

But first, a few words

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GRAMMAR AND PUNCTUATION

The standard reference guides used by HABS/HAER for grammar and punctuation are the *Chicago Manual of Style* and *A Manual for Writers* (Turabian, 5th edition). In addition—and sometimes as an exception—to these references, there are additional matters of style germane to architectural and technical subject matter. Above all, be consistent.

years: 1930s, '30s *not* Thirties, and never 1930's using an apostrophe 1850-60, 1850-1940 do *not* repeat century unless it changes always include the decade, ie., *not* 1850-7 first quarter of the nineteenth century, *not* first quarter of the 1800s spring 1888, December 1900 do *not* capitalize season, or state as "summer of 1969" do *not* use a comma, as in "December, 1900"

dates: July 4, 1776, was a great day. note comma after the year ca. 1850: *not* c. or circa (written out)

towns: Omaha, Nebraska, is a lovely town. note comma after the state

numbers/numerals: All numbers from one to ninety-nine are written out, while 100 and above are cited as numerals, except in the case of ages, street numbers, dimensions, and millions.

For example: "In 1850-60, an estimated forty-seven miners traveled more than 650 miles across the western states. Many did not live past the age of 40, although one 89-year-old man lived into the twentieth century. He lived at 37 Gold Rush Ave. The frame dwelling was a 10'-4" x 12'-0" space and cost only \$577.00 when the old man bought it in December 1898, yet legend says he was worth \$2 million.

" nineteenth century, eighteenth century, eighteenth-century dogma *not* 19th century or 18th-C (see hyphenations below)

percent: 0.7 percent, 50 percent; always use a numeral, and only in a chart or graph may % be used

money: \$5.87, \$24.00, \$24.25, \$234.98, 1 cent, 10 cents, 99 cents. *do not* write out dollars.

dimensions: measurements and dimensions are *never* written out; they always appear as numerals, and feet or inches are always indicated using technical symbols, with two types of exceptions. For example: "Two families live at 333 Third St., which is the historic town lot No. 146. The Byrnes live on the first floor, where the bedroom is 12'-6" x 9'-0", the bathroom is 5'-0" x 4'-0"-3/4", and the kitchen is only about 8' square. The second-story space has been remodeled into two equal-sized 12'-0"-wide rooms with four large windows that measure nearly 5' tall."

20'-6" x 18'-0"

6'-3-1/2"

2" x 4", use a lowercase x, *not* "by"

9'

3/4"

Use apostrophes and quotation marks for feet and inches, respectively hyphenate all feet and inches numerals, and any fractions indicate an even measurement with -0" **Note:** When punctuating dimensions, commas fall outside the inches/feet marks: The planks measured . . . 10'-6", 5'-2-1/3", and 2'-0".

exception 1: 10 cubic feet and 10 square feet, *not* 10 cubic'

exception 2: approximate measurements do not require the -0": ie., The three commercial buildings are about 20' wide and 40' deep.

Streets: 222 Packard St.

addresses: capitalize and abbreviate street, avenue, boulevard, etc., but *not* short items such as road or lane, when the number prefaces the street name Sam lived on Packard Street. write out and capitalize street when no number is given It is at the intersection of Packard and Mills streets. when two proper names (also true of companies, rivers, etc.) are listed, do *not* capitalize street The houses surveyed are No. 15 and No. 27 Mill Street. The deed cites lot No. 146. "number(s)" is always capitalized and abbreviated as No. or Nos. (Also: LaSalle, Illinois, is a No. 1 town.) Interstate 66 , U.S. 30 or Route 30 write out and capitalize "interstate" on first reference. Subsequent references are abbreviated, i.e., I-66

capitalization: U.S. government, U.S. Department of the Interior, U.S. exports, the U.S. Army write out "United States" when it is the noun, but *not* when it is an adjective; *do not* place a space between U. and S.

acronyms: write out the complete name on first reference, putting the proper name's acronym in parentheses afterward; thereafter use the acronym only: For example: The U.S. Department of Agriculture (USDA) and Society of Architectural Historians (SAH) have an agreement to study historic barns in the United States, but the SAH is unsure of the USDA's commitment.

hyphenations: many phrases are clarified when augmented by a hyphen; the following architectural terminology is clarified by employing the general rules of hyphenation:

1. in general, hyphenate an adjectival construction, one that which precedes the subject
2. in general, do *not* hyphenate an "ly" word, including "federally"
3. do *not* hyphenate "late" or "early" before a century

one-over-one-light double-hung sash: write out the numbers, *not* 1/1 double-hung sash

- bird's-eye view, bull's-eye window, load-bearing brick wall; but the brick wall is load bearing
- stained-glass windows; but the windows contain stained glass
- side-hall and center-hall plans; but the house has a center hall
- third-floor window, but the window is on the third floor
- rough-cut stone

five- and seven-course bond (note division form in a series); but American bond is laid in seven or five courses

single-family and multi-family dwelling

gable-end chimney; but the chimney is on the gable end side-gable roof

canal-era, Civil War-era structure (*not* Civil-War-era)

bead-and-reel molding; the molding motif is bead and reel

standing-seam (metal roof)

nineteenth-century lighthouse but do *not* hyphenate a "late" or "early," ie., a late eighteenth-century springhouse

Palladian-style, . . . a Mission-style roofline append "-style" to an established architectural term if your subject is reminiscent of the original but not an example of the actual model; this is not to be confused with proper names such as International Style, which take capital letters and would *not* be hyphenated

spelling:

single word: two words:

beltcourse, stringcourse row house

courthouse bell tower

gristmill, sawmill concrete block,

hoodmolds concrete-block base

Neoclassical (*not* neoclassical, Neo-classical)

main line

sidelights

wraparound porch

powerhouse, but power plant

jerkinhead (roof)

latticework

clarifications:

facade vs. elevation

a facade is the wall of a building, usually the front; an elevation is a drawing of a wall interior vs. inside;

exterior vs. outside

interior and exterior connote defined boundaries, while the others are nonspecific.

concrete vs. cement

cement is the dry mix to which water and aggregate are added to make concrete

cinder block vs. concrete block

cinder block is made with a lightweight cinder aggregate and is widely used for interior partitions; *concrete* block is heavier, stronger and used in structural walls

storefront

the first-floor facade of a commercial structure, *not* the entire front façade

glazing, lights, panes, sash, windows, fenestration in architectural parlance, windows can be described in general as glazing; units of windows are lights, *not* panes; lights grouped into a frame are sash; fenestration indicates a number and arrangement of window openings in a façade L-plan vs. ell buildings take the form of T-plans, H-plans, and L-plans for their resemblance to those letters; an "ell" is the wing or block, usually a rear add-on, that is the three dimensional version of the wing indicated on the L-plan

molding vs. moulding in England carved mouldings are commonplace, but in America, we use moldings

mantel vs. mantle a *mantel* is the structural support above and the finish around a fireplace; a mantle is an outer wall or casing composed of a separate material than the core apparatus, as in a blast furnace, **and** it is the feature on a gaslight from which the flame emits

wood vs. wooden *wood* is wood; *wooden* may be hard, durable, and stiff like wood, but it is not necessarily wood (this principle also applies to oak vs. oaken, etc.)

historic vs. historical - *historic* is the adjective used to denote something that is old and presumably important, i.e., historic building fabric; *historical* is the adjective used when the subject relates to history, i.e., historical society

lath vs. lathe *lath* is a strip of wood used as the groundwork for plaster, as applied to walls (plural, laths); *lathe* is a machine for shaping circular pieces of wood or metal