

14. LEADERWORK

(See also “Abbreviations and Letter Symbols” and “Tabular Work”)

14.1. Leaderwork is a simple form of tabular work without box-heads or rules and is separated from text by 4 points of space above and below in solid matter and 6 points of space in leaded matter. It consists of a reading (stub) column and a figure column, leadered from the bottom line. It may also consist of two reading columns, aligning on the top line. In general, leaderwork (except indexes and tables of contents, which are set the same style as text) is governed by the same rules of style as tabular work. Unless otherwise indicated, leaderwork is set in 8 point. The period is omitted immediately before leaders.

Bearoff

14.2. No bearoff is required at the right in a single reading column.

Columns

14.3. A figure column is at least an en quad wider than the largest group of figures, but not less than 3 ems in single columns and 2 ems in double-up columns. Total rules are to be the full width of all figure columns.

	<i>Pounds</i>
Year: 1998	655,939
Fiscal year:	
1999	368,233
2000	100,000
	1,124,172
Total	

14.4. Where both columns are reading columns, they are separated by an em space.

<i>Particulars</i>	<i>Artist</i>
To the French Government:	
The entire collection of French paintings on loan, with the exception of Mlle. DuBourg (Mme. Fantin-Latour).	Degas.
Avant la Course	Do.
To Col. Axel H. Oxholm, Washington, DC:	
Martha Washington, George Washington, and Thomas Jefferson.	Attributed to Jonathan E. Earl, Los Angeles, CA.
Roses	Renoir.
Do	Forain.
Roses in a Chinese Vase and Sculpture by Maillol.	Vuillard.
Maternity	Gauguin.

Continued heads

14.5. The use of continued heads in leaderwork is not necessary.

Ditto (do.)

14.6. The abbreviation *do.* is indented and capitalized in the stub. It is capitalized and cleared in last reading column.

Dollar mark and ciphers

14.7. In a column containing mixed amounts (as money, tons, gallons, etc.) the figures are aligned on the right, and the dollar mark or other symbol is repeated before each sum of money. If several sums of money are grouped and added or subtracted to make a total, they are separated from the nonmoney group by a parallel rule, and the symbol is placed on the first figure of the separated group only.

14.8. If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

Flush items and subheads

14.9. Flush items clear the figure column.

14.10. Subheads are centered in full measure.

Footnotes

14.11. Footnotes to leaderwork follow the style of footnotes to tables.

14.12. Footnote references begin with 1 in each leadered grouping, and footnotes are placed at the end, separated from it by 4 points of space. Separate notes from matter following by not less than 6 points of space.

14.13. If the leaderwork runs over from one page to another, the footnotes will be placed at the bottom of the leadered material.¹

Units of quantity

14.14. Units of quantity or other words over a stub or figure column are set italic.

14.15. The following example shows the style to be observed where there is a short colon line at left. In case of only one subentry, run in with colon line and preserve the colon.

	<i>Tons</i>
Baltimore & Ohio RR.:	
Freight carried:	
May	50,000
June	52,000
Coal carried	90,000
Dixie RR.: Freight carried Jan. 1, 1999, including freight carried by all its subsidiaries	12,000

¹Livestock not included.

¹If footnotes to leaderwork and text fall at bottom of page, leaderwork footnotes are placed above text footnotes. The two groups are separated by a 50-point rule.

14.16. If there is no colon line, the style is as follows:

	<i>Tons</i>
Freight carried by the Dixie RR. and the Baltimore & Ohio RR. in May	71,500

14.17. Explanatory matter is set in 6 point under leaders (note omission of period):

..... (Name) (Address) (Position)
-----------------	--------------------	---------------------

14.18. In blank forms, leaders used in place of complete words to be supplied are preceded and followed by a space.

On this day of 19

14.19. In half measure doubled up, units of quantity are aligned across the page.

	<i>Inches</i>		<i>Inches</i>
Seedlings:			
Black locust	27	Osage-orange	20
Honey locust	16	Catalpa	16
Green ash	7	Black walnut	10

14.20. Mixed units of quantity and amounts and words in a figure column are set as follows:

Capital invested	\$8,000
Value of implements and stock	\$3,000
Land under cultivation (acres)	128.6
Orchard (acres)	21.4
Forest land (square miles)	50
Livestock:	
Horses:	
Number	8
Value	\$1,500
Cows:	
Number	18
Estimated weekly production of butter per milk cow (pounds)	7½
Hogs:	
Number	46
Loss from cholera	None

