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STYLE BOOK

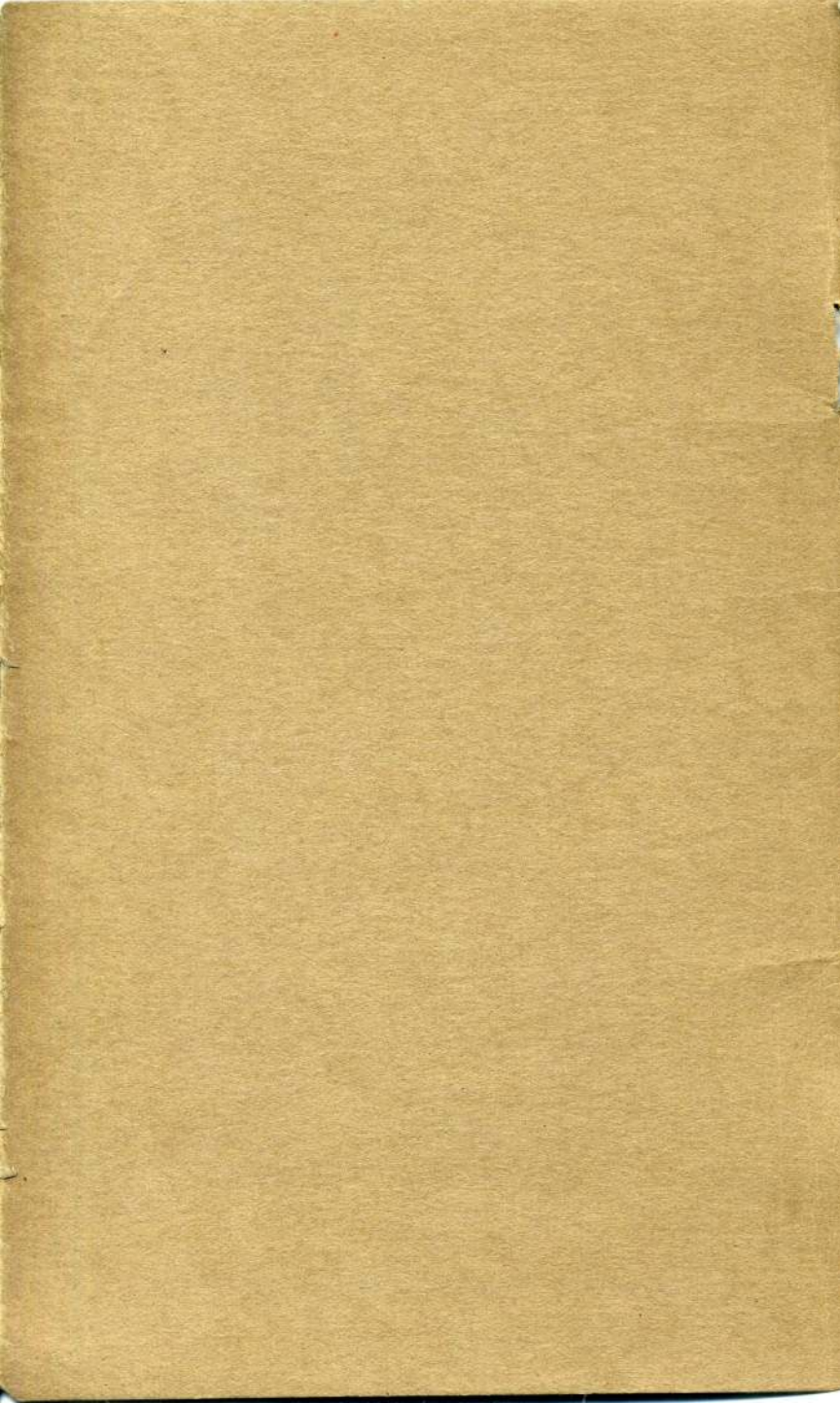
The West Virginian

A Complete Newspaper

COMPILED 1922

FAIRMONT, W. VA.





CAPITALIZATION

1. Use capitals sparingly in cases not covered by the following rules. Give the lower-case the preference unless there is a strong reason for using the capital.

2. Capitalize titles preceding names, as Chief of Police Smith, Prof. Jones, Gen. Logan. But lower-case titles standing alone or following names, as the chief of police; Dr. F. B. Trotter, president of West Virginia University; William Jones, professor of economics; except *President* and *Vice-President* referring to the President and the Vice-President of the United States, and the titles of the national Cabinet officers, as Secretary of War, which are always to be capitalized. *Presidency* and *presidential* are not capitalized, nor are such terms as *assistant secretary of war*. (See also "Titles".)

3. Do not capitalize *former* preceding a title, as former Senator Wilson. *Former* is preferred to *ex-*.

4. Lower-case *king* and all such words when not used with the name of a specific person, as the king of England.

5. Capitalize epithets affixed to proper names, as Alexander the Great.

6. Capitalize *Union, Nation, Republic, the States* when referring to the United States, but do not capitalize adjectives derived from such names, as national, federal, etc. Do not capitalize *government*.

7. Do not capitalize *state*.

8. Capitalize *constitution* only when referring to that of the United States.

9. Capitalize such terms as Stars and Stripes, Old Glory, Union Jack, Stars and Bars, etc.

10. Capitalize *League of Nations* and also *League* referring to the League of Nations.

11. Capitalize the names of national legislative bodies, as Congress, House of Representatives or House, Senate, Parliament, Reichstag, Chamber (France). Do not capitalize names of committees of these bodies, as the foreign relations committee of the Senate.

12. Capitalize *state legislature* and synonymous terms (*legislature, assembly, general assembly*) only when the West Virginia Legislature is meant. Capitalize *senate, house of del-*

egates and *house* when referring to the houses of the West Virginia Legislature.

13. Capitalize board of directors only when referring to the Fairmont Board of Directors; lower-case *board* used alone.

14. Capitalize the names of federal and state departments and bureaus, as Department of Agriculture, State Health Department, Bureau of Vital Statistics. But lower-case municipal departments, as fire department, water and light department, street department.

15. Capitalize *federal reserve bank* and *federal reserve district* in referring to a specific bank or district; otherwise use lower-case. Capitalize *Federal Reserve Board*, but lower-case *federal reserve system*.

16. Capitalize specific names of courts of record, as Marion County Circuit Court, Kansas City Court of Appeals, West Virginia Supreme Court. Capitalize *circuit court*, standing alone, only when the Marion County Circuit Court is meant. The same rule applies to *county court* and *probate court*. Do not capitalize *police court*.

17. Capitalize *county* only when used in a specific name, as Marion County, County Mayo.

18. Capitalize the *East*, the *West*, the *Middle West*, the *Near East*, the *Orient* and other terms used for definite regions; but do not capitalize *east*, *west*, etc., when used merely to designate direction or point of compass, as "west of here." Do not capitalize *westerner*, *southerner*, *western states* and other such derivatives.

19. Capitalize sections of a state, as Northern West Virginia, Central Missouri, etc., but not *the northern part of West Virginia*, etc.

20. Capitalize the full names of associations, clubs, societies, companies, etc., as West Virginia Equal Suffrage Association, Tuesday Club, Society for the Prevention of Cruelty to Animals, Star Publishing Co. *The* preceding such a name is not to be capitalized. Do not capitalize *association*, *club*, etc., when not attached to a specific name. When not using exact title of firm, write *the S. H. Jones shoe store*.

21. Capitalize *university*, *college*, *academy*, etc., when part of a title, as West Virginia University, Salem College, Pennsylvania Military Academy. But do not capitalize when the plural is used, as state universities of Indiana, Kansas and Ohio.

22. Capitalize *building*, *hall*, *house*, *hotel*, *theater*, etc., when used with a distinguishing name, as Professional Building, Parker House, Watson Hotel, Strand Theater.

23. Capitalize *room*, etc., when followed by a number or

letter, as Room 31, Bethlehem Building; Parlor C, Grandview Hotel.

24. Do not capitalize *postoffice, courthouse, poorhouse, council chamber, armory, army, navy, marine corps, cadets, fraternity* (as Phi Delta Theta fraternity).

25. Capitalize the names of all political parties, in this and other countries, as Democratic, Republican, Socialist, Liberal, Tory, Union, Bolshevik. But do not capitalize such words, or their derivatives, when used in a general sense, as republican form of government, democratic tendencies, socialist views, bolshevist ideas.

26. Capitalize the names of expositions, congresses, conventions, etc., as Panama-Pacific Exposition, World's Press Congress, Farmers' Week. But do not capitalize such words as *third biennial, biennial, etc.*, in connection with these names.

27. Capitalize *Boy Scouts*. Make *Campfire* (referring to the girls' organization) one word, capitalized.

28. Capitalize *pole, island, isthmus, cape, ocean, bay, river*, and all such geographical terms when used in specific names, as North Pole, South Sea Islands, Cape Hatteras, Hudson Bay, Pacific Ocean, Ohio River, Isthmus of Panama.

29. Capitalize, when used with a distinguishing name, *ward, precinct, square, garden, park, etc.*, as First Ward, Eighth Precinct, City Hall Square, Madison Square Garden, Forest Park.

30. Do not capitalize *street, avenue, boulevard, place, lane, terrace, way, road, highway, etc.*, as Ninth street, More's boulevard, Maryland place, Rosemary lane, National pike, Ashland gravel road.

31. Do not capitalize *addition, depot, elevator, mine, station, stockyards, etc.*, as B. & O. freight depot, Yellow Dog mine, Clover Leaf station, Chicago stockyards.

32. Capitalize the names of French streets and places, as Rue de la Paix, Place de la Concorde.

33. Capitalize *church* when used in a specific name, as Wilkes Boulevard Methodist Church, First Christian Church. But a Methodist church, a Christian church.

34. Do not capitalize *school* in *Sunday school* unless a specific name is given, as First Presbyterian Sunday School.

35. Capitalize the names of all religious denominations, as Baptist, Quaker, Mormon, Methodist.

36. Capitalize names for the Bible, as the Holy Scriptures, the Book of Books. But do not capitalize adjectives derived from such names, as biblical, scriptural. Capitalize the names of books of the Bible.

37. Capitalize all names used for the Diety, including personal pronouns.

38. Capitalize the names of holidays, as Fourth of July, Dominion Day, Columbus Day, Washington's Birthday.

39. Capitalize the names of notable events and things, as the Declaration of Independence, the War of 1812, the Revolution, the Reformation, the Civil War, the Battle of the Marne.

Capitalize titles of specific treaties, laws, bills, etc., as Treaty of Versailles, Eleventh Amendment, Workmen's Compensation Act, Good Roads Bill. But when the reference is general use lower-case, as the good roads legislation of the last Congress.

41. Capitalize such names as Triple Alliance, Triple Entente, Allies.

42. Capitalize the fanciful titles of cities and states, as the Mound City, the Buckeye State.

43. Capitalize the nicknames of baseball, football and other athletic teams, as Chicago Cubs, Boston Braves, Tigers, Jay-hawkers.

44. Capitalize distinctive names of localities in cities, as West End, Nob Hill, Back Bay, Happy Hollow.

45. Capitalize names of military organizations, as Eighth Regiment, Company F (but headquarters company), National Guard, Grand Army of the Republic.

46. Capitalize the names of races and nationalities, except the negro, as Italian, American, Indian.

47. Capitalize college degrees, whether written in full or abbreviated, as Bachelor of Arts, Doctor of Laws, Bachelor of Science in Education; A.B., LL.D., B.S. in Ed. (When the year is given, use the form: A.B.'09—no comma between degree and year).

48. Capitalize *high school* when used as in Elkins (W. Va.) High School (but the high school at Elkins, W. Va.).

49. Capitalize, but do not quote, the titles of newspapers and other periodicals, as the New York World, the Outlook, the Saturday Evening Post. Capitalize *the* only in *The West Virginian*.

50. Capitalize and quote the titles of books, plays, poems, songs, speeches, etc., as "The Scarlet Letter," "Within the Law," "The Man With the Hoe," "The University and the State." *The* beginning a title must be capitalized and included in the quotation. All the principal words—that is, nouns, pronouns, verbs, adjectives, adverbs and interjections—are to be capitalized, no matter how short; thus: "The Man Who Would Be King." Other parts of speech—that is, prepositions,

conjunctions and articles—are to be capitalized only when they contain four or more letters; thus: at, in, a, for, Between, Through, Into. The same rules apply to capitalization in headlines but not to scriptural texts or formal subjects for debate, in which only the first word is capitalized.

51. In titles of books, plays, etc., and in headlines capitalize prepositions that are closely connected with verb: "He Was Voted For by His Party."—"He Was Stared At by the Crowd."

52. Capitalize the first word after a colon in giving lists of officers; thus: "The following were elected: President, William Jones; vice-president, Frank Smith," etc. In general, however, the use of capital or small letter after the colon is dependent upon the sense. Use a capital when the passage after the colon would have an independent meaning. Use lower-case when the passage is dependent upon the preceding clause. There is no hard and fast rule.

53. Capitalize adjectives derived from proper nouns, as English, Elizabethan, Germanic, Teutonic. But do not capitalize proper names and derivatives whose original significance has been obscured by long and common usage. Under this head fall such words as india rubber, street arab, pasteurize, macadam, axminster, gatling, paris green, plaster of paris, philippic, socratic, herculean, guillotine, utopia, bohemian, philistine, platonic.

54. Capitalize the particles in French names, as *le, la, de, du*, when used without a Christian name or title preceding, as Du Maurier. But lower-case when preceded by a name or title, as George du Maurier. The same rule applies to the German *von*: Field Marshal von Mackensen, but, without Christian name or title, Von Mackensen. Always capitalize *Van* in Dutch names unless personal preference dictates an exception, as Henry van Dyke.

55. Capitalize only the distinguishing words where two or more names are connected, as the Wabash and Pennsylvania railroads. (In singular form, Wabash Railroad.)

56. Do not capitalize *senior, junior, sophomore, freshman*. And remember the adjective form of *freshman* is *freshman*, as the freshman football team, freshman girls (you wouldn't write sophomore *girls*).

57. Do not capitalize the seasons of the year unless they are personified.

58. Do not capitalize *a. m.* and *p. m.* except in headlines.

59. Capitalize the first word of a direct or indirect quotation which would make a complete sentence by itself. Thus: "Franklin said, 'A penny saved is a penny earned.'"—"The question is, Shall the bill pass?" Do not capitalize when the

quotation is woven into the sentence as in this: "The committee's report criticised the bill on the grounds that 'production would be lessened,' that 'trade relations with foreign countries would be stifled' and that the abuses aimed at could be 'overcome by the enforcement of laws already in existence.' "

MEMORANDA

ABBREVIATION

1. Never use an abbreviation that would be unintelligible to the average reader. Common abbreviations that may be used when the context makes the meaning plain are *Y. M. C. A.*, *Y. W. C. A.*, *W. C. T. U.* But no abbreviation whose meaning is not clear at a glance is permitted either in text or headlines.

2. Use the following forms for the names of states, territories and possessions of the United States, when used after the names of towns or cities:

Ala.	Me.	Ore.
Alaska	Mass.	Pa.
Ariz.	Md.	P. I. (Philippine Islands)
Ark.	Mich.	P. R. (Porto Rico)
Cal.	Minn.	R. I.
Colo.	Miss.	S. C.
Conn.	Mo.	S. D.
D. C.	Mont.	Tenn.
Del.	N. C.	Tex.
Fla.	N. D.	Hawaii
Ga.	Neb.	Utah
Idaho	Nev.	Va.
Ill.	N. H.	Vt.
Ind.	N. J.	Wash.
Ia.	N. M.	Wis.
Kan.	N. Y.	W. Va.
Ky.	Ohio	Wyo.
La.	Okla.	

3. Spell out *United States* except in addresses, as Clarksburg, W. Va., U. S. A., or in such connections as U. S. S. Oregon, Lieut. James Smith, U. S. A., Capt. William Jones, U. S. N. Abbreviation of United States in headlines to save space is permitted.

4. Do not abbreviate the names of states when not following names of cities, even in headlines. Note the following style: In West Virginia. At Davis, W. Va. At Davis, Tucker County, W. Va. In Tucker County, West Virginia.

5. Abbreviate *Saint* or *Saints* in proper names, as St. Louis, St. Paul, SS. Peter and Paul's Church, Sault Ste. Marie.

6. Spell out *Fort* and *Mount* in proper names, as Fort Worth, Fort Scott, Fort Leavenworth, Mount Vernon, Mount Olympus.

7. Do not abbreviate the names of cities, as St. Joe for St. Joseph, Frisco for San Francisco.

8. Abbreviate *Dr.*, *Prof.* and *the Rev.* Use the *Rev. Mr.* when the full name is not given.

9. Abbreviate military titles. Use these abbreviations: *Gen.*, *Lieut.-Gen.*, *Maj.-Gen.*, *Brig.-Gen.*, *Col.*, *Maj.*, *Capt.*, *Lieut.*, *Sergt.*, *Corp.* Do not abbreviate *private*.

10. Abbreviate naval titles that have commonly understood abbreviations, such as *lieutenant* and *captain*. Always spell out naval titles that have no commonly understood abbreviations, such as *admiral*, *ensign*, *boatswain*.

11. Spell out *governor*, *lieutenant-governor*, *senator*, *representative*, *superintendent*, *principal*, and *president*. *Governor* and *lieutenant-governor*, but not the others, may be abbreviated in headlines when used before a name, as Gov. Morgan; Lieut.-Gov. Crossley.

12. Abbreviate *Sr.* and *Jr.* after names. Put a comma on each side; thus: "John Jones, Jr., also spoke."

13. Abbreviate degrees used after a name, as A.B., A.M., Ph.D., LL.D., D.D., etc.

14. In giving names of firms or corporations, use & for *and* and abbreviate *company*; spell out *brothers*; also *railway* and *railroad*. Thus: Smith & Jones Co., Chicago, Milwaukee & St. Paul Railroad, Brown Jewelry Co., Jefferson Brothers, American Steel & Wire Co.

15. Abbreviate the names of political parties when used as follows in giving election returns: For senator: Smith (Rep.), 4,777; Wilkes (Dem.), 3,592. Otherwise spell out.

16. Abbreviate and capitalize *number* when followed by numerals, as No. 10, Nos. 3 and 8.

17. *Class of '04* may be used for *Class of 1904*.

18. Spell out the names of months, except in datelines, and always spell out the names of days. In datelines use these forms: Jan., Feb., March, April, May, June, July, Aug., Sept., Oct., Nov., Dec.

19. Never, except for special reason, abbreviate proper names, as Geo., Jno., etc. But *Tom* is not made to be *Thomas*; *Dan*, *Daniel*, etc., when the shorter forms are real names, as is often the case. Distinguish such *diminutives*, which take no periods, from *abbreviations*, such as Geo. and Jno., which require periods. (See also "Titles".)

20. Spell out *per cent*; use figures before it and no period after it: "A gain of 10 per cent was made." *Percentage* is one word.

21. Do not abbreviate *street*, *avenue* or *boulevard*, as 10 North Tenth street, Fairmont avenue, Baum boulevard. Spell

out and capitalize *east, north, west, south*, when used with the name of a street, as West 45th street. *Northwest, etc.*, when forming the last part of a street address, should be abbreviated, as 118 E street, N. W.

22. Never use *Xmas* for *Christmas*.

MEMORANDA

FIGURES

1. In general (note exceptions below), definite numbers up to 10 are to be spelled out in news; use figures for 10 and above. Thus: "The petition was signed by seven persons."—"The petition was signed by 10 persons."

2. Where a number smaller than 10 occurs in the same sentence and connection with one of 10 or more, put both in figures. Thus: "Deaths for the week numbered 7, as against 15 the preceding week."

3. Spell out numbered streets up to 10, as Ninth street, 81st street, East 107th street.

4. Spell out numbers of military organizations up to 10 as Fifth Infantry, 79th Division, 446th Field Artillery.

5. Hyphenate *thirty-two*, *one-fourth*, etc., but not *three hundred* and similar forms.

6. Spell out all numbers, no matter how high, beginning a sentence in ordinary reading matter. Thus: "Three hundred and twenty-seven were killed."—"Ten-year-old John was there." If spelling out a long number would make the sentence cumbersome, recast the sentence.

7. Numbers of more than three figures are pointed off with commas, as 1,426 men, \$3,456,749.78. Exceptions are years, street numbers, license numbers, telephone numbers, etc., as 1918, 1004 Delmar avenue, City Ordinance 4555.

8. Spell out such round numbers as three or four hundred, nearly a thousand, half a million. But use figures unless the number is plainly indefinite.

9. Use figures for sums of money, as \$5, \$1.87, unless the sum is obviously indefinite, as about a hundred dollars, millions of dollars. Do not use needless ciphers, as in \$5.00. Write it \$5.

10. When the sum is in cents, use figures, with *cents* spelled out, as 10 cents, 5 cents. Do not use *penny* for *cent*.

11. Dimensions are in figures only when two or more are given. Thus: A man four feet high, a street nine blocks long; but a table 6 by 8 feet. Write *by*, not *x*. Where a number of single dimensions are given in describing one object, figures should be used, as, in the description of battleship armament: Four 6-inch guns, six 8-inch guns, four 6-pounders, 7-inch plate.

12. Do not let one number written in figures follow another with only a comma between, if there is any possibility of confusion. Recast the sentence if necessary to avoid such a construction as this: "Of the 324, 168 have already been obtained." The space following the comma is not always a sufficient safeguard.

13. Spell out numbers of centuries, sessions of Congress, political divisions and all similar terms which are less than 10, as fourth century (lower-case), 54th Congress, First Ward, Second Congressional District.

14. Use figures in matter of a statistical or tabular nature.

15. Use figures for ages, as 7 years old. This form is preferred to "aged 7 years." Hyphenate the compound adjective form, as a 3-year-old girl.

16. Use figures in giving time, as 10 o'clock, 10 a. m. Use the colon between hour and minutes, as 7:30. Never use needless ciphers, as in 7:00.

17. Use figures for *per cents*, as 10 per cent. Make *per cent* two words; no period after it. Write one-half of 1 per cent, but 6½ per cent. *Percentage* is one word.

18. Use figures for street numbers, as 6 West Broadway, 104 North Ninth street. A is added to a street number without a space, as 10A West Broadway.

19. Use figures for degrees of temperature, except in cases typified by the following example: "The thermometer stood at 40, a drop of four degrees."

20. Use figures for dates, as January 14, and spell out the names of months except in datelines. Don't write *January 14th*. However, *the 14th*, *Monday the 14th*, are permissible when it would be awkward to use *January 14*. In such cases write *2d*, *3d*, not *2nd*, *3rd*. Spell out the number in *Fourth of July*.

21. Be certain your arithmetic is correct. If your story includes a column of figures and the total, make sure that the figures given will actually make that total. If you say that 40 per cent of a sum has been raised, prove to yourself that the actual figures, when you give them, are really 40 per cent of the total. If you say that six directors were elected, count the names to make sure they are not five or seven. In few cases is it easier for the reader to detect errors than in figures, and few kinds of errors are more likely to bring sarcastic letters to the editor. A copy reader editing a story containing figures should never pass over them without proving their accuracy, if they are of such a nature as to make this possible.

23. Use figures for calibers, as a revolver of .22 caliber.
23. Use figures for betting odds, as 10 to 7, 2 to 1 .
24. Use figures for votes, as Williams, 34; Jones, 17.
25. Use figures for athletic records and scores, as a pole-vault of 10 feet 2 inches (no comma after feet); Salem 3, Marshall 0.

MEMORANDA

TITLES

1. Never use *Mr.* when the Christian name or initials are given. This rule applies to society news as well as general news. An exception is *Mr. and Mrs. James Smith*, which is preferred to *James Smith and wife*.
2. *Mr.* may or may not be used when only the surname is given. Newspaper usage varies widely in this respect, some papers barring the title altogether. The writer must be guided by his feeling of appropriateness in each case. To use extreme examples, one would naturally give the title to a man of distinction, as *Mr. Taft*, but not to a man on trial for beating his wife. However, it must not be understood that the omission of *Mr.* necessarily implies lack of respect, for the title is often omitted in naming men in public life. We speak of Washington and Lincoln more naturally than of *Mr. Washington* and *Mr. Lincoln*.
3. Use *Mrs.* before the name of a married woman; *Miss* before that of an unmarried woman. The plural *Misses* may be used, but not *Mesdames*. Repeat *Mrs.* if necessary.
4. Do not use *Esq.* after a name.
5. Do not use *Honorable* as a title, unless it is a title bestowed by Great Britain.
6. Titles are generally abbreviated. This applies only to titles that have well-recognized abbreviations. Among the titles that are not to be abbreviated are *governor*, *lieutenant-governor*, *senator*, *representative*, *superintendent*, *principal* and *president*, although *governor* and *lieutenant-governor* may be abbreviated in headlines when used with a name. (See "Abbreviations".)
7. *Reverend* as a title should always be preceded by *the*, as the *Rev. William Brown*, the *Rev. Mr. Brown*, the *Rev. Dr. Brown* (if he has a doctor's degree). After the full form has once been used in the story, it is sufficient to say *Mr. Brown* or *Dr. Brown*.
8. *Most Reverend* as a title is applied to an archbishop; *Right Reverend* to a bishop, abbot or monsignor; *Very Reverend* to a dean (of a religious sect), vicar-general, president of a seminary or college, superior of a religious house, canon, prior, etc.

9. Use *Father* or *the Reverend Father* as the title of Catholic priests. Do not abbreviate *Father*.

10. Do not use *Master* in referring to a boy.

11. Don't use an unwieldy title preceding a name, as Keeper of the Grand Seal John Smith. Make it John Smith, keeper of the grand seal.

12. Write *Secretary Weeks of the War Department*, or *John W. Weeks, Secretary of War*; but not *Secretary of War Weeks*. *Secretary Weeks* is sufficient after the first reference.

13. Don't use a man's business or trade as a title, as Grocer Smith, Carpenter Jones.

14. Do not write *Dr. James Smith, D. D.* The *Dr.* is sufficient.

15. Do not use periods after diminutives of Christian names, as Tom, Dan, Ben, Joe, Sam, etc., and do not quote. (See "Abbreviation.") Nicknames such as "Fatty," "Cap," etc., are to be used sparingly. Avoid them unless the story is obviously such as to warrant their use, or unless they are needed to identify the persons named. In connection with names follow this style: J. P. ("Puny") Bluck. Greater license is allowed in sport reports, but even there the use of nicknames must not be carried to an extreme. Under no circumstances may an offensive nickname be used.

DATELINES

Observe capitalization and punctuation as follows:

CHICAGO, June 30.—Mayor Thompson announced today

WASHINGTON, Pa., March 15.—An attempt to rob the

BERLIN, Aug. 5 (By the Associated Press).—German

PARIS, Jan. 4 (8:10 p. m.).—Possibility of an agreement

NISH, Serbia, May 27 (By Mail).—Charges that the Unit

SIGNED STORIES

Signatures over stories are set in black caps with the word *by* in black cap and lower case. Parenthetical matter, if any, goes in black caps and lower case in second line. Both lines are centered thus:

By CHARLES BROOKS SMITH
(Staff Correspondent)

COMMUNICATIONS

A noncommittal headline in black caps is the only heading permitted under "Letters to the Editor." The signature is set in caps, one em from the right, without dash. The dateline and the only form of salutation used are as follows:

DISTRICT ROADS

FAIRMONT, March 19 (Editor, The West Virginian).—A news dispatch sent out from Charleston Friday—

JOHN JONES.

REPRINT

Short reprint is credited with the name of the publication, lower-case, run in at the end, following an em dash. Omit *the* from titles of newspapers in giving credit. If the name of state is given but does not appear as part of newspaper title, put in parentheses, as Connellsville (Pa.) Courier.

Long reprint is credited with name of publication in lower case, flush, at top of article. Use "from in this form, thus:

From New York Times.

MEMORANDA

