

## 14. Leaderwork

(See also Chapter 9 “Abbreviations and Letter Symbols” and Chapter 13 “Tabular Work”)

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- 14.1. Leaderwork is a simple form of tabular work without boxheads or rules and is separated from text by 4 points of space above and below in solid matter or 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 or 2 ems in double-up columns. Total rules are to be the full width of all figure columns.

	<i>Pounds</i>
Year: 2000 .....	655,939
Fiscal year:	
2009 .....	368,233
2010 .....	100,000
Total .....	1,124,172

- 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.<sup>1</sup>

**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.....	<sup>1</sup> 2,000

<sup>1</sup>Livestock not included.

- 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)

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<sup>1</sup> If 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.

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

On this ..... day of ..... 20 .....

- 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