

5. Spelling

(See also Chapter 7 “Compounding Examples” and Chapter 9 “Abbreviations and Letter Symbols”)

- 5.1. GPO uses Webster’s Third New International Dictionary as its guide for the spelling of words not appearing in the GPO STYLE 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 this 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 GPO STYLE MANUAL.)

A

abattoir	adjurer	all right	aqueduct
aberration	adjuster	altogether (completely)	archaeology
abetter	ad nauseam	all together (collectively)	arrester
abettor (law)	adviser		artifact
abridgment	advisor (law)		artisan
absorb (take in)	adz	aluminum	ascendance, -ant
adsorb (adhesion)	aegis	ambidextrous	ascent (rise)
abysmal	aesthetic	amoeba	assent (consent)
a cappella	affect (influence, v.)	ampoule	assassinate
accede (yield)	effect (result, finish, n., v.)	analog	athenaeum
exceed (surpass)	afterward(s)	analogous	attester
accepter	afterword	anemia	autogiro
acceptor (law)	aging	anesthetic	awhile (for some time)
accessory	aid (n., v.)	aneurysm	a while (a short time)
accommodate	aide	anomalous	
accordion	aide-de-camp	anonymous	
accouter	albumen (egg)	antediluvian	
accursed	albumin	antibiotics (n.)	ax
acetic (acid)	(chemistry)	antibiotic (adj.)	aye
ascetic (austere)	align	anyway (adv.)	B
acknowledgment	allottee	anywise (adv.)	backward
acoustic	all ready (prepared)	appall, -ed, -ing	baloney (nonsense)
adapter	already (previous)	appareled, -ing	bologna (sausage)
		aquatic	bandanna

bargainer	butadiene	casual (informal)	compliment (praise)
bargainor (law)	C	causal (cause)	confectionery
baritone	caffeine	catalog, -ed, -ing	confidant (masc., fem.)
bark (boat)	calcareous	cataloger	confident (sure)
barreled, -ing	calcimine	catsup	confirmer
bastille	caldron	caviar	confirmor (law)
bathyscaph	calendar	caviled, -er, -ing	conjurer
battalion	calender (paper finish)	center	connector
bazaar (event)	caliber	centipede	connector (road)
bizarre (strange on absurd)	caliper	centrifugal	connoisseur
behoove	calk (spike)	cesarean	consecrator
beneficent	caulk (seal)	chairmaned	consensus
benefited, -ing	calligraphy	chaise longue	consignor
bettor (wagerer)	callus (n.)	chancellor	consulter
beveled, -ing	callous (adj.)	channeled, -ing	consummate
biased, -ing	calorie	chaperon	contradictor
blessed	canceled, -ing	chautauqua	control, -lable, -ling
bloc (group)	cancellation	chauvinism	converter
block (grants)	candor	chiffonier	conveyor
blond (masc., fem.)	canister	chile con carne	cookie
bluing	cannot	chili (pepper)	cornetist
born (birth)	canoeing	chiseled, -ing	corollary
borne (carried)	cantaloupe	chlorophyll	corvette
bouillon (soup)	canvas (cloth)	cigarette	councilor (of council)
bullion (metal)	canvass (solicit)	citable	counselor (adviser)
boulder	capital (city, money)	cite (quote)	counseled, -ing
bourgeoisie	capitol (building)	site (place)	cozy
breach (gap)	carabao (sing., pl.)	clamor	crawfish
brech (lower part)	carat (gem weight)	climactic (climax)	creneled, -ing
brier	caret (omission mark)	climatic (climate)	crystaled, -ing
briquet, -ted, -ting	karat (gold weight)	cocaine	crystalline
Britannia	carbureted, -ing	coconut	crystallize
broadax	carburetor	cocoon	cudged, -ing
bronco	Caribbean	coleslaw	cyclopedia
brunet (masc., fem.)	caroled, -ing	colloquy	czar
buccaneer	carotene	colossal	
buncombe	carrot	combated, -ing	
union	cartilage	commenter	
bur	caster (roller)	commentor (law)	D
burned	castor (oil)	commingle	darndest
bus, bused, buses, busing		commiserate	debarkation
		complement (complete)	decaffeinated

decalogue	distill, -ed, -ing, -ment	enameled, -ing	exhibitor
defense	distributor	encage	exhilarate
deliverer	diverter	encase	exonerate
deliveror (law)	divorcee	encave	exorbitant
demagogue	doctoral	enclasp	expellant
demarcation	doctrinaire	enclose	exposé (n., exposure)
dependent	doggerel	enclosure	expose (v., to lay open)
descendant (n., adj.)	dossier	encumber	exsiccate
desecrater	doweled, -ing	encumbrance	extant (in existence)
desiccate	downward	encyclopedia	extent (range)
desuetude	dreadnought	endorse, -ment	extoll, -ed, -ing
(suspended)	dreamed	endwise	eying
destitute (bereft)	drought	enfeeble	eyrie
detractor	dueled, -ing	enforce, -ment	F
develop, -ment	duffelbag	engraft	fantasy
device (contrivance)	dullness	enroll, -ed, -ing, -ment	farther (distance)
devise (convey)	dumfound	enshade	further (degree)
dextrous (syllable division)	dwelt	ensheathe	favor
diaeresis	dyeing (coloring)	ensnare	fecal
diaeretic	dying (death)	ensure (guarantee) insure (protect)	feces
diuretic (water pill)	E	entrench	fetal
diagramed, -ing	eastward	entrust	fetish
diagrammatic	ecstasy	entwine	fetus
dialed, -ing	edema	envelop (v.) envelope (n.)	fiber
dialogue	edgewise	enwrap	fiche (microfiche)
dialysis	electronics (n.) electronic (adj.)	eon	filigree
diaphragm	eleemosynary	epaulet, -ed, -ing	finable
diarrhea	elicit (to draw) illicit (illegal)	epiglottis	finagle
dickey	embarrass	epilogue	financier
dietitian	embed	equaled, -ing	fjord
diffuser	embellish	erysipelas	flammable (<i>not</i> inflammable)
dike	emboveled, -ing	escallop	flection
dilettante	emboweler	escapable	fledgling
dinghy (boat)	emigrant (go from)	esophagus	flexitime
diphtheria	immigrant (go into)	etiology	flier
discreet (prudent)	emigree	evacuee	flotage
discrete (distinct)	eminent (famous)	evanescent	flotation
disheveled, -ing	imminent (soon)	eviscerate	fluorescent
disk	employee	evocative	focused, -ing

folderal	graveled, -ing	impasse	jujitsu
forbade	gray	imperiled, -ing	juxtaposition
forbear (endurance)	grievous	impostor	K
forebear (ancestor)	groveled, -ing	impresario	karat
foresee	gruesome	imprimatur	kerneled, -ing
forgettable	guarantee (n., v.)	inculcate	kerosene
forgo (relinquish)	guaranty (n., law)	indict (to accuse)	kidnapped, -ing
forego (precede)	guerrilla (warfare)	indite (to compose)	kidnapper
format, formatted,	gorilla (ape)	inequity (unfairness)	kilogram
formatting	guesstimate	iniquity (sin)	knapsack
forswear	guttural	inferable	kopek
fortissimo	gypsy	infold	kumquat
forward (ahead)	H	ingenious (skillful)	L
foreword (preface)	hallelujah	ingenuous (simple)	labeled, -ing
fricassee	hara-kiri	innocuous	lacquer
fuchsia	harass	innuendo	landward
fueler	harebrained	inoculate	lath (wood)
fulfill, -ed, -ing,	healthful (for	inquire, inquiry	lathe (machine)
-ment	health)	install, -ed, -ing,	laureled
fulsome	healthy (with	-ment	leukemia
fungus (n., adj.)	health)	installation	leveled, -ing
funneled, -ing	heinous	instill, -ed, -ing	leveler
furor	hemoglobin	insure (protect)	liable (responsible)
fuse (all meanings)	hemorrhage	ensure (guarantee)	libel (legal)
fuselage	heterogeneous	intelligentsia	liaison
fusillade	hiccup	interceptor	libelant
G	highfalutin	interment (burial)	libeled, -ing
gaiety	hijack	internment (jail)	libelee
gaily	homeopath	intern	libeler
galosh	homogeneity	intervener	license
gamboled, -ing	homologue	intervenor (law)	licenser (issuer)
garrote	hors d'oeuvre	intransigent (n., adj.)	licensor (grantor)
gauge	hypocrisy	iridescent	licorice
gazetteer	hypotenuse	italic	likable
gelatin	I	J	lilliputian
genealogy	idiosyncrasy	jalopy	linage (lines)
generalissimo	idle (inactive)	jealousy	lineage (descent)
germane	idol (statue)	jerry-(built)	liquefy
glamorous	idyll	jury-(rigged)	liquor
glamour	imminent (soon)	jeweled, -ing, -er	liqueur
glycerin	imminent (famous)	jewelry	liter
gobbledygook	impaneled, -ing	judgeship	livable
goodbye		judgment	

loath (reluctant)	mil ($\frac{1}{1000}$ inch)	novocaine	perennial
loathe (detest)	mill ($\frac{1}{1000}$ dollar)	(anesthetic)	periled, -ing
lodestar	mileage	numskull	permittee
lodestone	miliary	O	perquisite (privilege)
lodgment	(tuberculosis)	obligato	prerequisite
logistics (n.)	milieu	obloquy	(requirement)
logistic (adj.)	milk cow	ocher	personal (individual)
louver	millenary (1,000)	octet	personnel (staff)
luster	millinery (hats)	offal	perspective (view)
lyonnaise	millennium	offense	prospective
M	minable	omelet	(expected)
madam	missilery	ophthalmology	petaled, -ing
Mafia	misspell	opossum	pharaoh
maim	miter	orangutan	pharmacopeia
maize (corn)	moccasin	orbited, -ing	phoenix
maze (labyrinth)	modeled, -ing	ordinance (law)	phlegm
maneuver	modeler	ordnance	phony
manifold	mold	(military)	phosphorus (n.)
manikin (dwarf)	mollusk	organdy	phosphorous (adj.)
mannequin (model)	molt	overseas or oversea	photostated
mantel (shelf)	moneys	P	pickax
mantle (cloak)	monogramed, -ing	pajamas	picnicking
marbleize	monologue	paleontology	pipet
marijuana	mortise	paneled, -ing	plaque
marshaled, -ing	movable	paraffin	plastics (n.)
marshaler	mucilage	paralleled, -ing	plastic (adj.)
marveled, -ing	mucus (n.)	parallelepiped	pledger
marvelous	mucous (adj.)	parceled, -ing	pledgor (law)
material (goods)	Muslim	partisan	plenitude
materiel (military)	mustache	pastime	pliers
meager	N	patrol, -led, -ling	plow
medaled, -ing	naphtha	peccadillo	poleax
medalist	Navajo	pedant (n.)	pollination
medieval	nazism	pedantic (adj.)	pommeled, -ing
metaled, -ing	neophyte	peddler	pontoon
metalize	niacin	penciled, -ing	porcelaneous
meteorology	nickel	pendant (n.)	practice (n., v.)
(weather)	niter	pendent (u.m.)	precedence
metrology	nonplused	percent	(priority)
(weights and	northward	peremptory	precedents (usage)
measures)	Novocain	(decisive)	prerogative
meter	(trademark)	preemptory	pretense
		(preference)	preventive

principal (chief)
 principle
 (proposition)
 privilege
 proffer
 programmatic
 programmed, -mer,
 -ming
 prologue
 promissory
 pronunciation
 propel, -led, -ling
 propellant (n.)
 propellent (adj.)
 prophecy (n.)
 prophesy (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
 refuse
 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
 rived, -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)
 some times (at
 times)
 southward
 spacious (space)
 specious
 (deceptive)
 specter
 spirituous (liquor)
 spirochete
 spoliation
 stationary (fixed)
 stationery (paper)
 statue (sculpture)
 stature (height)
 statute (law)
 staunch
 stenciled, -ing
 stenciler

stifling
 stratagem
 stubbornness
 stultify
 stupefy
 subpoena, -ed
 subtlety
 succor
 sulfur (also
 derivatives)
 sulfanilamide
 sulfureted, -ing
 supererogation
 surfeit
 surreptitious
 surveillance
 swiveled, -ing
 sylvan
 synonymous
 syrup

T

taboo
 tactician
 tasseled, -ing
 tattoo
 taxied, -ing
 technique
 teetotaler
 tercentenary
 theater
 therefor (for it)
 therefore (for that
 reason)
 thiamine
 thralldom
 thrash (beat)
 thresh (grain)
 threshold
 tie, tied, tying
 timber (wood)
 timbre (tone)
 tinselled, -ing
 titer
 tonsillitis

tormenter	triotych	V	W
totaled, -ing	trolley	vacillate	wainscoting
toward	troop (soldiers)	valance (drape)	warranter
toweled, -ing	troupe (actors)	valence (chemistry)	warrantor (law)
toxemia	troweled, -ing	veld	warranty
trafficking	tryptophan	veranda	weeviled, -ing
trammed, -ing	tularemia	vermillion	welder
tranquilize(r)	tunneled, -ing	vicissitude	westward
tranquillity	tunneler	victualled, -ing	whimsy
transcendent	turquoise	victualer	whiskey, -s
transferable	typify	vilify	willful
transferor	tyrannical	villain	withe
transferred	tyro	visa, -ed, -ing	woeful
transonic	U	vitamin	woolen
transponder (electronics)	unctuous	vitrify	woolly
transshipment	unwieldy	volcanism	worshiped, -er, -ing
traveled, -ing	upward	voluntarism	
traveler	uremia	votable	
travelogue	usable	vying	

Anglicized and foreign words

5.3. Diacritical marks are not used with anglicized words.

A	cafeteria	crepe de chine	elite
abaca	caique	critique	entree
aide memoire	canape	critiquing	etude
a la carte	cause celebre	D	F
a la king	chateau	debacle	facade
a la mode	cliche	debris	faience
angstrom	cloisonne	debut	faux pas
aperitif	comedienne	debutante	fete
applique	comme ci comme ca	decollete	fiance (masc., fem.)
apropos	communique	dejeuner	frappe
auto(s)-da-fe	confrere	denouement	G
B	consomme	depot	garcon
blase	cortege	dos-a-dos	glace
boutonniere	coulee	E	grille
brassiere	coup de grace	eclair	gruyere
C	coup d'etat	eclat	H
cabana	coupe	ecru	habitué
cafe	creme	elan	
	crepe		

I ingenue	moire	portiere pousse cafe premiere protege (masc., fem.) puree	seance senor smorgasbord soiree souffle suede
J jardiniere	N naive naivete nee	R rale recherche regime risque role rotisserie roue	T table d'hote tete-a-tete tragedienne
L laissez faire litterateur	O opera bouffe opera comique	S saute	V vicuna vis-a-vis
M materiel matinee melange melee menage mesalliance metier	P papier mache piece de resistance pleiade porte cochere porte lumiere		

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

- 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-betweens	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:

adjutants general
 aides-de-camp
 ambassadors at large
 attorneys at law
 attorneys general
 billets-doux
 bills of fare
 brothers-in-law
 chargés d'affaires
 chiefs of staff
 commanders in chief
 comptrollers general
 consuls general
 courts-martial
 crepes suzette
 daughters-in-law
 governors general
 grants-in-aid
 heirs at law
 inspectors general
 men-of-war
 ministers-designate
 mothers-in-law
 notaries public
 pilots-in-command
 postmasters general
 presidents-elect
 prisoners of war
 reductions in force

rights-of-way
 secretaries general
 sergeants at arms
 sergeants major
 solicitors general
 surgeons general

Significant word in middle:

assistant attorneys general
 assistant chiefs of staff
 assistant comptrollers 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	men employees
under secretaries	secretaries-treasurers
vice chairmen	women aviators

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

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	cherub, cherubs
adieu, adieus	cicatrix, cicatrices
agendum, agenda	Co., Cos.
alga, algae	coccus, cocci
alumnus, alumni (masc.); alumna, alumnae (fem.)	consortium, consortia
antenna, antennas (antennae, zoology)	corrigendum, corrigenda
appendix, appendixes	crisis, crises
aquarium, aquariums	criterion, criteria
automaton, automatons	curriculum, curriculums
axis, axes	datum (singular), data (plural, but singular in collective sense)
bandeau, bandeaux	desideratum, desiderata
basis, bases	dilettante, dilettanti
bateau, bateaux	dogma, dogmas
beau, beaus	ellipsis, ellipses
cactus, cactuses	equilibrium, equilibriums (equilibria, scientific)
calix, calices	erratum, errata
cargo, cargoes	executrix, executrices
chassis (singular and plural)	flambeau, flambeaus

focus, focuses	phenomenon, phenomena
folium, folia	phylum, phyla
formula, formulas	plateau, plateaus
forum, forums	podium, podiums
fungus, fungi	procès-verbal, procès-verbaux
genius, geniuses	radius, radii
genus, genera	radix, radices
gladiolus (singular and plural)	referendum, referendums
helix, helices	sanatorium, sanatoriums
hypothesis, hypotheses	sanitarium, sanitariums
index, indexes (indices, scientific)	septum, septa
insigne, insignia	sequela, sequelae
italic (singular and plural)	seraph, seraphs
Kansas Citys	seta, setae
lacuna, lacunae	ski, skis
larva, larvae	stadium, stadiums
larynx, larynxes	stimulus, stimuli
lens, lenses	stratum, strata
lira, lire	stylus, styluses
locus, loci	syllabus, syllabuses
madam, mesdames	symposium, symposia
Marys	synopsis, synopses
matrix, matrices	tableau, tableaux
maximum, maximums	taxi, taxis
medium, mediums <i>or</i> media	terminus, termini
memorandum, memorandums	testatrix, testatrices
minimum, minimums	thesaurus, thesauri
minutia, minutiae	thesis, theses
monsieur, messieurs	thorax, thoraxes
nucleus, nuclei	vertebra, vertebrae (vertebrae, zoology)
oasis, oases	virtuoso, virtuosos
octopus, octopuses	vortex, vortexes
opus, opera	
parenthesis, parentheses	

Endings “ible” and “able”

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

abhorrible	appetible	coctible	combustible
accendible	apprehensible	coercible	comestible
accessible	audible	cognoscible	commonsensible
addible	avertible	cohesible	compactible
adducible	bipartible	collapsible	compatible
admissible	circumscribable	collectible(s)	competible

compossible	distractable	impersuasible	inexpressible
comprehensible	divertible	implausible	infallible
compressible	divestible	impossible	infeasible
conducibile	divisible	imprescriptible	inflexible
conductive	docible	imputrescible	infractible
confluxible	edible	inaccessible	infrangible
congestible	educible	inadmissible	infusible
contemptible	effectible	inapprehensible	innascible
controvertible	effervescible	inaudible	inscriptible
conversable (oral)	eligible	incircumscriptible	insensible
conversible (convertible)	eludible	incoercible	instructible
convertible	erodible	incognoscible	insubmergible
convincible	evasive	incombustible	insuppressible
corrigible	eversible	incommiscible	insusceptible
corrodible	evincible	incompatible	intactible
corrosible	exemptible	incomprehensible	intangible
corruptible	exhaustible	incompressible	intelligible
credible	exigible	inconcussible	interconvertible
crucible	expansible	incontrovertible	interruptible
cullible	explosible	inconvertible	intervisible
decoctible	expressible	inconvincible	invendible
deducible	extensible	incorrigible	invertible
deductible	fallible	incorrodible	invincible
defeasible	feasible	incorruptible	invisible
defectible	fencible	incredible	irascible
defensible	flexible	indefeasible	irreducible
delible	fluxible	indefectible	irrefrangible
deprehensible	forcible	indefensible	irremissible
depressible	frangible	indelible	irreprehensible
descendible	fungible	indeprehensible	irrepressible
destructible	fusible	indestructible	irresistible
diffrangible	gullible	indigestible	irresponsible
diffusible	horrible	indiscernible	irreversible
digestible	ignitable	indivertible	legible
dimensibile	illegible	indivisible	mandible
discernible	immersible	indocible	marcescible
discerpible	immiscible	inducible	miscible
discerptible	impartible	ineffervescible	negligible
discussible	impatible	ineligible	nexible
dispersible	impedible	ineludible	omissible
dissectible	imperceptible	inevasible	ostensible
distensible	impermissible	inexhaustible	partible
	imperscriptible	inexpansible	passable (open)

passible (feeling)	reflectible	sensible	transmissible
perceptible	reflexible	sponsible	transvertible
perfectible	refrangible	suasible	tripartible
permissible	remissible	subdivisible	unadmissible
persuasible	renascible	submergible	uncorruptible
pervertible	rendible	submersible	unexhaustible
plausible	reprehensible	subvertible	unexpressible
possible	repressible	suggestible	unintelligible
prehensible	reproducible	supersensible	unresponsible
prescriptible	resistible	suppressible	unsusceptible
producible	responsible	susceptible	vendible
productible	reversible	suspensible	vincible
protrusible	revertible	tangible	visible
putrescible	risible	tensible	vitrescible
receptible	runcible	terrible	
redemptible	sconcible	thurible	
reducible	seducible	traducible	

Endings “ise,” “ize,” and “yze”

5.12. A large number of words have the termination *ise*, *ize*, or *yze*. The letter *l* is followed by *yze* 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 in a monosyllable or a final accented syllable is doubled before a suffix beginning with a vowel.

bag, bagging	red, reddish	<i>but</i>
format, formatting	rob, robbing	total, totaled, totaling
input, inputting	transfer, transferred	travel, traveled, traveling

- 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
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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	an herbseller	<i>but</i>
a hotel	an hour	an H-U-D directive
a human being	an honor	a HUD directive
a humble man	an onion	
a union	an oyster	

- 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 GAO limitation	a WWW search
a CIO finding	a UFO sighting	

- 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 NSC (en) proclamation
an FCC (ef) ruling	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	an VIII (eight) classification
a onetime winner	a IV-F (four ef) category (military draft)
a III (three) group	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) (<http://geonames.usgs.gov>). 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 that 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. GPO's 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 on Demonyms in Chapter 17 "Useful Tables" shows forms to be used for nouns and adjectives denoting nationality.
- 5.23.** In designating the natives of the 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	Vermontner
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.