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***A Guide for Bureau of Solid Waste Management
Authors, Secretaries, and Contractors***

*This handbook (SW-7) was prepared by Marion G. Curry, Anne Hamilton,
and Carol S. Lawson*

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Public Health Service
Consumer Protection and Environmental Health Service
Environmental Control Administration
Bureau of Solid Waste Management
1969

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Manuscripts of the Bureau of Solid Waste Management interpret and report a variety of technical subjects designed for seven--or varying combinations of the seven--different audiences on two continents. Our effectiveness in accelerating solid waste research and propelling all aspects of solid waste management into a truly scientific field is very much a function of effective communication with these audiences. The latter may be characterized as Americans and Europeans who work in the engineering, physical, social, or management sciences, those working in solid waste management, members of local, State, and the Federal government, and the general public. These people are being reached through Bureau publications appearing in professional, scientific, and technical journals, or through the pamphlets, reports, and books that we publish. Because our field will be a synthesis of many disciplines and because it is a new endeavor, our subject matter by its very nature must occasionally be rudimentary or tentative. Our style, however, must be invariably impeccable if we are to attract the interest and win the support of the scientific world.

For this purpose the following style guide has been prepared for the use and convenience of authors, secretaries, and contractors preparing reports to be published by the Bureau of Solid Waste Management. Although varying subject matter sometimes requires variation in format and each author needs to develop his own writing style, the mechanics of style must be consistent within a single manuscript. When a manuscript is to be submitted to another publisher or to a journal, the manuscript should be tailored to agree in all respects with the style of that publishing agency.

When you sit down at your desk with a yellow, legal-size pad, or at your typewriter with a crisp, new sheet of bond paper--remember that every singular that should have been a plural, every flaw in punctuation, every misspelled, awkward, or imprecise word nicks away at your own particular opportunity to reach our audiences. A presentation from notes may go over beautifully when spoken; but in a published Proceedings it may look sloppy alongside papers polished up in the scientific tradition. Your attention to the details presented herein will enhance your work and further our mission.

Bureau style, as it is developing, has already settled into a few conventions peculiar to the solid waste field. Further developments and revisions will occur with the growth of the field into a science.

For general style, refer to United States Government Printing Office Style Manual. Washington, 1967. 512 p. (GPO Style Manual); or to A Manual of Style. 12th ed. Chicago, University of Chicago Press, 1969. 546 p.

See also Webster's Third New International Dictionary of the English Language Unabridged. Springfield, Mass., G. & C. Merriam Co., 1966. 2,662 p. (Webster's Dictionary).

For general principles of writing, refer to: Style Manual for Biological Journals. 2d ed. Committee on Form and Style of the Conference of Biological Editors. Washington, American Institute of Biological Sciences, 1964. 117 p.; The Elements of Style. W. Strunk, Jr., and E. B. White. New York, Macmillan Company, 1959. 71 p.; and A Dictionary of Modern English Usage. 2d ed. H. W. Fowler. New York, Oxford University Press, 1965. 725 p.

For general format, follow the specifications of your Division, if available, or the Style Manual for Biological Journals (p. 1-2), which briefly explains the main parts of a paper, or the journal to which the manuscript is being submitted. Generally, a manuscript can contain: abstract, introduction, materials and methods, results, discussion, conclusions and summary, acknowledgments, and references; this is the conventional order of appearance. Please date drafts and number the pages.

ABBREVIATIONS

Abbreviations, used to save space and to avoid distracting spelling of repetitious words, should be standard and consistent within a manuscript. Refer to GPO Style Manual, Webster's Dictionary, or Style Manual for Biological Journals for acceptable forms.

A publication expected to have wide distribution to a foreign audience should generally not contain abbreviations.

Specialized abbreviations (those not generally known) are to be written in full the first time they appear, immediately followed by the abbreviation in parentheses.

Abbreviations of units of measure (see Numerals, units of measure) should be used only when they appear with Arabic numerals. Omit periods with units of measure except inch (in.). Spell out mile, liter, day, week, month, year, and three-letter units of measure.

United States as a noun is written out; when preceding a noun as a modifier, it is abbreviated, with periods and no spacing (U.S. foreign policy).

Foreign countries and foreign political subdivisions are not abbreviated, except U.S.S.R.

Abbreviate names of months, except May, June, and July, only when used with the day and year.

Do not abbreviate State names because of Bureau policy to emphasize the role of States.

AMPERSAND

Spell out "and" in Health, Education, and Welfare. Spell out "and" in Division of Research and Development. Use an ampersand when abbreviating the latter (R&D); note close spacing.

BOOK TITLE IN TEXT

Capitalize all words except articles, prepositions, and most conjunctions and underline. The style for citing a book title in the text differs from styling a reference; for the latter, see Preparation of References, pages 17 through 24.

CAPITALIZATION

Capitalize proper names.

Capitalize a common noun or adjective that forms an essential part of a proper name (Massachusetts Avenue).

Capitalize State as a noun or adjective (this is a DHEW rule).

Do not capitalize a common noun used alone as a substitute for the name of a place or thing (The Great Lakes are frozen in the winter, but the ice on the lakes melts in the spring).

Geographic Terms. A descriptive term used to denote a definite region, locality, geographic feature is a proper name and, therefore, is capitalized (the Gold Coast; the Central States; the West Coast States). A descriptive term used to denote a mere direction or position is not a proper name and, therefore, is not capitalized (north; north-central region; west Florida; the eastern seaboard).

Trade Names. Trade names and variety names are capitalized (Fiberglas); the common nouns following such names are not capitalized (Red Radiance rose; Whatman filter). Derivatives of proper names used with an acquired independent meaning are lower case. This depends on general and long-continued usage (watt; plaster of paris; petri dish; angstrom unit; pitot tube; venturi tube; roentgen).

COMMA AND SEMICOLON

In addition to the normal, grammatical uses of the comma, it is also used to separate elements of a simple series or enumeration; this INCLUDES a comma before "and," "or," or "nor" (U.S. Department of Health, Education,

and Welfare) (They were asked to straighten the chairs in the hall, scrub the kitchen floor, and prepare the dinner for the family).

For longer, involved enumerations, a colon is used, an Arabic numeral is placed within parentheses, and the series items are separated by semicolons. Capitalize the first letter only if the enumeration is a complete sentence. (There were three contributing factors: (1) the unusual length of time taken between the halves; (2) the unanticipated snowstorm, which delayed their arrival; (3) the absence of qualified referees, an event that had never occurred before. Or (1) There was an unusual length of time between halves.

COMPOUNDING WORDS

Refer to GPO Style Manual (Chapter 7), or to Webster's Dictionary.

CONTRACT REPORTS

Contractors preparing reports for the Bureau should submit camera copy for figures and for any lengthy and difficult-to-reproduce materials as part of the original report.

If lists of tables and figures are included, they are to be published.

The contractor's name is not to appear on each page of the report, or on graphs, etc.

The Project Officer's name should not appear in the byline; during the production of a contract report, it is the function of the Project Officer to guide, encourage, review, revise, and edit when necessary, on behalf of the Bureau. The appropriate acknowledgment should appear in the preface rather than the byline.

DASH

Do not use spaces with a dash (This is a DHEW rule--no spaces with dash).

FIGURES, FLOW CHARTS, SCHEMATIC DRAWINGS, etc.

Keep the text independent of the figures and tables, so that the figures, tables, and other graphics supply detailed data in support of statements in the text.

[EXAMPLE]

New York City's solid wastes may be categorized by disposition (Table 2).

In this way the reader is not forced to look at the illustrations at a particular time during his reading. Not all readers like to examine the illustrative material as they read the text; some prefer to look at the figures and tables before or after reading the text.

Figures (line drawings and graphs) should be so scaled that the type and thickness of the lines will be uniform throughout the report. Avoid hand lettering.

Ordinate copy should read up in relation to bottom of figure. Abscissa and ordinate copy should be centered and should be close to their respective numerals. When the numerals are decimals less than 1, place a zero before the decimal point. Ordinate and abscissa copy is all caps except terms of measurement, which are all lower case and in parentheses. Abbreviate terms of measurement that are part of ordinate or abscissa copy (and of legends and callouts) except liter.

When two or more kinds of lines or points are used, identify them in a legend or with callouts and arrows. All callouts and legends in figures, flow charts, and schematic drawings are all caps, except terms of measurement, which are all lower case. Use abbreviations for inch, foot, and pound (in., ft, lb) rather than the symbols. Legends should be inside the

figure. When certain conditions are specified, state them in the legend, all caps, except terms of measurement.

Crop, both vertically and horizontally, all unused areas from a figure. Show only areas that are pertinent.

Do not use footnotes with a figure. Make this material part of the legend or caption.

Start the figure title with a regular paragraph indentation, under the figure, and set fairly close to the figure itself. The word figure is caps and lower case followed by the Arabic numeral and a period. The illustration should be described in detail in a figure caption rather than in the text. End with a period. Do not use an ampersand. A source credit may follow the figure caption.

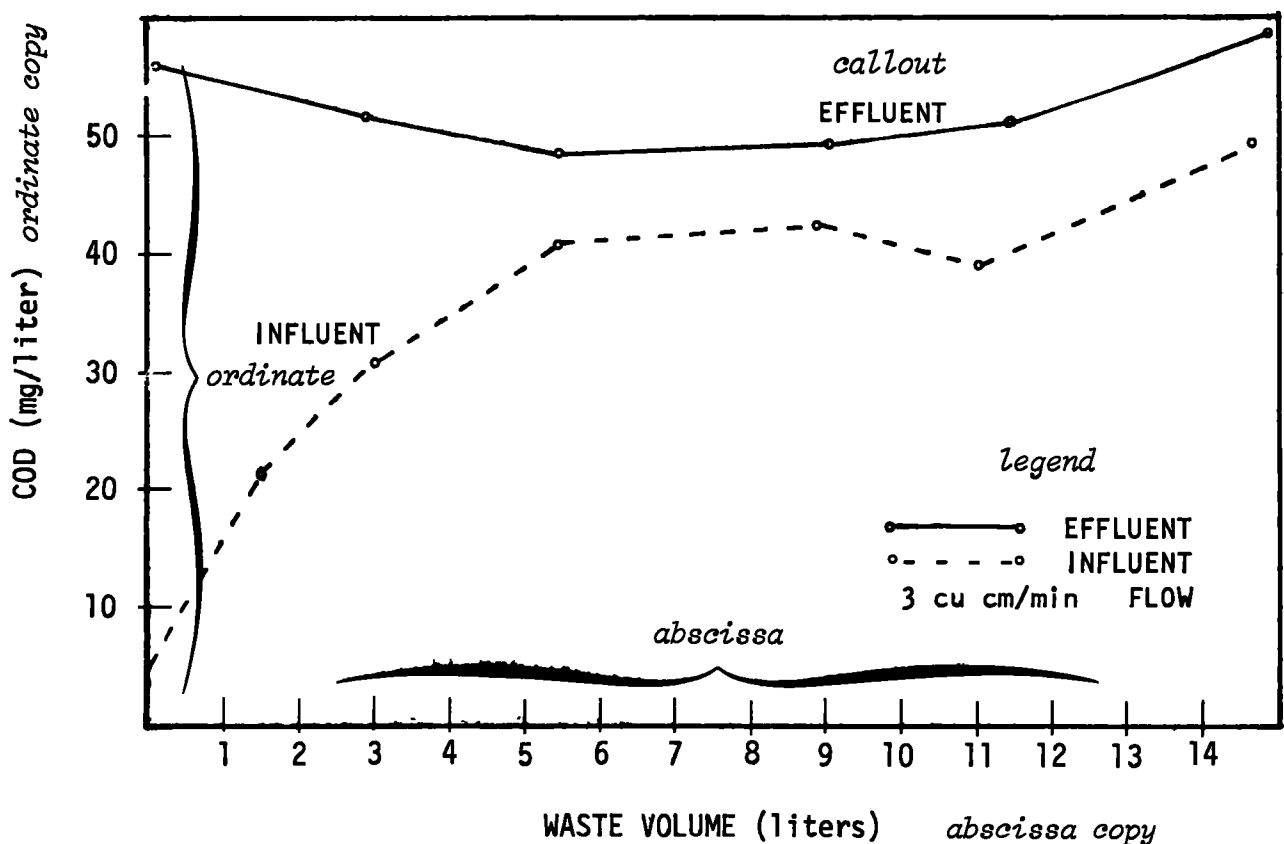


Figure 4. Daily activity at Plant B. This caption should continue with overrun lines set at left margin, single-spaced. (From . . .)

FOOTNOTES

Indent footnotes, as for a paragraph. Double space footnotes in manuscripts; single space in camera copy.

Use *, †, ‡, §, ¶, #, in this identical order, doubling or tripling these marks if additional ones are needed. Draw these symbols or consistently substitute different symbols if these are not available.

FOREWORD

The foreword presents the relationship of the document to the mission of the program, and the style is usually more formal in tone. It is almost invariably written for the Director's signature. The closing, placed at the right margin at the end of the foreword, should be

[EXAMPLE]

--RICHARD D. VAUGHAN, *Director*
Bureau of Solid Waste Management

HEADINGS, ORDER OF FOR TYPEWRITTEN PAPERS

- | | | |
|----|---|---------------------------|
| #1 | ALL CAPS | (centered) |
| #2 | <u>Caps and Lower Case</u> | (centered and underlined) |
| #3 | <u>Caps and Lower Case.</u> (Run into the paragraph with period; underlined to include the period.) | |
| #4 | Caps and Lower Case. (Run into the paragraph, with period; do not underline.) | |

HYPHENATION

Contractors and others preparing long reports that will probably be typeset by the GPO should not hyphenate words on the right margin.

HYPHENATION OF UNIT MODIFIERS (descriptors, multiple adjectives, compound adjectives)

Do not hyphenate unit modifiers when words appear in regular order and the omission causes no ambiguity in sense or sound; exercise restraint in forming unnecessary combinations of words used in normal sequence.

Use a hyphen between words, or abbreviations and words, that are combined to form a unit modifier immediately preceding the word modified, particularly in combinations in which one element is a present or past participle (collective-bargaining talks; fire-tested materials; Federal-State-local cooperation; U.S.-owned property; 2-in.-diameter pipe).

Be consistent, but note that some combinations are hyphenated as modifiers and not hyphenated as nouns (rail haul of solid wastes; but the rail-haul project).

Refer to the GPO Style Manual for further details.

NUMERALS

The Arabic numeral is used to express numbers of 10 or more, except for the first word of a sentence.

Numbers under 10 are to be spelled, except when used with units of measure (see below).

Units of measure are expressed in Arabic numerals.

Age (6 years old)

Time (4:30 pm; 10 years, 3 months, 29 days)

Dates (October 1935 (note: no commas); Mar. 6 to June 15, 1969)

Decimals (0.12 in. (supply cipher); 13.7 liters; 7.08 ft)

Degrees (angle or arc) (an angle of 57°; latitude 49°16'14" N)

Measurement (7 mm; about 10 yd (note: singular); 8 by 12 in.;

8- by 12-in page)

Money (\$3.65; 3 yen; \$3 for 200 lb; \$3 million)

Percentage (12 percent; 0.5 percent)

Proportion (1 to 4; 1:62, 500:1)

Unit modifiers (5-day week; 1-percent increase; 8-year-old wine;

2- and 4-day cultures; 5-ft-wide door)

Fractions. The Arabic numeral is used in unit modifiers ($\frac{1}{2}$ -in.

pipe; $\frac{1}{4}$ -mile run). Fractions are usually spelled

out when standing alone or followed by "of a" or

"of an" (one-fourth in.; three-fourths of a day;

one-half of a farm; but $2\frac{1}{2}$ cans).

Between two Arabic numerals, use "to" (2 to 67 days). When Arabic numerals are within parentheses or in tabular matter, use hyphen (1-10; 4-17).

When Arabic numerals contain four or more digits, use a comma, (1,468 men; 4,680 days; 1,479,987 microbes) except for common and decimal fractions, astronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.

Numbers are spelled out at the beginning of a sentence; rephrase to avoid spelling out large numbers.

Numbers expressing units of measure separated from the unit description by more than two words are spelled out (two and more separate years).

Numbers less than 100 preceding a unit modifier containing an Arabic numeral are spelled out (twenty-four 6-in. guns; but 120 8-lb kegs).

Indefinite expressions of numerals are spelled out (midthirties; in the eighties; twelvefold). "Nearly," "about," "around," "approximate," etc., DO NOT constitute indefinite expressions (mid-1856; 40-plus people; 3½-fold; approximately 40 people).

PHOTOGRAPHS AND GRAPHICS

Submit glossy prints of photographs or photomicrographs together with appropriate captions and credits on a separate sheet. Do not write on the back of photographs. Indicate area that can be cropped rather than requesting reduction.

For faithful reproduction of color photographs, submit transparencies. Color prints of the transparencies are desirable to aid in accurate cropping, enlarging, and positioning of illustrations. Consider carefully, however, the actual value of a color photograph to an understanding of the text; because of the cost factor, as well as the difficulty of obtaining CPEHS printing production clearance, the use of color photographs should be limited and be functionally justifiable.

If available, submit letter granting permission to reproduce with copyrighted graphics, together with the required credit line.

QUOTATIONS

Quotations should reproduce the original with absolute precision in spelling, capitalization, italics, and punctuation. If irregularities are

quoted, such words may be followed by [sic]. Indicate breaks in material quoted by an ellipsis (. . .). Enclose in square brackets, [], any words you insert within a quotation.

REFERENCES

Unless the manuscript is prepared for another publisher who employs a different style, follow the sequence, typographical style, and completeness of the data indicated in Preparation of References, pages 17 through 24, when preparing your own list of cited references.

Number the cited literature consecutively as each new reference appears throughout the manuscript.

Place the reference numbers after the word or statement annotated; use superior Arabic numerals placed after the punctuation, except for a dash, colon, or semicolons. (Nuclear RNS is synthesized in chromatin from DNA templates,⁴⁹ and so transferred to the nucleolus for final assembly into ribosomes.^{50,51} Nucleolar RNS plays an important role⁵²; . . .)

SIGNS AND SYMBOLS

Define all unusual symbols the first time they appear. Provide a glossary when five or more unusual symbols are used.

The percent symbol, %, is used only with a numeral within parentheses or in tabular headings; otherwise it is spelled as one word (10 percent, in text; (10%), in text; Railroad cars (%), as tabular head).

A degree symbol, °, is used only to denote arc or angle; do NOT use to indicate temperature unless this is the style of a journal to which the

report is to be submitted. To indicate temperatures, use the Arabic numeral plus C or F (72 F; 37 C; 28 to 37 C).

When a symbol is set close to the numeral, repeat before or after each numeral in a group or series (30 μ to 50 μ ; \$5.24, \$6.78, and \$57.98; ± 4 to ± 9).

SOLID WASTE

The term solid waste is singular when used as an adjective (solid waste management, solid waste disposal, etc.). *Solid waste* is an all-inclusive term; there are contexts within which the words *residential refuse*, *trash*, *garbage*, etc., may be more appropriate and less stilted than *solid waste*. If the former terms are eliminated from our vocabulary, the opportunity is lost for using the term *solid waste* with impact within those contexts when its generic or universal quality needs emphasis. Conversely, there are some texts in which repetition of *solid waste* is essential.

SPELLING AND HYPHENATION

For spelling and use of the hyphen for word division, follow Webster's Dictionary.

TABLES

Follow the style of the sample below. Avoid vertical rules whenever possible.

TABLE 6

THE TABLE TITLE IS ALL CAPS WITH NO PERIOD*,†					(double rule)		
Complete column headings	_____	Abbr. when nec.			Volume	_____	(single rule)
		Wt.	Length	%	(cu yd)		
Cap first letter of first word only Gross tonnage							(double rule)

*Source credit should appear as a footnote to the table title, as
From

†Indent the footnotes; capitalize first letter of first word only; end
footnote with period. Use the standard order of symbols. (See Footnotes.)

TYPING

(1) Title page. [See page 25.]

Title, all caps, centered, dropped 2 in. from top of paper.

Byline, caps and lower case, centered, "by" omitted, dropped 4 in.
from top of paper.

The imprint should be centered and appear as follows:

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Public Health Service
Consumer Protection and Environmental Health Service
Environmental Control Administration
Bureau of Solid Waste Management
1969

The last line of the imprint should be 1½ in. from the bottom of the paper.

(2) Page one. [*See* page 26.]

Repeat title, all caps, centered. Drop 2 in. from top of paper.

Repeat byline, caps and lower case, omit "by." Drop 3 typewriter spaces from title.

Indent first paragraph. Drop 3 typewriter spaces from byline.

Use 1 in. margins.

Indent all paragraphs.

Double space all manuscripts and speeches.

When typing manuscripts that will be typeset by a printer or publisher, do NOT hyphenate, for word division, any word on the right margin.

(3) Title pages for speeches or presentations are different than those for articles. The last two lines of the imprint (BSWM and date) are omitted, and the title, place, and date of meeting are inserted in the center of the page.

[EXAMPLE]

Presented at the National Equipment Show and Congress,
San Francisco, California, June 2 to 4, 1967.

Preparation of References

Complete and accurate references aid the reader (and his librarian) in locating source documents; inaccurate references reflect on the scholarship of the author as well as his institution and his staff.

The essential units of any reference are (1) the author(s); (2) the title of the paper, book, or proceedings; (3) the journal or proceedings, with the volume, issue number, and inclusive pages; (4) the publisher (not necessary for journal references); and (5) the date. When the original research is made, all this information should be accurately recorded from each source document.

If the manuscript is being submitted to a journal, these same elements are included, but the style should be that of the journal. If there is no style guide for the journal, check through the references for several articles in a recent issue of the particular journal. Note the placement of these elements, the punctuation between these elements, the order of the author's initials, the abbreviation of journal titles, the use of inclusive (or total) pages, etc.

For manuscripts that are to be published by the Bureau of Solid Waste Management, the references should conform to the style described below, and the first line typed in block style with runover lines indented 5 spaces.

For manuscripts in press, see the style for journals, books, proceedings, etc. Omit data not positively known. Close with (In press.) or (Accepted for publication.)

JOURNAL ARTICLE

- Author(s). Use initials only for given name. Invert initials of senior author only. Separate all authors with comma. End with a period. If no author, begin entry with title. If corporate author, give complete name.
- Title. Give exact title of article. Capitalize first letter and proper names only. Give foreign titles exactly as they were published; if you want to supply a translated title, put the supplied English title in square brackets.
- Journal title. Give complete title of the journal. Do not abbreviate. Capitalize nouns. End with comma. Underline (including comma).
- Journal reference. Use Arabic numeral for volume; omit v. Give issue number within parentheses; close up; follow with a colon. Give inclusive pagination; omit p. Close entry with a comma.
- Date. Abbreviate month, except May, June, and July. Omit comma. Give year.

[EXAMPLES]

1. Paulus, J. J., E. P. Floyd, and D. H. Byers. Determination of sulfur dioxide in atmosphere samples; comparison of a colorimetric and a polarographic method. American Industrial Hygiene Association Quarterly, 15(4):277-282, Dec. 1954.
2. Lieberg, O. S. Heat recovery from incinerators. Part 1. General considerations, refuse handling, furnaces, waste heat recovery, fly ash control, the heat balance. Part 2. Generation of service hot water and low, medium and high temperature water for space and process heating. Air Conditioning, Heating, and Ventilating, 62(6):53-57, June 1965; 62(7):73-74, July 1965.
3. Rogus, C. A. Weigh refuse electronically. American City, 72(4):128-130, 165, 167, 169, 171. Apr. 1957.
4. National Communicable Disease Center. 1967 National Communicable Disease Center report on public health pesticides. Pest Control, 35(3):13-14, 16, 18 . . . 40, Mar. 1967.

5. Black, R. J., and L. Weaver. Action on the solid wastes problem. Journal of the Sanitary Engineering Division, Proc. ASCE, 93(SA6):91-96, Dec. 1967.
6. Geiseler, G., and H. Wergin. Uber den oxydativen Abbau von Polyolefinen durch ozonhaltigen Sauerstoff. I. Kinetische Untersuchungen. [Oxidative degradation of polyolefins by oxygen containing ozone. I. Kinetic investigations.] Journal fur praktische Chemie, 25(3-4): 135-140, Sept. 1964.

BOOKS

- Author. See above. If an editor or compiler, follow name with comma and ed. or comp. Underline (including period). If corporate author is also publisher, omit as publisher.
- Title. See above. Use title as given on title page.
- Edition and volume. Use 2d ed. or 3d ed. or 4th ed. or rev. ed., etc. Close with period.
- Volume. 2 v. (for two volumes); v. 2. (for volume two). Close with period.
- Imprint. Place- give city; give State only if confusion would result without it. Close with comma.

Publisher- do not abbreviate. Close with comma.

Year- use date of the edition being referenced as it appears on the title page or reverse of title page. Do not use the date of a second (etc.) printing.
- Collation. 369 p. (for total pages); p. 383-389 (for specific pages). Close with a period.
- Series note. If a series note is given, enclose it within parentheses and close with period outside parenthesis.
- Supplement. Abbreviate (Suppl.) Close with period.

[EXAMPLES]

7. Swavely, D. D., and L. F. Hultgren, comps. State/interstate solid waste planning grants; progress abstracts, January 1969. Public Health Service Publication No. 1913. Washington, U.S. Government Printing Office, 1969. 94 p.

8. Strunk, W. J. The elements of style. Rev. by E. B. White. New York, Macmillan Company, 1959. 71 p.
9. Parr Instrument Company. Oxygen bomb calorimetry and combustion methods. Technical Manual No. 130. Moline, Ill., 1960. 56 p.
10. American Public Works Association. Municipal refuse disposal. 2d ed. Chicago, Public Administration Service, 1966. 528 p.
11. Kirk-Othmer encyclopedia of chemical technology. 2d ed. v. 6. New York, Interscience Publishers, 1963. 932 p.
12. Lipsett, C. H. Industrial wastes and salvage conservation and utilization. 2d ed. chap. 52. New York, Atlas Publishing Co., Inc., 1963. p. 296-302.
13. Black, R. J., J. B. Wheeler, and W. G. Henderson. Refuse collection and disposal; an annotated bibliography, 1962-1963. Public Health Service Publication No. 91. Washington, U.S. Government Printing Office, 1966. 134 p. Suppl. F.

PROCEEDINGS, SYMPOSIUM, SEMINAR, ETC.

Editor.	Use, if one given; see above for style.
Popular title of proceedings.	Name- give accurate title of proceedings. Capitalize all words except articles and prepositions. End with comma. Location- give location of meeting, the city and state, if necessary. End with comma. Date- give date that meeting was held. End with period.
Proceedings number.	Use, if any.
Publisher.	Use only if different from the sponsor of proceedings.
Publication date.	Use only if different from date of meeting.
Collation.	See above.

[EXAMPLES]

14. Weaver, L., ed. Proceedings; the Surgeon General's Conference on Solid Waste Management for Metropolitan Washington, July 19-20, 1967. Public Health Service Publication No. 1729. Washington, U.S. Government Printing Office, 1967. 194 p.
15. Management of Farm Animal Wastes; Proceedings; National Symposium on Animal Waste Management, East Lansing, Mich., May 5-7, 1966. St. Joseph, Mich., American Society of Agricultural Engineers. 161 p.
16. Proceedings; 1966 National Incinerator Conference, New York, May 1-4, 1966. American Society of Mechanical Engineers. 266 p.
17. Proceedings; First Annual Meeting of the Institute for Solid Wastes, Chicago, Sept. 13-15, 1966. American Public Works Association. 78 p.

PART OF BOOK OR PROCEEDING

Author(s).	As above.
Title.	Title of selection, as above.
<u>In.</u>	Use <u>In</u> , underlined, to introduce the book or proceedings in which the specific selection is found, followed by no punctuation.
Book, proceedings, etc.	See above, and follow with other information necessary to the collation.
Collation.	Use specific pages where specific selection is to be found.

[EXAMPLES]

18. Vaughan, R. D., and R. J. Black. The Federal solid waste program. In Proceedings; 1968 National Incinerator Conference, New York, May 5-8, 1968. American Society of Mechanical Engineers. p. 318-321.
19. Black, R. J. A review of sanitary landfilling practices in the United States. In Proceedings; Third International Congress, International Research Group on Refuse Disposal, Trento (Italy), May 24-29, 1965. [Temi Press.] p. 40-47.

20. Black, R. J. Solid wastes handling. In Environmental aspects of the hospital. v. 2. Supportive departments. Public Health Service Publication No. 930-C-16. Washington, U.S. Government Printing Office, 1968. p. 20-27.
21. Winkler, T. E. Discussion of The incineration of bulky refuse. II, by E. R. Kaiser. In Discussions; 1968 National Incinerator Conference, New York, May 5-8, 1968. American Society of Mechanical Engineers. p. 26.

PERSONAL COMMUNICATIONS

[EXAMPLES]

22. Personal communication. J. J. Jones, XZZ Corporation, to W. W. White, Bureau of Solid Waste Management, Jan. 17, 1968.
23. Personal communication. W. Galler, University of North Carolina, to N. L. Drobny, Battelle Memorial Institute, July 25, 1967. Data collected in conjunction with Demonstration Grant No. D01-SW-0050-1.

IN PRESS

[EXAMPLE]

24. Pearl, D. R. A review of the state of the art of modern municipal incineration system equipment. v. 4. pt. 4. In Combustion Engineering, Inc. Technical-economic study of solid waste disposal needs and practices. Public Health Service Publication No. 1886. Washington, U.S. Government Printing Office, 1969. p. 17. (In press.)

UNPUBLISHED DATA

[EXAMPLES]

25. Bureau of Solid Waste Management. Unpublished data (SW-10ts).
26. Carotti, A. Unpublished data, 1968.

27. Tucker, M. G. Biological characteristics of incinerator waste waters. Unpublished graduate student research project in CE 687 course. University of Michigan, Aug. 1967. 15 p.

MISCELLANEOUS (Supplied information is bracketed.)

28. The Solid Waste Disposal Act; Title II of Public Law 89-272, 89th Cong. S.306, Oct. 20, 1965. Washington, U.S. Government Printing Office, 1966. 5 p.
29. Solid Waste Disposal Act Amendment of 1968. Report of the Committee on Public Works, United States Senate, to accompany S.3201. 90th Cong., 2d sess., Report No. 1447. Washington, U.S. Government Printing Office, 1968. 33 p.
30. U.S. Congress. Senate. A bill to amend the Solid Waste Disposal Act [Title II of Public Law 89-272]. S.2005, 91st Cong., 1st sess., Apr. 29, 1969. [Washington, U.S. Government Printing Office.] 10 p.
31. Kudlich, R. Ringelmann smoke chart. Rev. by L. R. Burdick. U.S. Bureau of Mines Information Circular 7718 (Rev. of IC 6888). [Washington], U.S. Department of the Interior, Mar. 1955. 4 p.
32. Gillette, S. G. Apparatus for extracting magnetic objects from rubbish. U.S. Patent 2,964,184, Dec. 13, 1960.
33. Tuszynski, W., and M. Dobrzanski. Method to manufacture foam glass. Polish Patent 48847 owned by Institute of the Glass and Ceramics Industry, Warsaw, Poland. Published Dec. 19, 1964.
34. American Society of Mechanical Engineers Incinerator Committee, Midwest Section. Minutes of meeting, Chicago, June 3, 1966.
35. LaHaye, P. G., General Electric Company. Statement before the National Coal Association Technical Sales Conference, Pittsburgh, Sept. 14, 1966.
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PRIVATE CONTRACTOR OPPORTUNITIES IN THE SOLID WASTES PROGRAM

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Ralph J. Black

The privilege of participating in a technical session of the National Refuse Equipment Show and Congress is especially appreciated by me as a representative of the Solid Wastes Program. This is the first time anyone associated with the Program has had a chance to discuss its significance for your industry on an occasion of this importance.

This discussion is necessary because what this Program is doing to solve problems of pollution from solid wastes has great potential for and, indeed, is now creating and expanding opportunities, however, without information. My function here today is to supply some of that information by indicating where we in the Solid Wastes Program think your opportunities may be found.

We begin with the basic premise that the private disposal industry is a vital element in the national campaign against contamination from solid wastes. This Show and Congress is persuasive evidence of that fact. If, however, further evidence is needed of both the capacity and the desire of this industry for meaningful participation in the Solid Wastes Program, I call your attention to a meeting held in Washington recently.

This meeting of Program representatives and the board of directors of the National Council of Refuse Disposal Trade Associations was arranged