

5. SPELLING

(See also “Compounding Examples” and “Abbreviations and Letter Symbols”)

5.1. The Government Printing Office uses Webster’s Third New International Dictionary as its guide for the spelling of words not appearing in the MANUAL. Colloquial and dialect spellings are not used unless required by the subject matter or specially requested. The tendency of some producers of computer-assisted publications to rely on the limited capability of some spell-checking programs adds importance to the MANUAL’s list.

Preferred and difficult spellings

5.2. In addition to indicating the preferred forms of words with variant spellings, the list also contains other words frequently misspelled or causing uncertainty. (See also “Word Division,” a supplement to the STYLE MANUAL.)

A	afterward(s) afterword aging aid (n., v.) aide aide-de-camp albumen (egg) albumin (chemistry)	appall, -ed, -ing appareled, -ing aquatic aqueduct archeology arrester artifact artisan ascendance, -ant ascent (rise) assent (consent) assassinate atheneum attester autogiro awhile (for some time) a while (a short time)	battalion bazaar behoove beneficent benefited, -ing bettor (wagerer) beveled, -ing biased, -ing blessed bloc (group) block (grants) blond (masc., fem.) bluing born (birth) borne (carried) bouillon (soup) bullion (metal) boulder bourgeoisie breach (gap) breech (lower part)
abattoir aberration abetter abettor (law) abridgment absorb (take in) adsorb (adhesion) abysmal a cappella accede (yield) exceed (surpass) accepter acceptor (law) accessory accommodate accordion accouter accursed acetic (acid) ascetic (austere) acknowledgment acoustic adapter adjurer adjuster ad nauseam adviser advisor (law) adz aegis affect (influence, v.) effect (result, finish, n., v.)	align allottee all ready (prepared) already (previous) all right altogether (completely) all together (collectively) aluminum ambidextrous ameba ampoule analog analogous anemia anesthetic aneurysm anomalous anonymous antediluvian antibiotics (n.) antibiotic (adj.) anyway (adv.) anywise (adv.)	ax aye B backward baloney (nonsense) bologna (sausage) bandanna bargainer bargainor (law) baritone bark (boat) barreled, -ing bastille bathyscaph	brier briquet, -ted, -ting Britannia brodax bronco brunet (masc., fem.) buccaneer buncombe bunion bur burned bus, bused, buses, busing butadiene

C

- caffeine
 calcareous
 calcimine
 caldron
 calender (paper finish)
 caliber
 caliper
 calk (spike)
 caulk (seal)
 calligraphy
 callus (n.)
 callous (adj.)
 calorie
 canceled, -ing
 cancellation
 candor
 canister
 cannot
 canoeing
 cantaloup
 canvas (cloth)
 canvass (solicit)
 capital (city, money)
 capitol (building)
 carabao (sing., pl.)
 carat (gem weight)
 caret (omission mark)
 karat (gold weight)
 carbureted, -ing
 carburetor
 Caribbean
 caroled, -ing
 carotene
 cartilage
 caster (roller)
 castor (oil)
 casual
 (informal)
 causal (cause)
 catalog, -ed, -ing
 cataloger
 catsup
 caviar
 caviled, -er, -ing
 center
 centipede
 cesarean
 chairmaned
 chaise longue
 chancellor
 channeled, -ing
 chaperon
 chautauqua
 chauvinism
 chiffonier
 chile con carne
 chili (pepper)
 chiseled, -ing
 chlorophyll
 cigarette
 citable
- cite (quote)
 site (place)
 clamor
 climactic (climax)
 climatic (climate)
 cocaine
 coconut
 cocoon
 coleslaw
 colloquy
 colossal
 combated, -ing
 commenter
 commentor (law)
 commingle
 commiserate
 complement (complete)
 compliment (praise)
 confectionery
 confidant (masc., fem.)
 confident (sure)
 confirmer
 confirmer (law)
 conjurer
 connector
 connector (road)
 connoisseur
 consecrator
 consensus
 consignor
 consulter
 consummate
 contradicter
 control, -lable, -ling
 converter
 conveyor
 cookie
 coolie
 cornetist
 corollary
 corvette
 councilor (of council)
 counselor (adviser)
 counseled, -ing
 cozy
 crawfish
 creneled, -ing
 crystaled, -ing
 crystalline
 crystallize
 cudged, -ing
 cyclopedia
 czar
- deliverer
 deliveror (law)
 demagog
 demarcation
 dependent
 descendant (n., adj.)
 desecrater
 desiccate
 desuetude
 detractor
 develop, -ment
 device
 (contrivance)
 devise (convey)
 dextrous
 diagramed, -ing
 diagrammatic
 dialed, -ing
 dialog
 diaphragm
 diarrhea
 dickey
 dieresis
 diuretic
 dietitian
 diffuser
 dike
 dilettante
 dinghy (boat)
 diphtheria
 discreet (prudent)
 discrete (distinct)
 disheveled, -ing
 disk
 dispatch
 dissension
 distention
 distill, -ed, -ing, -ment
 distributor
 diverter
 divorcee
 doctoral
 doctrinaire
 doggerel
 dossier
 doveled, -ing
 downward
 dreadnought
 dreamed
 drought
 dueled, -ing
 duffelbag
 dullness
 dumfound
 dwelt
 dyeing (coloring)
 dying (death)
- electronics (n.)
 electronic (adj.)
 eleemosynary
 elicit (to draw)
 illicit (illegal)
 embarrass
 embed
 embellish
 embeveled, -ing
 emboweler
 emigrant (go from)
 immigrant (go into)
 emigree
 eminent (famous)
 imminent (soon)
 employee
 enameled, -ing
 encage
 encase
 encave
 enclasp
 enclose
 enclosure
 encumber
 encumbrance
 encyclopedia
 endorse, -ment
 endwise
 enfeeble
 enforce, -ment
 engraft
 enroll, -ed, -ing, -ment
 enshade
 ensheath
 ensnare
 ensure (guarantee)
 insure (protect)
 entrench
 entrepreneur
 entrust
 entwine
 envelop (v.)
 envelope (n.)
 enwrap
 eon
 epaulet, -ed, -ing
 epiglottis
 epilog
 equaled, -ing
 erysipelas
 escaloped, -ing
 escapable
 esophagus
 esthetic
 etiology
 evacuee
 evanescent
 eviscerate
 evocative
 exhibitor
 exhilarate
 exonerate
 exorbitant

D

- darndest
 debarkation
 decaffeinated
 decalog
 defense

E

- eastward
 ecstasy
 edema
 edgewise

expellent
 exposé (n.,
 exposure)
 expose (v., to
 lay open)
 exsiccate
 extant (in
 existence)
 extent (range)
 extoll, -ed, -ing
 eying
 eyrie

F

falderal
 fantasy
 farther (distance)
 further (degree)
 favor
 fecal
 feces
 fetal
 fetish
 fetus
 fiber
 fiche (microfiche)
 filigree
 finable
 finagle
 financier
 fiord
 flammable (*not*
 inflammable)
 flexion
 fledgling
 flexitime
 flier
 flotage
 flotation
 fluorescent
 focused, -ing
 forbade
 forbear (endurance)
 forebear
 (ancestor)
 foresee
 forgettable
 forgo (relinquish)
 forego (precede)
 format, formatted,
 formatting
 forswear
 fortissimo
 forward (ahead)
 foreword
 (preface)
 fricassee
 fuchsia
 fueler
 fulfill, -ed, -ing,
 -ment
 fulsome
 fungus (n., adj.)
 funneled, -ing
 furor
 fuse (all meanings)

fuselage
 fusillade

G

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

H

hallelujah
 hara-kiri
 harass
 harebrained
 healthful
 (for health)
 healthy (with
 health)
 heinous
 hemoglobin
 hemorrhage
 heterogeneous
 hiccup
 highfalutin
 hijack
 homeopath
 homogeneity
 homolog
 hors d'oeuvre
 hypocrisy
 hypotenuse

I

idiosyncrasy
 idyl
 imminent
 (soon)
 eminent
 (famous)
 impaneled, -ing
 impasse

imperiled, -ing
 impostor
 impresario
 imprimatur
 inculcate
 indict (to accuse)
 indite (to
 compose)
 inequity
 (unfairness)
 iniquity (sin)
 inferable
 infold
 ingenious
 (skillful)
 ingenious
 (simple)
 innocuous
 innuendo
 inoculate
 inquire, inquiry
 install, -ed, -ing,
 -ment
 installation
 instill, -ed, -ing
 insure (protect)
 ensure
 (guarantee)
 intelligentsia
 interceptor
 interment (burial)
 interment
 (jail)
 intern
 intervener
 intervenor (law)
 intransigent (n.,
 adj.)
 iridescent
 italic

J

jalopy
 jealousy
 jerry-(built)
 jury-(rigged)
 jeweled, -ing, -er
 jewelry
 judgeship
 judgment
 jujitsu
 juxtaposition

K

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

L

labeled, -ing
 lacquer
 landward

lath (wood)
 lathe (machine)
 laueled
 leukemia
 leukemia
 leveled, -ing
 lever
 liaison
 libelant
 libeled, -ing
 libelee
 libeler
 license
 licenser (issuer)
 licensor
 (grantor)
 licorice
 likable
 lilliputian
 lineage (lines)
 lineage
 (descent)
 liquefy
 liquor
 liqueur
 liter
 livable
 loath (reluctant)
 loathe (detest)
 lodestar
 lodestone
 lodgment
 logistics (n.)
 logistic (adj.)
 louver
 luster
 lyonaise

M

madam
 Mafia
 maim
 maize (corn)
 maze
 (labyrinth)
 maneuver
 manifold
 manikin
 mantel (shelf)
 mantle (cloak)
 manywise (adv.)
 marbleize
 marijuana
 marshaled, -ing
 marshaler
 marveled, -ing
 marvelous
 material (goods)
 materiel
 (military)
 meager
 medaled, -ing
 medalist
 medieval
 metaled, -ing
 metalize

- meteorology
 (weather)
 metrology
 (weights and
 measures)
 meter
 mil ($\frac{1}{1000}$ inch)
 mill ($\frac{1}{1000}$
 dollar)
 mileage
 miliary
 (tuberculosis)
 milieu
 milk cow
 millenary (1,000)
 millinery (hats)
 millennium
 minable
 missilry
 misspell
 miter
 moccasin
 modeled, -ing
 modeler
 mold
 mollusk
 molt
 moneys
 monogramed, -ing
 monolog
 mortise
 movable
 mucilage
 mucus (n.)
 mucous (adj.)
 Muslim
 mustache
- N**
- naphtha
 Navajo
 nazism
 neophyte
 niacin
 nickel
 Nisei
 niter
 nonplused
 northward
 Novocain
 numskull
- O**
- obligato
 obloquy
 ocher
 octet
 offal
 offense
 omelet
 ophthalmology
 opossum
 orangutan
 orbited, -ing
 ordinance (law)
 ordnance
 (military)
- organdie
 overseas or oversea
- P**
- pajamas
 paleontology
 paneled, -ing
 paraffin
 paralleled, -ing
 parralelepiped
 parceled, -ing
 partisan
 pastime
 patrol, -led, -ling
 peccadillo
 pedant (n.)
 pedantic (adj.)
 peddler
 penciled, -ing
 pendant (n.)
 pendent (u.m.)
 percent
 peremptory
 (decisive)
 preemptory
 (preference)
 perennial
 periled, -ing
 permittee
 perquisite
 (privilege)
 prerequisite
 (requirement)
 personal
 (individual)
 personnel
 (staff)
 perspective
 (view)
 prospective
 (expected)
 petaled, -ing
 Pharaoh
 pharmacopeia
 phenix
 phlegm
 phony
 phosphorus (n.)
 phosphorous
 (adj.)
 photostated
 pickax
 picnicking
 pipet
 plaque
 plastics (n.)
 plastic (adj.)
 pledger
 pledgor (law)
 plenitude
 pliers
 plow
 poleax
 pollination
 pommeled, -ing
 pontoon
- porcelaneous
 practice (n., v.)
 precedence
 (priority)
 precedents
 (usage)
 pretense
 preventive
 principal (chief)
 principle
 (proposition)
 privilege
 proffer
 programmed,
 -mer, -ming
 programmatic
 prolog
 promissory
 pronunciation
 propel, -led, -ling
 propellant (n.)
 propellent (adj.)
 prophecy (n.)
 prophecy (v.)
 ptomaine
 pubic (anatomy)
 pulmotor
 pusillanimous
- Q**
- quarreled, -ing
 quartet
 quaternary
 questionnaire
 queue
- R**
- raccoon
 racket (all
 meanings)
 rapprochement
 rarefy
 rarity
 ratable
 rational (adj.)
 rationale (n.)
 rattan
 raveled, -ing
 reconnaissance
 reconnoiter
 recyclable
 referable
 refusenik
 registrar
 reinforce
 relater
 relator (law)
 remodeler
 renaissance
 repairable
 repellant (n.)
 repellent (adj.)
 requester
 requestor (law)
 rescission
 responder
 (electronics)
- responder
 (electronics)
 reveled, -er, -ing
 rhyme, rhythmic
 RIFing, RIFed,
 RIFs
 rivaled, -ing
 roweled, -ing
 ruble
- S**
- saccharin (n.)
 saccharine (adj.)
 sacrilegious
 salable
 sandaled, -ing
 savable
 savanna
 savior
 Saviour (Christ)
 scalloped, -ing
 schizophrenia
 scion (horticulture)
 scurrilous
 seismology
 selvage (edging)
 salvage (save)
 sentineled, -ing
 separate (v., adj.)
 sepulcher
 seriatim
 settler
 settlor (law)
 sewage (waste)
 sewerage (drain
 system)
 sextet
 Shakespearean
 shellacking
 shoveled, -ing
 shriveled, -ing
 sideward
 signaled, -ing
 siphon
 site (place)
 cite (quote)
 sizable
 skeptic
 skillful
 skulduggery
 sleight (deft)
 slight (meager)
 smolder
 sniveled, -ing
 snorkel
 soliloquy
 sometime
 (formerly)
 some time
 (some time
 ago)
 sometimes (at
 times)
 southward

spacious (space)	T	transferred	vicissitude
specious	taboo	transonic	victualled, -ing
(plausible)	tactician	transponder	victualer
specter	tasseled, -ing	(electronics)	vilify
spirituous (liquor)	tattoo	transshipment	villain
spirochete	taxied, -ing	traveled, -ing	visa, -ed, -ing
spoliation	technique	traveler	vitamin
staunch	teetotaler	travelog	vitrify
stationary (fixed)	tercentenary	triptych	volcanism
stationery	theater	trolley	voluntarism
(paper)	therefor (for it)	troop (soldiers)	votable
statue (sculpture)	therefore (for	troupe (actors)	vying
stature (height)	that reason)	troweled, -ing	W
statute (law)	thiamine	tryptophan	wainscoting
stenciled, -ing	thralldom	tularemia	warranter
stenciler	thrash (beat)	tunneled, -ing	warrantor (law)
stifling	thresh (grain)	tunneler	warranty
stratagem	threshold	turquoise	weeviled, -ing
stubbornness	tie, tied, tying	typify	welder
stultify	timber (wood)	tyrannical	westward
stupefy	timbre (tone)	tyro	whimsey
subpoena, -ed	tinseled, -ing	U	whiskey, -s
subtlety	titer	unctuous	willful
succor	tonsillitis	unwieldy	withe
sulfur (also	tormenter	upward	woeful
derivatives)	totaled, -ing	uremia	woolen
sulfanilamide	toward	usable	woolly
sulfureted, -ing	toweled, -ing	V	worshiped, -er, -ing
supererogation	toxemia	vacillate	
surfeit	trafficking	valance (drape)	
surreptitious	trammed, -ing	valence	
surveillance	tranquelize(r)	(chemistry)	
swiveled, -ing	tranquillity	veld	
sylyan	transcendent	veranda	
synonymous	transferable	vermilion	
syrup	transferor		

Anglicized and foreign words

5.3. Diacritical marks are not used with anglicized words.

abaca	comme ci	eclair	laissez faire	protege (masc.,
aide memoire	comme ca	eclat	litterateur	fem.)
a la carte	communiqué	ecru	materiel	puree
a la king	confrere	elan	matinee	rale
a la mode	consomme	elite	melange	recherche
angstrom	cortège	entree	melee	regime
aperitif	coulee	etude	menage	risque (masc.,
applique	coup de grace	facade	mesalliance	fem.)
apropos	coup d'etat	faience	metier	rotisserie
auto(s)-da-fe	coupe	faux pas	moire	roue
blase	creme	fete	naive	saute
boutonnierre	crepe	fiance (masc.,	naivete	seance
brassiere	crepe de chine	fem.)	nee	senor
cabana	critique	frappe	opera bouffe	smorgasbord
cafe	critiquing	garçon	opera comique	soiree
cafeteria	debauche	glace	papier mache	souffle
caique	debris	grille	piece de	suede
canape	debut	gruyere	resistance	table d'hote
cause celebre	debutante	habitué	pleiade	tete-a-tete
chateau	decollete	ingenue	porte cochere	tragedienne
cliche	dejeuner	jardiniere	porte lumiere	
cloisonne	denouement		portiere	
comedienne	depot		pousse cafe	
	dos-a-dos		premiere	
				vicuna
				vis-a-vis

5.4. Foreign words carry the diacritical marks as an essential part of their spelling.

à l'américaine	chargé d'affaires	entrepôt	passé (masc., fem.)
attaché	congé	exposé	pâté
béton	crédit foncier	longéron	père
blessé	crédit mobilier	mañana	piña
calèche	curé	maté	précis
cañada	déjà vu	mère	raisonné
cañon	détente	nacré	résumé
chargé	doña	outré	touché

Plural forms

5.5. Nouns ending in *o* immediately preceded by a vowel add *s* to form the plural; nouns ending in *o* preceded by a consonant add *es* to form the plural, except as indicated in the following list.

albinos	falsettos	merinos	sextos
armadillos	gauchos	mestizos	siroccos
avocados	ghettos	octavos	solos
banjos	halos	octodecimos	tangelos
cantos	indigos	pianos	tobaccos
cascos	infernos	piccolos	twos
centos	juntos	pomelos	tyros
didos	kimonos	provisos	virtuosos
duodecimos	lassos	quartos	zeros
dynamos	magnetos	salvos	
escudos	mementos	sextodecimos	

5.6. When a noun is hyphenated with an adverb or preposition, the plural is formed on the noun.

comings-in	hangers-on	markers-up
fillers-in	listeners-in	passers-by
goings-on	lookers-on	swearers-in

5.7. When neither word is a noun, the plural is formed on the last word.

also-rans	go-betweenes	run-ins
come-ons	higher-ups	tie-ins

5.8. In forming the plurals of compound terms, the significant word takes the plural form.

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

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

Both words equally significant:
 Bulletins Nos. 27 and 28
not Bulletin Nos. 27 and 28
but Bulletin No. 27 or 28
 coats of arms
 masters at arms
 men buyers
 men employees
 secretaries-treasurers
 women aviators

No word significant in itself:
 forget-me-nots
 hand-me-downs
 jack-in-the-pulpits
 man-of-the-earths
 pick-me-ups
 will-o'-the-wisps

5.9. Nouns ending with *ful* form the plural by adding *s* at the end; if it is necessary to express the idea that more than one container was filled, the two elements of the solid compound are printed as separate words and the plural is formed by adding *s* to the noun.

five bucketfuls of the mixture (one bucket filled five times)
 five buckets full of earth (separate buckets)
 three cupfuls of flour (one cup filled three times)
 three cups full of coffee (separate cups)

5.10. The following list comprises other words the plurals of which may cause difficulty.

addendum, addenda
 adieu, adieus
 agendum, agenda
 alga, algae
 alumnus, alumni (masc.); alumna,
 alumnae (fem.)
 antenna, antennae (antennae,
 zoology)
 appendix, appendixes
 aquarium, aquariums
 automaton, automatons
 axis, axes
 bandeau, bandeaux
 basis, bases
 bateau, bateaux
 beau, beaux
 cactus, cactuses
 calix, calices
 cargo, cargoes
 chassis (singular and plural)
 cherub, cherubs
 cicatrix, cicatrices
 Co., Cos.
 coccus, cocci
 consortium, consortia
 corrigendum, corrigenda
 crisis, crises
 criterion, criteria
 curriculum, curriculums
 datum (singular), data (plural,
 but singular in collective sense)
 desideratum, desiderata

dilettante, dilettanti
 dogma, dogmas
 ellipsis, ellipses
 equilibrium, equilibriums
 (equilibria, scientific)
 erratum, errata
 executrix, executrices
 flambeau, flambeaus
 focus, focuses
 folium, folia
 forum, forums
 formula, formulas
 fungus, fungi
 genius, geniuses
 genus, genera
 gladiolus (singular and plural)
 helix, helices
 hypothesis, hypotheses
 index, indexes (indices, scientific)
 insigne, insignia
 italic, italics
 Kansas Citys
 lacuna, lacunae
 larva, larvae
 larynx, larynxes
 lens, lenses
 lira, lire
 locus, loci
 madam, mesdames
 Marys
 matrix, matrices
 maximum, maximums

medium, mediums <i>or</i> media	seraph, seraphs
memorandum, memorandums	seta, setae
minimum, minimums	ski, skis
minutia, minutiae	stadium, stadiums
monsieur, messieurs	stimulus, stimuli
nucleus, nuclei	stratum, strata
oasis, oases	stylus, styluses
octopus, octopuses	syllabus, syllabuses
opus, opera	symposium, symposia
parenthesis, parentheses	synopsis, synopses
phenomenon, phenomena	tableau, tableaux
phylum, phyla	taxi, taxis
plateau, plateaus	terminus, termini
podium, podiums	testatrix, testatrices
procès-verbal, procès-verbaux	thesaurus, thesauri
radius, radii	thesis, theses
radix, radices	thorax, thoraxes
referendum, referendums	vertebra, vertebrae
sanatorium, sanatoriums	(vertebrae, zoology)
sanitarium, sanitariums	virtuoso, virtuosos
septum, septa	vortex, vortexes
sequela, sequelae	

Endings “ible” and “able”

5.11. The following words end in *ible*; other words in this class end in *able*.

abhorrible	corrigible	eludible	inadmissible
accendible	corrodible	erodible	inapprehensible
accessible	corrosible	evasible	inaudible
addible	corruptible	eversible	incircumscribable
adducible	credible	evin cible	incoercible
admissible	crucible	exemptible	incognoscible
appetible	cullible	exhaustible	incombustible
apprehensible	decoctible	exigible	incommiscible
audible	deducible	expansible	incompatible
avertible	deductible	explosible	incomprehensible
bipartible	defeasible	expressible	incompressible
circumscribable	defectible	extensible	inconcussible
coctible	defensible	fallible	incontrolvertible
coercible	delible	feasible	inconvertible
cognoscible	deprehensible	fencible	inconvincible
cohesible	depressible	flexible	incorrigible
collapsible	descendible	fluxible	incorrodible
collectible(s)	destructible	forcible	incorruptible
combustible	diffrangible	frangible	incredible
comestible	diffusible	fungible	indefeasible
commonsensible	digestible	fusible	indefectible
compactible	dimensible	gullible	indefensible
compatible	discernible	horrible	indelible
competible	discerpible	ignitable	indeprehensible
compossible	discrutable	illegible	indestructible
comprehensible	discussible	immersible	indigestible
compressible	dispersible	immiscible	indiscernible
conducibile	dissectible	impatible	indivertible
conductible	distensible	impedible	indivisible
confluxible	distractible	imperceptible	indocible
congestible	divertible	impermissible	inducible
contemptible	divestible	imperscriptible	ineffervescible
controvertible	divisible	impersuasible	ineligible
convertible	docible	implausible	ineludible
(convertible)	edible	impossible	inevasible
conversible	educible	imprescriptible	inexhaustible
(oral)	effeetible	imputrescible	inexpressible
convertible	effervescible	inaccessible	infallible
convincible	eligible		

infeasible	irrepressible	putrescible	subvertible
inflexible	irresistible	receptible	suggestible
infractible	irresponsible	redemptible	supersensible
infrangible	irreversible	reducible	suppressible
infusible	legible	reflectible	susceptible
innascible	mandible	reflexible	suspensible
inscriptible	marcescible	refrangible	tangible
insensible	miscible	remissible	tensible
instructible	negligible	renascible	terrible
insubmergible	nexible	rendible	thurable
insuppressible	omissible	reprehensible	traducible
insusceptible	ostensible	repressible	transmissible
intactible	partible	reproducible	transvertible
intangible	passible (feeling)	resistible	tripartible
intelligible	passable (open)	responsible	unadmissible
interconvertible	perceptible	reversible	uncorruptible
interruption	perfectible	revertible	unexhaustible
intervisible	permissible	risible	unexpressible
inwendible	persuasive	runcible	unintelligible
invertible	pervertible	sconcible	unresponsible
invincible	plausible	seducible	unsusceptible
invisible	possible	sensible	vendible
irascible	prehensible	sponsable	vincible
irreducible	prescriptible	suasible	visible
irrefrangible	producible	subdivisible	vitrescible
irremissible	productible	submergible	
irreprehensible	protrusible	submersible	

Endings “ise,” “ize,” and “yze”

5.12. A large number of words have the termination *ise*, *ize*, or *yz*e. The letter *l* is followed by *yz*e if the word expresses an idea of loosening or separating, as *analyze*; all other words of this class, except those ending with the suffix *wise* and those in the following list, end in *ize*.

advertise	compromise	excise	prise (to force)
advise	demise	exercise	prize (to value)
affranchise	despise	exorcise	reprise
apprise (to inform)	devise	franchise	revise
apprize (to appraise)	disenfranchise	improvise	rise
arise	disfranchise	incise	supervise
chastise	disguise	merchandise	surmise
circumcise	emprise	misadvise	surprise
comprise	enfranchise	mortise	televise
	enterprise	premise	

Endings “cede,” “ceed,” and “sede”

5.13. Only one word ends in *sede* (supersede); only three end in *ceed* (exceed, proceed, succeed); all other words of this class end in *cede* (precede, secede, etc.).

Doubled consonants

5.14. A single consonant following a single vowel and ending a monosyllable or a final accented syllable is doubled before a suffix beginning with a vowel.

bag, bagging	corral, corralled	<i>but</i>
get, getting	input, inputting	total, totaled
red, reddish	format, formatting	travel, traveled
rob, robbing	transfer, transferred	

5.15. If the accent in a derivative falls upon an earlier syllable than it does in the root word, the consonant is not doubled.

refer, reference

prefer, preference

infer, inference

Indefinite articles

5.16. The indefinite article *a* is used before a consonant and an aspirated *h*; *an* is used before a silent *h* and all vowels except *u* pronounced as in *visual* and *o* pronounced as in *one*.

a historic occasion

a hotel

a human being

a humble man

a union

an herbseller

an hour

an honor

an onion

an oyster

but

an H-U-D directive

a HUD directive

5.17. When a group of initials begins with *b*, *c*, *d*, *g*, *j*, *k*, *p*, *q*, *t*, *u*, *v*, *w*, *y*, or *z*, each having a consonant sound, the indefinite article *a* is used.

a BLS compilation

a CIO finding

a GAO limitation

a WWW search

5.18. When a group of initials begins with *a*, *e*, *f*, *h*, *i*, *l*, *m*, *n*, *o*, *r*, *s*, or *x*, each having a vowel sound, the indefinite article *an* is used.

an AEC report

an FCC (ef) ruling

an NSC (en) proclamation

an RFC (ahr) loan

5.19. Use of the indefinite article *a* or *an* before a numerical expression is determined by the consonant or vowel sound of the beginning syllable.

an 11-year-old

a onetime winner

a III (three) group

an VIII (eight) classification

a IV-F (four ef) category (military draft)

a 4-H Club

Geographic names

5.20. The spelling of geographic names must conform to the decisions of the U.S. Board on Geographic Names (BGN). In the absence of such a decision, the U.S. Directory of Post Offices is to be used.

5.21. If the decisions or the rules of the BGN permit the use of either the local official form or the conventional English form, it is the prerogative of the originating office to select the form which is most suitable for the matter in hand; therefore, in marking copy or reading proof, it is required only to verify the spelling of the particular form used. The Government Printing Office preference is for the conventional English form. Copy will be followed as to accents, but these should be consistent throughout the entire job.

Nationalities, etc.

5.22. The table beginning on page 233 shows forms to be used for nouns and adjectives denoting nationality.

5.23. In designating the natives of the several States, the following forms will be used.

Alabamian	Louisianian	Ohioan
Alaskan	Mainer	Oklahoman
Arizonan	Marylander	Oregonian
Arkansan	Massachusettsan	Pennsylvanian
Californian	Michigianian	Rhode Islander
Coloradan	Minnesotan	South Carolinian
Connecticuter	Mississippian	South Dakotan
Delawarean	Missourian	Tennessean
Floridian	Montanan	Texan
Georgian	Nebraskan	Utahn
Hawaiian	Nevadan	Vermonteer
Idahoan	New Hampshireite	Virginian
Illinoisan	New Jerseyan	Washingtonian
Indianian	New Mexican	West Virginian
Iowan	New Yorker	Wisconsinite
Kansan	North Carolinian	Wyomingite
Kentuckian	North Dakotan	

5.24. Observe the following forms:

African-American
 Alaska Native (Aleuts, Eskimos, Indians of Alaska)
 Amerindian
 Native American (American Indian)
 Puerto Rican
 Part-Hawaiian (legal status)

but part-Japanese, etc.

Native American words

5.25. Words, including tribal and other proper names of Indian, Aleut, Hawaiian, and other groups, are to be followed literally as to spelling and the use of spaces, hyphens, etc.

Transliteration

5.26. In the spelling of nongeographic words transliterated from Chinese, Japanese, or any other language that does not have a Latin alphabet, copy is to be followed literally.

