

# Halsey Enterprise Supplement, Feb. 14, 1924

## NEWSPAPER STYLE.

The Daily Barometer, an O. A. C. publication, to overcome the latitude which printers and linotype operators take with the use of punctuation marks, capital letters and the like, has issued a neat style booklet from which we take the following among many excellent rules:

### Use Capitals as Follows:

Capitalize: All proper nouns, months, days of the week.

Principal words in the title of books, plays, lectures, pictures, toasts, etc., including the initial "A" and "The". "The Man From Home."

Titles denoting official position, rank or occupation, when they precede a proper noun; President Kerr, Dean Cordley; but A. B. Cordley, dean of the school of agriculture.

Distinguishing parts of names of associations, societies, leagues, companies, road, lines, incorporated bodies: Washington State college, First National bank, Southern Pacific railroad, Methodist church.

Common nouns when they precede the distinguishing parts in names of associations, societies, companies, etc.: University of Oregon, Association of College Alumnae.

**Buildings only when distinguishing word is a proper noun, as Apperson hall, Waldo hall, Cauthorn hall, but agricultural building, administration building, commerce building, men's gymnasium, engineering laboratory, forestry building, foundry, farm mechanics building, home economics building, science hall.**

Titles of lectures, etc., as Dr. J. B. Horner, professor of history, will lecture on "The Rise and Fall of the Roman Empire," but do not capitalize subjects of debate, as "Resolved, that government ownership of railroads is not to be desired."

Nouns of deity up, pronouns down. Distinguishing parts of names of holidays: Fourth of July, New Year's day.

Nicknames of athletic teams: the Beavers, Cougars, Bears, Huskies.

Avoid all capitalization not absolutely necessary.

Do not capitalize: Points of the

compass: east, northwest.

Student body committees, as student affairs committee, citation, executive committee, board of control, student council.

Names of college studies, except names of languages.

Abbreviation of time of day: a. m., p. m.

Seasons of the year; spring, autumn.

Names of offices in election of officers: The new officers are John C. Walker, president, etc.

Military titles. Write it: G. W. Moses, colonel infantry; Lieutenant L. H. Spooner, commanding motor transport unit.

Names of classes, as freshmen, sophomores, juniors, seniors.

Names of events, etc., as military ball, sophomore cotillion, junior prom, stunt show, cadet regiment, president's office, the president, dean of women, the varsity, the point system, the campus, the institution, the society.

Punctuate lists of names with cities or states, after a colon, thus: Arnold Woll, Portland; R. G. Devitt, Omaha, Nebr.; William Brown, Seattle, Wash. Punctuate lists of names and offices, after a colon, thus: J. H. Hall, president; Henry Stolz, vice-president.

Use an em dash after a man's name placed at the beginning in a series of interviews: Percy Locey--I have nothing to say. (Use no quotation marks with this form.)

Inclose in quotation marks: Names of books, dramas, songs, subjects of lectures, sermons, magazine articles, including the initial "A" or "The": "A Man Without a Country."

Nicknames used before surnames: John "Red" Harris, "Bob" Hall, but avoid nicknames as far as possible.

In Figures: Ages, per cent, dates, votes, hours of the day, height of persons, scores and days of the month in figures. Lot 50x100 length 9 feet, beam 8. width 18. Age 5 years, 2 months and 15 days; 7 hours, 5 minutes and 10 seconds; 3 per cent.

When a number is indefinite, as nearly a million, not worth a dollar, the eleventh hour, etc., spell out.

Except as indicated in the foregoing, spell out under 10. Spell out beginning of sentences. Money in

figures. Mixed numbers, as 3 1-2, 5 1-4, etc.

In groups of figures do not put some in figures and spell out others; put all in figures.

Abbreviate: Where the name of the town precedes, abbreviate the name of the state, as St. Louis, Mo.; Erie, Pa.; Boise, Ida.

"Number" before figures: No. 24.

Do not abbreviate: Railway, company, street, etc.; Southern Pacific railway, Monroe street, A. B. Hall company.

Christian names, like William, Charles, Thomas, John.

Names of months except in dates and date lines.

Christmas in the form of Xmas.

Omit, the state after names of prominent cities in Oregon.

Titles: Never use "Mr." with initials or first names.

Give first name of unmarried women, not initials: Miss Mary R. Snow (not Miss M. R. Snow.)

## The Salvation Army Way

(Portland Oregonian)

"Have you any baby clothes? I haven't any money to pay for them but I must have them---today!"

The woman who made this appeal to Staff Captain Paul Heisinger of the Salvation Army Industrial store looked hungry, but the officer quickly diagnosed it as heart hunger.

"If it's an unfortunate girl---you know we have the White Shield maternity home---and the baby would be clothed---"

"No, no," she quickly interposed.

"They are my babies---my twin boy babies. For three months I have had to leave them in an institution, but now I have a place to take them---only I have nothing to put on them to bring them away.

"And I can have them with me tonight if I can only get the clothes. I can't bear to leave them there another night."

"Come back this afternoon and we will have the baby clothes for you," the captain assured the grateful mother. Instruction to the soldier who collects donations of clothing resulted in a full outfit for the babies. The mention of twins---and the fact that a