

The Study of Capitalization and Hyphenation in English- Language Newspapers

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PREFACE

“Journalistic Writing” may be defined as a kind of writing published in newspapers and magazines. The question may arise “What is the difference between journalistic writing and other kinds of English composition?”

People often talk about journalistic writing as if it were some unusual form of literary gymnastic requiring special talent and different vocabulary. So it is obvious that journalistic writing is merely the use of language to tell current events.

The most important aspect in this writing we require is to understand the text on the incident and tell the others. To place the events to the others is another tough job, so that we use a special method and style with special vocabulary. But there is no particular style or vocabulary for the sake of “Journalistic Writing” only.

This thesis was written as a follow-up of “Journalistic Writing in English Newspaper” which appeared in the bulletin of Kogakuin University, Vol. 13.

Journalistic writing is, needless to say, characteristic of the power of precise transcription, narrativeness full of description over a current event. But “style” in writing is often individual. It depends on each newspaper office. Therefore, styles of capitalization, spelling, abbreviation, figures, hyphenation, and punctuation are determined by each newspaper office.

These are another important sides in journalistic writing. Then the study

on the differences in styles between journalistic writing and ordinary reading matter should be carried out. This thesis takes up capitalization and hyphenation.

(1) CAPITALIZATION

There are some discussion on whether the following words should be capitalized (upper-cased). They are sometimes different with newspaper offices. The general use of capitalization, employed by the English-language newspaper offices, is found in the following words.

Common nouns used in proper names :

Victory in Europe, Voice of America

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Full names of organized bodies and the substitutes for such names :

Universal Postal Service, North American Newspaper Alliance (NANA),
Moral Re-Armament, Japan International Trade Fair, General Council
of Japanese Trade Union

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Any title or designation :

The Prime Minister for Prime Minister Fukuda, the President for President
for Carter, the Chairman for Chairman Hua Kuo-feng, the Treasury
Secretary for Treasury Secretary Blumenthal. But a title used alone as
the substitute for the name of a person is lower-cased except to indicate
distinction.

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The titles of acts, bills and laws should be capitalized when full official
title is given or when the accepted title by which the bill is generally
known is used :

University Control Law, Anti-Monopoly Law, Japanese Industrial Stan-
dard, Public Corporation Labor Relations Law, Federal Air Quality Act
of 1970. But they are lower-cased when they are used standing alone,
such as ; the security act, the housing bill. Bills are also lower-cased
when they are used with the sponsor's name unless the full name or
title is given, such as ; the Smith bill. But capitalized is such a title as

Code Napoleon.

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Capitalized is Chief Justice of the United States whether standing alone or used with name. But lower-cased as for associate judge, justice, judge and similar titles, except when used with proper names.

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Capitalized is constitution when referring to the specific constitution of any nation or state, but lower-cased as for a general term.

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Capitalized are names of schools, colleges and universities:

Kyoto Junior (Senior) High School, Osaka College, Tokyo University

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Capitalized is fellowship or foundation when full title is given:

World Buddhist Fellowship, Asian Foundation

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Capitalized is designation of eras:

Stone Age, Iron Age, Middle Ages, Edo Period, Showa Era

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Wars and events of historical significance are capitalized:

Civil War, Korean War, Vietnam War, the First World War, Industrial Revolution, French Revolution

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The names of fraternal societies are capitalized:

Independent Order of Oddfellows (Oddfellow)

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North, south, east, west are capitalized when they refer to a section of the United States:

The West, the South, the Northwest. Also capitalized are east and west when referring to the regional European dispute between Russia and the Western European countries. But lower-cased in such phrases as "northern China," "southern France."

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Capitalized are the following and similar proper names of definite localities:

the Embankment (London), the Heights (Brooklyn), Left Bank (Paris), Stock Yards (Chicago), Wall Street (New York), the Midlands (the central part of England)

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Capitalized are state, metropolis, prefecture, city, province, ward when used as part of a name:

State of Texas, Kanagawa Prefecture. Tokyo Metropolis, City of Yokohama, or Yokohama City. But lower-cased as for them when they are used alone.

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The chief executive of nation is capitalized:

the United States Government, the Japanese Government

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Such appellations are also capitalized:

Red-Army, Queen's Guards, Conservatives, Progressives, Marxists

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Legislative bodies are also upper-cased:

National Diet, Congress, House of Councilors, Lower House. But lower-cased for embassy and legation when they are used alone. But Japanese Embassy, American Embassy are upper-cased.

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Capitalized are all words—nouns, pronouns and verbs in headlines. Both words of compound adjective, even when hyphen is used, are capitalized: One-Fifth, Co-Sponsor, Mao-Tse-Tung, On-The-Spot-Survey, 20-Mile Trip

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Religious holidays and feast days:

New Year's Day, Flower Festival, Passover, St. Vallentine Day, Lent. All secular holidays and especially designated days and weeks are upper-cased, such as; Bird Week, Animal Week, Constitution Day, Sports

Day, Washington's Birthday, Emperor's Birthday, Victory Day

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Titles of books, plays, songs, hymns, paintings, movies are quoted and capitalized except a, an, the, in, on, at, to, for, of, out, so and as :

"Gone Are the Days," "Blues in the Night," "I Am the Law."

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In the names of foreign language newspapers, the article is capitalized : The Times, The Christian Science Monitor, The Observer. Also capitalized are the titles of magazines, periodicals of various kinds, such as ; Japan Almanac, Reader's Digest, Who's Who.

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All Japanese words are capitalized :

Sumo, Judo, Samurai, Harakiri, Geisha, Shogun, Shogunate

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Capitalized are the names of public buildings when referring to specific structures :

Tokyo Station, Tokyo Tower. But lower-cased when used standing alone.

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The appellations of the deity such as Christ, Buddha, Mohammed and all personal pronouns, He, His, Thee, Thou are upper-cased. Also capitalized are church and temple when they are used to show a religious body, such as ; St. Ignatius Church, Shitenno-ji Temple. Titles of church dignitaries, such as ; Pope, Archbishop, Archdeacon, Virgin Mary, Almighty are also capitalized.

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Olympic Games, Olympics, Big Games, Winter Olympic are all capitalized. Playing fields ; such as Madison Square Garden are upper-cased. But lower-cased as for prize, trophy, cup, medal, etc. when used alone. But specific titles, such as ; Gold Medal, the Davis Cup are capitalized.

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Capitalized are military services as follows :

U.S. Army, Self-Defense Force. Fleet is upper-cased only in the case that

part of a specific title is given: the Seventh Fleet. Such titles of distinction in military services are also capitalized as follows: Commander in Chief, Chief of Staff.

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Capitalized are Emperor, King, Prince, Duke, Duchess, but not when used in such a general term as "a king's ransom." Czar is upper-cased when referring to a former ruler of Russia, but not in the colloquial sense, such as "baseball czar." But tycoon is always lower-cased.

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Decorations and honors are capitalized:

Grand Order of Chrysanthemum, the First Order of Merit, Grand Cordon of the Rising Sun.

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In general, foreign particles, d', da, della, de and von are lower-cased when they are used with a forename or title. But Van in Dutch names is usually capitalized. When foreign names are anglicized, the particles are usually capitalized even when preceded by a forename or title. But the spelling of foreign particles will be individually used and preferred by the person.

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Names of all races and tribes are upper-cased:

Caucasian, Singhalese, Travidian, Mediterranean.

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Official names, when used as titles of organizations, expositions, etc., are capitalized;

EXPO'70, Boy Scouts, Girl Guides, Red Cross, Peace Corps.

(2) HYPHENATION

Hyphenated words are preferred and used in adjective form in English-language newspapers for the reason that coined words describe the current events occurring on time and on the spot more precisely and vividly than the way of expression using a relative pronoun. As usual a journalist has to use his brain

carefully over the formation of the two-word usage. The hyphenated words, in general, are formed as follows: noun+noun (the test-ban treaty), noun+participle (a rock-throwing radicals), adverb+adjective (the still-warm body). Hyphenation is indispensable to journalistic writing which requires newer form or coined words to give refreshment and legibility to the readers. Two or more words in adjective form should be hyphenated, such as two-story house, corn-colored silk, space-station crew, the force-reduction talk. But color variations, such as navy blue skirt, dark green paint, light blue dress, etc. should not be hyphenated. Fractions are hyphenated when the numerator and denominator are both one-word forms, such as one-third, three-sixteenths, one-hundredth, etc. Hyphens are invariably used in compound words such as head-on, take-off, lean-to, set-up, etc., where the omission of the hyphen would cause confusion in meaning or pronunciation. Hyphens should be also used in such coined phrases as "middle-of-the-road," "pay-as-you-go," "Singhalese-is-the-only-official-language policy," "back-to-work court orders," "an earlier-than-planned removal," "round-the-clock surveillance," "the ill-armed Bengalis," "me-too" price increase, omni-directional diplomacy, etc. This thesis concerns mainly with the two-word forms and solid words formed by prefix and suffix.

Anti: Many words with this prefix have grown into single-word form through the passage of time, such as; anticlimax, anticyclone, antiseptic, antifederal, etc. But newer forms such as anti-aircraft, anti-monopoly, anti-prostitution and coined words of all kinds have the hyphens. When the second word is a proper noun, such as anti-American, anti-Kennedy, anti-Stalin, hyphens are taken. But antichrist is always written without the hyphen.

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Back: Compound words formed by this prefix are spelled in various ways; back-room, back-seat, back-stain, back-stroke (adj.) are hyphenated, but backache, backbone, backdown, backfield, backhand, background, backlane, backlog, backfire, backshop, backwoods are not hyphenated. Back room, back seat, back stairs are also set in two-word forms. Practically all compounds in ordinary usage are one-word forms, such as comeback, flareback, setback, switchback, etc.

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Bi: Practically all compounds having this prefix are solid words, such as; biangular, bilateral, bimonthly, bilingual, bicentenary, bichromate, bicipital, bicouver, biweekly, etc.

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Bound: The points of the compass, such as northbound, westbound, etc., are written as one-word. But vacation-bound, earth-bound are practically hyphenated.

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By: All compounds with this prefix, such as; by-election, by-product, by-play, by-path, by-road, by-talk, by-time, by-work are hyphenated except such words as bylaw, bystander, byword.

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Co: In the case of co as a prefix the general use of hyphenation, when the second words begins with a vowel, can be hardly applied. There are many words such as cooperate, coed, coequal, coexist, coercion, coeternal, etc. But co-author, co-insurance take the hyphens. The similar words should be hyphenated: co-creditor, co-partner, co-star, co-defendant, co-prisoner, co-prosperity, coworker, etc.

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Conscious: Such compound words as dress-conscious, air-conscious, music-conscious, camera-conscious are hyphenated.

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Counter (prefix): All compounds with this prefix are solid words. There are a number of words that have evolved into such common usage that the hyphen has been dropped, such as; counterjumper, countermark, countermarch, countermeasure, countermine, countermove, counterpart, counterpoise, counterpressure, counterproposal, counterrevolution, etc.

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Ex (prefix): Hyphenation should be taken in referring to a person who is out of office, such as ex-president, ex-secretary, ex-convict, etc., but not in such Latin phrase as ex officio, even when it is in adjective form

—ex officio chairman, etc.

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Ever (prefix): There are a number of words combined with ever that have developed through usage into one-word forms, such as; evergreen, everlasting, evermore, etc., but in the great majority of cases, such as in ever faithful, ever present, ever ready, etc. the two-word forms are employed.

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Ill: Ill-advised, ill-defined, ill-fated, ill-humored, ill-judged, ill-looking, ill-measured, ill-natured, ill-tempered, ill-timed, ill-treated, etc. are hyphenated. But ill health, ill humor, ill will, etc. are unhyphenated.

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Like (suffix): Most of compounds with like as a suffix take one-word forms as follows: businesslike, ladylike, but when "l" is doubled, such as in the case of shell-like, the hyphen is used.

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Mid (prefix): Compounds having mid as a prefix spelled in various forms. Combined with proper names, the hyphens are invariably taken, in such words as mid-Atlantic, mid-Victoria, mid-America, mid-Pacific, etc. But mid-ocean, mid-air, mid-channel and mid-continent are also hyphenated. But the following compound words such as midday, midshipman, midsummer, midweek, midwife are unhyphenated.

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Non (prefix): Compound words combined with non which developed through general usage are usually spelled as one-word, such as; noneffective, nonego. nonefficient, conessential, noncombatant, nonconformist, nonplus, noncommissioned, nonunion and nonresistant. Coined words used as usual forms are hyphenated. Non-stop is usually hyphenated. But Latin phrases such as non seq. are spelled as two-word.

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Over: As a prefix it is generally one-word, such as; overproduction, overpopulaton, etc., but in unusual forms it takes the hyphen, such as;

over-opinionated, over-immaculate. As a suffix, it is generally hyphenated, such as ; carry-over, hang-over.

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Pan : No hyphen is used as for the official name of the corporation, such as Pan American Union and Pan American Airways. But hyphenated are Pan-German, Pan-Slav, Pan-Anglican, Pan-Americanism.

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Pre : Most compounds of pre in general usage, except coined words and where the second word begins with a vowel "e," take the single-word form, such as ; preclassical, predecease, predetermined, prejudge, precondition, prewar, preview, preamble, preappoint, prearrange, precaution, predecessor. Such words as pre-administration, pre-election, pre-convention, etc. as well as pre-eminent, pre-estimate, pre-existent, where two "e's" are put together, take the hyphenated form. Also hyphenated are all compounds where the second word is a capitalized proper noun, such as pre-Roman.

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Re : Practically all words having re as a prefix are one-word forms, such as ; reappear, reconstruct, remake, reopen, etc., but hyphen is used in case of re-form, meaning to form again, as being differentiated from reform with the meaning of improvement in conditions.

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Self : Nearly all compounds of self take the hyphen ; self-confident, self-defense, self-denial, self-educated, self-filling, self-ordained, self-made, self-portrait, self-love, self-record, self-regard, self-reproach, self-governed, etc. But selfhood, selfless, selfness, and selfsame take no hyphen.

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Semi : Words with this prefix are written in various ways. Hyphen is used when vowels occur side by side, such as semi-independent, semi-official. But semiannual is unhyphenated. Semifinal, semicircle, semi-civilized, semitropical, semiskilled, semichorus, semisolid, semiquaver, semiprecious, semiprofessional are not hyphenated.

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Shop: Hyphen is not used for the following words; pawnshop, workshop, bookshop. But all others such as machine shop, repair shop, etc. take two-word forms. And storehouse, storeroom are written as one-word.

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Sub: Practically all compounds of this prefix are one-word form, such as; subcommittee, subdivision, subzero, submachine gun, etc. When "b" is doubled, as in sub-basement, the hyphen should be used.

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Trans: Practically all words combined with trans take the one-word form, such as; transalpine, transcontinental, transatlantic, transpacific, transoceanic, transparent, transposition, transpontine, transposal.

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Under: Such words as underdevelopment, underclothes, undercurrent, underwork, underrate, undergraduate, undergrowth, understudy are generally used as one-word form.

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Ultra: Practically all compounds of this prefix are one-word forms, except ultra-violet, which is hyphenated when used as an adjective. Ultra-short wave and ultra-ambitious are also hyphenated. But Latin phrase like ultra vires is always unhyphenated.

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Wide: Such words as nationwide, worldwide and all other compound words with wide as a suffix are spelled as one word.

References from foreign and domestic newspapers and magazines.

1. The Time News Magazine (U.S.A.) (from March to September, 1978)
2. The Times of Ceylon (Sri Lanka)
3. The Mainichi Daily News (from March to September, 1978)
4. Evening Press London (England)

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Acknowledgement

Mr. Yoshihiro Tanaka, publications editor of the Mainichi Daily News, helped me to forward this thesis by providing me with a stylebook compiled by the editorial department of the Mainichi Daily News for reference.

(たけむら ひでお 本学助教授・英語)