Word and Style Book
of the
Oregon State Editorial Association
by
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CORVALLIS, OREGON

The bulletins of Oregon State Agricultural College are free to residents of Oregon who request them.
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Word and Style Book Advertisement

The author of the Oregon State Editorial association Word and Style Book was commissioned at the annual meeting of the association in 1926 to prepare for publication a report on the typographic style and the word use of the Oregon press. The size of the task was unexpectedly large, while regular duties and illness slowed up the work. Publication was authorized by the executive committee of the association at its session held in December, 1928.

To make the work truly representative of the state press the author asked four leading newspapermen to act as advisers, and to the extent they found time, assistants in compiling and formulating the best practice. The journalists thus selected were Earl C. Brownlee, then editor of the Forest Grove Washington County News-Times; Ralph R. Cronise, joint owner and manager of the Albany Democrat-Herald; R. B. Swensen, editor Monmouth Herald, and Horace E. Thomas, executive editor, Morning Oregonian, Portland. The service of these men on the advisory board insures a practical rather than an academic treatment—something entirely new in policy, even as the subject matter and the treatment are new. The contributions of Mr. Cronise in punctuation, and Mr. Swensen in spelling, have been most helpful. The committee held one formal meeting to discuss and determine some difficult points, engaged in considerable correspondence, and each member has been supplied with a complete proof of the entire text. No exception was taken to any specific points by any of the advisers, all of whom have indicated their approval of publication.*

*Note: Mr. Brownlee was away when his copy of proof was sent, but the copy was inspected by Sheldon F. Sackett, associated with Mr. Brownlee on the Oregon Statesman, Salem.
THE typographic style presented in this word and style book is based on the best practice of leading Oregon newspapers. The word use is based on the fundamental principles of modern English usage as laid down and followed by standard authorities.

Just what is the best practice in typographic style was determined in a survey of all Oregon newspapers in which 1800 clippings of correct and incorrect styles were taken, classified and analyzed. What the fundamental principles of the language are was ascertained as well as possible by a study of scores of books on English and by consultation with English teachers and writers.

Two distinct objectives were kept in mind in preparing copy for the text—which forms are right and which wrong, and which of two or more correct forms is most general. Most clippings of correct and incorrect use show word choice, form or structure while those of varied correct uses mainly show typographic style in capitals, points, numbers, abbreviations and headlines.

In determining which of several correct forms is best for the Oregon press there is no better authority than the best Oregon newspapers. Often only a survey of the best current practice can show whether a comma, capital, figure or abbreviation is proper in a given structure. Many times two or more ways seem equally right, a choice being desirable only for the sake of uniformity in bothersome details.

Such uniformity would soon enable reporters and other writers automatically to observe correct forms even on going on another newspaper and thus speed up copy-reading while lowering its cost. It would help the copy and proof readers by making fewer changes necessary and giving an instinctive ability to change infrequent mistakes into right forms. It would help compositors by providing cleaner copy and by making the use of right forms more nearly mechanical, whatever paper the compositors are on. All these operations cost publishers money. Resetting copy to correct errors which the operator has made because he has not learned or has forgot his style sheet requirements takes more money.

Cheaper production is not the only advantage of right uniformity to the publisher. The joy of knowing his publication has class and standing in language and style is worth more than the cost of giving it both. If he provides all writers, editors, proof readers and compositors with copies of this desk book of the Oregon State Editorial association his newspaper may look better and cost less.

Every collective effort so far to make the poorer newspapers good and the good ones better has been profitable. Better type, makeup, and press work have brightened up the old sheet, better local and community news has put new life into it and more advertising along with better business methods has given it a respectable business status. Then why bother with the shell of words and points when the kernel is becoming so rich?

Such bother is essential to balanced production; that is the main reason. Words and points are used chiefly to make the message clear and convincing to the mind, attractive to the eye. The better
the form, the more clear and accurate the meaning. It is the writer's job after he has found his material, the editor's job all the time, to give the story such form as will not only carry the message but reveal it accurately, clearly, quickly. This is just as true of newspaper English as of any other.

Good newspaper English is merely good English put to work in a special way to serve a special end. Attempts of some "literary artists" out of a job to belittle "journalistic English" show that they have no sense of that special end nor of the adaptability of the language to serve it. Being ignorant of the art of journalism they try to laugh it out of court by calling names and making alleged funny take-offs. The news writer has access to the same words and usages as the literary writer, and if he chooses differently it is because of his ability to fit the means to the end.

But does the news writer really choose his words, their form and structure, their capitalization and pointing? Perhaps not consciously but the whole process of writing is selecting and arranging words to convey the intended meaning. If there is any sense or meaning in any discussion of word use and typographic style there must be some conscious attention to choice. This choice may sometimes be made after the first draft is written but in the hurry of news writing this is not often practical. The better way is to learn the fundamentals and seek to regard them in the first draft, letting it go at that.

The writer often has a few minutes between gathering his material and writing it up, and here is a golden opportunity to formulate the lead mentally, to reshape and memorize it as he goes to his typewriter desk. He is then in a position not only to write accurately and rapidly the best lead of which he is capable but also to plunge into the body of his story with a good running start.

In preparing this word and style book no attempt was made to dictate either style or word use—merely to learn good standard usage and record it faithfully. Observation of every recommendation in it would not detract from or in any way affect the natural writing ability of any Oregon newspaper man.

In addition to Oregon newspapers scores of style sheets and word books from leading publishing concerns of the state and country were consulted, including the rules of the state, federal and united typothetae printing departments and many newspaper plants. Scores of recognized authorities on word use and sentence structure have been studied and many leading English and newspaper authorities consulted personally and by letter. Where these authorities disagree those recommendations that seem best for accuracy, clarity and brevity were followed.

Both practical and academic demands are entitled to consideration in the choice of words and forms. The effectual writer recognizes them whereas the narrow academician and the self-sufficient "practical" writer scorn each other's claims. The "fine" writer cares nothing for practical demands but chants away in his academic jargon. The "practical" writer concedes nothing to academic demands since he will "'low you can understand what I've wrote, anyhow." The effective writer knows that it is only when a word is fitly chosen that it is "like apples of gold in pictures of silver."
The real writer looks not at his words any more than a man looks at the lenses of his glasses—he looks through them to the idea he sees beyond. If the idea as seen through his words is natural and distinct he is satisfied. If it seems abnormal or blurred he changes his lenses—his words—until it looks near, clear and natural.

It is the purpose of this little desk book to help Oregon newspaper folk bring out the picture in a way readily seen and understood and to print it in the simplest and most pleasing form.
Preface Number Two

"For me not to say that I deem my Word and Style Book the best book for teaching this science, would be affectation, and neglect of duty besides; Because I know that it is the best; because I wrote it for the purpose; and because hundreds and hundreds of men and women have told me, some verbally, and some by letter, that though (many of them) at grammar school for years, they really never knew anything of typographic style and good newspaper English till they studied my book."—James Paul Cobbett's Grammar 1816(?) (adapted).
Abbreviations

Very few abbreviations are appropriate in news, features and editorials. They generally look out of place and give a bad typographic effect. In official and tabular matter abbreviations are used to conserve space and even up excessively long lines. The general rule laid down by the United Typothetae of America is, "Abbreviations and contractions should never be used where there is room to print the words in full." This rule finds many exceptions in Oregon newspapers.

Mr. and Mrs. are always abbreviated and Hon. and Dr., nearly always either with or without initials when allowable at all. "Mr." is not used at all with initials or full name except in society mention. Otherwise it is either "Mr. Doe" or "John Doe." One leading newspaper resists use of Dr. before surname only, preferring the spelled-out form.

Titles of rank with initials—Col. George W. Moses; Prof. T. C. Hall; Rev. C. E. Reynolds. Used with surname only these titles are spelled out. "The" with Rev. has mostly been dropped except for high church dignitaries.

Afternoon and forenoon always in lower case by all well-edited papers but two. Use of lower case avoids confusion with A.M. "year of the world," and P.M. "postmaster."

A few distinguishing terms after proper names—Sr., Jr., U.S.A., B.S.

Certain words from the Latin, though only occasionally in text—i.e, viz., etc. In general these forms are obsolescent—and justly so. If worth using they are worth spelling, except in formal matter.

United States in address and as adjective—U.S. army.

Names of states in address and after cities—Portland, Or.

Months in dateline, tables and calendars—Baker, Jan. 17.

"And company" in official firm names—Brick, Bat & Co.

Political parties in election returns—John, Dem., 750; Smith, Rep., 40.

Number before figures—No. 57.

Per centum used as a rate—25 per cent (two words).

Non-cardinal points of compass in street addresses—Sixth at Jefferson, S. E.

Positions on teams in tabular matter—in baseball, p, c, 1b, 2b, 3b, ss, rf, cf, lf; football, le, lt, lg, c, rg, rt, re, q, lh, fb, rh; basketball, rf, lf, c, rg, lg.

Dimensions, weights, measures and the like in tables and technical stories.

In writing of indefinite decade periods of years spell out and use lower case—nineties, sixties.

As Found in the Clippings

United States in body of story—He lives in the U.S.; United States.

Names of states—Timber leads in Or.; in Oregon.

Months not in dateline or table—The election is in Nov.; November.

Titles without or after names—The doc. came. He's one of the Profs.; the doctor, the professors.

Senior and junior not after names—He is the Sr. partner; senior partner.

Degrees not with names—He made his B. S.; bachelor of science.

"And company" not in legal name—Meier & Frank Co. owns it.; Meier and Frank company.

Political and religious designations
used adjectively—He dictated the Rep. platform; the republican platform. Likewise the M. E. program; Methodist program.

Number without figures—The show was No. Seven; Number Seven.

Positions on teams—He plays fb; first base—spelled out since not tabulated.

Mister and mistress not as titles—The Mr. and Mrs. were called; spell out.

Group names—Women’s Relief Cp.; corps.

Dimensions, weights and measures not in tables—The trout was 1 1/2 ft. long and weighed 3 lbs.; feet, pounds.

Committees, boards—Dr. W. H. Lyde is secretary of the state livestock sanitary Bd.; Prof. F. C. Kent was appointed to the state text book com.; spell out.

Names of states not in dateline or tables—The victim lived in Wn.; Washington.

C. C. Barker, agent of the American Railway Express Co.—American Railway Express company.

Mrs. Wm. Lowe of Kahler Basin, Wheeler County, who is ill of the spotted fever—Mrs. William Lowe or Mrs. W. Lowe; county.

When visiting Springfield, Oregon, he was appointed city attorney—Springfield, Or.

W. H. Hollingsworth is now visiting his brother at Bozeman, Montana; Bozeman, Mont.

—of Melowest cheese in the plant of the Umpqua Creamery Co.; Umpqua Creamery company.

—way from the rear of the Douma Bros. meat market; Douma Brothers.

H. H. Wilburn returned Wednesday from Palo Alto, California; Palo Alto, Cal.

Pear-Pickers to Play Kla. Falls; Klamath Falls.

Rev. Grissom and Mrs. Grissom and daughter Helen Marr of Monroe; Rev. Mr. Grissom: either Mr. or initials necessary between “Rev.” and surname.

The ceremony took place in the Lutheran church at Walla Walla, the Rev. O. J. Wolff being the officiating clergyman; correct, but Rev. O. J. Wolff, or Rev. Mr. Wolff if initials as usually demanded by Oregon editors cannot be had.

Rev. Phillips of the Christian church is about again, having been sick with the grippe—Rev. Mr. Phillips.

The Rev. Bell of Coquille; Rev. Mr. Bell.

Other guests were Revs. Appelle and Horton, Mrs. Beard; Rev. Mr. Appelle and Rev. Mr. Horton. But get initials if you can.

Next Sunday the Rev. Dr. Smith will preach at the Presbyterian church; The Rev. Dr. G. E. Smith, official or formal; Dr. Smith on second mention.

Rev. Ray and the Barton band of 20 children were out on Friday evening; Rev. (initials) Ray or drop Rev. and write it “Mr.”

Mr. Emil Saunders was injured last Friday while working in the timber at the Potter mill; Emil Saunders.

Prof. Raymond was invited to the chair; Professor Raymond or Prof. (initials) Raymond.

Supt. Turnbull of Tillamook; Superintendent Turnbull. Either use initials or spell out title.

Cap. Johnson led the parade; Captain Johnson, military titles being generally spelled out, even with initials.

Prices 50c and 25 cents; 50 cents and 25 cents or 50 and 25 cents.

Rev. Drill urged the students to be nuts not beans; Mr. Drill after first mention with initials.
She was with the Rev. Jones in California—Mr. Jones or Rev. Mr. Jones.

Examples of Correct Use

The Baptist Community church called Rev. R. R. Mulholland.

Rev. and Mrs. C. T. Cook attended the activities held at the Willamette university last Saturday.

Rev. W. S. Payne presided.

The Rev. Dr. W. D. Thompson was cheered repeatedly; (a church dignitary).

Some General Observations on Capitals and Abbreviations

Titles—civil, military and social—are infrequently abbreviated and capitalized before full name, are rightly not abbreviated but capitalized before last name only, and are neither abbreviated nor capitalized after the name; Pres. Calvin Coolidge (questionable), President Coolidge, Calvin Coolidge, president. In first mention titles usually have the capitalized abbreviation before full name (or initials), second mention spelled out either before or after last name only.

Names of states of more than four letters are abbreviated after towns. Although the state editorial association voted to print Oregon in full, most Oregon newspapers run it Or., a few Ore., whereas the official abbreviation is Oreg., seldom used in Oregon press.

Names of months with more than four letters are abbreviated in date-lines—Jan., Feb., March—or Mar.—Aug., Sep., Oct., Nov., Dec.

Travel way common terms—street, road, highway—are neither abbreviated nor capitalized. The distinguishing terms are capitalized but not abbreviated.

Christian names are not often abbreviated—a matter of good taste.

Weights, sizes, distances, values and other tabular matter are abbreviated when used largely in the same story and in tables but not otherwise.

A few recognized terms for social organizations are often abbreviated—YMCA, W.C.T.U., with or without points.
Judged by the several style books examined and by the evident lower case policy of most Oregon newspapers, capitalization in Oregon newspapers is seldom under-done, such mistakes as arise commonly coming from use of too many capitals. Like pointing, the practice is not uniform but is open to improvement that will tend to induce greater uniformity. The tendency is more and more toward confining capitals to the first letters in sentences, proper nouns, distinguishing terms in group names, the Deity, "I" and "O" and legal corporate names in official copy. Practice so far is uniform, beyond that it is varied and somewhat uncertain. The attempt here has been made to determine and record prevailing practices in the hope that they will become more general and establish a feeling of confidence in writers and publishers forced to decide the question one way or the other.

The rule for capitalizing the first letter of a sentence is extended to include single words or groups used as complete sentences, the first word of a line of poetry, and the first word of direct quotations except when a part of the introductory sentence—The story was branded "just another lie."

The rule for capitalizing the initial letter of proper nouns is extended to include all words and groups of words used as proper nouns, such as "rotary" in Rotary club. But even proper nouns long used as adjectives, tend to lower casing.

Titles are capitalized when they precede names only—President Wilson, but Woodrow Wilson, president.

Distinguishing terms of group names are regularly up, the common terms down when the last word; otherwise practice varies with the common term, the trend being toward down style except in use of legal corporate names. Most leading Oregon newspapers write "state" down, except when a distinguishing term—Oregon State college, state of Oregon. More specific designations are up when not last words and at no other time—Oregon university but University of Oregon. Other examples of writing the generic term down when the last word are Monad club—but Advertising Clubs of the World—Lions club, Agriculture hall, Armistice day, Third Army corps, Pacific coast, Tenth street, Helmick park, Cascade mountains, Columbia river, the Daly fund, and so on. Nearly all Oregon newspapers except the smallest make few or no exceptions to this practice. A good many favor upstyle for grange, union and names of political parties but in practice run them downstyle. Downstyle for these words when used alone or as common terms but upstyle as distinguishing terms might well be made uniform, but it would take concerted action to do it. Names of religious denominations and the word church suffer like mutilation—Baptist Church, Baptist church and baptist church all being common. The two extremes might well be avoided with uniformity on the second, which conforms with the general rule—Baptist church. On the other hand chamber of commerce, a relatively new term for the old Commercial club, is often treated inconsistently in upstyle for the local chamber and downstyle for the other fellow's—My Town Chamber of Commerce Your Town chamber of commerce, the chamber of commerce. With many chamber managements asking upstyle for their own chamber the uniform practice might well be up with the name of any town and down otherwise—Any Town Chamber of Commerce, the
chamber of commerce. Bank is not capitalized after its name except in a few sheets, though it is before or when part of its name—Benton State bank, but First Bank of Commerce. Names of railways are nearly always properly capitalized—Southern Pacific railway but Oregon Railway and Navigation company, the railway passes through Eugene. Geographical terms follow the rule strictly—Gulf of Mexico, but Yaquina bay.

Adjectives from proper names are regularly capitalized when new and sometimes interminably. The bordeaux mixture was regularly capitalized five years ago and is down-styled now nearly always.

Festival and special holidays are generally capitalized—Easter, Fourth of July; but labor day is commonly downstyle. Uniformity seems possible only by applying rule 4—name of day or of week up, day and week down as common terms.

Names of suns and stars except earth, sun and moon are capitalized—Saturn, Orion, Dog star, earth.

The first word and every important word of every deck in headlines and titles are capitalized. This means all words but prepositions and conjunctions of fewer than four letters—of, in, and; but With, From. A few Oregon editors put all prepositions up in decks set in pica or larger and a few run the small connectives up when they are first words of any headline in any sized type. The general rule is the only hope of uniformity.

Names of periodicals and books are up for all but the little connectives except in official lists of library books in “follow copy” directions.

Nouns for Deity and Bible up but pronouns down.

Titles up before names, down otherwise—Dr. I. John, but I. John, doctor of laws. Degrees are up only when initialed—B.A., but bachelor of arts.

Abbreviations in general are up, but a.m. and p.m. are exceptions, almost universally down. Contractions do not come under this rule.

I as a pronoun, any letter used for a name, and O are up—Mr. B.; O no.

Names of all races are up.

The first term of a two-name classification of plants and animals is up, the second down even though from a proper noun—Mahonia aquafolia for Oregon grape, Salmo clarkii for Columbia river trout.

Contrasted Styles

(Some lower case newspaper words capitalized in literary use:)

Titles without names—the president (of U. S.), senator, congressman, the judge, the registrar, the dean, the governor.

Group terms after distinguishing terms—Smith and company, Century club, prune marketing committee, federal reserve board, Presbyterian church, Farmers union.

All of the terms in much-used groups—department of agriculture, horticultural products department, Halsey school board, league of nations.

Academic honors—bachelor of science, master of economics.

Geographic regions—the west, Pacific northwest, the coast.

Travelway common terms—Fifth avenue, Pacific highway, Old Oregon trail, Wallace street (except in address).

Historical events, documents, periods—the world war, the dark ages.

Government bodies—the senate, United States senate, district court, the administration, house of commons, the shipping board, the government, the nation, the national government.
Divisions of government used specifically—in this state, our country, the county, this dominion.

Military common terms—the army and navy.

Fanciful names for the flag—old glory, stars and stripes.

(A group of editors voted up style.)

Biblical common nouns and all pronouns for the Bible and Deity—epistles of Peter, new testament, the trinity, ten commandments, he (for God); Jesus said of himself, “I am the light of the world.”

A Few Negatives

Capitals are no longer used for emphasis, such practice being obsolete in Oregon newspapers.

Not even distinguishing terms are up in classes of persons—sophomore class.

Government groups—national, state and county—come under the rule for downstyle of the common term—United States congress, Oregon senate, Benton county commissioners. No chance for uniformity is seen outside this rule.

Directions including regional divisions are down, as are seasons of year—Go south, eastern Oregon, last spring.

Digression from the headline capitalization rules seems unnecessary and fraught with menace to quick and accurate headlining. A few newspapers even of the better sort have set verbs and other important headline words in lowercase, and a number of loosely edited papers uppercase the little connectives unjustifiably. Uniformity would mean not only more economical composition but better typography as well.

As Found in the Clippings

The Portland poets, instead of extolling the virtues of Spring, of Daffodils—spring, daffodils.

—lotteries while slot machines are prohibited by section 2112 of the Oregon Laws—Oregon laws.

The Farmers Union Program—
The Farmers’ Union program.

Mr. Williams visited his son, R. Fred Williams, of the Globe realty company—Globe Realty company.

Miss Biggs was a Junior in the Harney County High School—junior, Harney County high school.

—Caves, together with movies of Crater Lake and Diamond Lake—Crater lake, Diamond lake.

An article in a Business Man’s journal—businessman’s journal.

On March 27th the Fire Department of John Day will give a dance.

—March 27, the fire department of John Day.

Joe James attended the Grange dance at Brownsville—grange dance.

J. B. Rehr, engineer connected with the U.S. Bureau of Public Roads—bureau of public roads.

—the Pendleton Packing and Provision Company on Saturday—Pendleton Packing and Provision company Saturday.

Mr. Kratt gave a sketch of the Oregon Teachers Convention held in Portland during the holidays—Oregon teachers’ convention—not official name.

Well wishes for old Ireland next Sunday at Dayville Church—Dayville church.

John Dean, District Deputy Grand Master, presided at the meeting—John Dean, district deputy grand master.

The policy of the U.S. Forest Service provides for cutting the mature or ripe crop of timber only—United States forest service.

Baker County mineral, lumber and farm products last year, were worth—Baker county.

—under the auspices of the Mt.
Vernon Improvement Club — Mt. Vernon Improvement club.

Mr. Foster will go to Central Oregon next week to speak before the Chamber of Commerce—central Oregon, chamber of commerce.
—have rendered christian service—Christian.

The State is continuing the even tenor of its ways—state.

In the opinion of the president as disclosed today at the White house—white house.
—chance of winning the Grant County Championship—Grant county championship.

The Weather Bureau of the United States Department of Agriculture—weather bureau, department of agriculture.

The Union Athletic Association—Union Athletic association.

The Hurricane Creek Grange are giving another of their popular old-time dances in their hall next Friday—grange is, in its hall.

All is not serene in the Republican senatorial camp in Oregon—Not all is serene in the republican senatorial camp.

Ted Austin, in the employ of the Tourist Garage at John Day—Tourist garage at John Day.
—the entire Northwest—northwest.

Union county chamber of commerce—Union county Chamber of Commerce.

Both the Long Creek and Hammond Cattle Associations have filed petitions—associations.
—members of the State Legislature explain the school bills—state legislature.
—almost entirely east of the Cascade Mountains—Cascade mountains.

The Spalding Hotel was headquarters—Spalding hotel.

The Women’s Literary Club met Tuesday evening — The Women’s Literary club.

Two umpires are suing a Southwestern newspaper because it said—southwestern.

E. D. Aspinwall, who is manager at Burns for the Standard Oil Company—Standard Oil company.

Another paper suggests, “The cheapest way to enforce Prohibition”—prohibition.

Last year the per capita fire loss in Our Country was about $5—our country; better, the United States.

The Improvement Club met at the home of Mrs. H. S. Sommer—Improvement club.

—the Junior Carnival, to be held Saturday, March 20th at 8 P. M. in the High School Gymnasium—junior carnival, March 20, 8 p.m., high school gymnasium.

—the office of the Land Settlement Department—land settlement department.
POINTING the sentence, like capitalizing its words, lacks uniformity not only in Oregon newspapers but in all other publications everywhere. Different writers find different meanings in the same copy and indicate their interpretations by different systems of pointing, while publishers have different typographic styles in office and shop. Notwithstanding these differences a certain degree of uniformity is possible and desirable, especially so because some writers and publishers take advantage of these differences to excuse unjustifiable practices.

**Kinds of Points**

Points are generally treated in four main classes—terminal, connective, parenthetical and word.

Terminal marks include period, interrogation and exclamation points. Stars and dashes are also sometimes used to mark end of sentences, while no end mark at all is often used for sentences in outline, addresses, headlines and the like.

Connective points are comma, semicolon, colon, and occasionally the dash when change is abrupt.

Parenthetical points are parentheses, dashes, brackets and quotes, and many times the comma.

Word points are hyphen, apostrophe and dieresis, while letters or figures used in classification have either period, comma, dash or nothing at all.

**The Period**

The period is used not merely to point the declarative sentence but likewise the indirect question—I said will you come; the indirect exclamation—Why, so it is; and even the fragmentary sentence—"And more than enough." It is occasionally displaced by the comma after complete declarative sentences in series—"It rained, it hailed, it blew a gale."

The period is used generally to point the sidehead and occasionally the crossline and other decks where it is not needed for clarity.

Periods follow abbreviations but not contractions such as 2d, 8th, can't, sometimes confused with abbreviations. Periods follow initials for names but not shortened names such as Tom, Sal, phone. Metric symbols are pointed as abbreviations—kg. for kilogram, but chemical symbols, such as NaCL for sodium chloride, are regarded as contractions. Degree letters are pointed—LL.D. for doctor of laws. But AP and NEA, not pointed.

The period points decimal and mixed decimals—6.163.

Figures or letters used to mark outline work take periods, commas, dashes or nothing, as office style requires. The period would make a good uniform mark as it distinctly separates the two elements—1. boys; 2. men.

Display matter, running heads, signatures and lists of names in sets generally have no period.

Initials for well-known concerns generally omit the period—ABC for Audit Bureau of Circulation, UP for United Press.

Roman numerals do not take periods—XIV for 14.

Used with parentheses the period is placed outside except when an independent sentence is inclosed—"He said he would come (though it's doubtful)." But ("I feared some such outcome.")

With quotes the period goes inside in nearly all newspaper typography.
THE INTERROGATION POINT—

Aside from pointing direct questions the interrogation point is used after declarative sentences that imply questions—Of course you will?

It is sometimes, not often, used in place of comma after short phrases in series—Do you hear? or know? or care?

To show doubt or make inquiry the point is placed within parentheses(?).

With quotes this point is regularly placed inside by most Oregon newspapers—He said, “Will you go?”

THE EXCLAMATION POINT—

Scant use is made of the exclamation point in Oregon newspapers, particularly in news stories, except in direct quotations. It is occasionally used in feature and editorial articles after words or phrases, but only after the last of the series—Oh, oh, oh! It’s too bad.

It is not used to point O with the vocative—O friend—or with responses—O yes.

With quotes it is used inside most generally.

CONNECTIVE POINTS—

Unlike sentences and paragraphs the parts of sentences are connected rather than separated, hence pointed with connectives if at all—comma, semicolon and colon. Of these the comma only is extensively and generally used in straight matter, the semicolon and colon being relegated to the minor places except in tabulated or other formal structures.

THE COMMA—

The comma is used to point off the following expressions:

Nouns and pronouns in direct address—Man, beware; Look out, you.

Parenthetical explanatory groups

—The messenger, having explained his mission, walked away. Note: Both sides of the parenthetical part are pointed or neither, always with two commas or none—except at the end of the sentence. This is the “both or none” rule.

In pointing three or more coordinated parts not connected by and, Oregon newspaper practice is nearly uniform in omitting the comma before the “and” that connects the last two parts. If the connective is omitted the last member—just before the predicate—is pointed.

Appositive expression—He, the worst hater of all, counseled peace. Note: Here again it is necessary to make the pointing complete, two commas or none. In short appositives no commas are needed—Grant the general was not Grant the president.

Relative clauses that explain the antecedent—The word, which he had forgot, was useless. Note well: Clauses that serve to identify rather than explain their antecedents do not require pointing—the man that succeeds learns the trick. Such clauses are generally best expressed with “that” as the relative, whereas clauses that explain or add something take “who” or “which” preceded by the comma. “Who or which” with commas, “that” without, is a convenient rule.

Independent introductions—Generally speaking, the idea is all right.

Introductory participial modifiers—Reaching the top, we saw the city. Note: Care is needed in such structures to make the first name used after the comma the name of the person or thing modified, as otherwise the “dangling participle” results—Reaching the top, the city appeared. Here it is inadvertently declared that the city, not the observer, reached the top.

Unusual introductory adverbs—There, that will do; No, I think not.
Several such adverbs as well, now, surely, are not any longer pointed—Well go ahead; Surely that is enough.

Separately modified words in the same sentence—We saw the old man, and the dog with bench legs.

The periods of numbers of more than four figures—16,750, but not of four only, 6750.

A direct quotation when short—The prisoner said, “I do not.”

**Differences in Comma Uses**

No other point mark is so difficult to use correctly as the comma, and with no other is the variation in practice so marked in Oregon newspapers. Its use is growing less frequent and rapidly approaching the point where further reduction would endanger clarity and meaning. Differences in use are found chiefly before the conjunction in a series of three or more coordinate words, phrases and clauses; for setting off closely joined parenthetical expressions, modal and conjunctive adverbs and adverbial groups, subordinate introductory groups and independent expressions—words and phrases.

In most foregoing uses of the comma Oregon newspapers agree with literary style, from which they depart more or less widely in omitting the comma when it is unessential to clarity in such structures as the following:

Between connected coordinate parts, either words, phrases or clauses—Men, women and children, not “men, women, and children;” They came in cars, by train and on foot, not “in cars, by train, and on foot;” He knew what he wanted, when he wanted it and what for, not “what he wanted, when he wanted it, and for what.” This practice holds even with disjunctive conjunctions—You may think so but I do not.

After introductory phrases or clauses—The fires having been put out the team went home. While the hay was down he allowed no rest.

Before prepositions used with substantives to show residence, position and so on—Henry Musgrave of Portland, not “Musgrave, of Portland;” Smith of the commission, not “Smith, of the commission.”

In place of omitted words readily understood—Some use horses, others tractors; not “horses, others, tractor.” A few editors put commas in place of such omitted words in a series—Two kinds of apples, three, of pears, and one, of peaches—but most do not—“Two kinds of apples, three of pears and two of peaches”—just as clear and shorter.

Between two measure terms—His time was 8 hours and 3 minutes.

To set off modal adverbs such as perhaps, certainly, indeed—The road bed probably will wear out before spring. Certainly he will go.

To set off Sr. or Jr. from their substantives—John Jones Jr. will go, not John Jones, Jr., will go. Practice varies in use both of comma and capital, but the best hope for uniformity is on the simpler style.

After a modifier of a modified thing—He is a good American citizen—though using it between modifiers of the same thing—He is a good, substantial citizen. The first good modifies American citizen, the second, citizen only.

To set off thousands in numbers of only four figures—6872, not 6,872.

Introductory adjective and adverb clauses even when long are not generally pointed in Oregon newspapers—After preparing his outfit including food and bedding he continued his journey. This practice marks the most pronounced departure of newspaper pointing from old literary style observed in this study, but it seems justified by perfect clarity.
And of course a comma like any other point is to be used when needed, regardless of any rule.

Note: The old rule to point with commas the phrases and clauses "out of their natural order" has no standing for the reason that if such groups are really "out of order" the right thing is to put them back where they belong. But they are not necessarily out of natural order merely because they precede the independent clause, and if they are not they need no pointing—Before they vote they should study the question. "Before they vote" is just as much in order as if it were after the clause. It needs no pointing. The commas are not used after introductory groups just because they are introductory.

**Commas Wrongly Omitted**

A few careless comma users generally omit needed commas in a few places such as the following:

Appositive, or other term for same thing—"Tom, the postman, came early;" direct address—"Citizens, attend;" parts of country—"Baker, Baker county, Or.;" parts of date—"Jan. 4, 1927;" amplifying clause—"The report, which was wired from Portland, brought the first news." (But note that if the clause identifies instead of amplifies no punctuation is needed—"The report *that came from Portland* was first to arrive.")

Second comma setting off parenthetical group—The plan, which had been approved by the committee was accepted. This violates the "both or none" rule—This *plan*, which had been approved by the *committee*, was accepted.

To set off direct address—Mr. Voter come alive; comma is needed after Voter.

To set off parts likely otherwise to be misjoined—they went through at night and in the morning were past the county line when overtaken by the officers; comma required after night to keep "in the morning" from squinting by looking first backward to "went through" and then forward to "were past the county line."

To set off day of month from year—December 5 1927; comma required after 5.

Only two comma faults are anything like common in the Oregon press—the "comma lap" in which two sentences are punctuated as one by use of a comma for a period, and the "one side only" fault in which the several parenthetical structures are given the first but not the last comma.

The comma lap is cured either by replacing the comma with a period or by replacing the verb of the second member with a participle in ing as a phrase after the comma—"The legislature passed many laws, some of them were wise," is an example of the comma lap readily corrected in either of two ways mentioned. Literary practice would be replacement of comma by semicolon, but this is used in such way sparingly or not at all in Oregon newspapers, except in editorial or feature writing.

The error of the "one side only" fault is easily seen and corrected by comparison with the early practice of marking off the parenthetical expression by means of parentheses instead of commas. No one would think of using the first curve and omitting the second, yet that is what the use of the first comma and omission of the second amounts to. Both commas may frequently be omitted with short and closely related parenthetic explanatory modifiers, but use of one without the other is always wrong—unless a heavier mark is on one side. It's both or neither.

**The Semicolon**—

The semicolon is used chiefly to connect the larger parts of a formal
list. President, James Jones, Portland; secretary, C. C. Gray, Silverton; treasurer, Sam Phillips, Roseburg. (Preferably name before office.)

It also joins the longer sections in tables and formal reports—the solids are flour, sugar and fruit; the liquids are water, oil and milk.

This mark is still sometimes used to point independent clauses not connected by conjunctions but a far more general practice is to connect them with commas if short and separate them with periods if long—The water came up over the road, the wind blew down the trees, fierce lightning flashed.

It sometimes points coordinate, unconnected clauses such as have been used occasionally in this report to show two examples of a single principle. A more general practice is to point with either commas or periods. In like manner independent clauses connected by conjunctive adverbs are often pointed with a period rather than a semicolon—He asked for the work. Therefore he was employed. It is thus seen that the semicolon is being crowded to the wall by the comma on the one hand and by the period on the other. If sentences are long and pointed by commas, periods are used.

THE COLON—

The old use of the colon to connect the parts of long compound structures has all but disappeared in Oregon newspaper practice. Such structures are generally written in two or more parts, each pointed with a period. Nor is the colon widely used after informal salutation, the dash having largely displaced it. Even in its most intensive use, introducing formal quotations, the colon has yielded largely to the comma for short quotations, to the period for long ones, and to no mark at all for the indirect quotation form, rapidly gaining favor in newspaper copy.

The colon is used most generally to introduce a formal list of particulars pointed by semicolons, generally with comma connections within them—The following delegates arrived this morning:

W. Johnson, orchardist, Monroe; George N. Angell, editor Oregon Farmer, Portland; and so on.

The colon is used before lists of particulars in fragmentary form even though not formally introduced—Forecast for Thursday: Cloudy with northwesterly winds. Arrived from Orient: Steamer Alloha.

The colon is still generally used between Bible chapter and verse and between hours and minutes in giving time of day.

PARENTHETICAL POINTS—

With less frequency than formerly parentheses are used, even in literary writing. Much less in newspaper practice of course. Time was when not only formal parenthetical expressions but the most informal ones as well were set within parentheses, where now the comma reigns supreme. Since the comma has displaced the parenthesis in this connection it is well to remember that just as no reputable printer would use merely the first of the pair of curves so no careful writer or copyreader uses only the first of a pair of commas to connect parenthetical expressions. “Both or none.”

Curves are used to connect explanatory parts not essential to the general meaning—the Portland (Or.) hotels.

Letters, figures and signs marking subdivision within running matter take curves—The plan provides: (a) a city charter; (b) an improvement plan.

To indicate inquiry or doubt,
The date was July 3 (f), 1906.

Sums reexpressed in figures take curves—Pay to the bearer five dollars ($5).

If the inclosed matter is part of the uninclosed text it is pointed after, not before the second curve—He expressed it the same way (with figures); if independent, before the second curve—Lebanon, Or., June 1. —(Special)

Curves are not properly used to cancel deleted parts of a manuscript. Such matter is simply marked out.

The Dash—

The dash is used to point parenthetic matter midway between that calling for commas and that calling for parentheses—He went to work on the 14th—an unlucky day for him—and quit at the end of the week.

It is also used to mark an abrupt break in the line of thought—The number brought down the house—a no easy achievement.

It sets off a more definite appositive from the general terms—This leaves one man—the president—able to go on with it.

The dash connects a summary term with preceding particulars—Men, women and children—all these were there.

The dash is sometimes used after informal salutation—Friend John—

It is used to connect examples of stated rules, as in this desk book.

It is used to connect text to sideheads; also in multiple deck heads and at end of stories.

It is used to connect datelines to story.

It is used—in “en” length—for “to” as in July 4–8, not 4–8. In most instances the “em” dash or wider is used.

The Quotes—

Quotation marks—inverted commas at beginning and apostrophes at end—generally connect direct quotations with other copy. If the quoted parts are long and in running style they are more often indicated by means of smaller type or narrower measure, or both. They are sometimes set solid without quotes. If quotes are used for successive paragraphed matter they are used at the beginning of all paragraphs quoted but at the end of the last only. If interrupted by explanations, the marks are used before and after the interruption—“They will vote,” he said, “if they have to.” If the quotation is formal it is preceded by a colon, otherwise by a comma except when “that” is used before a quotation unexpectedly changed to the formal—The governor said that “the tax is needed”—when no punctuation and no capital are used.

Quotes may mark words or other characters used in a substantive sense—Put the “how” before the “when.”

Titles of books and plays, unless well-known, are quoted; not names of newspapers and magazines.

Terms used in derision are still occasionally quoted but less often than formerly—He is a wonderful “hero.”

Terms in the unfamiliar sense are often quoted—He “foursomed” his way around the world.

Nicknames but not shortened names are quoted—“Slim” Balcom, but Dick Smith.

Single quotes are used within quotes—The witness testified “I heard him say ‘Throw down that gun.’”

Closing quotes in Oregon newspaper practice generally follow any terminal point, whatever it may be, except the dash.
THE BRACKETS—

Brackets are sometimes used in display in place of curves but find only small place in newspaper typography. Their use is governed by the same principles that govern use of curves.

They are occasionally used in editorials for inserted explanations or corrections in words of another—The state [national] income tax produces new revenue.

WORD POINTS—

The hyphen is used to connect the parts of a compound word, but far less frequently than formerly. Many groups formerly compounded are now written as a single word, while some others are kept entirely separate.

The hyphen is still uniformly used to connect the syllable at the end of a line with the remainder of the word, though not so precisely as before the linotype days. Some otherwise good newspapers butcher their divided words.

The apostrophe and the s are used to make the possessive case of English nouns. But the puzzle is, which is first. Here's an easy way you can't mistake: First write the word singular or plural as you want it with no thought of possessive form. It will end in s or it will not. If it does, add the ' only; if not, add 's. (John and men are two words one of which is singular and one plural but the possessive is formed alike—John's, men's, because neither ends in s. James and boys both end in s, but one is singular and the other plural; the possessives are formed alike—James', boys'.)

The apostrophe also marks omission of letters in other connections—e'er for ever, 'o'er for how.

It is used with s to form plurals of letters, figures and signs—two b's, four 5's, 3's).

When the year is written without the century figures an apostrophe is used.

THE PARAGRAPH MARK—

The paragraph mark indicates separate paragraph, and is used without other points.

REFERENCE MARKS—

Arbitrary reference marks are scarcely used in the press except in legals. They have been mostly replaced by small letters and figures set slightly above the line before sentences of direction. Otherwise they are placed after the final punctuation point.

THE BRACE—

The brace is sometimes used to connect names or other particulars, generally without any punctuation points.

Changing Punctuation

Some significant changes in punctuation are observable from the Oregon newspaper survey.

The colon and the semicolon have almost disappeared as points for connecting parts of compound sentences with other like subdivisions that are connected by smaller points. On the one hand they are crowded out by the comma for small connections and on the other by the period for the larger. The old, long, involved compound-complex sentence of the grammar and literature finds scant place in the news story, and almost as scant in the editorial. The ablest Oregon press writers "manage to get their best thoughts between full stops."

Conversely the dash has gained prestige by taking the place of comma, parenthesis and colon as well as by doing its own proper work more
fully. It does this added work satisfactorily except when used by careless writers who would bungle the thing anyhow.

The exclamation point is another dodo, having yielded to the comma in short connections and to the period for final pointing. "Oh how fortunate" or "oh, how fortunate" is far more frequent than the older form, "Oh! how fortunate," which is passing with other glories of the world.

Brackets are also nearly out of use, having yielded to the dash and the curve except in official publications and in correcting quotations.

It is thus seen that there are two styles of punctuation—close with liberal use of points and open with use of points only where essential to understanding. "The tendency of the present day is more and more toward open punctuation," says "Mechanics of Writing," published by the Macmillan company in 1926. "A common mistake is to overuse marks, especially the comma. A good working rule is this: Use only those punctuation marks for which there is a definite reason, either in making clear the meaning or in meeting some conventional demands of modern printing." Oregon newspapers and hence this desk book favor open pointing.

Some Variations in Close and Open Pointing

Use of the period is much the same in close and open pointing with a few exceptions including the following:

Newspapers often omit period after numbers or letters setting off the parts of a series. Also after headline decks and even after sentences and fragments used as sentences in a series of one sentence to each paragraph.

Use of the question mark is much the same in both types of pointing.

Use of the exclamation mark has pretty well disappeared from news and editorial writing though occasionally used in feature and dialect newspaper copy. It has been supplanted by the comma within the sentence, by the period as a final point and by the question mark as a gesture of scorn or incredulity.

Newspapers tend to omit the "book use" of commas after answers of mild ejaculations—well, now, etc.

Short phrases of location—Dean Straub of Oregon.

With the conjunction in a series—Miles is preacher, editor and speaker.

Leading newspapers seldom use comma with conjunction unless needed for clarity. Only one leading newspaper uses comma-dash, and that one in editorials only. "He came,—as I said before—on the run." Surely the dash alone puts it over.

As Found in the Clippings

PERIOD—

(The period is nearly always used where it should be, and in a few structures where it ought not be: after per cent, roman numbers, contractions such as bldg, initials for words—KOAC—and following nicknames.)

Tom. Rowell was in Brownsville yesterday—Tom Rowell.

A few of the gang hooted. While the rest looked on—comma and lowercase W.

He began at chapter XVI. and read the next three—XVI without point.

He tuned in on KOIN. for the lecture—KOIN without points.

They named two objectives, viz, good quality, high yield—viz., etc.

As he boarded the train he waved back, "I'm coming back"—Period inside.
Some thought the referee was playing sides, but we did not, we felt that it was a lack of coordination on the part of mind and eye, he undoubtedly saw but was not fast enough to act on it, but he did do a lot of fast thinking on Wilcox, and Wilcox was put out of the game. Periods after not, and eye; (comma laps); “although we,” for “but we;” “who” for “and Wilcox.” These are three sentences written as one.

A few of the high school young folks gathered at the grove Thursday and had a weenie roast, they reported a very good time—period after roast; (this is a typical “comma lap.”)

**INTERROGATION POINT—**

I asked you, *will you go?*—Correct. Also, *Will you go?*

It was an interesting selection (?)—Interesting (?) selection.

You are going to pay it back.—This was a real inquiry and needed the question mark.

**EXCLAMATION POINT—**

But oh, the breath of spring.—But oh! the breath of spring.

O! the City of Roses.—*O, the City of Roses!*

He’s a bright (!) boy—bright (?) boy.

**THE COMMA—**

*“John come here,”* the principal said—*“John, come here.”*

*John Smith, of London is here—John Smith of London is here.* (Other clippings with useless commas tell of Dr. M. E. Wilson, of Portland; Mrs. Henry Blair, of Canby; and Kenneth Bentz, of Newberg.)

Frank, Henry, and Mary Smallwood—Omit comma before conjunction unless needed for clarity.

Salmon leaped, *swam and scrambled* over the dam—Right.

The motor, which had run all night, still chugged merrily—Right. (The clause explains the motor so needs pointing, and does not identify or limit it so “that” is not used. If several motors were working and one particular one were to be identified it would be “The motor *that* had run all night chugged merrily.”)

You are going, boosters of course—You are *going, boosters*, of course.

The men were from Ames, Iowa they said—*Ames, Iowa, they said.*

Senator McNary, of Oregon, was present—Senator *McNary of Oregon* was present.

He loved one book, namely the Bible—*book, namely*, the Bible.

Instead of marrying Mary Thorne married her friend—comma after Mary to prevent wrong combination.

G. W. Wright, an Albany attorney by request was the speaker—comma after attorney.

The work was wasted,—thrown away—*wasted—thrown away*; either comma or dash, never both.

He took it up, however on his own responsibility—no comma, or two. One is as wrong as a half parenthesis. Both or none, but why not standardize on none with however, therefore, hence, etc.?

The *men, all tired and hungry, ate* ravenously—Right, but why not omit the commas and still be right? Such is the present drift.

Six men stepped ashore, but the seventh had to swim for it—Right, but the trend is to omit commas before conjunctions for plain coordinate clauses—and, but, for, or, nor. Let’s keep step.

When the prunes had been brought in, they were found over ripe—No comma needed in open pointing.

The bonds must be paid, whatever
the method—Right but better without comma.

The grader walked up the hill, throwing a stream of dirt on the road—Right but comma not really needed.

The Semicolon—

The following officers were elected: A. L. Mallery, editor of the Tillamook Headlight, president; Hal E. Hoss, managing editor Oregon City Enterprise, secretary-treasurer—Right use.

Four crops were said to be outstanding—broccoli, a winter cauliflower from Roseburg; grains, chiefly wheat from eastern Oregon; pears from the Medford district; and cheese from Tillamook—Right use.

They soon came to the curve, however; and then they stopped—comma after however.

Dear Sir: I have your reply—colon alone or dash alone. No other point needed with dash.

He got three shrubs, namely; syringa, buck brush and wild grape—comma, or better omit namely and use dash—three shrubs—syringa, etc.

The Colon—

Several inventors were named: Edison, Wright brothers—Right.

The Dash—

Only five persons were injured Sunday—a man, two women and two boys—Right use.

Apples, pears, prunes—all fruits grown in the valley—Right.

They know better now.—Congressman Hawley exposed that claim—dash or comma, never both together.

Williams told of the impassable roads; but that is an old story—dash instead of semicolon.

The Hyphen—

Mrs. Parker declined to do so because she had a 12-months' old baby—a 12-month old baby.

The Portland two day's session of the Methodist Men's Council—two-day session, Methodist Men's council. Name of measure always singular after number. Note 6-inch pipe, 3-foot—not feet—rule, a 20-day voyage, a 10-hour day, a 10-day visit, a 10-month—not 10 months, nor 10 months'—visit.

PARENTHESSES—

The laws of Oregon provide (Sec. 3, chapter 4)—Right.

The check for two dollars and twenty-five cents—$2.25—was paid.—Two dollars and twenty-five cents ($2.25).

Quotation Marks—

The witness replied "that I haven't any money."—replied "I haven't" etc.

We want to learn the "when" and "how" of the procedure—Right.

He read from "Shakespeare"—Shakespeare, but from "The Right of Way" or other less known productions.

He had read "The Oregonian" for 50 years—read The Oregonian.

With them came Coach "Bill"
Hayward—Coach Bill Hayward, but Coach "Dad" Butler.

The witness faltered, "I heard him say no"—"I heard him say 'No.'"

APOSTROPHE—

All the boy's clothes were torn—all the boys' clothes, for plural.

He was graduated with 20 A's—Right.

The girls swimming class—girls' swimming class.

Its coming fast—It's coming fast; its is a possessive pronoun.

Its sure an insult—It's surely an insult; this "it's" means it is.

The horse lost it's bridle—its bridle; possessive its has no apostrophe.

The act was passed in 63—in '63.

All the mens' pockets were turned inside-out—men's pockets; words not ending in s are made possessive by adding 's.

Community church have Ladies' Aid—has Ladies aid; also Ladies Aid society.
USE of words and figures for numbers varies rather widely in the Oregon press but in the main the numbers up to 10 are spelled and above 10 set in figures, except in some special cases. The numbers, even though greater than 10, are generally spelled in the following uses:

Indefinite numbers or amounts—about fifty men, nearly a score, not worth a penny.

Names of periods with value of periods in figures for large numbers—50 thousand voters. 3 million soldiers.

Numbers beginning sentences—Twenty persons.

Fractions standing alone—one-eighth.

Numbers, even though smaller than 10, are written in figures for the following:

Money, weights, dimensions, time of day, ages, votes, scores of games, percentages, pages, chapters and verses, temperatures, tabular matter, mixed numbers either decimal or common, street numbers, sections and divisions of legal bodies. (This practice is fairly uniform, most violations coming from forgetting the items affected.)

As Found in the Clippings

For twenty years the county court has been making the levy as it did for the past six—20 years.

Were compelled to get along with thirty cents a week—30 cents.

Each club is credited with twelve hits apiece—12 hits; omit apiece.

The ladies enjoyed 500, four tables being played—five hundred.

At the present time 2-3 of the forest area—two-thirds.

There is enough seed for one-fifth of an acre.

Out of the eleven students from Jefferson county attending O. S. C. Culver has five—of the 11 students.

The camp will cut in that territory for a period of ten years—for 10 years.

It will begin at ten o'clock in their aid rooms back of the church—It will begin at 10 o'clock.

He fired fifty shots of dynamite—50 shots.

My legislative experience in both house and senate extended over a period of fifteen years—extended over 15 years.

About sixty people attended—60 persons.

From a ten day trip through Oregon and northern California—10-day trip.

Who will attend the 12-weeks school—the 12-week school.

In the last five-year period over sixty-two thousand state and federal laws were enacted in the United States—more than 62 thousand; large sums in round numbers expressed by figures for period value but by words for period name, as 2 thousand, 5 million.

Mission commenced on Tuesday, March 2nd, and concluded with the service on Tuesday evening, March 27th—Mission began Tuesday March 2, and concluded with the service Tuesday evening, March 27.

It will begin at ten o'clock—at 10 o'clock.

The Annual Musicale will be given on Friday evening June 5th at eight o'clock in the high school auditorium—annual musicale, Friday evening, June 5 at 8 o'clock.

The recital was given Monday evening, May 18th—May 18.

The piano recital by pupils of Mr.
Randolph Howard on May 22nd was postponed—May 22.

The address will be delivered Sunday evening, May 31st—May 31.

Graduation exercises will be held in the evening of June 3rd—June 3.

The date for the contest is April 9th—April 9.

For the Bible Standard Church will be made February 7th—Bible Standard church, February 7.

The Elgin Women’s Improvement Club will meet Thursday afternoon, March 11th—Improvement club will meet March 11.

At Hamilton hospital on Wednesday, March 3rd—At Hamilton hospital Wednesday, March 3.
**THE verb is responsible for more errors in Oregon newspaper making than all other parts of speech, and wrong number is the worst offender.**

**NUMBER—**

The number in attendance are increasing—*is* increasing; size of group is meant.

A group of boy scouts from Moro are camped—*is* camped; the group made the camp.

The number of deposit stations in homes and schools have increased—*has* increased, since it is group only that has grown.

The gang of men east of Mosier have finished—*has* finished; the act was collective.

A collection of wild horses are being rounded up—*is* being rounded up.

Each were released on $500 bonds—*was* released.

Neither of them have new ideas—*has* new ideas.

The Oregon City student body were the audience—*was* the audience.

Every man, woman and child in Columbia county seems to be—*seem.*

And now come the National Music convention—*comes* the convention.

The days of God's direct leading is not passed—*are* not past.

Provisions for the purchase of the John Hug ranch was made—*were* made.

Horseshoes, four-leaf clovers, wishbones, and all the good luck omens was scattered freely—*were* scattered.

Farmer and business man alike is feeling jubilant—*are.*

The Ku Klux Klan angle and the fundamentalist-evolutionist controversy was injected into the trial—angle and controversy *were.*

Of the properties she listed, $65,000 worth were—*worth* was.

Neither of us are allowed any association with boys—*neither* is allowed.

A pair of shoes were found near Grant park—*pair* was found.

Whole cast in "Virgin Man" were placed under arrest—cast *was* placed; casts *were* placed.

Every one of the 18 men are urged to be at practice—one is urged; all *are* urged.

His majesty's government have decided that they—This is good English usage but American practice is "government *has* decided that it."

Of the many compounds tested none have proved superior—none *has* proved seems stronger than "none have," though either is grammatically correct. (Webster's latest says that as subject none with the plural verb is the commoner construction.)

This week the "Smile Chorus" have been meeting—chorus *has* been meeting as a single group, governing singular verb.

Mrs. Peeper told Sheriff Edick that the family was startled by the barking of their dog—Family was **barking of its dog. Was and their contradict each other.**

Community Church Have Ladies Aid—*Has* Ladies Aid. (From headline.)

The number of failures were 21 fewer than fall term as compared with the same period last year; the number *was* 21 fewer than the number last fall. Number is singular and is comparable with number but not with the same period last year.
Much kindness and appreciation is felt toward the Oak Grove people—*are felt.*

A cow was drowned, and seven acres of land has been destroyed—*were destroyed.*

Mrs. L. Thornton and Miss Johann Lichthorn of Oakland, Cal., who is visiting—*are visiting.*

The spectacular eruptions of subterranean forces in the North in recent years, bringing into being the Valley of Ten Thousand smokes, lends interest—*lend interest; eruptions is subject.*

The heart and liver was gone—*were gone.*

About $250 *was lost,* mostly in clothing.

* * * at this time is out of order, and so is the court house and jail—*are the court house and jail.*

There *is* eight inches of snow at Tualatin.

While snow and frost has been making—*have been making.*

A committee composed of W. H. Kline, Charles Johnson, and Mrs. B. W. Johnson, were appointed—*was appointed.*

A number of cabins were inspected by the searchers—*was inspected.*

Reports on the new service pension plan was given—*were given.*

A number of subjects are suggested—*is suggested.*

Nearly 240 acres of 35-bushel wheat was destroyed—*acres were destroyed.*

Not every one planning on going to college have—*everyone has.*

The public library have a few magazines—*has magazines.*

The board of regents have taken no action in the matter of renewing the contract—*has taken no action to renew.*

B. M. Price and wife, who has been at Cottage Grove for the past nine months—*have been.*

Whether the loss and gain has been above or below normal—*have been.*

The remains of Major Blank arrived in San Francisco and were taken back—*was taken back; body or corpse rather than remains.*

Mrs. L. L. Denney of Baker and Mrs. Mary Hurley of Portland has been recent guests—*have been guests.*

The Sherman Roberts family have been ill—*has been ill.*

But Colton (baseball team) rallied and for a while were almost even—*was almost even.*

There are a number of wild geese in Elgin that remain all year—*there is a number.*

There is about six feet of snow at Toll Gate.—Right.

As soon as the Vernon Fruit union staff finish making reports—*finishes.*

The Wheeler aggregation have won 11 out of 21 games this year—*has won.*

The Ladies' club are giving a cafeteria dinner—*is.*

No personally wet and politically dry candidates is going to fool—*are going.*

A number of men in the employ of the company were in town—*was in town.*

An automobile party from Pendleton were entertained at luncheon Saturday—*was.*

* * * at this time are $32,544.38, of which $30,800 is invested—*is $32,544.38.*

The entire team is in good shape physically, and are ready to go—*is ready.*

(One team is in shape, is ready to go.)

The faculty has been increased in number and are all ready to assume its duty—*is ready to assume.*

and are dispute each other.
None of these methods were effective—none was effective, is more vivid.

A jury of farmers heard the case in Battle Creek, but disagreed and were discharged—right, as at least two factions were involved.

Fortunately the everyday man and woman is now wearing more sensible shoes—are wearing.

Singing and playing games was much enjoyed by all present—were enjoyed.

During the past winter there have been a number of cases of cattle being killed from eating grass—has been a number.

Severy's have a new sign—has a new sign; possessive sign shows singular.

There was finished product, mash and barrels—were finished product, mash and barrels.

The local association are using their efforts to get congress to pass the bill—is using its efforts; acting as one group.

The spring crop of married men are beginning to show up down-town—is beginning.

Politics are astir in Rumania—politics is astir.

There is only Jones and his wife—there are only Mr. and Mrs. Jones.

Few study the measure and none vote intelligently—none votes, since the act is individual. The meaning here seems clearly "not one," though "none" is used as meaning "not any" 573 times out of 900 uses recently reported in a survey of literary usages, from Chaucer right down to today. "None but the brave deserves the fair," sings Dryden; but "None think the great unhappy," raves the poet Young. When such doctors disagree common folk can only hope and pray for light, while looking through and beyond the form of the word right down into the meaning. If a single individual emerges from the picture the singular verb is used; if several individuals materialize, plural is the form.

Three feet of snow were reported—was reported; singular, since the image of snowfall rather than three layers of snow is in mind, although "were" is supported by grammar. "The subject and not intervening words governs the number of the verb." Good reasons must forsooth give place to better; that is, to logic and good use.

A good guide in giving the verb its number following a collective noun is to use the singular unless a division or distribution is clearly indicated, and the plural form when it is, thus: "A jury has been selected," but "The jury are disagreed." When in doubt use the singular. This is still more necessary when the collective noun is preceded by "a," or "an," singular adjuncts. If the plural verb is desired the "a" is dropped and the suffix "s" is added. "A number is," but "Numbers are." Indeed the primary purpose of the collective noun is to give the subject parts a working unity of form. "A number of men is," because unless the unity idea prevails there is no sense in using the collective noun—"Some men," is better, shorter, clearer. The same is true of "A flock of geese," which implies a distinct unity. If the flock separates it becomes either "Flocks of geese," or "Some geese," each demanding the plural form. But as said elsewhere the singular or the plural concept first indicated must be adhered to until a change in fact justifies a change in form. "A flock of geese is flying over," does not allow for follow-up "They are headed north." "It is headed north." "The team was fighting hard but they were fast weakening" is an all too common monstrosity in Oregon newspapers. Say either that the team was fighting hard but it was weakening
fast or that the men were fighting hard but were weakening. Either verb number may qualify but not both till facts change.

Some Good Uses

Each class composes a college song and sings it for the first time.

A party of business men of Portland was guests at a luncheon.

A number of farmers have been putting out poison for squirrels with satisfactory results—farmers distributively.

Professors Myers and Osborn compose the team that is making the coming convention valuable.

There has been a number of errors made of late.

The public is cordially invited to attend the meeting of the women's club.

There are, unless the records fail, hopes that—

The largest number of visitors from Roseburg was present.

A large number of books were issued from Jacksonville—books are thought of as units distributed.

A number of little persons from St. Johns was entertained.

About $38 was cleared last Sunday—collected sum is thought of.

Two thousand dollars was the price charged—collective.

From there to Bennett's pass there was three feet of snow—depth, not three layers.

TENSE—

Bryan proclaimed that there was no doubt that evolution contravened—is no doubt; contravenes; continuing conditions call for present tense.

The opinion was that the dance was a desirable form of entertainment—is desirable.

We've always heard the Chinese were a backward nation—are a backward nation.

Mr. Beattie lets it be understood that he was in a receptive mood—is in a receptive mood.

He is credited with saying the Pacific Northwest had geological formations which were such as to not invite temblors—has geological formations which are such as not to invite temblors.

Senator Eddy opposed * * * on grounds that the present speed limit was adequate; present speed limit could hardly be was, and Senator Eddy certainly said is and should have been so reported. At present and was are contradictory terms.

Ball declared he was going to place Wally Garber—he is going to, as future time is meant. (In direct form Ball said "I am going to," not "was going to," and is not was represents the indirect statement.

We put the men through hard conditioning work from the start rather than easing them in by slow degrees—ease them in by degrees.

Up to this time no other Anti-saloon league in the United States had backed only one candidate—has backed.

Our neighbors tasted blood and growls for more—and now growl for more.

Strange that he would not know that such houses do not cost the state a cent but were actually saving the state their cost—are saving.

Eason is sure in his movements, but needed lighter foot gear—either was sure but needed, or is sure but needs.

That shortly a similar action would be filed against the city—will be filed.

Friends of Mr. Jones said he was well qualified for the office of state market agent—is well qualified, not a has-been.

He believes that reconciliation with
the republican party could, and would, be accomplished—can and will be accomplished.

It was demonstrated last evening at Happy Canyon that lots of ladies were interested in automobiles—many women are interested.

The reason for all this being the refusal of Peter Loggie—was the refusal.

Many voters in the eleventh judicial district having gave—having given.

Follow the plain marked path of the man of Cavalry that done no piece meal work—did.

Which would permit their being taken to Los Angeles without court proceedings—will permit their being taken.

The senior choir of the church is giving a cantata Easter evening—will give.

Mr. Murdock stating that he and the firm which he represents were particularly interested—are interested.

Monday he was given a hearing before Justice B. C. Black and plead guilty—and pleaded guilty; plead or pled, colloquial.

Introduced by Senator Stanfield, wherein he proposes to reimburse counties—proposed.

In conversation with an attendant, he found that there was much demand for Oregon literature—there is much demand.

Both are interested in industrial journalism, Cecil receiving honorable mention last term—having received.

(As quoted in UP interview with Henry L. Mencken, collector of "journalese" boners:)

1. The only civilized American alive who could beat President Coolidge in 1928 was Senator James A. Reed—who can beat in 1928, is Senator Reed—still very much alive.

2. I knew he was a great man when they did that—is, still living.

3. I believe he is the only man who could defeat Coolidge—who can defeat Coolidge.

4. Al Smith couldn't be nominated because he was a provincial—he can't be nominated, is a provincial.

5. He said "The Miracle" was an obscene burlesque on Christianity—is an obscene burlesque.

(Of course Mencken did not say it that way.)

The speaker said that Portland was not opposed to a bridge at the point suggested—is not opposed.

A future queen trods a path of flowers—treads.

In the good old days when men were in danger of their lives for teaching that the earth is round.

Split Infinitive—

He was told to plainly answer the question—to answer plainly; "plainly" cannot go before infinitive without seeming to modify told.

Orders are to carefully prepare the press—carefully may go either before infinitive or after press without loss of force or clarity.

Here's one to partially repay you—partly to repay you.

Mode—

Next to errors of number and tense in verbs were errors in mode—failure to use the subjunctive to make the real meaning clear. Many editors did use this form correctly, in such structures as the following: "If there be one class of Americans;" "If it were not for the fact that Mother Nature;" "If one were in a dungeon tied;" "If he be a man." The "be" leaves his manhood uncertain. Had the writer used the indicative "is" the clause would have conceded that he is a man. Had the writer used "were" the clause would have denied that he is. These illus-
trations show that the subjunctive, though apparently on its last legs in Oregon and elsewhere, is well worth saving.

And fast enough to make it appear to us as if a stream of smoke was coming from the waistline—as if were coming, denial implied.

And by “Grandad” Fletcher as though his arrival was an entirely common occurrence—were an occurrence; denial.

If that was the custom in this country, we could prevent all wars by announcing that all the fighting must be done in Portland, Oregon—If that were the custom; denial implied.

Examples of Correct Use—

If the Spillman theory were to be put into practice it would work well. Such recklessness would be amusing if it were not loaded with such serious consequences.

If it were not for the present tariff schedulesubjunctive implying denial.

If he means that any state has the right to pass a law—condition assumed as true.

If there be one class of Americans who have shown distrust for socialism—be, since doubt is implied.

If he means that any state—mean, would show doubt.

Dangling Participle—

Based on this evidence, it is the conclusion of the committee—based on this evidence the conclusion is; “it is the” makes the participle, “based,” dangle.

Differing from the usual conception, the workmen have not only comforts but luxuries in their movable homes—differing from usual conception, their new movable homes supply the workmen with comforts and luxuries; it isn't the workmen that differed.

Arriving at Albany in their special Pullman, it was 9:15 before the rally started on the campus—the team delayed start of the rally till 9:15; it was team not 9:15 or the rally that arrived at Albany.

Leaving Joseph in a drenching rain, the weather did not portend a pleasant journey for the visitors—Leaving ***, the visitors did not see signs of a pleasant journey.

Motoring down the mountain, the lakes seemed to the party to be no more than small, bright dots on the mountain side—Motoring ***, the party saw the lakes.

Being an ex-governor, I am surprised that Mr. Olcott—Being an ex-governor, Mr. Olcott surprises me; not “I” but Mr. Olcott was the ex-governor referred to.

(About the only safe way to use this “loaded” device is to name the subject the first thing after the comma.)

Other writers used the introductory participial phrase without making it “dangle”—a real achievement:

Travelling for Allen and Lewis, W. L. Van De Water was here Tuesday.

Recognising education as one of the cornerstones on which our order is founded, we reaffirm our interest.

Turning to the other sectors of the senatorial field, the committee approved—

Being more than ordinarily interested in the finer things of life, the founders of the church bought the grove with the building site.

Wrong Verb—

A Farmers’ union program will be held—will be given; meetings held, programs given or presented—not “rendered,” either.

Each week day they commenced
with an early morning service—they began with an early service.

Packing after plowing does not materially affect the wheat yield—effect the yield.

The visitors were enroute over the recently inaugurated stage route—on the way over the recently opened stage route; officers are inaugurated.

Until life left her at 9:50 p.m.—until she died; question of immortality not involved.

Mr. Beeman and Mr. Orr will go later to Corvallis, where they propose to purchase a tract of land—purpose to buy; “propose” generally indicates offer.

Dee Gastin commenced work for Oscar Maxwell—began work.

Alice Tulley secured a divorce from Pat Tully—obtained a divorce.

Mary McLane, 13-year old member of the Sacajawea Campfire girl group, dove into the river—dived; dove not good English.

Terry Decker, 15, dived from the Southern Pacific trestle—Right. (The last two items were on the front page of one newspaper the same morning.)

Which always has and always will militate against—This says “always has militate against” for always has militated and always will militate. Only the verb and its auxiliary forms that fit are coupled together even indirectly. Myriads of mistakes of this kind are made.

Numerous proposals have been considered with a view to relieving—Many proposals have been considered to relieve.

C. T. Farris, caretaker at the auto park, states that a man from Eugene—says that a man from Eugene.

Besides his administrative work he will teach some subjects in the department—besides doing his work; he doesn’t “teach” administrative work.

All over the world America is suspected—suspected.

Mrs. Jack Lewis rendered a vocal solo—sang a solo.

Mr. Woodard came provided with marriage license secured in Pendleton—obtained in Pendleton.

We have entirely too many Missourians who are setting around waiting to be shown—sitting around.

Charles Culley and family will continue to reside in Kennewick—continue to live.

Scheneck was delivered a large bouquet of flowers—was given a bouquet; better, a bouquet was given to him.

**Correct Usages**—

I purpose being a business governor.

She anticipated all he would have to say. Best use of this word indicates taking beforehand rather than merely expecting, as it is so frequently made to indicate.

I expect to have a pleasant trip—expect preferable to anticipate, which has been recommended in an Oregon newspaper.

J. N. Donaldson, 66, died suddenly Tuesday night.

Bernice Finnicum and Marion Boulden were married at Goldendale.

Deeds of heroism which have opened the doors of progress and secured the freedom of mankind; not merely obtained, but really made secure.
Adverbs

The "ly" Orphan

Had never been over the road before but came through fine—came through well; fine is an adjective and finely seems hardly fit.

When some over thirty of her friends met at her house—somewhat more than 30.

The bones are healing fine however—well, quickly, satisfactorily.

The loss was about $1000—Critics of this use of about offer nearly, approximately, virtually and some other adverbs to replace it, but seem to find their authority chiefly in style books rather than in current good use. Technical writers resort to "around," but this lacks euphony and even clarity. "About" has been in good reputation from earliest times right down to the present, except in stylebooks. Nearly means less than, approximately is a big word for a little one, virtually is high-sounding, and around makes you think of position rather than quantity. So why not "about."

It took about eight hours to make the trip—"About" is about right.

The steers average around 1100 pounds—about 1100.

He farmed around 700 acres—about 700.

They did not produce as high as the Oregon seed—not produce so high; so, with negatives—no, not, never, etc.

The city papas are discussing a building ordinance—not quite as strict as Portland's—not so strict.

It may not look as heavy as that—not look so heavy as that.

No place suits as well as the Willamette—no other place, so well.

Bill played great ball and made stops that seemed pretty near impossible—nearly impossible; near is an adjective.

Memorial day week-end induced an unexpected large number of tourists and visitors to Tillamook beaches—unexpectedly.

And they sure are doing it—surely, or better, certainly; sure is an adjective.

The small fruits will not be near the average crop—nearly.

Singular rather than plural forms of words ending in "ward" are preferred in the Oregon press: backward, forward, toward, upward, downward, afterward; also of "way" in "a long way."

On the other hand use of the ly after verbs meaning much the same as the verb "be" justifies the claim that the "ly" orphan has strayed. It is just as logical and grammatical in every way to say "He is badly" as to say he looks, seems or appears badly, since the meaning of these verbs is that of slightly weakened "is." And as much can truthfully be said of verbs of the senses—feels, tastes, smells and sounds. That is, as well say the apple "is sweetly" as to say "it feels, tastes, smells or sounds sweetly." Another test of this pretentious use of ly is joining it to good, antithesis of bad, and other adjectives such as great, grand, old, and young: "He feels goodly."

Use ly to express action and omit it to express condition.

Right Words in Wrong Places

One thing to intentionally injure any part of Lincoln county—to injure intentionally.

Mr. Edwards has only had 16 birthdays—has had only 16.
Used to more completely turn under stubble—to turn under more completely.

A. C. Vollner has been forced to temporarily abandon—to abandon temporarily.

A man at 50 cannot only play—not only can play; not modifies only and only modifies can play.

All tenors have not been short men—Not all tenors; the former statement denies that any tenor was a short man.

They only had a medium sized car and seven children—they had only a medium sized car.

It is utter folly, Lucy Lee, to even expect youth—even to expect.

A good law is only one for which a need is self-evident—is one only for which.

The ingredients only cost a trifle—cost only a trifle.

Kent was only appointed a week ago—was appointed only a week ago.

That you can only get out of your town, your newspaper, or anything, only so much as you put into it—first only omitted, second all right.

Everybody doesn’t know his onions—Not everybody knows his onions; a vast difference in meaning.

It is evident that everybody does not have to work.—Then if that is true no one does, but that is not what was meant. Not everyone has to work. “Not” and “only” are hard words to place, but usually work best nearest the words they modify. The tendency is to put them before the verb, because they are adverbs. But they are also adjectives because modifying nouns and pronouns.
**Adjectives**

*Last, Past, and Latest*

Those who have been ill the *past* week—"*past*" is best for identifying final preceding period.

Mr. Turnbull has been very successful the past seven years as superintendent of Tillamook schools—"*last*" has the call over past in successive periods; it is more specific.

At the last meeting of the city council—"*last*" suggests there will never be another; *latest* turns the trick here.

Mrs. Graves had resided in Independence for the past 37 years—*last* would show which past "37" years.

Mrs. Pat Pattee and Ivy Olson have been visiting in Prescott for the past two weeks—*_last_.*

In the *last* few years Shriners have not attempted-_Right._

Under the law passed by the *last* legislature—this use is so general that *last* is not considered final as applied to session of the legislature, but *latest* is unquestioned.

**Compound Adjectives Easy—**

A parent-teachers association—*_parent-teacher_; both singular.

Three days Cinderella—_three-day_ approved form.

At Odd Fellow hall in a big get together meeting—*_get-together_ as adjective.

Note: Two words that must jointly modify the same word are generally hyphenated—state-wide ballot, anti-wet platform, all-day sucker, week-end visit. Words that modify separately or not at all—used as other parts of speech—are not commonly hyphenated, though there are many exceptions: "This week-end" or "week end," "the anti wets._*

*Word Selection*

Glass cut her head leaving a wound over an inch long—*more than_; _over_ suggests position.

Over 40 delegates were present—_more than 40._

Ruby Martin, age 9—omit age, or write it *aged._*

She is liable to be chosen queen—*_likely_ for anything pleasant, liable for the disagreeable prospect, "He is liable to be ill._*

One who plays a game is *liable* to a fine—_Right_, as contingency is disagreeable.

The income tax had not gained sufficient headway—_Right_, but what has become of the good old English word, *enough_*? Technical writers seem to fear the vigorous Angle-Saxon derivatives, especially *enough* and plenty. I have found sufficient or sufficiently as many as 10 times in a six-inch technical story. Many editors overuse them about as badly. Those fearing the common English might try "*adequate*, "*abundant*" and the like.

Six or less newly-weds passed through——park yesterday—_six or fewer_; how many not how large.

Less than 100 remained seated through the seventh inning—_Feuer_ than 100.

There ought to be a large number of people—_many persons_; "large number" is overworked and long, and _persons_ is preferable to _people._

Should be sufficient evidence that a toll bridge—_enough_ is surely better than sufficient here.

A sumptuous banquet by the ladies of the church—*_luxurious_ suggests abundance and quality of food, sumptuous, high cost.
Aggie station received good—well; good is an adjective.

Miss Purviance is ill due to trouble with her eyes—is ill because of or of trouble.

Boy may lose sight of eye due to lead—because of or from.

Brown rot has appeared in Lane county prunes due to rains—because of rains; due is an adjective.

Christmas parties were few this year due to infantile paralysis—owing to; due explains a thing, not a declaration.

(“Due to” is widely misused in good Oregon newspapers for “because of” or “owing to.” It is always adjectival, the other terms adverbial. It explains nouns, the other terms adjectives and verbs. “Illness due to exposure,” but “He was ill because of—or owing to—exposure.” “Due to” explains the noun illness, “owing to” explains the adjective ill. To explain a thing, use due; to explain a fact, use owing.)

Some Literary Gems From Movie Land

(As published in Oregon newspapers from press syndicate reports.)

The Angelus temple leader had said to her, “That’s him”—That’s he.

He only testified before the grand jury—testified only before.

I learned of the reward offered by the asserted kidnaper—alleged, reported, indicated, purported, kidnaper.

“I’m to be in on the deal, aren’t I”—am I not?

“She says she met Ormiston and I”—she met me, regardless of Ormiston.

The witness had been feeling badly—feeling bad.

The last three examples are characteristic of the language of the half educated, “shabby gentile,” on pose. Neither the unaffected ignorant nor the tolerably educated would be guilty of “aren’t I?” “met I,” and “feel badly.” “Asserted,” first came to my notice as a substitute for “alleged” in press syndicate reports of the Mrs. McPherson case. In their active forms assert and allege have somewhat like meanings but as passive participles they are miles apart, performing different functions. “Asserted” is like “the said” kidnaper, identifies, whereas “alleged” and “purported” qualify.
The loss is said to be fully insured—property fully insured or loss covered by insurance.

Woodstock church in Portland is left vacant by the resignation of Rev. F. M. Jasper—pulpit left vacant.

Here's a lady telling the courts that her husband has the suicide habit—here's a woman telling.

Western agricultural pursuits would be at the mercy of foreign competition—eggs, sugar beets, nuts, grains and a list of staple farm products—western agricultural products; products not pursuits compete with eggs and other produce.

Upon having been convicted of working overtime—upon conviction.

Bystanders stated that he had wrangled with some guys—bystanders said he had quarreled with some persons.

Immediate repairing was impossible—immediate repair.

Auto crash, suicide and drowning kill trio—three killed in auto crash, suicide and drowning.

There are some Oregon folks who have not aped the service—some persons, although folks or folk is used.

Elliot's room received two pictures at the Parent-Teachers meeting—at the parent-teacher meeting.

He leaves to mourn his loss a wife and five children—widow and five children.

The attempt is being made to show that the farmer is not given equal protection with other industries—farmer not given equal protection with producers in other industries.

The attitude of the Harvard administration in regards to the issue of the paper—in regard to the issue of the paper.

F. L. Steiwer is the republican candidate for nomination for U. S. senator—for U. S. senate.

Mrs. Louise Weber, who will seek nomination for governor—nomination for governorship.

My fortune is at your disposition—at your disposal.

He has many cross-cuts and other prospect work—many prospect works or developments.

A raise of 2 cents on gasoline—a rise of 2 cents in.

He disapproved of Coolidge running for a third term—disapproved of Coolidge's running; it was not disapproval of "Coolidge" but of "running," "Coolidge's running."

A number of persons saw the crash.

The third candidate for the republican nomination for the United States senate.

The republican nomination for the office of United States senator.

Cooperative is as correct as either of the older forms, co-operative or coöperate, and more popular than either, reports W. A. Sumner of Wisconsin university who made inquiries of 200 cooperative officials and writers. Several publishers of books, farm papers and cooperative journals joined in this view. The tendency is to standardize on the simpler form and that goes for cooperation as well.

This seems a long ways back—long way back.
**Pronouns**

*Agreement with Antecedent*

Will T. Pickett of the Wahoo Wasp, accompanied by Mrs. Pickett and their daughter—and his daughter; or “and daughter” only; Pickett is the reference word here.

Mrs. Dean Morse and son Winfield went to Portland to spend a few days with her mother—with Mrs. Morse’s mother.

We are proud of the orchestra and enjoy hearing their music—hearing its music.

Mrs. C. S. Aydelott went to Eugene Tuesday for a visit with their children—a visit with her children.

John Walters and children motored to Pendleton to see his wife—to see Mr. Walter’s wife.

William and Margene Miller and children of Marshfield were visiting her folks Sunday—her folks or Mrs. Miller’s folks.

Dr. R. H. Mast, of Myrtle Point, and Miss Hilda May Hoffman, of Portland, were married at the home of his parents—of Dr. Mast’s parents.

And the one which is adjudged best becomes a regular college song—and the song adjudged best; “one” too indefinite.

Mr. and Mrs. C. C. Hannegan, of Tillamook, arrived on Tuesday evening for a visit with his mother—with Mr. Hannegan’s mother; omit on.

The oldest boy was kicked by a horse which caused him to lose an eye—the kick causing him to lose an eye; a sentence cannot be the antecedent of a pronoun.

Venus is now nearly in direction with the sun and it is almost impos-

sible to observe it with the naked eye—and is almost invisible; the first “it” does not mean Venus but the second does—a mixture that causes confusion. “It” is a dangerous word.

*Number*

When the Multnomah club lines up at 2 o’clock tomorrow afternoon against the Aggies, they will face—it will face.

Everyone must take care of themselves (themselves)—himself, with any gender when the antecedent is of indefinite gender.

If anyone fails to vote they lose their registration—he loses his registration, all genders; or, change “anyone” to “all” and use “they.”

The primary department meets in their new room—meets (singular) in its (singular) new room; or meet (plural) in their (plural) new room.

Each must make their own way in this world—his own way.

No one can keep it up and get away with their share of the profits—his share.

Note: Use of right number is considered more important than right gender, since number determines the verb form and gender affects no part of the structure, and unless gender is known to be feminine or neuter it is given the masculine form. If known to be feminine the pronoun with indefinite antecedent is rightly given the feminine form—Everyone (delegates to a women’s convention) voted for her first choice; neither their nor his.

Each of these men has been invited to attend the meeting and in a discussion explain the issues before the people from their point of view
from his point of view; each, not men or people, is reference word.

Word from Eugene Hubbard that the trip to their new home was made without mishap—to his new home; Hubbard is antecedent.

The Mississippi legislature has passed a bill banning evolution. They will have no monkey business—it will have no monkey business; "has" disputes "they."

Miss James, accompanied by Mrs. Calvin Ingle, left this morning for Salem, where they will—where she will, or the women will; Miss James alone is antecedent.

The Rhea Creek grange reports that they are growing—that it is growing; grange, not individual members.

The Coquille high quintet showed the stuff they were made of last night—or, it was made of. Choice permissible but must be consistently adhered to. If verb is "is" pronoun is "it," if verb is "were" pronoun is "they."

Each team had beaten their opponents the day before—its opponents.

L. R. Moore is trying out filberts on his mountain farm. If it proves—if they prove; filberts is antecedent.

This quartette gives several vocal numbers. They sing—it sings, if it "gives."

The Farmers Fire Relief Association held their annual meeting—held its annual meeting; association (1c) is singular antecedent.

The Dallas band entertains Friday night with their second concert—with its second concert.

Everybody responded readily to the call or cheerfully paid their dime—paid his dime.

That while each have their advantage under certain conditions—each has its advantages.

The county did their work on the river last summer—did its work. What puzzles me is why any one should object unless they think it may cause a loss—unless he thinks; anyone is singular antecedent.

Everybody knew him and deemed him their friend—deemed him his friend.

A great number of Riverton's errors was due to the fact that this was their first inter-school contest—its contest; "was" then also "its."

In the opening it looked as if Liberty would have things their own way—its own way.

McMinnville post has promised Mrs. Jones that they will assist her—that it will assist her.

Word was received from Harvey stating that they had one of the best rains—one of the best rains fell there; but original is "informally" right.

Crops are all looking fine although it is all spring grain—they are all spring grain.

Mr. King expects to go on to Seattle where they will attend the Baptist convention—he will attend, or his party will attend.

When the church budget committee was preparing their annual budget—its annual budget.

The legislature is the only one sure of their authority—of its authority.

Everybody will bring their own lunch—his own.

Many folks wonder how a policeman or a truck driver can go along doing their duty—doing his duty.

Umatilla Pomona grange elects their officers—its officers.

The family against their inclinations reports conditions—against its inclinations.

A New York tabloid newspaper kept the case alive by continually digging up stories in reference to it whenever they had exhausted other material—whenever it had exhausted.
One faction builds their church—its church; “builds” and “their” dispute.

Each and every real Thalian member spent their time—spent his time, as each and every is singular number.

Mrs. Peeper told Sheriff Edick that the family was startled by the barking of their dog—of the dog or its dog, since family can hardly be singular for the verb was and plural for its pronoun their.

The primary department meets in their room—its room; if department is singular for its verb it must be also for its pronoun.

Blocking by the Army on its end runs was its best offensive. They had the ball—It had the ball, collective not individuals.

Case Forms

No one knows this better than me—better than I; than is a conjunction joining two sentences here, the second of which is represented by the subject, I—meaning better than I, not me, know it.

The teacher likes all the other pupils better than I—better than me; the conjunction “than” joins two words in the objective case, pupils and me. The entire last sentence in full is, after better than, “he likes me,” not I.

The man procured a lawyer in Pendleton who got him out of jail on the grounds of him being sentenced on Sunday—of his being sentenced.

Young Pyle’s parents objected to him going—to his going.

Mrs. Krouter said she did not like him being there—his being there.

The teacher reported him playing truant—his playing truant.

Note: It was not “on grounds of him” but of being sentenced; not objected to him, but to going; not did not like him—of course she liked her boy—but did not like being there; did not report him, but playing truant.

His Louisiana home without it being screened against—without its being screened.

Many citizens do not favor him running for congress—favor his running.

His parents forbid him going to the pool hall—forbid his going.

He objects to them playing on his lawn—to their playing.

“The writ ordered Jones, Johnson and I to appear”—and me, which is object of “ordered.”

Relative Pronoun

Young prunes are taken by birds who strip the trees—birds, which strip the trees, or birds that strip the trees—no comma; (“That” without comma is used to point out only the part of the noun mentioned—just the birds that stripped the trees—while “who” for persons and “which” for non-persons are used with comma to add new information.)

They decidedly opposed a bridge which would obstruct navigation—a bridge that would obstruct.
Prepositions
Some Bothersome Small Ones

Movie actresses with light eyes have taken to gazing at black velvet before stepping onto a set—on to a set, or into a set; either on or to is generally enough but when both parts are needed they work best separately.

Morrow county is handicapped by being tacked onto a larger county like Umatilla—to or on to a county.

The tank is buried in the yard and filled by a tank truck—from a tank truck.

A light buggy held to the team which was traveling fast towards the Barzee place—toward the place.

After a concert in Salem during February—in February, not the whole of the time.

He felt a jolt that showed something had come in contact with the car—had come into contact.

The nuisance ordinance will be called in to use—into use.

On one evening of the meeting now conducted at Orenco there were forty conversions—one evening ** 40 conversions.

Mrs. Hodges had stepped in the house—into the house.

She drank the toast and fell onto the floor—upon the floor; to show action is just what "upon" was made for, whereas "on" shows rest, and so there is no need for the moot form, onto.

People rushed out onto the main highway—upon the highway.

He preached on "The World in Which We Live" during the morning meeting—at the meeting.

The glass fell as he was laying it on the table—upon the table.

The speaker said his argument was based upon the difficulty of enforcing the prohibition law—was based on the difficulty.

Note: It is thus seen that the simple in and on are used to indicate position at rest, into and upon to indicate an act, and that on and to, though recognized by some authorities as parts of one word, are best kept apart. "On" needs no "to" compound because "upon" is used to indicate action. "During" is used to indicate continuity, as in the following:

During the week of March 11 to 18 Postmaster Maxwell promises not to quote the postal regulations to the cash trade.

He will have charge of the hop ranch during the entire year.

All prepositions may often be omitted before time words: "Mr. and Mrs. Scott of Portland visited their son Homer Haines and family the past week." "Week" is used adverbially.

Superfluous or wrong:

Mrs. Millie Gross of Corvallis visited relatives here on Saturday—visited relatives here Saturday; on is hardly needed before days of the week, as it was used in the following items:

Mr. and Mrs. Merrill Tyler of Albany were guests at the S. B. Tyler home on Sunday.

Earl Oxford and family of Plainview were guests ** on Monday.

Mrs. A. B. Calloway drove to Corvallis on Friday.

Mrs. R. V. Henderson and daughter Lois drove to Halsey on Saturday.

Mr. and Mrs. J. H. Ferrell have recovered from the flu and expect to
start home on Friday from Long Beach, Cal.

In the same column of locals the “on” was omitted in similar situations:

Burl Walker returned home Friday.

Russell Geil, who had been serving in the marine corps, returned to his home here Saturday.

Mrs. J. S. McMahan, Mrs. George W. Drinkard, and Mrs. C. P. Moody of Halsey drove to Salem last Saturday.

J. G. Dennis, Mr. and Mrs. Charles Ruffli, Misses Floreen McKercher and Opal Welch of Crawfordsville, attended the opening dance at the Legion hall last Friday evening.

The witness could not remember where it was at—where it was.

Mrs. Meisner said she did not know where it had gone to—where it had gone.

He died with diphtheria—of diphtheria.

He explained that this was the point for which he had aimed at—for which he had aimed, or point which he had aimed at.

SALEM, Dec. 23—(Associated Press)—With a black cloth bound tightly about her neck and a can of kerosene beside her side, the charred body—at her side.

The last three weeks will be exciting amongst the three committeemen—among, or better yet, for.

Mrs. Chaplain’s suit will not reach trial until six months—for six months; until is a conjunction.

The pastor will speak upon the subject—on the subject.

Almost every coach has different ideas than his predecessor—different from his predecessor’s; than is a conjunction.
Double Connectives One Too Many

Mrs. Victoria Booth-Clibborn Demarest, granddaughter of William Booth, founder of the Salvation Army, and who has been—omit and.

Who left March 15, 1921, on a three years' cruise on the Conestoga, and which has never been heard of since—omit and.

Tom Dasher who was implicated in a cattle stealing case at Mist in the summer of 1921, and for which one man is already serving—for which one man is already serving.

With wide experience in handling filberts and who talked before Salem people—with wide experience, who talked. "Who went and who talked" would be correct as "and" connects two elements of equal rank—subordinate clauses.

John Carson, grower of grapes and who has been named for the place—grapes, who has been named; this corrects double connective.

Settlers, who were on hand early and who are expected to buy; this is not double connective because the "and" merely joins two subordinate clauses each beginning with who.

The governor knows whom he thinks will be appointed—who he thinks will be appointed; who is the subject of "will be appointed" and not as it first seems, the object of "he thinks." This becomes clear by moving the parenthetic expression, he thinks, to the end of the sentence: The governor knows who—not whom will be appointed, he thinks.

Harrison Oil & Gas Company—Harrison Oil and Gas company.

A good crowd attended in spite of the weather—despite.

It's a new book published last month and written by George Brandes—written by George Brandes and published last month.

This was a different picture than that painted by witnesses for the Japanese—a picture different from that; "different than" is pretty bad English.

There is one man on the jury who cannot read or write—read nor write; "nor" is correlative for "not" when different things are negatived, "or" when the same thing in different degrees is meant—not white nor black, but not white or light, weak or inefficient, etc.

Gas Schooner "Albion" went on the beach on Friday afternoon last, due to mishap—because of mishap, omit on; "due" is an adjective explaining a noun, "because of" an adverb explaining the verb—apparently entire sentence: "accident due to carelessness;" "The ship was lost because of the accident."

Would not put on a drive nor solicit funds—not put on a drive or solicit; same rule as above.

In spite of heavy losses the past year the cash assets—Despite heavy losses; "in spite of" misrepresents.

While he believes in evolution he also upholds the Bible—though or although he believes; "while" connotes relation in time, as "He prayed and wept while sluggards slept."

Providing the house recalls the building program bill—provided.

The school will be built providing the people vote the bond—provided the people vote.

The reason is because Congressman Hawley—The reason is that, etc. A condition is "because" but a reason is "that."

This modern theory is neither sci-
entifically true, historically correct or in harmony—neither true nor in harmony; "neither—nor," and "either—or."

That neither punchboards or slot machines will be permitted—neither punchboards nor slot machines.

He pays neither rent nor taxes—neither rent nor taxes.

Comparisons Difficult

Fires burned in the forest 300 years ago just like they do today—just as they do today; "like" compares two things, "as" two acts.

The old folks did their stunt like the children did theirs—as the children did theirs, or just like the children; "like" is used when the comparison structure has no verb in it, "as" when it has: "Do like him," but "Do as he does."

Use of If and Whether

It is not known if she died instantly—whether she died instantly; some persons think "if" is correct, whereas no one questions the fitness of whether to introduce an alternative clause. "And don't say if for whether," said Oliver Wendell Holmes.

It is doubtful if any other western state can make a better showing—it is doubtful whether.

He asked each candidate if he knew what his neighbors thought of evolution—whether he knew.

It is supposed he was considering if he could cross in front of the car—whether he could cross.

He couldn't tell if the sermon was for or against evolution—whether.
Some Structures in Clippings

FREE communications cause more poor English in Oregon newspapers than any other one thing. The following from one notice is an example of some of the errors with which public notices are often bristling when sent to the papers:

Some church members and others as well—other persons—as well; not other church members.

Every Sunday has shown an increase over the same day last year—over that of the corresponding day last year.

Rev. (Blank), from Salina, Kansas—Rev. initials (Blank) from Salina, Kan.

The beginners class reported six additions to their class—beginners' class to its class, or better yet, stop with additions.

A 75% gain—a 75 per cent gain.

Bible School—Bible school.

In Portland a two days' session of the (name of church) Men's Council—two-day session, Men's council. (This was clearly a communication and was not edited up to the news standard, doubtless because so many public bodies want their copy run as is.)

Death notices are couched in semi-legal terms with euphemistic ill-chosen substitutes for died, buried and corpse. "Passed," "passed away" or "passed out," "spirit took its flight," "departed this life," "has gone to his eternal reward," "obsequies" for services, "rendered" for sang, "deceased" for corpse or body, and "interred" for buried, are characteristic expressions.

Wedding notices show a different "line" but hardly a better one. They are often florid and marred by bad grammar. If editors are not allowed to edit and correct such copy they must of necessity throw it out or run it as it is. But it would tend to modernize the literature of modern weddings and funerals and add greatly to the appearance of the newspaper if the copy were brought up to newspaper standards.

The approach will leave the Pacific highway just north of the Kingwell green houses and will necessitate buying—"this fact" or "change of location" will necessitate buying.

The deans and other disciplinarians would not have hoped to have done—would not have hoped to do.

The trial date has not yet been set—has not been set.

Speaking of road improvements in Polk county, one that would be of benefit—speaking of improvements, he said one; otherwise it was the road speaking.

The city dog catcher is on the job. He commenced work this morning to round up all unlicensed dogs, pets and curs alike, in compliance with the recent city ordinance. Local dog owners, warned Chief of Police Adams today, must take out a license at once—He began this morning to round up unlicensed dogs—pets and curs alike, in compliance with the recent city ordinance. Chief of Police Adams warned local dog owners today that they must take out licenses at once.

If prunes are allowed to remain on the trees until dry instead of picking them and allowing them to remain in boxes—instead of being picked and put into boxes; illogical changes from passive to active participle sometimes spoil a newspaper story.

The past few days have brought forth the plow, cultivator and even
the rusty hoe is beginning to shine—
have brought the plow and the culti-
vator, and even the rusty hoe ** *
as printed "even the rusty hoe"
"squinted," first looking back to
brought forth and then suddenly fac-
ing about and looking toward "is
beginning to shine."

The number of students failing
were 21 fewer this fall as compared
with the same period last year—num-
ber was fewer than in the corre-
spanding period last year.

Everybody does not have to work
—not everybody has to work.

The rate would almost be pro-
hibitive—would (altogether) be al-
most prohibitive.

Superfluous words:
Mrs. Williams intends to enlarge
the dog yard so that the animal will
be able to exercise more—so the ani-
mal; omit "that."

The collision shoved the buggy
against the pole, breaking both shafts.
The horse was uninjured, but the
shafts had to be mended—omit obvi-
ous details.

The turning under of any form of
crop residue—Turning under any
form.

They will be shipped in fifty pound
bags of which there will be eight—
They will be shipped in eight 50-
pound bags.

Chester H. Filyes, aged 23 years,
and who was a timekeeper—Filyes,
23, who was a timekeeper; "and"
"who" are double conjunctions.

He is in town looking up land for
the raising of asparagus—for raising
asparagus.

Janette Leach, who is a freshman
in commerce, is living at Waldo hall
—Janette Leach, freshman in com-
merce.

The danger is increased because of
the fact that a large proportion of
those using the pavement—because
many using the pavement.

(Ratio is the right word for com-
paring two things, proportion for
comparing four. Many, or large part,
is often better than either.)

Communities cannot grow nor can
individuals prosper — communities
cannot grow nor individuals prosper;
omit can.

A total enrollment—An enroll-
ment; if an enrollment is 22, the to-
tal enrollment is 22.

He spoke on the Bible and he up-
held—spoke and upheld—omit the
second "he."

A total enrollment of 60 members
—an enrollment of 60.

Mr. Lee Korpella has high herd in
butter production—Lee Korpella has
high herd.

The two were united in marriage
at the home—were married.

The criminal records of the four
men who were arrested by Sheriff
Manning for being accused of loot-
ing—who were arrested accused of
looting.

Proposals were considered with a
view to relieving the tension—were
considered for relieving the tension.

California leads all other states—
leads all states.

Receiving an encore, he repeated
his number twice—he repeated his
number.

A large number of animals were
bought—many animals were bought.

The address was one which the
seniors will remember all their lives
and will profit by it—was one the
seniors will remember all their lives
and profit by.

There is no question in our minds
but that —no question that.

The pear brings more profit than
prunes, (not than "do" prunes, the
usual diction, which analyzes into
"than prunes do brings.")

Several shop-worn phrases are not
merely useless but confusing as well,
and might better be dropped from general journalistic writing. Among them are the following:

Along this line, for the purpose of, with a view to, and in the case of. "On the sick list" is another old-timer that adds to length while subtracting from strength and clarity when used as a substitute for ill or sick. Here are examples of misuse:

"He is working along the lines of soil improvement," for "He is working on soil improvement;" "He went for the purpose of making an address," for "He went to make an address;" "They came with a view to accepting positions," for "They came to accept positions;" "The plan might work in New York but in the case of Chicago it is different," for "The plan might work in New York but in Chicago it is different;" "He is on the sick list," for "He is sick."

Are there any "lines" of soil improvement? If so and they are worth mentioning they are worth explaining. Purpose is indicated in the act of making the address—unless the speaker was coerced into talking. Can one come "with a view to" anything? If so, just how? Is there any "case of Chicago" except in court suits? And as to being "on the sick list" who has any such thing?

To see the weakness of the use of such superfluous expressions consider how Mark Anthony would have ruined his oration over Caesar had he used any of them: "I came to bury Caesar along these lines." "I came with a view to burying Caesar." "I came for the purpose of burying Caesar." "I came in the case of burying Caesar." And "Caesar is on the dead list."

Passed, passed out, departed and gone to a better land or to his long home confuse the spirit, which may or may not have done any of these things, with the body that has certainly done none of them.

Wrong words:

Miss Egerton had her hip injured when the sled overturned on Baldy—her hip was injured, she did not have it done.

That after a girl has gotten over being thin she has to start in and get over being fat—a girl has got over being thin.

That the Filipinos have not yet gotten mad enough at America to write poetry about us—Filipinos have not yet got mad.

Good year anticipated—good year expected.

Who seem to have gotten a firm seat—who seem to have got a firm seat.

Miss Rumbugh is said to be getting along very well and her early recovery is anticipated—recovery is expected; not taken before, the real meaning of "anticipate."

Editor Ingalls recently states—recently said.

Come early, stated Mr. Parker—said or urged Mr. Parker; "come early" is not a statement.

Two sons were born, one of whom passed away two years ago—one of whom died.

She is survived by her husband and one son—survived by a widow—or no longer a husband.

He was setting in the sun enjoying its warm rays—he was sitting in the sun.

He is manager of the Farmers Elevator company at that place, states the Independent—says the Independent.

Mrs. Kistner is a saleslady—saleswoman; lady is social term, woman vocational and general.

Suspended by J. G. Blank of Newtown high school for assertedly hugging a girl—allegedly.

Around 50 cents was quoted—About 50; stylebook condemnation of
about seems to be from habit rather than for reason.

He produced some excellent samples of ore during the different early stages of development—in different stages of development.

Three lawyers have been employed in the defense of the quartetto—to defend the four men.

Are you going to make the try?—going to try?

Joe Sanders, who sustained an injured foot—Joe Sanders, whose foot was injured.

The town was swamped for accommodations—town taxed for accommodations.

You have very different ideals than you have expressed—ideals different from—

Copies will be freely mailed to any address—copies mailed free.

He threw his hat into the political pot—that hat into ring.

The evening was enjoyed by all into the wee small hours—till late. But why tell it?

At 8:00 p.m. the pastor will speak upon the subject—At 8 p.m. the pastor will speak on the subject. "Upon" means to be off and get back on, whereas on means to be on.

A start on the road to thievery is a poor commencement for boys of 12 and 14—a poor beginning.

Miss Purviance is ill at present due to eye trouble—is ill (if it is "is" it must be at present) because of trouble or owing to trouble. "Due" is an adjective and cannot serve as conjunctive adverb. One thing may be due to another (Sickness due to worry) but not a statement (He was sick due to worry, wrong; but he was sick owing to or because of worry.)

It contains over twenty four bushels—it contains more than 24 bushels.

They passed through Mt. Vernon enroute for Montana—going to Montana or on the way.

Mr. Boegli was manager at the Educational exhibition—manager of the exposition.

Many take their martial troubles into court—marital.

Including a large proportion of students—a large ratio or percentage.

Continuously harrowing the orchard soil—continually harrowing.

Mrs. Agnes Justin has again taken possession of her home—has moved into. 

Ye editor is indebted to the courtesy—the editor is indebted.

Mrs. J. A. Patterson departed—left.

A general good time is anticipated—good time is expected; "anticipated" indicates forestalled and so prevented.

Rot increases rapidly when fruit is allowed to lay in boxes—lie in boxes.

Son of the man who loaned the institution—who lent to the institution.

While there are many varieties of fish, by far the large proportions—although there are many varieties of fish, by far the largest part.

Zionists do not propose that the issue—do not purpose that the issue.

He carried a small bouquet of narcissus—narcissuses used for plural. (Also narcissi, technically.)

One reason is because Reed is wet—that Reed is wet; because is not correctly used after "reason."

Wrong structure—He was told in no unmistakable terms—in unmistakable or in no unmistakable terms; no unmistakable means in unmistakable, contrary to the intention.
Some Changing Forms

Many forms once considered essential to reputable English seem slipping into disuse and indeed into utter disregard in much current writing and speaking, among them the following:

Use of shall with I and we in simple future and of will with all other subjects except in command—"I shall go," but "You (he, they) will go," simple intention; for command or earnest promise this was reversed—"You (he, they) shall go," but "I will go."

Use of whom in objective case in questions—"whom do you want?" but "He knows who he wants."

Use of in for position, into for action—"The pen is in the book," but "He put the pen into the book." Same with on for position, upon for action—"It is on the table," but "Put it upon the table." (Onto is sometimes used for action but is not sanctioned by good authority. If both prepositions are needed they are best used as two words—on to.)

Use of from rather than than after different—"His job is different from John's," not "than John's."

Use of possessive not objective before "ing" nouns—"She opposed his going," not "him going," as the opposition was to "going," his going, not to him as he was going. But before "ing" adjectives the objective is right—"She saw him going."

Use of he, one or repeated antecedent after singular indefinite pronoun, rather than "they" which violates the agreement rule—"If anyone wishes he (or one, that one, not they) may go." If the antecedent, anyone, is known to be feminine, then "she" is properly used—"If any delegate (to a women's convention) has not voted she will rise." Often the awkwardness may be averted by use of a plural antecedent followed by they—If any delegates have not voted they will rise."

Use of doesn't rather than don't with singular subjects—"He doesn't know what he wants." Writing it he don't is tantamount to writing he do not, something no writer does.
Headline Styles

Eleven characteristics of one pattern of Oregon newspaper headlines. Most Oregon newspaper headlines of this type do:

1. Skeletonize main facts of story.
2. Tell facts accurately, clearly, vividly, and progressively.
3. Express subject and express or clearly imply verb in every deck—"make every deck talk."
4. Suit size and style of type to story.
5. Capitalize important words and punctuate lightly.
6. Give verbs present tense without contradictory time word, or give them past or future tense with suitable time word.

They do not:
7. Omit or repeat important words.
8. Begin any deck with a verb.
9. Go outside maximum or minimum number of units.
10. Use a, an and the.

1. Top deck facts are taken mostly from the lead in well written stories. The second deck and following decks either develop top deck facts or add new facts closely related and important.

2. The facts and their relative importance are learned by the headline writer in copyreading the story, so mistakes of facts are few. Clear writing calls for clear thinking, so the headwriter glances along the story after copyreading it to get the big things told in the upper half of the story. Use of bright, vivid verbs improves the headlines more than anything else. "Prices of Gas Increase," says one writer. "Gas Prices Boosted," "Gas Prices Up," and "Gas Prices Soar," are more trenchant headings used by other writers. ("Verb" means "the word," and upon it depends the strength of the deck.)

3. When doers of the action are less important than the act itself, Oregon newspaper headlines of another type omit the subject, as "Cuts Prices."

Much less use could be made of the 30-point deck, particularly on lower half of page. Some headline rules require that a subject omitted from the top or any deck be the first word of the next deck. "Schedule Hot Fight" as top deck, calls for name of subject as first word of second deck—"Managers Frame Program with Plenty of Pyrotechnics," with "managers" as subject of both verbs, "schedule" and "frame."

While vivid verbs are not omitted from decks copulative and other auxiliary verbs clearly implied are omitted to great advantage. "Miners on Strike" is better than "Miners Are on Strike;" "Votes for Women, Slogan," is better than "Is Slogan." "Drouth Ended" is not improved by inserting the tame "Is" between the words. When verbs are clearly needed, however, most editors find it pays to pick good ones. Few Oregon editors make the mistake of repeating any verb, vivid or otherwise, in other decks.

4. Very few Oregon newspapers run single column heads in type larger than 36 point, which with 30 point is perhaps most often used in scareheads. Decks in these sizes usually have the crossline, lapline or block-line form—seldom the pyramid. Such decks are generally followed by banks in smaller type, gradually shading down to 6 or 8 point in an arrangement of pyramids, crosslines and laplines. The pyramid is sometimes replaced by the hanging inden-
tion, and, of course, there are many varieties of feature heads in panels or open. Occasionally an abrupt drop from a 30-point top deck to the body in 7-point is found. Most editors think it better to run non-scarehead heads over news of secondary importance, and give it two graded decks, particularly in the lower half of the page. A great variety of headline forms appears in two- and three-column spreads and in banner and streamer heads.

Most newspapers still give the cuts an overline and an underline, the former directing attention to outstanding points and the latter giving the exact name and other identification details. This practice is not so nearly universal as it used to be, and some newspapers make a practice of using a single legend for the cuts, either above or below, embodying the most essential points carried in the two-legend system.

5. Generally every word of every part of speech except conjunctions and interjections is capitalized. Articles—a, an and the—are not considered good form except in very special cases, and are scarcely used at all. Conjunctions and prepositions of four or more letters are capitalized except by improvised editors who know not the ways of the craftsman. The practice of writing these groups—and, but, or; in, for, of—in lower case when they have only three or fewer letters, is general but not uniform, since an exception is sometimes made when they stand at the head of any line in any deck. Other papers carry these little teasers in caps when they stand at the head of a line in large or italic type.

Punctuation of the headline varies more widely within correct limits than any other feature of Oregon newspaper practice. The general tendency is toward lighter punctuation within the deck, and none at all at the end. Scarcely any Oregon newspaper carries a period at the close of the top scarehead deck, and many of them not even a question mark. Crosslines and laplines usually have no end mark. Practice with the pyramid and hanging indention—which generally carry the less important but requisite explanatory matter—varies widely, but probably more papers omit the final mark than use it. For breaks in connection the dash is most generally used, and for compound structures the semicolon. Exclamation marks are not often used, even with ejaculatory headlines.

6. A few editors are betrayed by their desire to keep "in the present tense," into giving the verb, which is the natural time word of the sentence, the present tense, even when another time word contradicts it—"Club Meets Last Tuesday." Most editors, however, content themselves with leaving the exact time out of the headlines or else frankly putting past events in the past tense. Less trouble arises with making the future tense, but this tense is sometimes made inane by over use of such weak verbs as "Will Be," "Is to Modify," etc. Most writers overcome the fault by naming the big action with future auxiliary before it. Also they generally prefer active to passive voice.

7. It may be said that the most objectionable errors in Oregon newspaper headlining are carelessly repeating and omitting important words. Other faults are too much and irregular whitening; contradictory tense structures; lack of subjects; weak verbs; and lack of steady progress of events in the headlines as related in the story. Typography is generally good, but too abrupt transitions from scarehead to body type, and too many kinds of type on a single page with too many "big-letter decks" on lower half of page, sometimes mar the otherwise good impressions.
8. Wide variations, often ugly and uncalled for, occur in "whitening out" the headlines. The fault is most pronounced in the lapline, which often seems to have been made as a single line, then being too long is broken into two lines and lapped. Aside from being unsightly, so much white space has a bad psychological effect on reader and advertiser—seems to say that white space is cheap, the editor doesn't care to save it. Scarehead lines are five-sixths or more full in the better class of newspaper, and are more likely to be full than too short. Crosslines are generally full, or nearly so. The top line of the pyramid or the hanging indentation is filled out. The second line of the pyramid is about three-fourths full, and the next line three-fourths of that. For small-type laplines not more than 10 per cent white is allowed.

9. Only when the articles a, an, and the have such special functions as representing part of the name in headline, or performing similar indispensable service, are they used by experienced head writers. Such a headline as "The Tree Was Uprooted" merely means that no one was home in the copy room that day.

10. Unusual difficulties confront the headline writer in making his verbs agree in number with their subjects, which must be written in the shortest form consistent with their meanings. "$750 in Goods Was Stolen," reads one headline. This was criticised but had there been space to express the real meaning—$750 worth of goods—the headline would not have raised such a storm. It is logical to think "was" in connection with "worth"—a singular subject.

"Neither Boys Nor Man Were Captured" caused another fusillade of criticism. It may be conceded that the grammars direct you to make the verb agree with its nearest subject when the parts of a compound subject disagree in number, but as the boys naturally attract more attention than the man, in such situations, who can say positively that the verb should have been made to agree with the less important part of the subject just because an accident placed that part nearer the verb? The best of editors and writers disagree on these matters, some using one form, some the other. Still other—and wiser?—editors dodge the question and say "Goods Worth $750 Stolen," or "Man and Boys Escape Capture," and let it go at that.
Headline Styles

1. PROTECTION LAWS ARE ONE SIDED—declared one-sided; omit are.

2. Dogs Reported Killed
eagle killing lambs—Eagle Slaying Lambs.

3. What we Forget the Records are Kept
to Remind us
—What We Forget, Records Are Kept to Remind Us of.

4. Musical Program
For May 15th—Musical Program May 15.

5. Spoiled the Effect—Effect Is Spoiled.

6. 22 PUPILS GRADUATED
FROM JENNINGS LODGE SCHOOL—PUPILS ARE GRADUATED
to even the lines.

7. Tuesday Bridge
Club Convenes—Convened; it was previous day.


9. REPORT'S GUESS
OFF: QUOTES SPEECH
JUDGE NEVER MADE—Speech Judge Never Made Quoted.

10. FIND MOONSHINE
AT RANCH HOUSE—MOONSHINE FOUND AT RANCH HOUSE.

11. Harrisburg Trims
Noti Last Sunday—Trimmed.

12. Twins are Frequent and several
Sets of Triplets are Reported—Caps are needed.

13. Molalla
News Items—Molalla News; omit Items and write on one line.

14. Live News
From Elton—Live News of Elton; on one line.

15. Pithy Farm
News Notes—Pithy Farm News; on one line.

16. County Assessors
Ask Indirect Tax
many said to escape just tax share
under present plan—omit tax in subhead and capitalize.

17. BRAINERD ELKS TO
HAVE NEW HOME—Plan New Home; one line.

18. Louis Webert Again Heads the First
National Bank—omit the.
Measuring Copy

To find the space for given copy in given type face, or to find amount of copy for given space and type face, or to find the type size for given copy and space, the following methods are quick and accurate:

TO FIND SPACE FOR COPY

First, To find amount of copy in unit spaces—typewriter letters, marks and spaces; Multiply spread of typewriter—difference between numbers at left and right on typebar—by number of typed lines. (A good spread is 70 “jumps”—set at 8 on left and 78 on right.)

Second, To find unit spaces in one printed line: Reduce column width to ems of given type size, multiply by 2 and subtract one-ninth of product.

Third, To find number of printed lines: Divide whole number unit spaces in copy by number in one printed line.

Fourth, To find column inches: Multiply number of printed lines by thickness of slug—including leads if any—and divide by 72.

TO FIND COPY FOR SPACE

First, To find number of copy units on one printed line: Reduce column width to ems of given type size, multiply by 2 and subtract one-ninth of product. (Same as Second, foregoing.)

Second, To find number of printed lines: Multiply column inches by 72 and divide by thickness of slug including leads if any.

Third, To find number of typewriter copy unit spaces: Multiply number of unit spaces in one line by total number of printed lines.

Fourth, To find number of typewriter lines: Divide whole number of typewriter unit spaces by typewriter spread—70 or other number used. Number of lines may be reduced to copy pages by dividing by number of lines on one page—12 on half sheet, 28 on sheet.

TO FIND SIZE OF TYPE, SET SOLID

First, To find number of unit spaces in copy: Multiply spread of typewriter—70 or whatever the set for one typed line—by number of typed lines in copy.

Second, To find number of ems in copy: Add one-eighth of number of typewriter unit spaces to itself and divide by 2.

Third, To find area of given space in square points: Multiply column width in points—72 times column width in inches—by depth of space in points.

Fourth, To find type size: Divide space area by number of ems in copy as found above, and take square root of quotient.

Note: This rule works accurately only when type is normal width and set solid. Procedure is different and more difficult for computing type size in ledged copy.

EDITORS' AVERSIONS

As a means of determining and marking for elimination some of the most objectionable journalism practices in Oregon newspapers all editors were invited to send the usage most objectionable to them. These are run just as received without change or comment, and naturally without the names of the contributors. Some of the practices are con-
demned, some upheld and some disputed by the best authorities. Likewise a good many of them appear in other sections of this style and word book, where they are approved, condemned or tolerated, as understood by the committee.

A musical program was rendered, consisting of, etc. This may be proper but the use of render in this sense seems bad taste and personally it burns me up. It comes to us usually in contributed items of programs and entertainments.

That's alright.

Enthus.

The split infinitive: "To absolutely know what words to always use and in what relation to one another, is a gift."

The beginning of a sentence in its middle: "Hurling himself from a sixth-story window, James Jones fell to the street pavement and was killed."

Student Note Book Covers 10c each while they last. The (name of paper.) This is worse than all the dictionary abortions I know of.

The term "Negress" for Negro woman.

Old veterans.

Different than.

None are. (Sent in by five editors.)

Peeve for aversion.

Providing for provided.

Cut captions which say: "Reading from left to right." Say "From left."

Use of double pronoun: "He himself," "I myself," and the like—which are used in good society yet appeal to me as, by all odds, the most reprehensible in any man's language.

The use of plural verb with a singular or collective noun, as the committee "have" instead of "has."

The omission of the second comma where a parenthetical clause is separated from the main statement by commas, and the placing of a comma after a short subjective clause before its predicate.

Singing by the Junior choir.

The following may not be the worst grammar in the world but to me it is the most obnoxious: "Following the afternoon's program a delicious luncheon was served by the charming hostess and a good time was enjoyed by all."

Have got.

Alright.

Incorrect plural possessives—especially of men, boys, girls and women. (Men's, boys', girls' and women's are correct.)

These may not be the worst but they are not so good: friends of the deceased: family are moving.

It would be hard to find worse English than this, clipped from a Portland newspaper headline: Romanian King Has Operation.

Careless typography, such as improper punctuation and division of words at end of line, and poor proof-reading.

Dative object used as subject: "Smith is given life sentence." It was the sentence that was given to Smith, not Smith to the sentence; Smith receives sentence.

Misplaced adverb of time: "Smith, who in 1925 was arrested for larceny last night was found guilty."

Making compound words out of ex officio, ad valorem, ex parte. A thin space should be used. Diphthongs fi, fl, ff, fii, ffl should always be used where needed. Few Oregon printers do this.

The company are.

The extreme mental sloppiness involved in the confusion of "principle" and "principal." Some of the best newspapers in Oregon confuse these words inexcusably.
They or theirs used in speaking of company or corporation, instead of it or its.

Mesdames, I believe, should be eliminated entirely, but is used all too extensively.

John Smith of near Albany.

"My horse was flourished to his heels and his tail stood like a bacon light as he hured down the muddy rode to escape the big bare that were after us."—An Oregon Exchange.

I fear I am not enough of a stylist to have accumulated much matter for this column. Of course I object to such poor stuff as "on the sick list," and "Sundayed in Salem," but I fear I can add nothing to your list.

I am awaiting with interest the style book, and if cost is not prohibitive want enough copies to send to all my correspondents.

Spent the week-end.

Too frequent use of conjunction "and."

John Smith has applied for a divorce from his wife, Mrs. John Smith.

Mrs. Francis B. Watt is the widow of the late Francis B. Watt, who died five years ago.

Caesar is a thoroughbred police dog who belongs to Tommy Wright who is grandson of an old pioneer, who came across the plains in 1850.

Commonest of all errors in syntax is misplacing only: "The line has only been operating a few months." That is to say, it has "only been operating," though it may have been doing any number of unmentioned things. This may indeed be true but was not at all what was meant, which was, it has been operating only a few months.

Refute used for disprove, since it means only deny.

State board of control is comprised of governor, etc.—is made up, or consists of.
John." What earthly use does the "does" serve? None at all, and besides it is ungrammatical because it seeks to unite with a principal verb in the s form—a thing that can't be done: "than John does eats." Unless there is danger of mistaking the actor for the thing acted on no verb is required in the second member of such clauses. If there is danger, then repeat the principal verb of the second subject: "He eats more apples than John eats." Overuse of auxiliaries in such clauses leads to some laughable constructions.—C. J. M.)

Use of auxiliary do, be, has or can, before substantive in second member of comparison clauses: "He eats more apples than can John," for "He eats more apples than John." It is almost or quite impossible to find this faulty structure outside twentieth century writing. It seems to have arisen in technical writing as a guard against the possibility of construing the subject as object of the understood verb—John as the object instead of subject eats; "more than he eats John." Although ridiculous and impossible, like construction is often right and so intended with change of but one word: "He eats more apples than pears." This is seen in such sentences as "The ore carries more tin than copper," which may mean that it carries more tin than copper carries, or more tin than (it carries) copper. Real danger of such misconstruction is extremely improbable, rare at the most, and can be fended off by repeating the main verb after the subject-substantive, thus: Ore carries more tin than copper carries.

SOME POINTS PASSED ON BY OREGON EDITORS

The following style forms clipped from Oregon newspapers in form different from that in which they here appear were endorsed by the majority of more than 50 Oregon newspaper writers and editors at the annual convention of the state editorial association at Prineville, June 18-19, 1926: (These show the preference of a majority of those voting but do not always reflect the most general practice of the Oregon press.)

Capitalization — Baker Pomona grange; Baptist church; Republican party (only 3 voted); Friday a.m.; chamber of commerce; Prineville Chamber of Commerce; peach blow potato; Burbank potato; bordeaux mixture; labor day; Fourth of July; civil war; league of nations; Lord, in thee I trust; algebra; English; Caucasian, Indian, Negro; bureau of standards; north, east, south; East Portland; southern Oregon; the Beaver state; in first precinct; the Union Oil company; The Nation—meaning publication; the nation—name for a country; pasteurize—(verbs from proper names); shorthorn, Ayrshire; legislature; senate; middle-west; Resolved: that; boy scouts; Ochoco hotel; Elsinore theater; Emanuel hospital; Columbia river; American continent; Rose City; Old Glory; Stars and Stripes; Old Oregon Trail; "The senior carnival by the senior class of the Prairie City high school in the city hall."

Titles—Rev. H. Young—on second mention, Mr. Young, but never Rev. Young; the Rev. O. J. Wolfe, in greater formality.

Choice of words— Distinction between "last" and "past" was not conclusive but seemed to favor "past" unless literally the last was meant; more rather than over; June 18, not June 18th; candidate for senator rather than for senate—I am sorry to disagree; proportion not good form for portion, ratio, part or percentage; expects rather than anticipates, unless forestalling is meant; obtained or got rather than secured; begins rather than commences; Friday rather than on Friday; Harry Blair of
Canby rather than Harry Blair, of Canby; he left a wife, is survived by a widow; he was not old nor weak, meaning different things; he was not feeble or weak, meaning the same thing.

Number of collective noun—The grange reports its rather than their; Coquille High quintet showed its stuff rather than their stuff; each North Bend team had beaten its rather than their opponents; committee reports its annual project; church will do its preaching rather than their preaching.

Combined words—Purebred, one word rather than either pure bred—two words—or pure-bred—hyphenated word; weekend or week end as a noun but week-end when used as an adjective; old-time fiddlers.
Although the preferred form of two or more correct usages was determined by prevailing Oregon newspaper practice the classification of right and wrong was made on the basis of standard English and journalistic authorities. These authorities sometimes conflict but in the main agree. Among those freely consulted are the following:

BOOKS


STYLE BOOKS


BULLETINS

Department of Journalism Desk Book, University of Kansas; Newspaper Stylebook, University of Oklahoma; School of Journalism, University of Wisconsin; Style Book of the Courses in Journalism, University of Nevada; Deskbook of the School of Journalism, University of Missouri; The Iowa Desk Book, University of Iowa.