stories.
- graf- Abbreviation for paragraph.
- Guild- Newspaper Guild, an international union to which some 37,000 reporters and other newspaper workers belong. Newspapers that have contracts with the Guild are said to be "organized."
- gutter- The pair of margins between facing pages of the publication.

halftone- The method used to reproduce subjects having continuous gray tones between black and white. The photograph is reshot through a halftone screen of 150 lines per inch placed in the camera between the film and the lens. The screen breaks up the continuous tones into a series of dots of varying sizes. When printed, these dots appear to be a continuous tone.

handout- Term for written publicity or special interest news sent to a newspaper for publication.

hard news- Spot news; live and current news in contrast to features.

head or headline- The display type over a printed news story.

head shot- Picture featuring little more than the head and shoulders of person shown.

HFR- Abbreviation for "hold for release." Material that cannot be used until it is released by the source or at a designated time. Also known as embargoed material.

hole- White space for which there is no copy or planned material. This is a result of faulty layout or failure of staff members to meet deadlines. Holes are usually plugged with filler.

identification- Personal data used to identify a person: name, title (if any), age, address, occupation, education, race, religion, ethnicity. The identifying characteristics used are those relevant to the story.
Generally, we use name, age, occupation, address. To lend authority to the observations or statements of sources, we give their background.
Race, religion, and ethnicity are used infrequently and are subject to continuing discussion.
In obituaries and crime stories, the readers want as much identification as possible. In general news stories, logic should indicate relevancy: Toledo readers are not interested in the home address of the North Carolina senator who collapses in a hotel and dies. But the newspaper in his home town in Raleigh will insert the address in the press association copy.

RACIAL IDENTIFICATION- One editor's guidelines:

1. Use racial identification in a story that tells about the achievement of the race or some member of the race.
2. Use racial identification when the point of the news story hinges upon race.
3. Do not use racial identification in minor crime news.
4. Do not use racial identification in news stories that reflect discredit upon the whole race, or tend to discredit the whole race.

insert- Material placed between copy. Usually, a paragraph or more to be placed in material already sent to the desk.

investigative reporting- Technique used to unearth information sources often when hidden. This type of reporting involves examination of documents and records, the cultivation of informants, painstaking and extended research. Investigative reporting usually seeks to expose wrongdoing and has concentrated on public officials and their activities. In recent years, industry and business have been scrutinized.

Some journalists contend that the term is redundant, that all good reporting is investigative, that behind every surface fact is the real story that a resourceful, curious, and persistent reporter can dig up. (See G4.)

italics- Type in which letters and characters slant to the right.

jump- Continuation of a story from one page to another. As a verb, to continue material. Also called runover.

jump cut (broadcast)- Transition from one subject to another, two adjacent shots that are discontinuous.

kill- To delete a section from copy or to discard the entire story; also, to spike a story.

label head- A headline without a verb.

layout- A plan or arrangement to follow in preparing the publication. Each page is planned including place and size of photographs and headlines, written copy, advertisements, etc.

lead (pronounced leed)- First paragraph in a news story. In a direct or straight news lead it summarizes the main facts. In a delayed lead, usually used on feature stories, it evokes a scene or sets a mood. Also used to refer to the main idea of a story: An editor will ask a reporter, "What's the lead on the piece?" expecting a quick summary of the main facts. Also: A tip on a story; an idea for a story. A source will tell a reporter, "I have a lead on a story for you." In turn, the reporter will tell the editor, "I have a lead on a story that may develop."

lead-in (broadcast)- Introductory statements to film or tape of actual event. The lead-in sets up the actuality by giving the context of the event.

lead-out (broadcast)- Copy that comes immediately after tape or film of an actuality. The lead-out identifies the newsmaker again so listeners and viewers will know whom they just heard or saw. Used more often in radio. Also known as tag lines.

localize- Emphasizing the names of persons from the local community who are involved in events outside the city or region: A local couple rescued in a Paris hotel fire; the city police chief who is attending a national conference.

long shot (broadcast)- Framing that takes in scene of event.

lower case- Small letters, as contrasted to capitals.

LTK- Designation on copy for "lead to come." Usually placed after the slug. Indicates the written material will be given a lead later.

makeup- Layout or design. The arrangement of body, type, headlines and illustrations into pages.

margin- That part of the outer edges of a printed page not printed with any material.

masthead- Formal statement of a newspaper's name, officers, place of publication and other descriptive information, usually on the editorial page. Sometimes confused with flag or nameplate.

medium shot (broadcast)- Framing of one person from head to waist or of small group seated at table. Known as MS.

morgue- Newspaper library.

mug shot- See head shot.

negative- The photographic film which has been exposed to light and developed. The negative is a reverse image.

news hole- Space in a newspaper allotted to news, illustrations, and other non-advertising material.

obituary- Account of a person's death; also called obit.

offset- Printing process in which an image is transferred from a printing plate to a rubber roller and then set off on paper.

off the record- Material offered the reporter in confidence. If the reporter accepts the material with this understanding, it cannot be used except as general background in a later story. Some reporters never accept off-the-record material. Some reporters will accept the material with the provision that if they can obtain the information elsewhere, they will use it. Reporters who learn of off-the-record material from other than the original source can use it. No public, official meeting can be off the record, and almost all official documents (court records, police information) are public information. Private groups can ask that their meetings be kept off the record, but reporters frequently ignore such requests when the meeting is public or large numbers of people are present.

- op-ed page- Abbreviation for the page opposite the editorial page. The page is frequently devoted to opinion columns and related illustrations.
- optical center- The spot just above the mathematical center on a page where the eye normally comes to rest when a layout is viewed. This should also be the reference point around which a layout is balanced.
- out take (broadcast)- Material eliminated from final story.
- overhead- Story sent to the newspaper by telegraph, not by news wire.
- overnight- Story usually written late at night for the afternoon newspapers of the next day. Most often used by the press services. The overnight, or overnighter, usually has little new information in it but is cleverly written so that the reader thinks the story is new. Also known as second-day stories.
- overset- Type for which there was not enough space in the newspaper.
- pan (broadcast)- Horizontal camera movement from a fixed position.
- pica- The standard measure of type, approximately one-sixth of an inch. The length of lines and depth of composition are measured in picas.
- place line- First word of a story which indicates city in which story occurred; i.e., NEW YORK- Mayor John Lindsay visited...
- play- Emphasis given to a news story or picture--size and place in the newspaper of the story; typeface and size of headline.
- plug- See FILLER.
- point- The unit of measurement used for designating type sizes. A point is .01384 inches, or about 1/72 inch.
- pool- Arrangement whereby a limited number of reporters and photographers is selected to represent all those assigned to the story. Pooling is adopted when a large number of persons would overwhelm the event or alter its nature. The news and film are shared with the rest of the press corps. When Lee Harvey Oswald--President Kennedy's alleged assassin--was transferred at the Dallas jail, hordes of reporters and photographers interfered with the transfer, leading the Warren Commission to condemn journalists for a "regrettable lack of self-discipline." Some of the news media responded by advocating pool coverage, but others consider pools a limitation to freedom of access by the press.
- P.M.- Afternoon or evening newspaper.
- precede- Story written prior to an event; also, the section of a story preceding the lead, sometimes set in italics.
- press release- Publicity handout, or a story given to the news media for publication.

print- A permanent photo made from a negative on photo paper.

proof- Reproduction of type on paper for the purpose of making corrections or alterations.

proofreading- The act of reading copy for errors and marking the errors for correction.

puff or puffery- Publicity story or a story that contains unwarranted superlatives.

quotes- Quotation marks; also a part of a story quoted.

reduce- To print a photograph in a publication a size proportionally less than the one given to the publisher. A photograph reduced to 90% is the same as one reduced 10%.

rewrite- To write for a second time to strengthen a story or to condense it.

rewrite man- Person who takes the facts of stories over the telephone and then puts them together into a story and who may rewrite reporter's stories.

river- A vertical channel of white space resulting from the alignment of several lines of white spaces between words.

roundup- A story that joins two or more events with a common theme such as traffic accidents, weather, police reports. When the events occur in different cities and are wrapped up in one story, the story is known as an "undated roundup."

Example:

Teachers in 11 states walked picket lines yesterday for more money and other demands. Nearly one million children thus had an extended summer vacation or dawdled the hours away in understaffed schools.

New strikes idled teachers in Massachusetts, Pennsylvania, Illinois and Ohio. Settlements opened strikebound schools in Marion, Ind.; East Detroit, Mich., and Scituate, R.I.

The back-to-the-classroom moves were balanced by fresh walkouts. A United Press International count showed that at least 961,000 elementary and high school pupils were affected by strikes.

--UPI

running story- Event that develops and is covered over a period of time. For an event covered in subsequent editions of a newspaper or on a single cycle of a wire service, additional material is handled as follows: new lead--Important

new information; adds and inserts--Less important information; sub--Material that replaces dated material, which is removed.

- sans serif- Type having no cross lines, or serifs, at the end of the main stroke of each letter; the so-called American "gothic" types.
- scanner- Electronic device that reads prepared copy for the generation of tape that can be fed into a photo-composition machine or for entering material into the system for subsequent processing.
- sell- Presentation a reporter makes to impress the editor with the importance of his or her story; also, editors sell stories to their superiors at news conferences.
- serif- The short cross-lines at the ends of the main strokes of certain styles of type faces.
- set in a box- Type matter that is set in a border; boxed, boxed in.
- shirttail- Short, related story added to the end of a longer one.
- short- Filler, generally of some current news value.
- shot- A slang term for photograph.
- sidebar- Story that emphasizes one part of another nearby story.
- signature- A group of pages that make up a printing unit.
- silhouette- An outline representation of a person or subject.
- situationer- Story that pulls together a continuing event for the reader who may not have kept track as it unfolded. The situationer is helpful with complex or technical developments or on stories with varied datelines and participants.
- slant- To write a story so as to influence the reader's thinking. To editorialize, to color or misrepresent.
- slug- Word or words placed on all copy to identify the story; also a piece of type material.
- SOF (broadcast)- Sound on film.
- source- Person, record, document or event that provides the information for the story.
- source book- Alphabetical listing, by name and by title, of the addresses and the office and home telephone numbers of people on the reporter's beat and some general numbers--FBI agent in charge in town, police and fire department spokesmen, hospital information, weather bureau.
- spike- Six-inch long nail on which stories are placed for later use or because they are rejected. "Spike it," means to kill a story. Stories put "on the hook" are rejected.
- split page- Front page of an inside section: also known as the break page, second front page.

stock footage (broadcast)- Film previously shot that is held in a station's library or is available from a commercial stock footage library.

stringer- Correspondent, not a regular staff member, who is paid by the story or by the number of words written.

style- Rules for capitalization, punctuation, and spelling that standardize usage so that the material presented is uniform. Most newspapers and stations have style books. The most frequently used is the common style book of the United Press International and the Associated Press.
Some newspapers stress the "down" or "lower case" style, by which is meant that most titles are lower case. Some newspapers capitalize (upper case) frequently. Also, the unique characteristics of a reporter's writing or news delivery.

style book- Specific listing of the conventions of spelling, abbreviation, punctuation, capitalization used by a particular newspaper, wire service. Broadcast style books include pronunciations.

subhead- One-line and sometimes two-line head (usually in boldface body type) inserted in a long story at intervals for emphasis or to break up a long column of type.

take- Page of copy, also known as a book.

takeout (broadcast)- A story. An editor will ask a reporter, "Do a take-out on the income tax deadline."

text- Verbatim report of a speech or public statement.

thumbnail- Half column-wide cut or portrait.

tight- Full, too full. Also refers to a paper so crowded with ads that the news space must be reduced. It is the opposite of the wide open paper.

tip- Information passed to a reporter, often in confidence. The material usually requires further fact gathering. Occasionally, verification is impossible and the reporter must decide whether to go with the tip on the strength of the insider's knowledge. Sometimes the reporter will not want to seek confirmation for fear of alerting sources who will alter the situation or release the information to the competition. Tips often lead to exclusives.

titles- Mr., Mrs., Miss, Ms., Secretary of State, Police Chief, Senator are formal designations and may be used before the person's name. Usage depends upon the station's or newspaper's policy. False titles--Vietnam war hero, actress, left fielder--are properly used after the name:
For instance, Nate Thurmond, the center...instead of...Center Nate Thurmond...

trim- To reduce or condense copy carefully.

trim (broadcast)- To eliminate material.

update- Story that brings the reader up to date on a situation or personality previously in the news. If the state legislature appropriated additional funds for five new criminal court judges to meet the increased number of cases in the courts, an update might be written some months later to see how many more cases were handled after the judges went to work. An update usually has no hard news angle.

UPI- United Press International.

upper case- Capital letters as opposed to lower case or small letters.

VDT- Video display terminal; a part of the electronic system used in news and advertising departments that eliminates typewriters. Copy is written on typewriter-like keyboards and words appear on attached television screens rather than on paper. The story is stored on a disc in a computer. Editing is done on the terminals.

verification- Determination of the truth of the material the reporter gathers or is given. The assertion, sometimes even the actual observation, do not necessarily mean the information is accurate or true. Some of the basic tools of verification are: the telephone book, for names and addresses; the city directory, for occupations; Who's Who, for biographical information. For verification of more complex material, the procedure of Thucydides, the Greek historian and author of the History of the Peloponnesian War, is good advice for the journalist:

As to the deeds done in the war, I have not thought myself at liberty to record them on hearsay from the first informant or on arbitrary conjecture. My account rests either on personal knowledge or on the closest possible scrutiny of each statement made by others. The process of research was laborious, because the conflicting accounts were given by those who had witnessed the several events, as partially swayed or memory served them.

VO (broadcast)- Voice over; VOF--Voice over film; VOS--Voice over sound.

white space- The area in a layout or on a printed page which is left open or unprinted.

wire services- Synonym for press associations, the Associated Press and United Press International. There are foreign-owned press services to which some newspapers subscribe: Reuters, Tass, Agence France Presse.

zoom (broadcast)- Variable focus lens that enables the camera to take close-ups and wide-angle shots from a stationary position.

WORD USAGE GUIDE

GLOSSARY OF WORDS COMMONLY MISUSED

This glossary discusses some of the more commonly misused words. If you need more information about any word in the list, consult one of these dictionaries:

Webster's Third International Dictionary

Webster's New World Dictionary (2nd edition)

Webster's Eighth New Collegiate Dictionary

Funk and Wagnall's Standard College Dictionary

The American Heritage Dictionary of the English Language

The Random House Dictionary of the English Language

Roget's Thesaurus

Description of Terms

Standard -- Words that are in general use throughout the English-speaking world.

Nonstandard -- Words that have only a limited use. "Nonstandard" applies to all other words that are not classified as standard. Some words have meanings that are standard while other meanings of the same word may be nonstandard.

Informal or Colloquial -- Words that are better suited for conversation and familiar writing than for more formal writing.

Formal -- Words that include most learned words and such simple words as girl, boy, do, see, come, and the articles, pronouns, prepositions, and conjunctions.

Dialectal -- Words that are common to a very limited region.

Obsolete or Archaic -- Words not in current usage.

Slang -- Words that are highly colloquial and recently coined.

Substandard -- Invented or coined words, illiterate English, and profanity and obscenity.

a, an -- Use a before a consonant sound. Use an before a vowel sound: an apple, a map, an umpire. Before h, the an form is used if it precedes the words in which the h is silent: an honest man, an herb; but a history text.

above -- This word as an adjective is used mainly in legal documents. In formal writing, use preceding or foregoing.

accept, except -- The verb accept means "to give an affirmative answer to" or "to receive." The verb except means "to exclude." Except, as a preposition, means "with the exclusion of."

Susan accepted John's bid to the prom.

The fraternity excepted Jim because he had a prison record.

The sorority accepted Jane as its president.

Every one except Ellen attended the concert. (preposition)

accidentally, incidentally -- The ly is added to the adjectival forms of accidental and incidental.

Bill accidentally ran into the patio.

Incidentally, did you read the wedding announcement?

ad, exam, lab, math -- Formal writing requires the full word: advertisement, examination, laboratory, mathematics.

adapt, adept, adopt -- To adapt means "to alter." Adept means "skillfull"; to adopt is "to accept as one's own".

He must adapt to his new surroundings.

John was adept at handling figures.

The young couple will adopt a baby.

advice, advise -- Advice is a noun; advise, a verb.

The lawyer gave him sound advice.

He did not do what his lawyers advised him.

affect, effect -- Affect, as a verb, means "to influence." "Effect" may be used as a noun or verb. The noun "effect" means "the result"; the verb means "to bring about" or "to achieve".

aggravate -- "Aggravate" means "to make worse" or "to intensify." Colloquially it means "to annoy, to irritate, to arouse the anger of."

The heavy rains aggravated the suffering of the displaced persons.

agree to, on, and with -- Agree to a proposal; agree on a procedure; agree with a person.

ain't -- a nonstandard contraction of am not, is not, or are not. Educated people do not use this contraction except for a humorous effect.

alibi -- In legal usage it is an assertion that one was elsewhere when the crime was committed. Informal usage it means "an excuse" or "to make an excuse."

all the farther -- A nonstandard substitute for as far as.

Incorrect -- Ten blocks is all the farther he can walk.

Correct -- Ten blocks is as far as he can walk.

all right -- All right is the standard spelling. The substandard form is alright.

allusion, illusion -- "Allusion" means "an indirect reference." "Illusion" means "an unreal image or false impression."

John Milton included many Greek mythological allusions in his works.
He realized that his dream included an optical illusion.

almost, most -- "Most" is colloquial when used as a substitute for almost.

a lot, lots -- Colloquial for "many," "a great deal," and "very much."

already, all ready -- "Already" means "by this time"; "all ready" means "completely prepared."

The motel was already full at 4:30 p.m.
We are all ready to go on our camping trip.

altar, alter -- An altar is in a church; to alter means to change.

She went to the altar to be his wife.
He tried to alter the outcome.

alternative -- Means "choice between two things." Now it is widely used.

altogether, all together -- "Altogether" means "wholly, thoroughly." "All together" means "in a group."

That noise is altogether unnecessary.
They met all together in the auditorium.

alumnus, alumna -- Latin words now standard in English for male graduate and female graduate, respectively. The plurals are alumni and alumnae.

"Alumni" means male and female graduates grouped together.

among, between -- "Among" is used with more than two, a group; "between" is used with only two.

Among the four we decided to visit Washington, not Philadelphia.
This secret is between you and me.

amount, number -- "Amount" refers to things in bulk or mass; "number" refers to the countable.

That bag of flour has a large amount.
A large number of people attended the performance.

and etc. -- Since etc. is an abbreviation of Latin et (and) and cetera (others), and etc. is a redundancy.

anyone, any one -- "Anyone" means any person at all. "Any one" singles out one person or thing in a group.

Anyone can fly a kite.
Any one of those boys can draw a squirrel.

anyplace, everyplace, no place, someplace -- Colloquialisms for anywhere, everywhere, nowhere, somewhere.

anyways, anywheres -- Dialectal for anyway, anywhere.

apt -- Colloquial when it is used to mean likely.

as -- Avoid using as instead of because, for, since, that, which or whether.
Dialectal when used thus:

We don't know as we can go.

Correct: We don't know that we can go.

as to -- A substitute for about.

Incorrect: The chairman told me as to his agenda.

Correct: The chairman told me about his agenda.

at about -- At about is redundant. "About" is preferable.

Incorrect: At about a dozen students attended the rally.

Correct: About a dozen students attended the rally.

awful, awfully -- Colloquial for very and extremely.

awhile, a while -- The adverb is awhile. The noun is a while.

Sleep awhile and I'll wake you at noon.

Relax for a while before you start your trip.

bad, badly -- Use bad after verbs feel or look. Colloquially used for very much or a great deal with verbs want or need.

bank on -- Informal for rely on.

being as, being that -- Incorrect for since and because.

beside, besides -- "Beside" means "by the side of" and "besides" means "in addition to."

The couple sat beside the brook.

Besides his commuting, he was concerned about his salary.

between -- See among, between.

burst, burst, burst -- "Burst" is obsolete; "bust" and "busted" are slang.
The principal parts of burst are burst, burst, burst.

but, hardly, scarcely -- "Can't hardly" and "don't scarcely" are nonstandard (double negative). Use "can hardly." Avoid "can't help but."

Correct: I cannot help thinking about that movie The Streetcar Named Desire.

but what -- Informal for that in negative expressions.

Incorrect: I do not doubt but what he will be hired.

Correct: I do not doubt that he will be hired.

calculate -- Dialectal for think or expect.

can, may -- "Can" denotes ability to perform; "may" denotes permission to do.

canvas, canvass -- Canvas is a cloth; "canvass" means "to solicit".

That suitcase is made of canvas.

Students are canvassed for opinions.

capital, capitol -- The word capital is usually used to denote something that is first in importance. "Capitol" refers to the seat of government.

He discussed the capital points of the proposal.

The group went to the state capitol to picket the tax increase.

cite, site -- "Cite" means "to reference". A site is a location.

He cited a reference to a comic book.

The site of the building was a school parking lot.

compare to, compare with -- Use "compare to" a similar item and "compare with" a contrasting one.

Compared to lacrosse, football is a tame sport.

His father compared his son with a baby elephant.

complected -- Nonstandard for complexioned.

Nonstandard: A light-complected child.

Standard: A light-complexioned child (a child of light complexion).

complement, compliment -- To complement something means to "complete" it.

To compliment means "to praise".

The matching accessories complement his new outfit.

The rookie went to the bench without receiving a compliment for his winning hit.

conscience, conscious -- "Conscience" refers to proper morality; "conscious" refers to "awareness".

The criminal had no conscience.

She was conscious shortly after the operation.

contact -- Avoid the nonstandard use of contact to mean ask, confer, consult, inform, look up, speak to, telephone, query.

continual, continuous -- These adjectives are not synonymous. "Continual" means "occurring in steady, rapid but not unbroken succession"; "continuous" implies "complete absence of interruptions."

Continual interruptions of the baby's crying marred out conversation.

This theater has continuous performances on Saturdays.

could of -- Nonstandard for could have.

Nonstandard: He could of gone if he had the money.

Standard: He could have gone if he had the money.

council, counsel -- A council is an "advisory group"; "counsel" refers to "advice".

The council met in secret.

His legal counsel was no help at the trial.

data, criteria, phenomena, strata -- Plurals of datum, criterion, phenomenon, and stratum.

Informal: This data has been verified by the librarian.

Formal: These data have been verified by the librarian.

deal -- Informal for "business transaction." Use the exact words -- sale, agreement, plan.

demonstrator -- This word should not be spelled "demonstrater".

The demonstrator marched around the building all day.

desert, dessert -- A desert is a wasteland; dessert is the last course of a meal.

The expedition became lost in the desert.

Apple pie is a common dessert.

differ from, differ with -- "Differ from" means "to stand apart because of unlikeness." "Differ with" means "to disagree."

Lilliam Hellman's plays differ from those of Arthur Miller's.

On that viewpoint, he differs with you.

different from -- The preferred preposition after different is from; however, different than is accepted by many writers.

done -- "Done" is the past participle of the verb do. Nonstandard as a substitute for did and as an adverb.

Nonstandard: He is done ready to go.

Nonstandard: The police know who done the robbery.

don't -- A contraction for do not, not for does not.

Incorrect: He don't like to eat watermelon.

Correct: He doesn't want to major in French.

due, due to -- Should be used after the verb to be.

The floods were due to heavy rains.

each other, one another -- Some authorities prefer each other when referring to only two; one another, to more than two.

effect -- See affect.

either, neither -- Used to refer to one or the other of two. When used as subjects, the words are singular.

Either John or Jim will haul the luggage.

Neither of the students was selected for the role.

elicit, illicit -- "Elicit" means "to draw out". "Illicit" means "illegal".

Roving reporters elicit information from various people.

The man was guilty of illicit actions.

emigrate, immigrate -- "Emigrate" means "to leave a country"; "immigrate" means "to come for permanent residence into a country of which one is not a native."

Paul emigrated from Germany.

The religious group immigrated to Canada.

enthuse, enthused -- In speech it is used as a verb for "to show enthusiasm" and as a synonym for "enthusiastic." Avoid these uses in writing.

etc. -- Avoid etc. in formal writing. See and etc.

everyone, every one -- See anyone, any one.

everywheres -- Dialectal for everywhere.

except, accept -- See accept, except.

expect -- Colloquial when used to mean suppose, think, presume.

farther, further -- "Farther" indicates distance; "further" is used to express additional time, degree, or quantity.

Correct: He walked a mile farther than I.

Correct: They waited for further details.

faze -- Informal for "disturb, worry, disconcert." It is not related to phase (aspect or stage).

fewer, less -- Use less to refer to value, degree, or amount; fewer refers to number.

This bag has less flour than that one.

Fewer students are entering the priesthood.

fine -- "Fine" is an overused adjective. It sometimes means delicate, refined, free from impurity. It is loosely used as an epithet of approval, such as a fine painting, fine glassware, and a fine dress. Colloquially it is used as an adverb to mean well.

first-rate -- Colloquially it is used as an adverb meaning excellently or very good and as an adjective meaning excellent or very good.

fix -- As a noun, it is colloquial for situation or condition; as a verb, for repair or arrange.

flunk -- Colloquially it is used for fail.

folks -- Informal for relatives, parents.

former, latter -- "Former" refers to the first named of two; "latter", to the second. For designating one of three or more, say first or last.

John O'Hara and Philip Roth are Jerseyans. The former lived in Princeton; the latter, in Newark.

funny -- "Funny" means "amusing." Informal for "odd," "strange," and "queer."

further, farther -- See farther.

gentleman, lady -- These words are used to indicate persons of good social standing, persons of refinement and culture. To indicate sex differences in compound words use man and woman. Example: salesman, woman's wear.

get, got, gotten -- The verb to get is one of the most overworked yet one of the most useful words in the English language. Avoid get or got in slang expressions. Avoid the forms have got for have and got to for must.

good -- An adjective, not an adverb meaning well. Avoid: My grandmother sews good. Correct: My grandmother sews well.

grand -- An overworked, vague, trite adjective.

guy -- Nonstandard for person, boy, man.

had of, had ought -- Nonstandard for had, ought.

half a, a half, a half a -- Use half a or a half, but avoid a half a.

hanged, hung -- "Hanged" refers to executions; "hung," to objects.

The murderer was hanged at dawn.

She hung the clothes on the line.

hardly, scarcely -- These words denote negation. For this reason they should not be used with another negative.

Substandard: We couldn't hardly see because of the fog.

healthful, healthy -- "Healthy" means "having health"; "healthful," "giving health."

Denver has a healthful climate.

She has six healthy children.

hissself -- Nonstandard for himself.

hypocrisy -- This noun is used to show pretense.

His hypocrisy was evident from his actions.

if, whether -- Use whether after such verbs as learn, doubt, say, know, understand, especially when followed by or.

illusion, allusion -- See allusion.

immigrate -- See emigrate.

imply, infer -- "Infer" means "to reach a conclusion based upon evidence"; "imply," "to suggest without stating."

Hence, the speaker or writer implies; the reader or listeners infer.

in, into -- "In" means "location within"; "into" means "motion or direction to a point."

She was in the garden.

He walked into the room.

in back of, in behind, in between -- Wordy for back of, behind, between.

incidentally, accidentally -- See accidentally.

incredible, incredulous -- "Incredible" means "too extraordinary to admit of belief"; "incredulous" means "inclined not to believe on slight evidence."

The salesman offered her an incredible price for the Fragonard.

The high price seemed incredulous to her.

individual, party, person -- "Individual" refers to a single thing or person.

In formal writing, party designates a group. "Person" is preferred for reference to a human being.

inferior than -- Use inferior to or worse than.

ingenious, ingenuous -- "Ingenious" means "clever, resourceful," as "an ingenious invention"; "ingenuous" means "open, frank, artless" as "ingenuous behavior."

in regards to -- Use in regard to or as regards.

inside of, outside of -- The of is unnecessary. "Inside of" is informal for "within"; "outside of" for except, besides.

into -- See in, into.

invite -- Slang for invitation.

irregardless -- Nonstandard for regardless.

its, it's -- Its is the possessive pronoun. It's is the contracted form of it is.
Its cover is torn.
It's raining.

just -- A colloquialism when used to mean truly, quite, very, accurately.

kind, sort -- Use singular forms which may be modified by this or that. Use these or those to modify plural forms. Examples: this kind (sort); these kinds (sorts); that kind (sort); those kinds (sorts).

kind of, sort of -- Avoid its use as an adverb meaning "somewhat, rather, after a fashion."

Avoid: She is kind of pretty.

Say: She is rather pretty.

kind of a -- Omit the a.

What kind of house is that?

lady, gentleman -- See gentleman.

later, latter -- "Later" is the comparative form of late; "latter" refers to the last named of two. If more than two are named, use last.

lay, lie -- "Lay" is a transitive verb meaning to place, to put something. Its principal parts are lay, laid, laid. "Lie" is intransitive and means "to rest, to recline, to remain." Its principal parts are lie, lay, lain.

learn, teach -- "Learn" means "to acquire knowledge"; "teach" means "to impart knowledge."

Although Mrs. Crane teaches French well, Elaine does not learn how to read it.

leave, let -- "Leave" means "to depart from"; "let" means to permit. A standard idiom is "Leave (or let) me alone."

less, fewer -- See fewer.

like, as, as if -- Informal usage permits like either as a preposition or as a conjunction.

She works like a man.

"Winston tastes good like a cigarette should."

Formal usage prefers as or as if for the conjunction.

likely, liable -- "Likely" means "probable, to be expected"; but "liable" means "susceptible to something unpleasant" or "legally responsible."

John Wayne is likely to win the Academy Award.

In this area we are liable to have an earthquake.

locate -- Informal for "settle, to make one's residence."

lose, loose -- "Lose" means "to cease having"; "loose" (verb) means "to set free"; "loose" (adjective) means "free, not fastened."

lovely -- Do not use lovely for a synonym for delightful, highly pleasing.

may be, maybe -- The verb form is may be; the adverb maybe means perhaps.

may, can -- See can.

Messrs. -- The plural of Mr. is Messrs., which should always have names following it.

mighty -- Informal use for very exceedingly.

moral, morale -- As a noun, "moral" means "lesson, maxim"; as an adjective, "pertaining to right conduct, ethical." As a noun, "morale" refers to "a cheerful, confident state of mind."

myself, himself, yourself -- These are intensive or reflexive pronouns. They are not substitutes for I, me, he, him, or you.

As an intensive: I myself will buy this large order.

As a reflexive: He saw the house to satisfy himself.

naive -- This adjective is used when describing someone who is artless or unaffected.

Many incoming freshmen are naive about college.

nice -- An overworked, trite word. Try to find the exact word.

number -- See amount.

of, have -- When substituted in writing for have, the preposition of is non-standard.

notorious -- Do not confuse its meaning. It means "of bad repute," not "noted, celebrated, or famous."

nowhere near -- A colloquialism for not nearly.

off of -- Omit of; for example, "Keep off of the grass." Preferred: "Keep off the grass."

O.K., OK, okay -- To express general approval, all three forms are accepted standard forms. In formal writing, however, use the exact word.

one another, each other -- See each other.

only -- The word "only" must be placed nearest the word it modifies.

I only studied for one test. (No one else studied.)

I studied for only one test. (There were several tests.)

or -- Do not use or as a correlative with neither. Use nor.

Correct: Neither the students nor the faculty went on strike.

ought -- When combined with had, ought is substandard.

Substandard: You had ought to pay your monthly bill.

Standard: You ought to pay your monthly bill.

outside of -- See inside of. Also, do not use outside of to mean aside from, except for.

Colloquial: Outside of this error, he had an excellent paper.

Except for this error, he had an excellent paper.

over with -- "With" is superfluous.

The movie is over. (Not over with.)

party -- See individual.

per -- Avoid per, except in business English or in Latin phrases.

per cent -- In formal writing, use percent (or per cent) only after a numeral.

"Percent" literally means "by the hundred" and should be used rather than the sign $\%$. In business writing, the sign is used, but only after the numerals.

Colloquial: A small percent of the stock was lost.

Standard: He lost twenty percent of his stock.

Standard: He lost 20% of his business adventure.

perfect, round, unique -- Do not use these words in the comparative and the superlative forms.

phenomena -- Plural of phenomenon. See data.

phone -- Informal for telephone.

photo -- Informal for photograph.

plenty -- Informal as an adverb meaning very, quite.

Formal: The painting was very striking.

Informal: The painting was plenty striking.

Also do not use it as an adjective before a noun.

Dialectal: We have plenty money.

Preferred: We have plenty of money.

P.M., A.M. -- See A.M., P.M.

practical, practicable -- "Practical" means "useful, sensible," not "theoretical"; "practicable" means "feasible, capable of being put into practice."

The civil engineers are practical in designing the bridge; and their plans were practicable, according to the Commissioner.

precede, proceed -- "Precede" means to "go before". "Proceed" means "go forward".

When marching, a general would always precede a private.

After his fall, he proceeded to walk to class.

principal, principle -- "Principal" as a noun and as an adjective means "chief" or "chief official." As a noun, "principle" means "fundamental truth."

poorly -- Informal when used to mean not well, in poor health.

prof -- Informal for professor. Use the full word.

put in -- Colloquial for spend or occupy.

quite -- Informal for "very, to a great extent, noticeably."

raise -- Confused with rise. "Raise" means "to cause something to rise" and must have an object. Note the principal parts of raise: raise - raised - raised. The principal parts of rise are: rise - rose - risen. "Rise" is an intransitive verb, meaning "to move upward."

real -- Informal for very, extremely.

Informal: He is real proud of his achievement.

Formal: He is very proud of his achievement.

reason is because -- In formal writing avoid "the reason is because..." Use "the reason is (was)" with a that clause.

Informal: The reason why he failed is because he did not study.

Formal: The reason why he failed is that he did not study.

reckon -- Informal or dialectal for guess, suppose, think.

respectfully, respectively -- "Respectfully" means "in a manner showing respect." "Respectively" means "each in the order given."

Herb respectfully answered his grandparents.

The Chamber of Commerce awarded citations to the Girl Scouts, the Rotary, and the American Red Cross, respectively.

reverend, honorable -- In formal writing these forms are to be followed by the, by the initials of or some other title, and by the surname.

Formal: The Reverend Frank G. Lankard.

The Honorable Louis J. Saums.

right along -- A colloquialism meaning frequently or continually.

rise, raise -- See raise.

same, said, such -- Used in legal documents to mean it, this, that, before-mentioned. Avoid this usage in formal writing.

scarcely -- See hardly.

seldom ever, seldom or ever -- Use seldom if ever, hardly ever.

set -- Confused with sit, set is a transitive verb meaning place. The principal parts of sit (intransitive) are sit, sat, have sat; the principal parts of set are set, set, have set.

shape -- A colloquialism for manner, condition, or state.

sherbet -- Often mispronounced as sherbert. In spelling omit the second r.

show up -- A colloquialism when used intransitively in the sense of appear, attend, come or be present or when used transitively in the sense of expose.

sit -- See set.

size up -- A colloquialism for scrutinize, observe, evaluate, estimate.

some -- Informal for remarkable, extraordinary, striking.

someone, some one -- See anyone, any one.

someplace -- See anyplace.

somewheres -- Dialectal for somewhere.

sort, sort of, sort of a -- See kind, kind of, kind of a.

speak, speech -- "To speak" means "to talk"; the noun "speech" is "the act of speaking."

stationary, stationery -- "Stationary" means "fixed". "Stationery" is writing paper.

The patient's condition remained stationary.

For my birthday, I received two boxes of stationery.

sure -- Informal for surely, undoubtedly, certainly.

sure and -- Informal for sure to.

Preferred: Be sure to read the directions.

suspicion -- Dialectal when used as a verb to mean suspect.

Dialectal: He did not suspicion her visit.

Correct: He did not suspect her visit.

take -- In formal writing, avoid these expressions: to take in a movie, to take up with, to take it out on.

teach -- See learn.

terrible -- Informal for "unpleasant, very bad."

terribly -- Informal for "extremely, exceedingly."

than, then -- "Than" is a conjunction.

He is taller than John.

"Then" is an adverb or and conjunctive adverb.

Sam worked diligently all week; then on Saturday he went fishing.

their, there, they're -- "Their" is a possessive pronoun.

Their tickets were stolen.

"There" is an adverb.

He visited there last year.

"There" is also an expletive.

There are two reasons for the disaster.

"They're" is the contraction of they are.

They're traveling to California next year.

themselves, themselves -- Substandard for themselves.

these kind, these sort -- See kind, sort.

this here, that there, these here, them there -- Substandard expressions for this, that, these, and those.

through -- Colloquial when used to mean finish.

Colloquial: He is through reading the book.

Preferred: He finished reading the book.

to, too, two -- "To" is the preposition.

He promised to go to the store.

"Too" is the adverb.

It is too hot to work.

"Two" is the numeral two.

I have two dollars.

toward -- The preposition "toward" means "working for a result." "Towards" is not used. Diplomats are working in Paris toward a peaceful settlement of the war.

transpire -- Nonstandard when used to mean happen, occur.

try and -- Informal for try to.

Preferred: Try to relax.

type of -- Do not use type as an adjective. Do not omit the of in the expression "that type of actor."

used to, supposed to -- Be sure to use the d in used, supposed.

He used to read a book a week.

He is supposed to be the best author in the state.

wait on -- Informal for wait for. "To wait on" means "to attend, to serve."

want -- Nonstandard if a that clause is its object. "Want" should be followed by an infinitive.

Nonstandard: I want that you should be happy.

Standard: I want you to be happy.

want in, out, down, up through -- Informal or dialectal for want to come in or get in, out, down, up, off, through.

ways -- Informal for way referring to distance. Colloquial in this expression -- a little ways. Use a little way.

where -- Informal for that.

Informal: He saw in the magazine where Nader was the author of the article.

Formal: He saw in the magazine that Nader was the author of the article.

where...at -- "At" is redundant.

which, who -- To refer to persons use who or that. "Which" refers to things.

worst way -- Do not use "in the worst way" to mean "very much."

would of -- Nonstandard for would have.

write-up -- A colloquialism for an account, a report, an article, a description.

you all -- Do not use you all to indicate a singular you. In the South you all is a standard plural.

you was -- Nonstandard for you were.

SPELLING

Words Most Frequently Misspelled

abattoir
 aberration
 abetter
 abettor (law)
 abridgment
 absorb (take in)
 adsorb (adhesion)
 abysmal
 a cappella
 accede (yield)
 exceed (surpass)
 acceptor
 acceptor (law)
 accessory
 accommodate
 accordion
 accouter
 accursed
 acetic (acid)
 ascetic (austere)
 acknowledgment
 acoustic
 adapter
 adjurer
 adjuster
 ad nauseam
 adviser
 adz
 aegis
 affect (influence)
 effect (result)
 afterward
 aging
 aid (n., v.)
 aide
 aide-de-camp
 airplane
 albumen (egg)
 albumin (chemistry)
 aline
 allottee
 all ready (prepared)
 already (previous)
 all right
 altogether
 (completely)
 all together
 (collectively)
 aluminum
 ambidextrous

ameba
 ampoule
 analog
 analogous
 anemia
 anesthetic
 aneurysm
 anomalous
 anonymous
 antediluvian
 antibiotics (n.)
 antibiotic (adj.)
 anyway (adv.)
 anyways (adv.)
 appall, -ed, -ing
 appareled, -ing
 aquatic
 aqueduct
 archeology
 arrester
 artifact
 artisan
 asafetida
 ascendance, -ant
 ascent (rise)
 assent (consent)
 assassinate
 atheneum
 attester
 autogiro
 awhile (for some
 time)
 a while (a short
 time)
 ax
 aye
 backward
 baloney (bun-
 combe)
 bologna (sau-
 sage)
 bandanna
 bargainer
 bargainor (law)
 baritone
 bark (boat)
 barreled, -ing
 bastille
 bathyscaph
 battalion

bazaar
 behoove
 beneficent
 benefited
 bettor (wagerer)
 beveled, -ing
 biased, -ing
 bimetallism
 blessed
 bloc (group)
 blond (masc., fem.)
 bluing
 bombazine
 born (birth)
 borne (carried)
 bouillon (soup)
 bullion (metal)
 boulder
 bourgeoisie
 breach (gap)
 breech (lower part)
 brier
 briquet, -ted, -ting
 Britannia
 broadax
 bronco
 brunet (masc., fem.)
 buccaneer
 buncombe
 bunion
 bur
 burned
 bus, bused, buses,
 busing
 butadiene
 caffeine
 calcareous
 calcimine
 caldron
 calender (paper finish)
 caliber
 caliper
 calk
 calligraphy
 callus (n.)
 callous (adj.)
 calorie
 canceled, -ing
 canceler
 cancellation

candor
 canister
 cannot
 cantaloup
 canvas (cloth)
 canvass (solicit)
 canyon
 capital (city)
 capitol (building)
 carabao (sing., pl.)
 carat (weight)
 caret (omission
 mark)
 carbureted, -ing
 carburetor
 Caribbean
 caroled, -ing
 carotene
 cartilage
 caster (roller)
 castor (oil)
 casual (unimpor-
 tant)
 causal (cause)
 catalog, -ed, -ing
 cataloger
 catsup
 caviar
 caviled, -ing
 caviler
 cecum
 center
 centipede
 cesarean
 chairmaned
 chaise longue
 chancellor
 channeled, -ing
 chaperon
 chautauqua
 chauvinism
 check
 chiffonier
 chili (pepper)
 chile con carne
 chiseled, -ing
 chlorophyll
 cigarette
 citable
 clamor
 clew (nautical)
 clue (other
 meanings)
 climactic (climax)
 climatic (cli-
 mate)

cocaine
 coconut
 cocoon
 coleslaw
 colloquy
 colossal
 combated, -ing
 commingle
 commiserate
 complement (com-
 plete)
 compliment
 (praise)
 confectionery
 confidant (masc.,
 fem.)
 confirmer
 confirmor (law)
 conjurer
 connector
 connoisseur
 consecrator
 consensus
 consignor
 consulter
 consummate
 contradicter
 converter
 conveyor
 cooky
 coolie
 cornetist
 corollary
 corvette
 councilor (of coun-
 cil)
 counselor (ad-
 viser)
 counseled, -ing
 cozy
 crawfish
 creneled, -ing
 crystaled, -ing
 crystalline
 crystallize
 cudgeled, -ing
 cyclopedia

 debarkation
 decalog
 defense
 demagog
 demarcation
 dependent
 descendant (n.,
 adj.)

desecrater
 desiccate
 desuetude
 detractor
 develop, -ment
 device (contriv-
 ance)
 devise (convey)
 dextrous
 diagramed, -ing
 diagrammatic
 dialed, -ing
 dialog
 diaphragm
 diarrhea
 dickey
 dieresis
 diuretic
 dietitian
 diffuser
 dike
 dilettante
 dinghy (boat)
 diphtheria
 discreet (prudent)
 discrete (dis-
 tinct)
 disheveled, -ing
 disk
 dispatch
 dissension
 distention
 distill, -ed, -ing,
 -ment
 distributor
 diverter
 divorcee
 doctoral
 doctrinaire
 doggerel
 dossier
 doweled, -ing
 downward
 draft
 dreadnought
 dreamed
 drought
 dueled, -ing
 duffelbag
 dullness
 dumfound
 dwelt
 dyeing (coloring)
 dying (death)

eastward
 ecstasy
 edema
 edgewise
 electronics (n.)
 electronic (adj.)
 eleemosynary
 elicit (to draw)
 illicit (illegal)
 embarrass
 embed
 embellish
 emboweled, -ing
 emboweler
 emigrant (go from)
 immigrant (go
 into)
 emigree
 employee
 enameled, -ing
 encage
 encase
 encave
 enclasp
 enclose
 enclosure
 encumber
 encumbrance
 encyclopedia
 endorse, -ment
 endwise
 enfeeble
 enforce, -ment
 engraft
 enroll, -ed, -ing,
 -ment
 enshade
 ensheathe
 ensnare
 enthrall
 entrench
 entrepreneur
 entrust
 entwine
 envelop (v.)
 envelope (n.)
 enwrap
 eon
 epaulet, -ed, -ing
 epiglottis
 epilog
 equaled, -ing
 erysipelas
 escaloped, -ing

escapable
 esophagus
 esthetic
 etiology
 evacuee
 evanescent
 exhibitor
 exhilarate
 exonerate
 exorbitant
 expellent
 exposé (exposure)
 (n.)
 expose (to lay
 open) (v.)
 exsiccate
 extant (in exist-
 ence)
 extent (range)
 extoll, -ed, -ing
 eying
 eyrie

 falderal
 fantasy
 farther (distance)
 further (not dis-
 tance)
 favor
 fecal
 feces
 fetal
 fetish
 fetus
 fiber
 filigree
 finable
 finagle
 fiord
 flammable (not in-
 flammable)
 flection
 fledgling
 flier
 flotage
 flotation
 fluorescent
 focused, -ing
 forbade
 forbear (endur-
 ance, etc.)
 forebear (ances-
 tor)
 foresee

forgettable
 forgo (relinquish)
 forego (precede)
 forswear
 fortissimo
 fricassee
 fuchsia
 fueler
 fulfill, -ed, -ing,
 -ment
 fulsome
 fungus (n.; adj.)
 funneled, -ing
 furor
 fuse (all meanings)
 fuze (follow
 copy in mili-
 tary printing)
 fuselage
 fusillade

 gage
 gaiety
 gaily
 galosh
 gamboled, -ing
 garrote
 gazetteer
 gelatin
 generalissimo
 germane
 glamorous
 glamour
 glycerin
 gobbledygook
 goodbye
 gram
 graveled, -ing
 gray
 grievous
 groveled, -ing
 gruesome
 guarantee (n., v.)
 guaranty (n.,
 law)
 guerrilla (warfare)
 gorilla (ape)
 guttural
 gypsy

 hallelujah
 Halloween
 hara-kiri
 harass

harebrained
 harken
 healthful (produc-
 ing health)
 healthy (with
 health)
 heinous
 hemoglobin
 hemorrhage
 heterogeneous
 hiccup
 highfalutin
 hijack
 Hindu
 homeopath
 homeward
 homogeneity
 homolog
 hors d'oeuvre
 hypocrisy
 hypotenuse

 idiosyncrasy
 idyl
 impaneled, -ing
 impasse
 imperiled, -ing
 impostor
 impresario
 imprimatur
 indict (to accuse)
 indite (to com-
 pose)
 inequity (unfair-
 ness)
 iniquity (sin)
 inferable
 infold
 ingenious (skillful)
 ingenuous (sim-
 ple)
 innocuous
 innuendo
 inoculate
 inquire
 inquiry
 install, -ed, -ing,
 -ment
 installation
 instill, -ed, -ing
 insure
 intelligentsia
 interceptor
 interment (burial)
 internment (de-
 tention)

intern
 intervener
 intervenor (law)
 intransigent (n.,
 adj.)
 inward
 iridescent
 isosceles
 italic

 jalopy
 jeweled, -ing, -er
 judgment
 juditsu

 kerneled, -ing
 kerosene
 kidnaped, -ing
 kidnaper
 kilogram
 kopek

 labeled, -ing
 lacquer
 lacrimal
 landward
 lath (wood)
 lathe (machine)
 laureled
 leitmotiv
 lengthwise
 leukemia
 leveled, -ing
 leveler
 liaison
 libelant
 libeled, -ing
 libelee
 libeler
 license
 licorice
 likable
 lilliputian
 lineage (lines)
 lineage (descent)
 liquefy
 liquor
 liqueur
 liter
 livable
 loath (reluctant)
 loathe (detest)
 lodestar
 lodestone
 lodgment

logistics (n.)
 logistic (adj.)
 louver
 luster

 madam
 Mafia
 maize (corn)
 maze (labyrinth)
 maneuver
 manifold
 manikin
 mantel (shelf)
 mantle (cloak)
 manywise (adv.)
 marbleize
 margarin (chemis-
 try)
 margarine (but-
 ter substitute)
 marihuana
 marshaled, -ing
 marshaler
 marveled, -ing
 marvelous
 meager
 medaled, -ing
 medalist
 medieval
 metaled, -ing
 metalize
 meteorology
 (weather)
 metrology
 (weights and
 measures)
 meter
 mil (1/1000 inch)
 mill (1/1000 dollar)
 mileage
 miliary (tubercu-
 losis)
 milieu
 milk cow
 millenary (1,000)
 millinery (hats)
 millennium
 minable
 missilry
 misspell
 miter
 moccasin
 modeled, -ing
 modeler
 mold

mollusk
 molt
 moneys
 monogramed, -ing
 monolog
 mortise
 Moslem
 movable
 mucilage
 mucus (n.)
 mucous (adj.)
 mustache

 naphtha
 Navaho (but fol-
 low copy in
 congressional
 printing)
 nazism
 nazism
 niacin
 nickel
 Nisei
 niter
 nonplused
 northward
 numskull

 obbligate
 obloquy
 ocher
 octet
 offal
 offense
 omelet
 oneself
 onward
 ophthalmology
 opossum
 orangutan
 orbited, -ing
 ordinance (law)
 ordnance (mili-
 tary)
 organdie
 orthopedia
 overseas or oversea

 pajamas
 paleontology
 paneled, -ing
 paraffin
 paralleled, -ing
 parallelepiped

parceled, -ing
 partisan
 pastime
 patrol, -led, -ling
 peccadillo
 peddler
 Peking (Peiping),
 follow copy
 penciled, -ing
 pendant (n.)
 pendent (u.m.)
 percent
 peremptory (decisive)
 preemptory
 (preference)
 perennial
 periled, -ing
 permittee
 perquisite (privilege)
 prerequisite (requirement)
 personal (individual)
 personnel (staff)
 perspective (view)
 prospective (expected)
 petaled, -ing
 Pharaoh
 pharmacopeia
 phenix
 phlegm
 phony
 phosphorus (n.)
 phosphorous
 (adj.)
 photostated
 pickax
 picnicking
 pipet
 plaque
 plastics (n.)
 plastic (adj.)
 pledger
 pledgor (law)
 plenitude
 plow
 poleax
 pollination
 pommeled, -ing
 ponton (military)
 pontoon

porcelaneous
 practice (n., v.)
 precedence (priority)
 precedents (usage)
 pretense
 preventive
 principal (chief)
 principle (proposition)
 privilege
 proffer
 programmed, -er, -ing
 programmatic
 prolog
 promissory
 pronunciation
 propel, -led, -ling
 propellant (n.)
 propellent (adj.)
 prophecy (n.)
 prophesy (v.)
 protester
 ptomaine
 pubic (anatomy)
 pulmotor
 pusillanimous
 pygmy

 quarreled, -ing
 quartet
 quarternary
 questionnaire
 queue

 raccoon
 racket (all meanings)
 rapprochement
 rarefy
 rarity
 ratable
 rattan
 raveled, -ing
 reconnaissance
 reconnoiter
 referable
 registrar
 reinforce (all meanings)
 relater
 relator (law)

remodeler
 renaissance
 reparable
 repellant (n.)
 repellent (adj.)
 rescission
 responder (elec-
 tronics)
 resposner (elec-
 tronics)
 reveled, er, -ing
 rhyme, rhythmic
 rivaled, -ing
 roweled, -ing
 ruble

 saccharin (n.)
 saccharine (adj.)
 sacrilegious
 salable
 sandaled, -ing
 satellite
 satinet
 savable
 savanna
 savior
 Saviour (Christ)
 scalloped, -ing
 schizophrenia
 scion (horticulture)
 scurrilous
 seismology
 selvage (edging)
 salvage (save)
 sentineled, -ing
 separate
 sepulcher
 seriatim
 settler
 settlor (law)
 sewage (waste)
 sewerage (drain
 system)
 sextet
 Shakespearean
 shellacking
 shoveled, -ing
 shriveled, -ing
 sideward
 signaled, -ing
 siphon
 sirup
 sizable
 skeptic

skillful
 skulduggery
 smolder
 sniveled, -ing
 snorkel
 soliloquy
 sometime (for-
 merly)
 some time (some
 time ago)
 sometimes (at
 times)
 southward
 spacious (space)
 specious (plau-
 sible)
 specter
 spelled
 spirituous (liquor)
 (not spiritous)
 spirochete
 spoliation
 staunch
 stationary (fixed)
 stationery
 (paper)
 statue (sculpture)
 stature (height)
 statute (law)
 stenciled, -ing
 stenciler
 stifling
 stratagem
 stubbornness
 stupefy
 subpena, -ed
 subtlety
 succor
 sulfur (also deriv-
 atives)
 sulfanilamide
 sulfureted, -ing
 supererogation
 surreptitiou
 surveillance
 swiveled, -ing
 sylvan
 synonymous

 taboo
 tactician
 tasseled, -ing
 tattoo
 taxied, -ing

technique
 teetotaler
 tercentenary
 theater
 therefor (for it)
 therefore (for
 that reason)
 thiamine
 thrallldom
 thrash
 thresh (grain)
 threshold
 tie, tied, tying
 timber (wood)
 timbre (tone)
 tinseled, -ing
 titer
 tonsillitis
 tormenter
 totaled, -ing
 toward
 toweled, -ing
 toxemia
 trafficking
 trammeled, -ing
 tranquilize (r)
 tranquillity
 transcendent
 transferable
 transferor
 transferred
 transonic
 transponder (elec-
 tronics)
 transshipment
 traveled, -ing
 traveler
 travelog
 triptych
 trolley
 troop (soldiers)
 troupe (actors)
 troweled, -ing
 tryptophan
 tularemia
 tunneled, -ing
 tunneler
 turquoise
 typify
 tyrannical
 tyro

 unctuous
 unwieldy

upward
uremia

vacillate
valance (drape)
valence (chem-
istry)

veld
veranda
vermillion
vicissitude
victualed, -ing
victualer
villify
villain
visa, -ed, -ing
vitamin
vitrify
volcanism
votable
vying

wainscoting
weeviled, -ing
welder
westward
whimsey
whisky, -ies
willful
withe
woeful
woolen
woolly
worshiped, -er,
-ing

Plural Forms of Words that Most Frequently Cause Trouble

Compound Words:

Significant word first:

adjutants general
aides-de-camp
ambassadors at large
attorneys at law
attorneys general
billets-doux
bills of fare
brothers-in-law
charges d'affaires
commanders in chief
comptrollers general
consuls general
courts-martial
crepes suzette
daughters-in-law
governors general
grants-in-aid
heirs at law
inspectors general
men-of-war
ministers-designate
mothers-in-law
notaries public
pilots-in-command
postmasters general
presidents-elect
prisoners of war
rights-of-way
secretaries general
sergeants at arms
sergeants major
surgeons general

Significant word in middle:

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

Significant word last:

assistant attorneys
assistant commissioners
assistant corporation counsels
assistant directors
assistant general counsels
assistant secretaries
brigadier generals
deputy judges
deputy sheriffs
general counsels
judge advocates
judge advocate generals
lieutenant colonels
major generals
provost marshals
provost marshal generals
quartermaster generals
trade unions
under secretaries
vice chairmen

Both words of equal significance:

Bulletins Nos. 27 and 28;
but Bulletin No. 27 or 28
coats of arms
masters at arms
men buyers
men employees
secretaries-treasurers
women aviators
women students
women writers

No word significant in itself:

forget-me-nots
hand-me-downs
jack-in-the-pulpits
man-of-the-earths
pick-me-ups
will-o'-the-wisps

Other Words:

addendum, addenda	lens, lenses
adieu, adieus	lira, lire
agendum, agenda	locus, loci
alga, algae	madam, mesdames
alumnus, alumni (masc.); alumna, alumnae (fem.)	Marys
antenna, antennae (antennae, zoology)	matrix, matrices
appendix, appendixes	maximum, maximums
aquarium, aquariums	medium, mediums or media
automaton, automatons	memorandum, memorandums
axis, axes	minimum, minimums
bandeau, bandeaux	minutia, minutiae
basis, bases	monsieur, messieurs
beau, beaus	nucleus, nuclei
cactus, cactuses	oasis, oases
calix, calices	octopus, octopuses
chassis (singular and plural)	opus, opera
cherub, cherubs	parenthesis, parentheses
cicatrix, cicatrices	phenomenon, phenomena
Co., Cos.	phylum, phyla
coccus, cocci	plateau, plateaus
crisis, crises	podium, podiums
criterion, criteria	procès-verbal, procès-verbaux
curriculum, curriculums	radius, radii
datum, data	radix, radices
desideratum, desiderata	referendum, referendums
dilettante, dilettanti	sanatorium, sanatoriums
dogma, dogmas	sanitarium, sanitariums
ellipsis, ellipses	septum, septa
equilibrium, equilibriums (equilibria, scientific)	sequela, sequelae
erratum, errata	seraphs, seraphs
executrix, executrices	seta, setae
flambeau, flambeaus	ski, skis
focus, focuses	stadium, stadiums
folium, folia	stimulus, stimuli
formula, formulas	stratum, strata
fungus, fungi	stylus, styluses
genius, geniuses	syllabus, syllabuses
genus, genera	symposium, symposia
gladiolus (singular and plural)	synopsis, synopses
helix, helices	tableau, tableaux
hypothesis, hypotheses	taxi, taxis
index, indexes (indices, scientific)	terminus, termini
insigne, insignia	testatrix, testatrices
Kansas Citys	thesaurus, thesauri
lacuna, lacunae	thesis, theses
larva, larvae	thorax, thoraxes
larynx, larynxes	vertebra, vertebrae (vertebrae, zoology)
	virtuoso, virtuosos
	vortex, vortexes

PUNCTUATION GUIDE

Punctuation

a) The Period:

The period is used with abbreviations as, for instance, the following: the Rev. Dr. Robert L. Peters, Capt. John K. Rossen, Supt. Earl P. Thomas, Chrysler Motors Inc., Smith Mfg. Inc.

A series of periods is used to indicate omissions, as, for instance: "Many a flower is born to... waste its sweetness on the desert air."

b) The Comma:

The comma is used in a series. Ex.: He chose toys, baskets, ties, and vases.

The comma is used to set off the nonrestrictive clause. Ex.: Senator Davis, who leaves office next year, predicts a hard fight.

The comma is used to set off the appositive. Ex.: Representative Connally, the chairman of the committee, spoke to his group.

The comma is used to set off the direct quotation. Ex.: "The time," said he, "is now at hand."

The comma is used to set off the introductory element. Ex.: Therefore, the disaster was forestalled.

The comma is used to set off the parenthetical element. Ex.: Algebra, how I hate that subject, gives me a great deal of trouble.

The comma is used to set off the noun or pronoun used in direct address. Ex.: That course, John, is very important.

The comma is used in the compound sentence. Ex.: John spoke for a long time, but he did not disclose his final plans.

The comma is used in the complex sentence if the dependent clause precedes the independent clause. Ex.: If Thompson is to be re-elected, he must work now.

The comma is used to separate the elements in dates and places. Ex.: The candidate was born on August 1, 1901, in Bay View, Potter County, Maine.

The comma is used to set off contrasted expressions. Ex.: The president, not the advisory board, is responsible.

Generally speaking, the comma should be used also in any situation where: (1) the meaning is doubtful without one and (2) the presence of one makes for easier reading.

c) The Colon:

A colon is used to introduce a long series. Ex.: Those present included: Katherine Thompson, secretary; Mary Williams, treasurer; etc.

A colon is used to introduce a formal resolution. Ex.: "Resolved: That this assembly...".

A colon is used to introduce a sports result. Ex.: Score: Whitney, 20; Harrow, 12.

A colon is used to separate chapter and verse in scriptural references. Ex.: I Corinthians 13:1.

d) The Semicolon:

A semicolon is used to separate two closely connected co-ordinate clauses. Ex.: The Trojans were outclassed; they were beaten from the start.

A semicolon is used in a series that would not be clear by the use of commas. Ex.: The president spoke to Johnny Kirk, our captain; Pete Smith, our manager; and Harvey Keck, our bat boy.

e) The Dash:

The dash is used to replace the preposition "to" in scores. Ex.: The final score was 2-1.

The dash is used to denote the omission of offensive words. Ex.: The senator said, "You can go to ---."

The dash is used for an emphatic pause. Ex.: John got his answer - fired.

The dash is used after question and answer in verbatim testimony. Ex.: Q.- Where do you live? A.- Chicago.

f) The Hyphen:

The hyphen is used to combine two or more words into one word. Ex.: a Truman-like gesture, a bent-on-murder move.

The hyphen is used with figures denoting measurement only if the figure is part of an adjectival expression. Ex.: A 5-in. pipe, a 12-ft. board, a 4-lb. weight. Do not use the hyphen in writing figures, as fortysix, eightyone, thirtyeight. However, use the hyphen with fractions, as two-thirds, one-sixth, two-eighths.

Write as one word: baseball, football, today, tonight, tomorrow, homecoming, textbook, bookcase, downstate, upstate, snowstorm, lineup, writeup, makeup.

Use the hyphen with prefixes used with proper names. Ex.: post-Roosevelt, un-American, anti-Forman.

Words compounded of the following prefixes and suffixes are not hyphenated: a, after, ante, auto, bi, demi, ever, grand, holder, in, inter, intra, less, mid, mis, non, off, on, over, post, re, some, sub, super, trans, tri, un, under, up, ward, wise, with. Ex.: Ever present, grand march, mid afternoon.

Words compounded with the following prefixes and suffixes are hyphenated: able-, anti-, brother-, by-, cross-, -elect, ex-, father-, great-, half-, -hand, mother-, open-, public-, quarter-, -rate, self-, semi-. Ex.: semi-monthly, anti-Democrat, president-elect.

However, if the word is used widely, it may be written as a single word, or without the hyphen, as usage dictates. Ex.: antitoxin, byway, quarter final exam.

g) The Apostrophe:

The apostrophe is used to denote the possessive case of nouns. Ex.: John's book; Mr. Smith's house; Mrs. Robert's daughter.

The apostrophe is used to denote a contraction or an omission. Ex.: Don't do it.

The apostrophe is used to make letters plural. Ex.: The student earned two A's.

The apostrophe is omitted where general usage has already done so. Ex.: State Teachers College, the Engineers Club, the Lawyers Guild.

In the case of partners, the second name is apostrophized. Ex.: Dunn and Bradstreet's index.

h) Figures:

Numbers from one to ten are spelled out; numbers from 11 on may be written in their arabic numeral form.

There are, however, several exceptions. Time should be written as 8:15 A.M. this morning; 11 P.M. Thursday; 1:35 P.M. next Tuesday afternoon.

Sums of money should be written as \$12. (not \$12.00); \$5,000.; \$15.80.

Street numbers are always figures: 2158 N. 14 St.; 821 Roosevelt Blvd.; 61 Barton pl. Figures are also used for scores, degrees or temperature, automobile license plate numbers, telephone numbers, distances, numbers in election returns, prices, dimensions, and all similar situations.

A sentence should never begin with arabic numerals if any other course is possible. If the first word in a sentence is a number, it should be spelled out. Ex.: Twelve members were present.

If a sentence contains a number below ten and one above ten, use arabic numerals for both. Ex.: The ages varied from 6 to 20 years, 2 months.

Phrases should be spelled out. Ex.: One man in a thousand.

i) Parenthesis:

Avoid parentheses as much as possible. Parentheses may be used sparingly for explanation. Ex.: John spoke last (the first time this year), but he was effective nonetheless.

Parenthesis may be used sparingly for the parenthetical element. Ex.: Harold said the answer was five (He was wrong.).

Note that brackets, not parentheses, must be used for any words interpolated by the editor into a direct quote. Ex.: Said the President, "We [Americans] ... must be ready for the battle."

j) The Question Mark:

The question mark is used, in general, as the end punctuation in a question. Ex.: Is that all?

The question mark is used to create doubt for the sake of humor. Ex.: The actress will be a raving (?) success.

k) Quotation Marks:

Quotation marks are used for a direct quotation. Ex.: "Here," he said, "is the table."

No quotation marks are used for a quotation when it is set in smaller or different type to indicate the fact that it is a quotation.

Single quotation marks are used for a quotation within a quotation.

Place periods and commas inside quotation marks. Place question marks, exclamation points, colons, and semicolons outside quotation marks.

Use quotation marks for testimony, conversation and statements given in a direct form. The one exception is the quotation which employs the dash.

Use quotation marks to set off a word of unusual meaning or an unfamiliar or coined word used for the first time. Ex.: The politician's philosophy was almost "Spiroesque".

Use quotation marks for the names of books, plays, paintings, songs, magazine articles, etc.

Use quotation marks at the beginning of each paragraph of a quotation extending to two or more paragraphs. Place marks at the end of the last paragraph only.

Use no quotation marks for names of newspapers or periodicals, as New York Times, or for common nicknames, as Sam the Plumber (except when they are used with the full name, as Samuel "Sam the Plumber" DeCavalcante).

COMMON ERRORS IN USAGE

COMMON ERRORS IN USAGE

Collegians usually do not make many kinds of errors in grammar and usage; however, they do make errors concerning the following: (1) agreement of subject and verb (2) the use of parallel structure (3) the indefinite or vague pronoun reference (4) dangling modifiers.

The following rules and the samples of incorrect and correct sentences may help to minimize those errors which collegians make when they write compositions, letters, and reports:

I. Agreement

The subject and the verb must agree in number and person. If the verb has a subject in the third person singular, the present tense verb ends in s or es.

Examples:

He sings in the choir.

They plan a picnic. (not plans)

Note carefully the following cases:

- A. A compound subject joined by and takes the plural form of the verb.
The man and his wife are shopping this evening.
The president of the Student Senate and the college newspaper editor are sitting on the platform.
- B. The verb agrees with the subject. Modifying elements such as "including," "together with," and "accompanied by" do not change the number of the subject.
The sociology student together with five faculty members was cited for the research.
- C. If the subjects relate to the same person, use a singular verb.
The secretary and treasurer is reading his report.
- D. The verb should agree with the subject, not with the predicate noun.
His obstacle in swimming was the high tides.
(The subject is obstacle; therefore, the verb is singular.)
- E. When there is used as an expletive, the verb must agree with the subject.
There are thirty days in September. (thirty days are)
There is a storm brewing in the Atlantic. (storm is)
- F. When the elements of a compound subject are joined by or or nor, the verb agrees in number with the element nearer to it.
Either Karen or Susan is making noise.
Either the books or the pad is on the desk.
Either the pad or the books are on the desk.

- G. Some words are plural even though they do not end in s. (data, phenomena, strata, alumni, alumnae.
These data are collected correctly.
- H. Some words have an s ending but are singular and, therefore, require the singular form of the verb. (athletics, mumps, measles, economics, news, mathematics.
Mathematics is his best subject.
Measles is a highly contagious disease.
- I. Plural nouns expressing units of space, time, distance, and money are usually singular.
Twenty-eight dollars is too much to pay for a pair of shoes.
Six miles is a long distance to walk.
- J. The indefinite pronouns each, anyone, everyone, either, neither, nobody, everybody, somebody, none, one, no one are singular.
Each of the students is able to attend the lecture.
Neither of the professors is studying in France this year.
- K. A collective noun is considered singular if the group as a whole is considered; if the members are considered, the noun is plural.
The team is proud of its fifteen wins. (The team is considered a group.)
The team are wearing their victory jackets. (The individual members are considered.)
- L. When the relative pronoun (who, which, that) in a dependent clause has a singular antecedent, the verb is singular; when it has a plural antecedent, the verb is plural.
Harry is one of those students who earn high scores in physics and Mathematics. (earn is plural because who refers to students, which is plural.)
He is the only one of the students who is on the Dean's List. (who refers to one, which is singular.

II. Parallelism

Parallelism helps you to express your ideas logically, clearly, and naturally. When words, phrases, clauses, or sentences have balanced grammatical structure, they are parallel. Note the following examples:

A. Words

Incorrect: This product has three disadvantages -- high cost, difficulty of operation, and it is unavailable during Christmas.
(Nouns and the clause are not parallel.)

Correct: This product has three disadvantages -- high cost, difficulty of operation, and its unavailability.

B. Phrases

Incorrect: She gave directions to check the rough draft of the report and then for revising it. (The infinitive phrase and gerund phrase are not parallel.)

Correct: She gave directions to check the rough draft of the report and then to revise it. (To check and to revise are infinitives.)

C. Clauses

Incorrect: The report will discuss the following points: what are the personnel needs of the company and the requirements to fulfill them.

Parallel: The report will discuss the following points: what are the personnel needs of the company and what will be required to fulfill them.

(The two what clauses are parallel.)

D. Sentences

The president must call the meeting to order, the treasurer must give his report, and the vice-president must know his parliamentary law. (These sentences are parallel.)

To keep the parallelism clear, repeat a preposition, the sign of the infinitive, an article, and an auxiliary verb.

Incorrect: The professor admired Hemingway for his style but not his philosophy of life.

Correct: The professor admired Hemingway for his style but not for his philosophy of life.

Obscure: He wants to read a novel, sing an aria, and draw.

Correct: He wants to read a novel, to sing an aria, and to draw.

The correlatives either-or, neither-nor, both-and, not only, but also, whether-or should be followed by parallel elements.

Incorrect: The lecturer not only visited New York but also Philadelphia and Washington.

Correct: The lecturer visited not only New York but also Philadelphia and Washington.

Incorrect: He neither liked the receipe nor the cake.

Correct: He liked neither the recipe nor the cake.

III. Indefinite or Vague Pronoun Reference

A pronoun must refer specifically to the noun or to the word for which the pronoun stands. Its reference must be unequivocally clear. For this reason one should not use "this," "which," and "it" unless these words refer to specific antecedents.

The technician prepared a list of instructions to describe the operation. This took him much time.

(This is indefinite. Did the operation take him much time, or did the preparation of the list?)

She planted a garden full of dahlias and marigolds which won the first prize in the Garden Show.

(Did the marigolds win the first prize in the Garden Show, or did her garden?)

IV. Dangling Modifiers

A dangling modifier is one that does not refer logically to some word in the sentence. When verbal phrases (participial, gerund, and infinitive) or elliptical clauses come at the beginning of the sentence, they should clearly refer to the subject of the sentence.

Examples

Participle -- Walking through the campus, we met four philosophy professors.

Gerund -- After having seen "Gone With The Wind" five times, he refused to see it again.

Infinitive -- To find a parking place, Carl left home at 6:00 A.M.

Elliptical Clause -- While at college, he waited on tables.
(He was is implied in the clause.)

Avoid dangling participial phrases.

Dangling -- Flying over San Francisco, the Coit Tower looked like a toothpick. (Did the Coit Tower fly over San Francisco?)

Correct -- Flying over San Francisco, we saw the Coit Tower, which looked like a toothpick.

Correct -- When we flew over San Francisco, the Coit Tower looked like a toothpick.

Avoid dangling gerund phrases.

Dangling -- By writing so illegibly, your composition is difficult to read. (Who is writing? The composition?)

Correct -- By writing so illegibly, you make your composition difficult to read.

Avoid dangling infinitive phrases.

Dangling -- To sing on the stage, much practice is necessary.

Correct -- To sing on the stage, you must practice.

Avoid dangling elliptical clauses or phrases.

A clause with an implied subject and verb dangles unless the implied subject is the same as that of the main clause.

Dangling -- When a boy, my father died. ("Father" is the implied subject of the "when" clause.)

Correct -- When I was a boy, my father died.

PROOFREADERS' SYMBOLS

PROOFREADERS' SYMBOLS

INSERT PERIOD	⊙	}	Comments and samples.
INSERT COMMA	^		
INSERT SEMICOLON	;		
INSERT COLON	:		
INSERT QUESTION MARK	?		
INSERT EXCLAMATION POINT	!		The correct punctuation marks, without these symbols, may be inserted on the typed copy if so desired. These symbols may be used to emphasize the desired punctuation.
INSERT APOSTROPHE	'		
INSERT HYPHEN	=		
INSERT QUOTES	" "		
CAPITALIZE	≡		<u>new jersey</u>
CHANGE TO LOWER CASE	/		the P rofessors
BOLD FACE	~~~~~		by John Jones
ITALICIZE	—		<u>THE VECTOR</u>
TRANSPOSE LETTERS	~		basket ball
DELETE	e		engineerings e (bring mark out to margin)
CLOSE UP	o		outs i de
CLOSE UP AND DELETE	e		for e get (used when extra letter is placed in middle of word.)
INSERT SPACE	/		all r ight
PARAGRAPH	#		of the story. # They were
NO PARAGRAPH	no #		no # The method used was obsolete in the production.

TRANPOSE WORDS

S

the man inside

SPELL OUT

O

Geo. → George

SPELL OUT NUMERALS

O

100 → one hundred
numbers that are one hundred
or more should be spelled out.

ABBREVIATE

O

Doctor → Dr.

USE NUMERALS

O

Twelve High Street → 12

SPELL AS INDICATED

□

Jon Johnes

LET ORIGINAL COPY STAND

the ~~bleak~~ winter
(do not omit the word bleak.)

INDENT FOR PARAGRAPH
(a) at margin
(b) in body copy

⌘, L

(a) ⌘ At the start
(b) At the start

MOVE LEFT

┌

[In tabulation form, the following

MOVE RIGHT

┐

By Mary Smith]

MOVE UP

┌

Jones & Co.

MOVE DOWN

┐

BEVER PRODUCTIONS

CENTER HORIZONTALLY

┌┐

] LIFE [

CENTER VERTICALLY

┌┐

┌
Smith & Co.
└

INSERT SPACE BETWEEN LINES

→

→ SPORTS SHORTS
By Michael Merdinger

INSERT COPY OR LETTER

^

fantastic
our basketball team

INSERT SPACE BETWEEN WORDS

|

the team

ALINE VERTICALLY

||

|| gone to
the

ALINE HORIZONTALLY

==

= before

DIRTY OR BROKEN LETTER

Ø

someØne

INDENT ONE CHARACTER SPACE

□

□ Twice in one year

INDENT TWO CHARACTER SPACES

□□

□□ belonging to an organization

PARENTHESES

(/)

The man() named John(/)

BRACKETS

[/]

[/] how many times [/]

AN EDUCATION

by Sally Smith

This is a piece^{of} copy which makes no sense at all, but which is written to indicate how a good proofreader's symbols are used. You will notice there are such incorrect usages as: Doctor Geo. Wise, Twelve High Street, 101 millimeters, and any more! There are also such inconsistencies as subject matter, and uniformity of style. The following two items are in tabulation form, and should extend from one margin to another.

#	A bar of soap.....	\$.30
	A quart of milk.....	\$.35

You will ~~also~~^{that} notice the proofreader's marks are made in red. This is done at newark college of engineering because the corrections stand out better when they thus marked. I believe I have covered quite a number of examples in this piece of nonsense. therefore I will conclude the Message.

APPENDIX

NEWSPAPER GUIDE

A Standard Operating Procedure for Newspaper Staffs

This guide represents a set of procedures which may help to provide for an enlightened staff with a definite goal to produce a superior newspaper of which everyone can be proud. It is a permanent record which sets forth the policy of the newspaper and which can be studied and reviewed by staff members and advisers.

Most important, it is a record which they can evaluate at intervals and suggest new ideas, new methods, and a new perspective so that the newspaper plays a dynamic, realistic, and important role in the education of youth.

The newspaper tries to render the following services:

1. To present accurate news to those who are actively interested in the school - the students, faculty, administration, parents, and alumni.
2. To express student opinion and thought.
3. To unify the ideals and objectives of the school.
4. To try to promote an esprit de corps within the school.
5. To encourage and promote worthy college activities.
6. To serve as an outlet for the creativity of students as writers, photographers, artists, and cartoonists.
7. To promote scholarship and leadership.
8. To support the traditions of the school.
9. To record a permanent history of the school.
10. To uphold and demonstrate the best forms and the highest ideals of journalism.

Suggested List of Duties of the Staff Members

Editor-in-Chief

1. Call a meeting of the editors and the business manager at least one week before deadline, to decide jointly on news, features, sports articles, and pictures for the next issue. The approximate length of the articles, in words, should be determined.
2. Inform each editor of the approximate number of column-inches available for his department. (To do this, the number of column-inches of ads and their approximate layout must have been previously determined by the business manager.)
3. Assign to each editor responsibility for handling all stories within his department.
4. Call a general staff meeting once a week for the purpose of discussing general policy, criticisms, etc. (For any meeting those who are expected to attend should always be notified individually by a personal letter.)
5. Maintain liaison with the publisher.
6. Maintain liaison with the administration, faculty, and student body.
7. Establish a sound, consistent editorial policy concerning topics of school-wide interest.
8. Read and evaluate incoming mail. Send prompt answers when necessary.
9. Keep abreast of current journalistic trends by subscribing to and reading at least one journalistic magazine.
10. Discuss general plans for future issues with the associate editor.

11. Periodically examine existing operating procedures and duties. Consolidate, decentralize, or clarify the procedures and duties so that increased efficiency will result. Prepare necessary written forms and instructions to facilitate operations.

12. Advise editors on problems concerning procedure, personnel, or any other matters which may arise.

-Associate Editor

The associate editor should be someone who is prepared to take over the position of editor-in-chief. Therefore, he should assist the editor-in-chief whenever possible to become familiar with the editor's duties. However, the associate editor should also have specific responsibilities as listed below.

1. Act as expeditor to make certain that departmental editors will have stories ready by deadline.
2. Coordinate all staff activities, including the business staff.
3. Attend all joint-editors' meetings and deadline sessions.
4. Prepare a rough layout after stories have been assigned to the editors. Try to gain a general idea of whether the amount of copy on hand is more or less than is needed.
5. Orient new staff members to all phases of operation of the paper (how copy is prepared, layout, dummy, headlines, writing, business).
6. Render general assistance as needed to department editors during deadline sessions such as rewriting, headlines, or layout.

-News Editor

1. Attend all joint-editors' meetings and deadline sessions.
2. Assign all news stories, preferably at a general meeting of the news staff.
3. Be alert for any and all occurrences at the school which may be newsworthy, and instill the same attitude in the news staff. (For this reason the news editor should preferably be someone active in other phases of school life, who is aware of all possible avenues of information concerning student, faculty, and administration affairs. However, he should not hold a position which may prevent him from fully discharging his editorial duties.)
4. Assume responsibility for having all stories in the office by deadline. (Preferably set own deadline before general deadline, or at a later specified date which unusual conditions may require.)
5. Edit all news stories, considering length (with respect to importance of the story and total space available), content, newsworthiness, sentence structure, grammar, and presentation (lead sentence, important facts first).
6. Determine layout for stories after consultation with the editor-in-chief and associate editor's rough layout.
7. Select headline styles and write headlines.
8. Paste stories on the dummy after return of the galleys or proofread.

-Features Editor

1. Attend all joint-editors' meetings and deadline sessions.
2. Assign all feature stories preferably at a general meeting of the features staff.

3. At features staff meetings discuss possible new features and improvement of established features.

4. Assume responsibility for having all stories in the newspaper office by deadline. (Preferably set own deadline before general deadline, or at a later specified date which unusual conditions may require.)

5. Edit all feature stories considering length, content, liveliness, and presentation. (Use a snappy start; arouse readers' interest throughout the story.)

6. Determine layout for stories after consultation with the editor-in-chief and associate editor and after examination of the associate editor's rough layout.

7. Select feature heads and styles.

8. Paste stories on the dummy after return of the galleys or proofread.

-Sports Editor

1. Attend all joint-editors' meetings and deadline sessions.

2. Assign all sports stories, preferably at a general meeting of the sports staff.

3. At sports staff meetings discuss possible new sports features and methods of enlivening sports articles.

4. Assume responsibility for having all stories in the newspaper office by deadline. (Preferably set own deadline before general deadline, or at a later specified date which unusual conditions may require.)

5. Edit all sports stories considering length (with respect to importance of the story and total space available). Check "sports" -worthiness, sentence structure, grammar, and presentation.

6. Determine layout for stories after consultation with the editor-in-chief and associate editor and after examination of the editor's rough layout.

7. Select headline styles and write headlines.

8. Paste stories on the dummy after return of the galleys and proofread.

-Photography Editor

1. Attend all joint-editors' meetings and deadline sessions.

2. Assign all photo assignments.

3. Discuss photography techniques with staff members, especially the technique of obtaining unusual sports action shots.

4. Assume responsibility for having all stories in the office by deadline. (Preferably set own deadline before general deadline, or at a later specified date which unusual conditions may require.)

5. Decide, after consultation with the other editors, what pictures are needed for each issue.

-Circulation Manager

1. Mail copies to other schools promptly after publication.

2. Go through exchange papers and magazines for possible items of value.

3. Expand reciprocal exchange agreements with schools not presently on the exchange list.
4. Handle all correspondence concerning exchange papers.
5. Distribute a predetermined number of copies to faculty and administration offices and general locations.

-Business Manager

1. Attend all joint-editors' meetings and deadline sessions.
2. Handle all solicitations of ads and collections (with aid of staff).
3. Establish and print on bills standard advertising rates based on the current cost of living.
4. Keep accurate, up-to-date records of the financial status of the current cost of printing.
5. Check supplies and equipment frequently; and made additional purchases when necessary.
6. Prepare an annual budget for presentation to the Student Council after consultation with the editor-in-chief.
7. Have complete knowledge concerning all ads to appear in each issue (the number of column-inches of ads, ad copy, etc.) and lay out the ads roughly before the joint-editors' meeting is held.
8. Keep a close liaison with the faculty business adviser. Plan to meet with him before the first issue, and immediately after each issue in order to keep a constant check on financial problems and progress.

-News Values and Sources

Coverage - Sources of news should be completely covered. These sources include the following:

Office of administration, department heads, and members of the faculty.

Library.

Faculty advisers of clubs (and classes).

Presidents of all the student organizations.

Extracurricular activities - See the coaches of various athletic teams, and the advisers of the various classes, publications, dramatics, and music.

Exchange articles.

Plant superintendent.

Public Relations Office.

Counseling Center.

Placement Office.

Balance - The news content should be well balanced among the various sources so that it includes copy of interest to all reader groups. The paper should be free from such faults as too much column material on inside pages, long lists of names, overdevelopment of any one source, personals as fillers on front page. A good news-feature copy should be placed on the front page.

Vitality - News should be timely and fresh. All stories should be developed from the most significant angles.

Creativeness - Human-interest stories should be developed. There should be feature stories of interviews and speeches. Copy should be devoted to accomplishments, experiences, and hobbies of students, administrators, alumni, and faculty. Varied feature material should be consistently used in all issues.

Treatment - Copy should be developed on the basis of news value. News emphasis should be placed upon future events rather than upon those which have already happened. A relationship should be based on the length, position in the paper, and the news value of the copy. All stories should be developed with completeness of detail.

Recruitment of Staff

The following sources should be utilized to recruit staff:

1. Members of the Humanities Department

The members of the Humanities Department can recommend writers who have ease, fluency, and originality in their writings.

2. Freshman Class Adviser

From the data sheets which the freshmen complete for the adviser, a list of students who have indicated that they are interested in writing for the paper has been prepared.

3. Director of Student Activities

4. Use of the Bulletin Board

Place a request for writers on the various bulleting boards.

5. Personal Contacts

Request that staff members recommend their friends and associates who show an interest in the newspaper.

6. Advertisement in the Paper

Place an advertisement in the newspaper, requesting recruits for the staff.

Captions

The end result of a picture with caption tells a complete thought to the reader. Some basic guidelines to the successful writing of captions are:

If the picture is an illustration of an article, then the caption should be an enticement to reading that article. As in all journalistic style, the caption should be short and concise. Nevertheless, the caption is not a label. Complete sentences are highly desirable to describe the picture in the most complete detail possible within space limitations.

In the case of single column pictures of people, captions consisting only of the full name of the person may be acceptable.

The Vector uses an eight point bold News Gothic face for all captions.

Photo Credits

Photo Credits are given to any person or agency who deserves credit for a picture printed in the paper. It is placed under the lower right hand corner of the picture and above the caption.

The Vector uses a six point medium News Gothic face for all photo credits.

By staff members - Vector photo by Tom Jones
By unknown staff members - Vector staff photo
By non-staff contributor - Photo by ...

Bylines

Whenever possible, credit is given to the author of an article that is printed in the Vector. This credit is placed directly above the first sentence of the article.

By staff members - by Tom Jones
Vector Staff Writer
By staff editors - by Fred Smith
Vector News Editor
By non-student contributors - By Clem Daniels
Special to the Vector
By non-staff student contributors - by Niel Hampton
By agencies or news services -
(AP) - start of article ...

The Vector uses 8 point bold face type for bylines.

Headlines

The size of the print used in a headline should be proportional to the importance of the article. Headlines should exactly fit across the width of the article. Two line headlines are acceptable.

Headlines, like captions, are not labels. They must entice the reader to delve into the article. Headlines should use the present tense whenever possible, as well as 'action' verbs.

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