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THE ENCYCLOPEDIA FACTBOOK SERIES

THE FIRST SECTION OF A CIRCULAR
OFFERING SUGGESTIONS ON COMPILATION
OF DATA, AND ON WRITING AND EDITING
MATERIAL FOR A STATE FACTBOOK.

DEPOSITORY

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W. P. A. Technical Series
Community Service Circular No. 7
Writers' Program Circular No. 4

AUGUST 26, 1940

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
Division of Professional and Service Projects
Washington, D. C.

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FOREWORD

Herewith are chapters I to VIII of the Writers' Program Technical Circular No. 4, a work manual for the Encyclopedia Factbook Series announced in Professional and Service Letter No. 68.

Like other project activities, work on the factbooks must be covered by a REQUEST FOR WRITERS' PROJECT ACTIVITY, DPS Form 18, to be approved in the State and national offices and should be included in the description of project activities.

This release contains (1) an Introduction, (2) General Instructions, (3) a tentative Table of Contents, and (4) detailed instructions on the treatment of items under two of the proposed chapters of the books.

The manual will be released in chapters, in numerical order as released, each chapter covering the treatment of a specific item or aspect of work involved in preparation of the factbooks. This will enable projects to start work at once on the factbooks. The manual chapters will not necessarily cover the topics of the factbooks in the sequence in which they appear in the tentative table of contents. Much more technical advice will be required in preparation of instructions of certain parts than will be required in others; these chapters will, therefore, appear later in the series. The chronological sequence of steps in preparation of the factbooks shall be determined by the State Supervisors' of Writers' Projects.

F. C. Harrington
Commissioner of Work Projects

FACTBOOKS MANUAL

INTRODUCTION

- Chapter I TENTATIVE TABLE OF CONTENTS FOR FACTBOOKS
- Chapter II GENERAL INSTRUCTIONS
- Chapter III TREATMENT OF HISTORY -- HISTORICAL CHRONOLOGY
- Chapter IV TREATMENT OF HISTORY -- BIOGRAPHIES
- Chapter V TREATMENT OF CHARTERS AND STATE CONSTITUTIONS
- Chapter VI MISCELLANEOUS HISTORICAL DOCUMENTS
- Chapter VII STATE NAME, EMBLEMS, POETS, HOLIDAYS
- Chapter VIII CENSUS BUREAU REPORTS

INTRODUCTION

The purpose of the factbooks is to supply teachers, students, public officials, editors, and the general public with a uniform series (one volume for each State) of inexpensive reference books that can be readily and frequently revised and that will contain the basic material on the history and social, economic, and political life of the States. The volumes will unite material now available only after search through many publications and documents.

The factbooks will depart from the usual pattern of yearbooks in that they will have functional approach and topical development. They will not be directories to State officials, hit-or-miss compilations of statistics, or guides to points of interest. They will contain no photographs, because of the cost of reproduction, and possibly no maps except those showing congressional and judicial districts and county boundaries. There also will be a few charts showing governmental organization.

Instructions on coverage of the various topics will as a rule be set forth in the following manner:

1. A general discussion of the problems involved
2. Specific instructions on treatment
3. Suggestions on sources and consultants
4. Examples of treatment

CHAPTER I

TENTATIVE TABLE OF CONTENTS FOR FACTBOOKS

The arrangement of material within the topics is subject to some change, and there may be additions and rearrangements after technical consultants have made their recommendations.

The tentative table of contents for factbooks is as follows:

I. THE LAND

Physiography - area, boundaries, elevations, flora, fauna, natural resources; conservation, reclamation

II. THE PEOPLE

Population, Racial and national elements and their distribution, age and sex groups

III. HISTORY OF STATE

Historical chronology; biographies of all governors and U. S. Senators; words and history of State song; State flower, motto, flag, seal, nickname, with dates of adoption. Miscellaneous documents.

IV. CHARTERS AND STATE CONSTITUTIONS

V. GOVERNMENT

Federal services and how to take advantage of them. The Federal judiciary in the State, and its functions. State government and its subdivisions, including school and other special districts; departmental functions; names of chief officials; State institutions; governmental peculiarities; State finances and financial structure.

Inter-State authorities (sewage and port districts, etc.), political parties - brief history; primary and election laws, poll tax, citizenship laws, election results.

VI. THE COUNTIES

Government and finances, list of counties and their sets, date of erection of counties, names of counties from which formed if not original counties;

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date of county court sessions; date of county fair and date of its organization, special fair attractions; libraries, hospitals, and other institutions serving counties; county population and its distribution.

VII. MUNICIPALITIES

Brief general description of State municipal set-up and explanation of how financial items can be interpreted. List of municipalities with elevation of each, 1930-1940 populations, transportation approaches (by code), date of settlement and charters, indices of wealth and indices of poverty, manufactured products for other than local distribution, types of public utilities (by code); type of local government, chief executive's term and salary.

VIII. AGRICULTURE

Summary of development with statistics on farms, farmers, products and their value, types of farm-lands; development of planned use of land.

IX. COMMERCE, INDUSTRY, LABOR

Summary of development of transportation, list of all railroads that have operated in State with dates of charter, construction, consolidation. (Initials will be given for those still in operation to provide key to approaches in municipalities.) State highway development, with mileage by types of improvements, cost of construction. Bus, truck, and water shipping, and airline service. Summary of development of commerce and industry with statistical data on value of industrial products, people employed in each industry.

Dates of labor organizations; labor laws including special privileges to veterans, list of important strikes with reason for and results of each.

X. EDUCATIONAL AND CULTURAL ACTIVITIES

State system of education, list of higher institutions with dates of charter, opening, and departmental expansion, number of students and faculty; statistics on education and literacy. Lists of institutions - museums, orchestras, lecture circles with basic data; lists of outstanding authors, musicians, artists whose names are associated with the State, their birthplaces and achievements; lists of places providing locale for novels, plays, poems.

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XI. RELIGIOUS AND SOCIAL INSTITUTIONS

Summary of establishment and development of religious bodies with dates of founding of first congregations of principal sects; congregation memberships by age groups and sects; value of church property; secular activities.

Laws and statistics on divorce, marriage, birth control, inheritance, and status of women. Burial customs and expenditures.

XII. NEWSPAPERS

Number, distribution, circulation, chain ownership, political affiliation..

XIII. MOTION PICTURES AND DRAMA

Number of motion picture houses and legitimate theaters, lists of places where movies have been made; name and birthplace of dramatic and motion picture stars; list of little theaters.

XIV. RADIO

List of radio stations, call letters, ownership, chain affiliation, innovations, policies.

XV. PUBLIC WELFARE

Housing statistics, special laws; public health program and facilities, morbidity and mortality by age groups and by disease and accident; social security statistics and digest of laws; crime and punishment with list of notorious cases.

XVI. SPORT AND RECREATION

National and State parks with facilities, etc. Sport records.

XVII. ORGANIZATIONS

Names and addresses of State-wide organizations, date of founding, purpose.

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CHAPTER II

GENERAL INSTRUCTIONS

Order of Factbook Work

Study of Instructions This work manual is written for the worker on the job, not merely for the supervisors; it is a practical instruction book, not a reference book to be filed among administrative papers. Every worker on the factbook, clerical and research as well as editorial, should study every section of the manual and each should have a copy of the instructions covering the work the work to which he is assigned.

It is suggested that a meeting of the factbook staff be held after each section of the manual is received to discuss its contents and the work procedure. Isolated field workers should also study the instructions carefully and discuss with field supervisors points that are not clear. Every research worker should know why he is asked to collect this and that fact; every typist should know why she is asked to copy material in special form.

If manual instructions are not clear, or do not cover special State problems, it is urged that supervisors immediately ask clarification or advice from Washington, in order to save the time and energy wasted when work has to be redone. Comments and suggestions from State workers will be welcomed and may be passed on to other States.

Review of Material in File Much material to be used in the factbooks is already in the State Editorial File. Before work on the factbooks begins, the staff should survey this material and the Control Index (see Writers' Program Technical Circular No. 3) to discover what is available and whether all items have adequate documentation. (see subsection on sources of material for what is considered adequate documentation.)

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Assignments It is advisable that editorial assignments be made only after instructions for covering the individual topics have been received.

Completion of Manuscripts It will be possible to complete coverage of some topics as soon as instructions are received; only part of the work can be done on others before census and similar reports have been made. It is urged, however, that as much work as possible be done on all topics as soon as instructions for their treatment are received, and that all manuscripts be brought to the point where the books can be completed rapidly when the final data are available. This will prevent the last minute prepublication rush.

A manuscript, when referred to in this circular, will mean the copy for a signal topic. Each chapter of the factbooks will cover several topics.

Wordage of Factbooks

Wordage cannot be set at this time. The factbooks will differ in size from State to State, according to population, age of the political unit, and other factors. It is therefore exceedingly important for each project to keep a wordage record sheet arranged to follow the table of contents. This will enable the staff to see at a glance whether space will permit the inclusion of items of secondary importance.

The word counts must be accurate, not estimated.

Adaptation of Instructions to Fit State Conditions

Terminology The work manual will use common terminology for governmental units but editors should translate the terms into those officially recognized in the States, and adhere to the official terms throughout their factbooks. For example, the manual will use "State"

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in referring to the major political subdivisions of the Union; but four of these subdivisions are officially commonwealths, and should so be referred to. The "county" of most States is called the "parish" in Louisiana. The legislature in many States is called the "General Assembly," and in Massachusetts is the "General Court." Incorporated communities in most States are called either cities or towns; but Pennsylvania divides its municipalities into cities and boroughs - and the chief executive of a borough is usually a burgess. In all States but those of New England the townships, political subdivisions of the counties, usually contain one or more incorporated communities; but the township of New England is called the town and the villages within it are not incorporated (unless they have been given the status of cities). Only one State has an unusual official name; what is usually called the "State of Rhode Island" is officially the "State of Rhode Island and Providence Plantations."

Also, if certain nonofficial terms are widely used in State, these terms should be used in the State's factbook. For example, if a collection of sheep is called locally "band," that term, rather than "flock" should be used; and "ranch" can be used for "farm" if that is State custom.

Content Some sections of the instructions will not be applicable to all States. A list of mountains with their elevations may be included for a mountainous State, but a list of hills and their elevations would be a waste of space in a book on a prairie State - in such States a simple statement of the highest, lowest, and average elevation will be quite sufficient.

Some items of peculiar interest to certain States may not be included in the outline; staffs are requested to call the attention of the Washington office to these omissions so that instructions can be prepared for their handling.

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Exceptions will have to be made to some rules in order to meet problems peculiar to certain States; these will be dealt with by correspondence. For example, theoretically the section on communities will be confined to those that are incorporated; but in a few States there are municipalities that no longer have actual existence, while other communities of considerable size and importance are unincorporated. (The treatment of communities will be covered in an early section of the manual.)

Factbook File and Records

(Refer to Writers' Program Technical Circular No. 3)

A Special Publications File, to be called the Factbook File, will be set up in each State. This manuscript file will be divided into two major sections, each of which will follow the sequence of the factbook table of contents. One section will hold material in course of preparation, and the other the ribbon copy and carbons of completed items. No manuscript should be considered complete until a letter approving the final manuscript has been obtained from the person who stands as official sponsor for it. (This point is explained in the section on consultants.)

A special Factbook Record should be kept on 7 X 9 cards, with one card for each manuscript. Like the Factbook File, the Factbook Record will follow the sequence of the table of contents and will be subdivided by chapters. It will contain a card for each manuscript to be included in the book. When the book is completed this Record File will give a complete history of every manuscript, including names of workers at various dates and of all consultants. It will also contain the dates of correspondence with consultants, the dates when manuscripts were forwarded to consultants and returned.

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If the Record File is flagged when manuscripts and queries are sent to consultants it will provide a simple and efficient reminder system for unanswered letters and unreturned manuscripts. The flagged cards should be examined weekly as a matter of routine for follow-ups; the amount of time that should elapse before such a follow-up is made depends, of course, entirely on the judgment of the editor or supervisor.

The Factbook Record is very easy to maintain but is extremely important for the following reasons:

1. It safeguards against loss of manuscript and also duplication of effort incident to the inevitable changes of personnel.
2. It clearly places responsibility for work on individual manuscripts if errors are discovered after publication.
3. It gives a record of manuscript history and consultants that will be valuable when the time comes for book revisions. (Records of consultants and workers attached to the prefinal manuscripts are sometimes buried after publication in inactive files which may be in storage.)
4. It provides an efficient basis for progress reports.
5. It provides an editorial correspondence check.
6. It helps to prevent the sending of different workers to the same consultant.

The information on the individual cards will vary with the topic; in deciding what should go on the cards it should be kept in mind what information would be most useful to a person called on the complete interrupted work.

Sources of Material

Whenever possible, the work manual will indicate the source to be relied on for information on each topic. The published books will carry credit lines on major sources.

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Official systems of reporting in various fields differ so widely from State to State that certain Federal agencies have established a uniform system of reporting in their fields to obtain comparable data; such Federal statistics when available will take precedence over all others.

Material dealing with federal activities and services in the States will be largely compiled in Washington and will be sent to the States, in order to lessen the amount of work to be done by the States' staffs and to save the time of Federal officials.

It will be impossible to indicate the reliable sources of all State historical material. Certain principles, however, should be kept in mind:

1. Secondary sources should never be used if primary sources can be found. Even official publications are not necessarily accurate - numerous errors on State history have been found in some State legislative manuals. No quotations from documents found in any publication should be used if the matter can be copied from the original document. This applies even to the State constitutions as issued in official publications.

If the prefinal copy is handwritten, it is particularly essential that the typewritten copy be proofread against the source.

The prefinal manuscripts of all compilations should be completely documented; each date and statement should be numbered on the prefinal manuscript and the numbers should be cued to an attached list of sources. (No footnotes for sources, or detailed lists of sources, will be published.) The list of sources attached to the prefinal manuscript should bear the dates on which the work was begun and completed, and the name of the responsible worker. When reference is to published material, it is essential that the list of references bear the full title of the reference work, the name of its author, the date of publication, and the number of the page where the material was found.

When material is obtained orally, the full name and address of the person supplying the information should be given on the source list and there should be a brief notation to indicate why his statement is considered reliable. If he holds public office and is giving information on that office or matters connected with it, only his title need be noted; if he is considered authority on a subject because of special

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research on it, there should be a reference to a publication he has written; if his statement is made as an eyewitness, this should be stated.

2. Much historical research done in recent years has controverted long accepted data; even dates of considerable importance have been found erroneous by such agencies as the Survey of Federal Archives and the Historical Records Survey. Old volumes on history, and even those of recent years, contain numerous errors. Workers should therefore be very guarded in using all undocumented or lightly documented publications, such as those of the historian H. H. Bancroft; and they should endeavor to consult the sources to which the documented volumes refer, since even the best historians occasionally make mistakes in transcribing and interpreting source material. Newspaper articles give useful leads to facts but cannot be considered source material.

The Writers' Projects should work in close cooperation with the research projects of the Work Projects Administration and other Federal agencies in their States and prevent waste of time and effort by discovering how much check of source material has been done by these projects. A very large part of the historical material on counties has already been examined by the Historical Records Survey. In addition to projects of the Division of Professional and Service Projects, various departments of the Work Projects Administration have done research; workers of the Writers' Project office should consult the volumes of the Index of Research Projects, and the issues of the Bibliography of Research Projects Reports, which have been issued by the Work Projects Administration for material on their own States.

Consultants

As in other project work, consultants will play an important role in compilation of the factbooks. They will be in three categories:

1. Contributing Consultants - Some officials may be asked to contribute the sections in their fields. The contributed sections will be credited at the head of the article in this manner: "Source: J. B. Evens, State Treasurer."
2. Approving Consultants - Some authorities will be asked to give formal approval to sections compiled by project workers. Their services will be acknowledged thus: "(Approved by S. Y. Zander, Justice of the Court of Appeals)"
3. Advisory Consultants - This, the largest group, will be composed of those who are called on for minor service, such as verification of a single item in the chronology. As they will bear no responsibility for the published material, it will not be necessary to acknowledge their service individually. (It would, of course, be impossible to find space to name all consultants.)

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Each project office should have a Consultants Record. The cards in this file should carry the date of each consultation, the name of the worker who has made the visit, the topic discussed, and a reference to the report of the visit. No project worker should call on a consultant without examining this record and discovering whether another worker has already made the same inquiry. A common complaint of consultants in the past has been: "You are the third person from the project who has come to ask me this same question in the past two years."

As far as possible a single worker should handle all consultations with any one advisor.

There should be a record of the results of each consultation - merely brief notes - and if possible the notes should be made during the interview and approved by the consultant. This will prevent waste of the consultant's time.

Interviews with technical consultants should be handled by workers having some understanding of the consultant's field. Consultations by workers in fields with which they are unfamiliar often have to be repeated, with consequent strain on the patience of busy professional people. If a worker has to go to a consultant with whose field he is unfamiliar, it is suggested that he be provided with a simple outline of the information sought. In such cases, it is particularly important that the answers be written down and approved during the consultation.

Submission of Copy to Washington

No press copy will be sent to Washington until the books have been completed.

Two carbons of each manuscript should be sent to Washington as soon as it is completed. (Do not wait to complete each chapter before sending

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in copy.) The carbons should be accompanied by a carbon of the approving or contributing consultant's letter of approval, which must be given on the final manuscript, not the prefinal.

Sample sections of copy may be sent to Washington at any time for editorial advice, or may be requested by the National Office.

Preparation of Press Manuscript

Some parts of the factbooks can be completed as fast as working instructions for them are issued; other sections can be only partly prepared, with space left for information that may not be available until the books are nearly ready for press.

1. Manuscript paper should be $8\frac{1}{2}$ by 11.
2. When coverage of a topic has been completed, one ribbon copy should be made on bond paper and five carbons on onionskin. Great care should be taken to see that all carbons are clear so that there is no danger of mistaking one figure for another - a 3 for an 8. This means that typewriter type must be kept clean and that fresh carbon paper of good grade must be used.
3. The completed manuscript should not bear any notations that are not to appear in the printed book - that is, the date of completion and names of editors and compilers should not be on the final manuscript.
4. Each manuscript should bear the name of the State and the section and subsection titles before the page number at the right corner of each page. (Abbreviations may be used on all but the first page.) Each manuscript will be individually numbered; when the many manuscripts are finally assembled for press, the whole will be neatly renumbered by hand with red pencil to give a single number sequence.
5. As each manuscript is completed, its wordage should be counted and the count should be written with a hard pencil on the upper left corner of the first page of the ribbon copy and also of each carbon. These counts must be exact, not estimated. (Special instructions will be given later for the counting of tabulated materials.)
6. All material should be double-spaced, regardless of the type in which it is to be set and should run 28 - 30 lines to a page.

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7. Clips should be used in fastening manuscripts together; clamps should not be used and sets of manuscripts should not be bound into volumes. No fliers should be attached to the pages and no material should be pasted on, either as replacement or to lengthen a page.
8. No material should be indented or given other special treatment except as indicated in the work manual.
9. Leave a one-inch margin on all sides of the typed page.
10. In running text, indent the first line of each paragraph five spaces.
11. Proofread all copy carefully, when possible against the original material; when tables have been copied from a standard source, such as the tables of the Census Bureau, proofread against the printed tables. Guard carefully against the transposition of figures, the substitution of 3 for 5 or 8, and similar typing errors.

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CHAPTER III

TREATMENT OF HISTORY - HISTORICAL CHRONOLOGY

General Discussion There will be no essay on State history in the factbooks. History will be handled primarily in a detailed chronology. This section will be supported by topical material arranged chronologically in other sections of the book. Therefore the following items, included in the State guide chronologies, will not be given in the historical chronologies of the factbooks: population, governors, establishment of colleges, churches, and other institutions.

The modern approach to history will be used in the compilation of the chronologies: though the basic data on exploration, settlement, Indian treaties, and political and military history will be included, less important data in these fields will be omitted to enable coverage of the social, economic, and cultural aspects of life in the State. The chronology should not be a catch-all of miscellaneous items, rather, it should provide an orderly account of the development of the State as a whole. Moreover, the chronology should contain enough material on national, and even international conditions to clarify the relationship of local events to outside conditions. (Note mention of Crimean War in example ahead.) If a State previously Republican went Democratic in a year when the Republican National ticket was elected, the chronology might explain:

"Nov. 6 State elected first Democratic Senator and Congressman because of Republican stand on silver purchases.

Nov. 8 Three leading silver mines closed after drop in price of silver."

It is particularly important to note the time when industries and products later important in the State first made their appearance

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in the State - the first commercial fruit crop in a State now producing large quantities of fruit, the first steel mill in a State now prominent as a steel producer, introduction of the cyanide flotation process in silver and gold mining States, the first crop of tobacco in a tobacco State, the first cotton crop in a cotton State, the first resort in a tourist State. Give dates when crops and industries formerly important appeared and disappeared. Note also disasters that have resulted in legislation of importance - and note the legislation at its proper place in the chronology.

The first advance in each field of transportation should be included - the first publicly maintained road, the first modern paved road, the first boat service (other than ferry), the first canal, the first railroad put into operation (not the first chartered), the first motor car, the first air-mail service. (Be specific, give exact date, length of route, name of carrier, names of terminals, name of the motor car, and town in which operated.) Also, it is important to note the introduction of processes and devices displacing man power - power looms, glass moulding, strip steel, cotton pickers.

Further, the chronology should contain items of the kind that indicate significant current trends. Among these items, formerly omitted from histories as unimportant, might be popular campaign slogans, estimates of the number of speakeasies during various stages of the prohibition period, the first musical and art societies, mass meetings showing high public feeling on current issues (not political campaign meetings), the first social club and first country club, the first golf course. Particularly significant are items showing when innovations and inventions influencing the standard of living were adopted - the first sewage system, the first water works, the first upstairs plumbing, the first

water-closet, the first bathtub with running water, the first air conditioning.

Note: It would be well to test the authenticity of all "firsts" by sending a list of them to State newspapers with the announcement that the corrections are requested. Features of this kind are always welcomed by editors and provide the project with valuable publicity.

Compilation of a chronology of this type calls for a wide range of knowledge and much discrimination, as well as imagination. Properly conceived and executed the chronology is a brief summary of everything that has been important in State life.

Specific Instructions Specific instructions in the preparation of the historical chronology are as follows:

1. Title of section: HISTORY OF STATE (give State name)
2. Credit line to be inserted directly below title:
(approved by name, title)

Great caution should be exercised in selecting the Approving Consultant. It would be very unfortunate if a consultant were told that his name would appear in the book and it was then discovered that he did not approve of the modern approach to history. If such a mistake should occur, it would be better to find a new consultant for the section rather than cut out items of genuine significance. On the other hand, objections of all consultants should be seriously considered as there is always the danger in this type of chronology of inserting mere curiosa.

3. Wordage should not be less than 5,000 or more than 20,000. The length of the treatment will depend largely on the number of years since the area was settled. The wordage should be carefully distributed through the years. For example, if the colonial period covers half of the political unit's existence, it should not have more than half the wordage of the chronology.
4. The year will be centered.
5. In order to provide the setting for State events, the first item for each year, in italics, will be a running summary of national economic conditions. The material for these summaries, which should not be more than a line or two in length, can be found in Business Annals (1926), prepared by the National Bureau of Economic Research of New York City.

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Material covering years since 1926 will be sent out later by the National office. The summaries in Business Annals begin with a single line analyzing the year as a whole, which is followed by specific items such as the condition of agricultural and money markets. The general analysis is all that is needed in the factbooks though occasionally some item of particular importance to the State may be noted. (For example, see section on imaginary examples.)

6. Every item should be tested with the questions when, who, where, and why. If an explorer entered the territory exactly when did he arrive, what was his full name, where did he go, and why did he come? If a battle was fought, when did it begin and end (June 2-4), where was it fought, and what were the results? If a battle with Indians, was it caused by treaty violation? Obviously, not every item can have answers to all these questions, and in some cases it is not important to answer all, even if the material is available. The first bathtub was in the Blank House in Smithtown in such and such a year but the name of the hotel's proprietor does not matter; the item itself is important if the installation caused other hotels to instal similar accommodation or if, before long, home owners followed the example set by the hotel proprietor. The name of the first automobile is important, but rarely the name of the first man to own one.
7. Conjectures have no place in the chronology; even though numerous historians have suggested that the explorer Sam Jones perhaps set foot on a corner of the territory at some early date this item should be omitted from the chronology. It is permissible, however, to indicate that the tide of exploration began to move toward a region in a certain period.
8. Every item in the chronology should be checked for authenticity against the results of the most recent research. No item or date should be accepted merely because it has appeared repeatedly in histories and official publications.
9. No matter how important a man or event, it should be assumed that some people who use the chronology will not know about them. Therefore, the first time a person is named in a chronology, he should be identified by his first name or by initials and also by title or descriptive phrase; and enough description should be in notations of events to clarify the reason for their inclusion. Thus: "E. B. Smith established the flour mill at Minneapolis that developed into the Smith Corporation plant," not "Smith established his first mill."

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10. Items of minor, or merely local importance should be omitted. These include the establishment of grist and saw mills - very simple utilities common to all communities - unless the mills were the nuclei of plants that became important outside the local area. Minor military skirmishes should also be omitted.
11. In giving items on settlement carefully observe the distinction between settlers and temporary inhabitants. The establishment of a trading post was not necessarily the beginning of settlement; a trader may have come back year after year to the same cabin and still not have been a settler. The first settler in a State or region was the man who expected to stay and recorded his claim to the land.
12. Keep in mind that the chronology is for reference purposes and that the person using it may know the event for which he is seeking but not the year. For this reason, the key-word should be near the beginning of the statement. This occasionally results in sentences that are somewhat awkward but convenience is of first importance. Thus: "At Bent Landing, 2,600 Union troops commanded by Gen. A. B. C." is a better beginning than "General Jones commanding 2,600 defeated at Bent Landing."
13. Observe chronology within the year. If a definite date cannot be ascertained, or if the event covered several weeks, place the item in its approximate order between dated events. If, for example, definitely dated events took place on February 6, March 1, May 21, July 10, and October 31, and there is an event that probably took place in April, or that covered an indefinite period in the spring, it should appear in the chronology between the events on March 1 and May 21, and the notation should begin "During the spring..." If the item cannot be placed in any particular season, as in the case when a crop has gradually declined in importance, place it at the beginning of the yearly notations.

Sources and Consultants The primary source of material on State history is the public records; therefore, the reports of the Historical Records Survey and the Survey of Federal Archives should be consulted constantly and the supervisors of these projects should also be consulted on points not covered by reports. The completed sections of the chronology should be submitted to the supervisors of these and other WPA research projects, as well as to non-WPA consultants, for suggestions and review. Many of the items in the factbook chronology will not be found in public

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11. In giving items on settlement carefully observe the distinction between settlers and temporary inhabitants. The establishment of a trading post was not necessarily the beginning of settlement; a trader may have come back year after year to the same cabin and still not have been a settler. The first settler in a State or region was the man who expected to stay and recorded his claim to the land.
12. Keep in mind that the chronology is for reference purposes and that the person using it may know the event for which he is seeking but not the year. For this reason, the key-word should be near the beginning of the statement. This occasionally results in sentences that are somewhat awkward but convenience is of first importance. Thus: "At Bent Landing, 2,600 Union troops commanded by Gen. A. B. C." is a better beginning than "General Jones commanding 2,600 defeated at Bent Landing."
13. Observe chronology within the year. If a definite date cannot be ascertained, or if the event covered several weeks, place the item in its approximate order between dated events. If, for example, definitely dated events took place on February 6, March 1, May 21, July 10, and October 31, and there is an event that probably took place in April, or that covered an indefinite period in the spring, it should appear in the chronology between the events on March 1 and May 21, and the notation should begin "During the spring..." If the item cannot be placed in any particular season, as in the case when a crop has gradually declined in importance, place it at the beginning of the yearly notations.

Sources and Consultants The primary source of material on State history is the public records; therefore, the reports of the Historical Records Survey and the Survey of Federal Archives should be consulted constantly and the supervisors of these projects should also be consulted on points not covered by reports. The completed sections of the chronology should be submitted to the supervisors of these and other WPA research projects, as well as to non-WPA consultants, for suggestions and review. Many of the items in the factbook chronology will not be found in public

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documents and for these the compiler must use the most reliable sources and check what he finds with consultants.

Although newspapers cannot be relied on for facts, a methodical study of the files, year by year, will provide many items of significance that have been ignored in histories giving most of their attention to political and military events.

The following books in addition to those on the approved State bibliographies offer suggestions on items that do not appear in the old-fashioned histories:

The History of American Life Series, edited by Arthur M. Schlesinger and Dixon Ryan Fox
Main Currents in American Thought (1927) by Vernon Louis Parrington
The Rise of American Civilization (1933 ed.), by Charles and Mary Beard
The United States: A Graphic History (1938) by Louis Hacker
Only Yesterday (1931), by Frederick Allen
Since Yesterday (1940), by Frederick Allen
Our Times, 6 vol. by Mark Sullivan
The American Hotel: An Anecdotal History (1931), by Jefferson Williams; valuable for material on plumbing and living standards

Consultants of many kinds will be needed for the chronology. Commercial and trade organizations can render valuable aid in verifying material in certain categories.

Example An imaginary historical chronology is as follows:

1855

Depression of early part of year caused as closing of Russian ports by Crimean War created demand for American wheat.

Jan.-Feb.	Bank failures continued; 16 in various parts of State.
Feb. 17	Birmingham <u>Sun</u> accused Gov. George Cooler of helping Central Bank of Birmingham to hide insolvency until B.P.R.R. funds had been deposited.
April	Large numbers of covered wagons moved westward over National Road as closed factories and foreclosure of farm mortgages caused emigration, largely to Iowa and Kansas.

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- May 25 Hotel Belmont completed installation of first elevator in State; such large crowds came to test the device that saved walking up three flights of steps that police had to be called to keep order.
- June 7 Gov. Cooler started re-election campaign with slogan "Keep cool with Cooler"; Republican candidate A. S. Simms said slogan should be "To cooler with Cooler."
- July Large English orders for wheat; fewer farm mortgage foreclosures.
- July 31 Export tonnage for month at Port of Birmingham increased 250,000 tons over July, 1854.
- August 20 York City Musical Society announced organization of State's first chamber music group and asked subscriptions to winter series of 10 concerts.

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CHAPTER IV

TREATMENT OF HISTORY - BIOGRAPHIES

The number of biographies that can be included in the Factbooks is seriously restricted by total wordage possible for the books. Because of the nature of the volume, all public officials in two categories - governors and United States senators - will be covered, and a few other people of note.

Specific Instructions Instructions to be followed in the preparation of biographies are as follows:

1. In selecting details to be included in each biography, editors must consider their value from the standpoint of the average person using the reference book. The following seem essential: Full name, full birth, and death dates, birthplace, age at entrance to State if the subject was not a native, educational and professional experience, record of service in public and private office, professional or business experience, party affiliation, special contributions to history if any. In cases where an official has been impeached or been refused admission to office, the reason for the action should be quoted, if possible. (See example ahead.)
2. This subsection of the history chapter will be divided into three parts, each with its own title, respectively, (1) Governors, (2) United States Senators, and (3) Other pre-ominent citizens.
3. The credit line will be the same as for the chronology, though the approving consultants need not be the same.
4. Wordage of the section will vary from book to book, according to the length of each State's history.
5. Arrangement of the biographies will be alphabetical. In the section devoted to governors each name will be preceded by a figure or figures to indicate the order of succession. If, for example, the second governor served three terms, was defeated for re-election, then returned for one or more successive terms, his biography will begin: (2-4) SMITH, JOHN GRAYES (.....)

To explain the meaning of the figures in the section on governors, the following statement should be placed below the credit line for the sections:

"Figures preceding names indicate order of succession."

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6. Before biographies in the third category are written, the names of people selected for a place in it should be submitted to Washington for editorial comment. Since the number of biographies that can be used in this category is limited, not more than 20, selection will be very difficult. Citizens who have been President of the United States will, of course, be included. A few States may include one or two men who have had unusually long and distinguished careers in the lower house of Congress. Every effort should be made, however, to give the limited space to men and women whose contributions have been neither military nor political. Among citizens of importance are Oliver W. Holmes, whose decisions and dissents as a Justice of the United States Supreme Court have an outstanding place in the history of the U. S. Constitution as an instrument of democracy; Eli Whitney, whose invention of the cotton gin was less important than his contribution to the mass-production system; Susan B. Anthony, who firmly established the movement that gave American women the same legal rights as men; John D. Rockefeller, whose organization of the oil industry had a profound effect on the American business structure; Booker T. Washington, whose efforts to promote Negro education greatly helped to raise the social and economic status of his race; Walter B. Cannon, whose research in physiology has had profound influence.

Sources and Consultants Public records are a primary source in biographical research, though the recording of births and deaths is even now incomplete. Parish and church records are frequently more useful in checking on people of the past. The official records give data on public office. Autobiographies, whether books or summaries prepared for Who's Who and similar publications, are not reliable, even in the matter of birth dates.

One of the most reliable reference works on members of Congress, at least on facts connected with that body, is the Biographical Directory of the American Congress, 1774-1927, published by the 69th Congress as House Document 783. There is a copy of this large volume in every State library.

Numerous consultants will be needed for the biographies, particularly those in the third category.

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Examples Examples of historical biographies are as follows:

1. A congressional biography.

"CANNON, JOSEPH GURNEY (b. Guilford County, N.C., May 7, 1836; d. Danvill, Ill., Nov. 2, 1926); moved to Illinois 1840; attended Cincinnati Law School; admitted to bar 1858; began practice in Tusceda, Ill., 1859; a State's attorney 1861-8; served in U. S. House of Representatives March, 1873, to March 1891; March 1893, to March 1913; March, 1915, to March, 1923; Speaker of House 1901-11; received 86 votes for presidential nomination in 1908 Rep. Convention. Notable for power he exercised in House through control of committee appointments, which a combination of Democrats and insurgent Republicans broke in 1910 through passage of bill giving such appointments to House itself."

2. Treatment of official barred from office.

"..... served as Rep. representative in Congress March, 1895, to March, 1901, March, 1903, to June 17, 1909; as Senator June 18, 1909, to July 13, 1912, when Senate resolved that corrupt methods and practices were employed in his election and declared election invalid. Was president of La Salle Street Trust and Savings Bank 1910 -15."

In the preparation of biographies, the following should be noted:

1. Standard abbreviations are used whenever possible.
2. Manner of indicating party affiliation; mention of the convention in the first example is adequate without phrase used in the second example for this purpose.
3. In the first example, there is no mention of secondary education; only higher is needed to indicate educational and professional preparation for position, and the fact that Cannon had some professional education implies acquirement of secondary education. Unusual secondary education might be given; John Quincy Adams' years in foreign schools gave him knowledge of a foreign language and of other lands, both useful to a President.
4. Brief biographies are not necessarily uninteresting; study of House Document 783 will further illustrate this.

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CHAPTER V

TREATMENT OF CHARTERS AND STATE CONSTITUTIONS

This chapter of the factbook will give a summary of the constitutional development of the State. Its primary purpose is to present the basic laws under which the people of the political unit have lived since it was established. The basic laws concern civil rights, property rights, citizenship, the franchise, religious freedom, relation of church and State, division of function between the executive, legislative and judicial branches, division of function between the State government and the political subdivisions.

While it might be desirable to have the full text of all colonial charters, territorial organic acts, State enabling acts, and State constitutions in the factbook series, space limitations prevent their inclusion. Some States have had several constitutions; others have inserted into the current constitution numerous exceptions later made to original provisions; and more than half the present State constitutions contain a great deal of statutory material, with the result that one constitution is not 12 times the length of the Federal document.

For these reasons, it is necessary to select carefully the documents to be included and, in many cases, to decide which sections can be omitted without nullifying the purpose of the chapter. The final decision on content will rest with the consultant.

Specific Instructions Specific instructions for the preparation of the summary of constitutional development in the State are as follows:

1. The title of the chapter will vary from State to State, according to content. In the original 13th State, it will be:
COLONIAL CHARTERS AND STATE CONSTITUTION(S)
2. The credit line will be "(Approved by Name, Title of Consultant)."

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3. Maximum wordage of the chapter will be 40,000 and must cover certain summaries and notations (2000 - 3000 words), as well as the documents.
4. The preliminary step in preparing the chapter is collection of copies of all charters, enabling acts, and constitutions.

Note: No territorial organic acts will be included as all the similar to the Northwest Ordinance - which may be included in the Ohio Factbook. (The only major difference between these acts was that after 1836 the upper house of the territorial legislatures, formerly appointive, became elective.

5. The next step is study of the constitutions to discover (1) sections of the current constitution that are of purely temporary or local importance; (2) sections that are obviously concerned with fundamental issues (not dependent on interpretation); and (3) items that are significant, though not fundamental. Sections in the first category may be omitted in the factbooks because of space limitations; those in the second and third categories will be retained in factbook copy if in the current constitution and summarized if in former constitutions.

(a) Sections or parts of sections of the constitution to be marked for possible deletion in the factbook include:

- (1) Descriptions of boundaries of electoral, judicial, and similar districts. (The current districts will be shown in the factbooks on maps.)
- (2) Descriptions of county boundaries and the details of how specific counties were to be erected. (The basic law on erection of counties should not be omitted.)
- (3) Provisions for special bond issues. (In one or two States, the State constitutions specify even the sections of road to be paved by the proceeds of the issue.)
- (4) Names of members of commissions.
- (5) Details of specific exceptions to certain laws. (In a few States, for example, the constitutions have provisions against some financial operations by towns and counties; from time to time, exceptions have been made for one unit after the other to carry on such operations. The basic provision has never been altered but the exceptions, written into the constitution, now form as much as a quarter of the whole document.
- (6) Details of how transition was to be made from territorial status to Statehood.

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- (b) Some of the early constitutions contained property qualifications for voters, bans on the holding of public office by clergymen, limitations on one or the other branch of State government, and unusual items on other fundamental issues; changes on these and other basic questions are of great historical interest in indices of public or prevailing opinion at the time the sections were written and they should be noted for use in the summaries of former constitutions.
- (c) Both earlier and current constitutions contain provisions that are significant even though not fundamental; these include the section of the Massachusetts constitution entitled "The Encouragement of Literature, etc.," which declares as one of its purposes the promotion of "industry, frugality, honesty, punctuality, sincerity, good humor, and all social affections"; the section of the Colorado constitution that affirms the right of the people to bear arms for protection of life and property, if the arms are not concealed; the section of the Florida constitution that provided for disbarment from all public offices of honor, power, or profit to anyone betting on election results. Such items should be retained in the current constitution, and if in former constitutions, should be listed for use in the brief summaries.

6. The next step is computation of wordage of the present State constitution and of the colonial charter (when such existed). Do not include signatures or the formal endings beginning "Done in..." in such counts or in the completed copy.

The wordage of sections marked for omission should then be deducted from the total to see whether the proposed deletions will bring the documentary wordage down to about 38,000.

These editorial computations and lists are merely aids for the consultant who will be asked to take responsibility for the chapter.

7. After the factbook editor has familiarized himself with the material and has formed an opinion on what documents may be included, and where, if necessary, cuts may be made, he should have a conference with the consultant. It is advisable to take this section (III) of the manual to the consultant to give him a clear understanding of the purpose of the factbook chapter; also the editor should take with him the documents and his report on wordages and possible deletions.
8. The factbook editor should next assemble and check dates of constitutional conventions, of ratification, of adoption, and of amendment, and total vote for and against adoption of the constitution and amendments.

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9. After the consultant has made his recommendations, the chapter should be prepared with attention to the following points:
- (a) Each subdivision of the chapter should begin on a fresh page.
 - (b) All documents should, if possible, be copied from the original, with the original spelling, punctuation, and capitalization, also the original method of marking articles, sections, and paragraphs.
 - (c) Colonial charters should be used intact; if the charter was replaced or amended the one under which the colony was last governed should be used. Provisions of earlier charters can be briefly summarized in the manner indicated below for previous constitutions.
 - (d) Enabling acts should be omitted; unusual provisions can be summarized but the treatment should not exceed one paragraph.
 - (e) Of the previous constitutions, only a summary of significant and basic provisions should be given (see subsection giving example).
 - (f) The current constitution should be treated in the following manner:
 - (1) The original method of marking articles, sections and paragraphs should be used. Place brackets around repealed sections, and below such sections in parentheses and marked for italics, add the following:

"(Repealed (date) by vote of _____ against _____.)"
 - (2) The date and vote on amendments should be indicated in similar manner.
 - (3) Between the title and the body of the constitution should be a brief summary of the constitutions' history, as follows:

"(Constitutional convention met at _____, (dates); draft submitted to voters (date) and adopted by vote of _____ against _____; constitution went into effect (date) _____."

This summary is not sufficient in all cases; in Massachusetts, for example, the following note will have to be added:

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"A second constitutional convention, meeting at intervals (1917-19), rearranged the constitution, framed amendments, and corrected errors of punctuation and capitalization; the work was ratified by the voters Nov. 4, 1919; but, as the State Supreme Judicial Court has ruled that rearrangement was made only for convenience and that in case of conflict the original wording controls, the constitution is here published as first written, with amendments following."

- (4) Sections omitted from the current constitution should be indicated as follows:

"(Sections 2, 3, 4, omitted, concerned specific exception.)"

or

"(This article, omitted, concerns bond issue of 1919.)"

or

"(Remainder of article, omitted, describes boundaries of Judicial districts.)"

10. Two copies of the press manuscript should be sent to the Approving Consultant with the request that he initial one copy and return it and write a formal letter of approval of the chapter. (The second copy of the manuscript is for his files; the initialed copy of the manuscript should be placed with the ribbon copy.)

Sources and Consultants The Historical Records Survey and the Survey of Federal Archives will be especially helpful in checking dates and the repositories of the historical documents. The Legislative Reference Librarian, in States having such officials, will also be able to provide this information. In no case should the documents and data be copied from any secondary source, including the State legislative manuals and other official publications, as some of these contain errors.

The Approving Consultant may be a Justice of the upper State courts or of the Federal courts, the State Legislative Librarian, or a recognized authority on State constitutional law, possibly a university professor.

Examples of Summaries Examples of summaries in order of chapter content are as follows:

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1. Summary of an Enabling Act

"THE (State name) ENABLING ACT

"The act enabling the people of (name) to prepare a constitution and form a government, and for admission to the Union, was first introduced in the United States Congress on (date), passed on (date), and signed by President (name) on (date). The enabling act, in addition to the usual provisions, provided that slavery be prohibited in the State; also that 12 salt wells be set aside as State property."

2. Summary of earlier constitutions

"FIRST AND SECOND CONSTITUTIONS

"The first constitutional convention, consisting of (number) members, met at (town name) from (date) to (date); draft was submitted to the voters on (date), approved by vote of against , and went into effect (date). The second constitutional convention, consisting of members, met at (town name) from (date) to (date); draft submitted to voters on (date) approved by vote of against , and went into effect (date). The second constitution omitted, among other items, the provisions disfranchising Negroes and setting the proportion of Negroes to one white in counting population for representation in the legislature. Among the provisions in the second constitution that were omitted when the third was drafted were that authorizing the legislature to enact further laws to "preserve the purity of the ballot given under this Constitution" and that requiring public officials to take oath they have not fought a duel or participated in one as a second during the previous two years."

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CHAPTER VI

MISCELLANEOUS HISTORICAL DOCUMENTS

Every State has one or more documents, treaties, and orations frequently mentioned in its histories and in its newspapers and public addresses but not easily available to the general public for reference. Formerly many of these documents and orations, or large sections of them, were printed in school books and in the compilations from which pupils learned the recitations they gave each Friday afternoon. As a result past generations were familiar with the thought that played a part in formation of their States, and the Nation. The language of the documents and orations left their mark on the public speech.

Some of the compositions were local in origin but epitomized the feelings of a large part of the Nation; others expressed the aspirations of minorities or regional economic trends. But all in one way or another, give understanding of State and national history.

It seems highly desirable for each factbook to contain at least one of these papers or speeches to help acquaint the present generation with its cultural and patriotic heritage.

Specific Instructions Preparation of miscellaneous historical documents for the factbook is as follows:

1. The title of the section, probably to be placed in the History chapter, will depend on content.
2. There will be no credit line.
3. The wordage of the section will vary; it should not exceed 5,000.
4. Editors should submit to the Washington office a statement on the item or items they would like to include. They should list more than one, in order of preference, as, in a few cases, more than one State may claim the same item.

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5. Each item should be preceded by a brief statement on the author or authors, the date of the item's preparation or public presentation, and the events or occasion giving rise to it. If the item has been copied from the original, this also should be stated and the repository named.
6. Items should in all possible cases be copied from the original with the original spelling, punctuation, and paragraphing. In some cases, it will be possible to copy speeches from the handwritten original. If a speech as delivered differed somewhat from the original, the changes should be indicated in italics in parentheses. The introductory paragraph should indicate the reason for the interpolations.
7. The items selected need not be old. American history is still being made.
8. If an item is too long for inclusion intact, the introductory paragraph should briefly summarize the sections omitted. Great care should be exercised in selecting the part that is to be used to prevent misunderstanding of the document as a whole. For example, brief excerpts from the Maryland Act of Toleration give the impression that it was a charter of full religious freedom; it was in truth a liberal document for its day but it extended freedom only to Christians and set the death penalty for certain types of offences against religion.

Sources The following sources will be useful in suggesting items:
State histories, particularly early ones

The old Harper's Encyclopedia, which contains many little known items and papers

Nineteenth century school books and anthologies

Documents and Papers Illustrating the American Revolution
by Morison and Commager

Miscellaneous documentary collections

Reports of the Survey of Federal Archives and the Historical Records Survey

State Historians

Staffs of the records surveys will give valuable assistance in finding the original items and may, if requested, be willing to assist in copying.

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Items suggested for inclusion are the Mayflower Compact, William Penn's treaty with the Indians, William Jennings Bryan's "Cross of Gold" speech, the Maryland Act of Toleration, agreements on self-government drawn up by settlers in the West, protests and petitions sent to Congress, agreements made by early miners on the government of camps and mining operations, agreements made by farmers and others during acute economic depressions.

Example of Introductory Paragraph An example of an introductory paragraph is as follows:

"On November 19, 1863, President Abraham Lincoln made this address during the ceremonies dedicating part of the Gettysburg Battlefield as a cemetery for those who had died during the battle, which took place July 1-3, 1863. This copy was made from a manuscript in the possession of (name, address); it is one of five written and autographed by Lincoln for friends."

CHAPTER VII

HISTORY

(STATE NAME, EMBLEMS, POETS, HOLIDAYS)

After the chronology in the history chapter, attention will be given to the following:

State Name and Nickname	Bird
Seal	Animal
Motto	Flag
Mace	Poets Laureate
Sword	Creed
Flower	Holidays
Tree	Song

Few, if any, States have adopted all items on this list; on the other hand the list of symbols and of laureates may be incomplete. One State at least has in the past named a painter laureate. Only purely honorary offices are eligible for treatment in this section. Honorary offices of a temporary nature should be omitted.

Specific Instructions Instructions for the material to be prepared for this chapter are as follows:

1. The title of the section may vary if items other than those listed above are discovered but the following would seem to include all potential categories:

THE STATE NAME, EMBLEMS, POETS LAUREATE, HOLIDAYS
2. The credit line for the section will be: "Approved by
Blank Blank, Title)"
3. The wordage will vary from State to State but should be kept low.
4. All items will be handled as part of a single article but will have their own subheads. (See examples of treatment.)
5. Excepting the nickname, only items having official sanction should be included; it is therefore unnecessary to waste space by repeating "adopted by the legislature" for each item.
6. If the current symbols had predecessors, these should be given the same treatment as the current ones.

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7. The basic questions of who, when, where, what, and why should be canvassed for every possible item. Who designed the State seal, who proposed the flower? When were the symbols adopted? Where was the seal cast? What is on the seal and what is the significance of the device? (Botanical or zoological descriptions should be given for the floral and faunal emblems.)
8. In most cases the State seal is best described in the official resolution adopting it. The pertinent section of the resolution; i.e., the purely descriptive section should be quoted. (Do not include the entire resolution.)

Four States have included the description of the State seal in their constitutions. As two of these States have very long constitutions that will have to be cut considerably to enable inclusion in the factbooks, it seems advisable in these States to remove the seal description from the constitution and include them in the section on emblems. The notation on the omitted section can contain a cross reference "See State Emblems." This transfer of material will help maintain the uniformity of the factbook series.

9. The biographical material on each of the poets laureate should contain the full name, the birthplace and birth date, the death place and death date (if dead), the date of appointment, the name of at least one volume of the poet's verse, one stanza from the poet's most popular poem. Any unusual fact about his life can also be given. (Use the form prescribed for biographies in Chapter IV.)
10. The description of the flag should be followed by a summary of the State regulations on display of the State flag and by the War Department regulations on display of the National flag. (A copy of the latter regulations can be obtained from the office of the Adjutant General, Washington, D. C.)
11. The subhead for the State song section of the article is the title of the song itself. Between the title and the stanzas, which should be given in full, give a brief biography of the author and of the composer of the music. The biographies should be introduced by the statement, "This became the official song of the State on (date); its adoption was sponsored by (name of organization or of leader of movement for the adoption)."

If the State has had more than one song, the earlier songs should be given this same treatment and the songs should be arranged in the order of adoption.

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If the State song is covered by copyright, it will be necessary for the State project to request formal permission to reprint the words. There will probably be no difficulty in obtaining such permission, particularly if the author (the holder of the copyright) is asked at the same time for the biographical material. If there is difficulty in obtaining permission to reprint, it might be advisable to ask the Secretary of State whether the holder of the copyright has accepted the designation of his production as the official song and whether this acceptance has not given the State the right to authorize its reprint under certain conditions. If the State has such right, the Governor or another official may be able to authorize the reprint in the State factbooks.

"Printed by permission of (blank), copyright holder," should be placed below the last stanza.

Sources and Consultants Like other factual material, that is used in this section of the factbooks should be checked against the records.

The Approving Consultant should be a public official, preferably the Secretary of State. It may be necessary to use various Advisory Consultants in checking the items.

Two volumes that may be of use in assembling data (though they are incomplete and should not be relied on as authoritative) are the following by George Earl Shankle:

American Nicknames, Their Origin and Significance (1937)
State Names, Flags, Seals, Songs, Birds, Flowers, and
Other Symbols (1934)

Examples of Treatment The following are examples of material to be incorporated in this chapter:

1. THE STATE NAME AND NICKNAME

The State name, which honored (name), first appeared in the colonial charter granted by James II on (date) to Cecil Calvert, second Lord Baltimore. The proprietor had planned to honor Queen Caroline in naming his colony but the name was adopted by the proprietors of the grant further south before he obtained his grant.

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Maryland was long called the Old Line State for (reasons). During the prohibition period the (name of newspaper) began to use the term Free State, in reference to the fact that Maryland was one of three States to reject the Prohibition Amendment; and the nickname has largely supplanted the older one.

2. THE GREAT SEAL OF DELAWARE

Each of the three Delaware counties was granted a seal by William Penn in 1683. Shortly after 1700, and again in 1751, provincial great seals were cast. After Delaware became a State on September 20, 1776, the legislature appointed a committee to design a State seal. When the committee was seeking an engraver, a member "consulted an ingenious gentleman in the Art of Heraldry," who gave the opinion that the design proposed by the committee was more suitable to a medal than to a seal of State. To give the committee time to reconsider the design, the legislature ordered the temporary use of the seal of New Castle County, devised by William Penn. But the British Army invaded the county and carried off the old seal; the legislature then ordered use of the seal of Kent County until the State seal was completed, and in case it was lost, the seal of Sussex County. On January 17, 1777, the committee turned in a report that was immediately adopted and the legislature ordered the committee to employ "a skillful workman to make a Silver Seal of the diameter of three inches, and of a circular form, and that there be engraved thereon a Sheaf of Wheat, an Ear of Indian Corn.....with the figures 1777." The great seal was remade in 1793 with the supporters omitted; they were added again in 1847, and also the motto "Liberty and Independence."

Note: If the motto is not in English, place the translation, not underlined, in parentheses immediately after the motto, thus: "Sic semper tyrannis" (Thus ever to tyrants).

3. THE STATE FLAG

The flag, designed by Col. William Moultrie in 1775 for (purpose) was adopted on Jan. 28, 1861, shortly after secession, as the State's national flag; it was then described as "Blue with a white Palmetto upright in the center, and a white increscent in the upper flagstaff corner." It became the State flag when South Carolina entered the Confederacy.

The statutes prescribe that Clemson College shall manufacture the State flag and sell it at approximate cost, and that the

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flag shall be displayed daily, except in rainy weather, on the State house, every court house and State college, and, except during vacation, within every public school building. Injury, mutilation, or desecration of the State flag is a misdemeanor punishable by a fine of not more than \$100, or by imprisonment of not more than 30 days.

4. THE STATE FLOWER

The yellow jessamine, which became the emblem of the Dixie Chapter of the U.D.C. in 1906, was adopted as the State flower on Feb. 1, 1924. The yellow jessamine (*Gelsemium sempervirens*) climbs over trees and fences and bears many fragrant, yellow, funnel-shaped flowers about an inch in diameter. Its odor is particularly noticeable on damp mornings and evenings.

5. LEGAL HOLIDAYS

New Year's Day	Jan. 1
Robert E. Lee's Birthday	Jan. 19
Arbor Day	Feb. 22
Texas Independence Day	March 2

Note: This list should contain only legal holidays. Between the title and the list should be placed a brief explanation of the effect of such holidays on public services. Example: "On all holidays in this list except those preceded by a star, public offices and schools are closed, and no liquor is sold; on the holidays designated by a star, public offices are closed but schools are only recessed during parades, and stores usually remain open.

CHAPTER VIII

CENSUS BUREAU REPORTS

(To be filed with the General Instructions,
issued in Writers' Program TC-4)

The Director of the Census has been requested to send all printed reports of the 1940 census to the Writers' Projects. These reports will begin to come out in August and will be issued at intervals over a period of a year. Reports on States with small populations will probably come out before those on States with larger populations. The reports, which are sent out in sections, cover population, agriculture, business, housing, and other subjects.

These reports are very important in compilation of the factbooks and as the supply is limited and it is often difficult to obtain replacements if issues are lost, it is urgent that State Supervisors file the reports with great care. The reports should be filed in loose-leaf folders, one for each subject, and staff members should be cautioned against removing them from the folders.

(August 26, 1940)

