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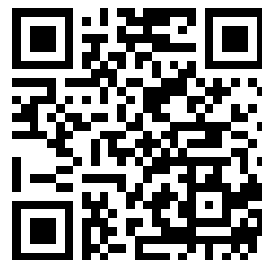
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UNITED STATES DEPARTMENT OF AGRICULTURE

Bureau of Agricultural Economics

Agricultural Economics Bibliography No. 6

AIDS TO WRITERS AND EDITORS

A Selected List of Books on the Preparation of Manuscripts and the
Mechanics of Writing for Use in the
Bureau of Agricultural Economics

Compiled by Emily L. Day
Under the Supervision of Mary G. Lacy, Librarian
Bureau of Agricultural Economics

Washington, D. C.
June, 1925.

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AGRICULTURAL ECONOMICS BIBLIOGRAPHIES

- No. 1. Agricultural economics; a selected list of references. Compiled by Mary G. Lacy, Librarian, Bureau of Agricultural Economics. January, 1925.
- No. 2. Flour milling and bread making. Selected list of references. Compiled by C. Louise Phillips, Grain Investigations, and J. H. Shollenberger, Milling Investigations. Grain Investigations in cooperation with the Bureau Library. February, 1925.
- No. 3. A beginning of a bibliography of the literature of rural life. Compiled by Mary G. Lacy, Librarian, Bureau of Agricultural Economics. March, 1925.
- No. 4. Price spreads; a selected list of references relating to analyses of the portion of the consumer's price accruing to various agencies. Compiled by Louise O. Bercaw, under the direction of Mary G. Lacy, Librarian, Bureau of Agricultural Economics. March, 1925.
- No. 5. Long-time agricultural programs in the United States - national, regional, and state. Compiled by Mary G. Lacy, Librarian, Bureau of Agricultural Economics. June, 1925.

AIDS TO WRITERS AND EDITORS

A Selected List of Books on the Preparation of Manuscripts and the Mechanics of Writing for Use in the Bureau of Agricultural Economics

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This list does not pretend to be exhaustive. Its aim is to aid persons in the Bureau of Agricultural Economics who have to do with the preparation of manuscripts to find answers to questions regarding proper usage. The books have been classified with this end in view. It will readily be seen that many of the books might have been included under more than one heading. They have been put where it was thought they would be of the most value. It should be kept in mind that the more specific subjects, such as punctuation and proofreading, are also treated in the general books listed under English Composition and Style Books.

Style Books

American medical association. Suggestions to medical authors and A.M.A. style book; with a guide to abbreviation of bibliographic references. For the guidance of authors, editors, compositors and proofreaders. Chicago, American medical association, 1917. 68p. 238 Am34S
The Library of Congress has a 1922 edition.

Chicago. University press. A manual of style. A compilation of typographical rules governing the publications of the University of Chicago, with specimens of types used at the University Press. 5th ed. Chicago, University of Chicago press, 1917. 300 p. 238 C43

"As it stands, this Manual is believed to contain a fairly comprehensive, reasonably harmonious, and wholesomely practical set of work-rules for the aid of those who have to do with questions of typographical style." - Introductory note.

Chicago society of proofreaders. Stylebook. 3d ed. Chicago, Ben Franklin co., 1904. 60p.

Rules for abbreviations, capitalization, spelling, etc., are given, together with suggestions for proofreaders and copyholders.

Dean, F. C. Editing the agricultural bulletin; stylebook of the American Association of Agricultural College Editors. Manhattan, Kans., The Association, 1918. 44 p. 238 D34.

"Useful books for the editor's library": p. 40.

"In compiling the material, the committee has attempted, largely, to formulate the preference of the Association regarding matters of style about which there is difference of opinion. There has been no effort, however, to make the treatment of any topic inclusive." - Foreword.

DeVinne, T. L. Correct composition; a treatise on spelling, abbreviations, the compounding and division of words, the proper use of figures and numerals, italic and capital letters, notes, etc., with observations on punctuation and proofreading. 2d ed. N. Y., Century co., 1904. 476p. 238 D49

"There are rules in all [printing-house] codes upon which all careful printers agree, and this treatise is the result of an attempt to combine and classify them." - Preface.

Ives, G. B. Text, type and style; a compendium of Atlantic usage. Boston, Atlantic monthly press, 1921. 305p. 200 Iv3

"The plan of the present work is shaped by the purpose that it is intended to serve: that is to say, it discusses, almost exclusively, such matters of typography and style, and, to some extent, of syntax, as have been brought to the author's attention in his work on the copy and proofs of the 'Atlantic' during nearly seventeen years, and of Atlantic books since such things have been." - Introduction.

Macmillan, firm, publishers, New York. The author's book on the preparation of manuscripts, on the reading of proofs, and on dealing with publishers. N. Y., Macmillan co., 1925. 73p. 238 M22.

Besides suggestions as to the preparation of manuscripts and notes on the style used by the Macmillan Company, this pamphlet contains information on publisher's contracts and on copyrighting, and gives definitions of terms used in bookmaking.

Riverside press, Cambridge, Mass. Handbook of style in use at the Riverside Press, Cambridge, Massachusetts. Boston, Houghton Mifflin co., 1913. 35p. 238 R52

"Men differ so radically in their preferences as to spelling, punctuation, capitalization, and other typographical matters, that it is impracticable to frame a set of inflexible rules for printing. This handbook merely sets forth the general custom of one large printing office." - Preface.

U. S. Department of agriculture. Preparation of articles for the Journal of agricultural research. Washington, Govt. printing office, 1917. 8p. 1 Ag84Jp.

- U. S. Department of agriculture. Suggested procedure for citations to literature in Journal of agricultural research. 13p. Mimeographed.
- U. S. Department of agriculture. Bureau of agricultural economics. Handling of manuscripts and proofs (in the Bureau of agricultural economics) 5p. Mimeographed.
- U. S. Department of agriculture. Bureau of agricultural economics. Division of statistical and historical research. Handbook of instructions for standardizing tables. Washington, D. C., 1925. 42p. Mimeographed. 1.9 Ec752H
- U. S. Geological survey. Suggestions to authors of papers submitted for publication by the U. S. Geological survey, with directions to typewriter operators. 3d ed. Washington, Govt. printing office, 1916. 120p. 238 Un33
Gives suggestions on questions of form and expression.
- U. S. Government printing office. Style manual. Rev. ed. Washington, D. C., 1924. 224p. 238 Un36o.
"Approved and adopted as the style to be followed in all Government departments and independent bureaus." - Resolution of the Permanent Conference on Printing, January 11, 1922.
- Wilson, H. W., firm, publishers. Style book, a compilation of rules governing the style used in setting the publications of the H. W. Wilson company. 2d ed. N. Y., H. W. Wilson co., 1921. 86p. 238 W69.
This firm publishes the Agricultural Index and other indexes to periodical literature.

Proof Reading

- Teall, F. H. Proof-reading. A series of essays for readers and their employers, and for authors and editors. Chicago, Inland printer co., 1899. 102p. 238 T22P
Contains suggestions on the preparation of copy.

English Composition

- Allen, E. W. The publication of research. Lecture...before the class in "the nature and method of research," Graduate school, U. S. Department of agriculture, Feb. 11, 1925. 19p. Mimeographed. 1.9 Ex6Pu.
Contents: Importance of meritorious publication; the purpose of writing; obligation to the reader; preparation of manuscript; editorial review.
- Baker, J. T. Correct English; how to use it. A complete grammar. Baltimore, H. M. Rowe co., 1907. 263p. 200 B17C

Baker, R. P. The preparation of reports, engineering, scientific, administrative. A textbook. New York, Ronald press co., 1924. 468p.
238 B17

"The need of careful training in the preparation of reports is generally recognized by those who have achieved positions of responsibility... The ability to construct satisfactory reports should not be confused with mere rhetorical cleverness. A report must be so built as to carry the right view of a matter perhaps highly technical in nature to readers who have no first-hand knowledge of the case. Moreover, if there should be dispute or litigation, it will have to stand the test of continuous hammering; its author will have no opportunity to qualify his statements orally but will be held strictly to the letter of what he has written. In building his report he must have a clear realization of its character and purpose in relation to the conditions of the practical world. On the other hand, mastery of materials is not sufficient...It should not be forgotten that the laws of design - the principles which govern the transmission of thought - are as vital as the materials, - the facts themselves." - Preface.

In addition to a chapter on preparation of manuscript and revision of proof, and a discussion of forms for typewritten reports, actual samples are given of different kinds of reports; such as those conveying information, reporting on examination of various types of work, recommending specific action of different kinds, and those reporting progress along various lines, including experimental research.

Ball, F. K. Constructive English; an aid to effective speaking and writing. Boston, Ginn & co., 1923. 458p. 200 B21.

"Grammar, effective diction and sentence structure, punctuation and capitalization, spelling, and letter writing are each carefully treated in a detailed but simple manner. The many illustrative sentences under each point, collected during a period of some years, show correct usage more clearly than can any amount of explanation." - Preface.

Fernald, J. C. A working grammar of the English language, designed to give in simple statement the principles and methods of correct English speech and writing. 5th ed. rev. N. Y., Funk & Wagnalls co., 1917. 333p.
200 F39W

Greenough, C. N., and Hersey, F. W. C. English composition. N. Y., Macmillan co., 1917. 367p. 200 G85

"The arrangement of the book follows the order in which students do their work. First comes...gathering and weighing of material: here especial attention is given to the various preparatory steps - the use of books and periodicals for expository and argumentative material, the weighing and estimating of one authority against another, the use of libraries, catalogues, indexes, and the making of notes on books and lectures. Then follows the discussion of the principles which come into play in the particular form of composition which the writer decides to work in. The succeeding parts deal in turn with the structure of paragraphs and sentences and the effective use of words." - Preface.

Levitas, Arnold. Editorial English. N. Y., Roy press, 1924. 320p. 200 L57.

"Through steady development, since the days of Chaucer, English has become the richest of modern languages...But much of the strength, beauty and nicety of the mother tongue, so clearly evident when it is well spoken, is lost on the printed page because the technique of typographical representation has not kept pace with the progress of the language. There has been a marked neglect of the study of typography, of the most adequate ways of employing words, punctuation, and special arrangements in a consistent and effective manner...The time has come for the printer to develop that element in his vocation which will prevent it from drifting into a mere mechanical process. He must develop the intellectual part of his work, and thereby save himself and the industry against the threatening danger of degeneration. In this work of progress the printer is to have the aid of all those men and women who are engaged in the various activities of the publishing business - those who are engaged in editorial work, writing, and the many other vocations where the use of the language is the essential element... It is with this object in view that this work has been prepared." - Author's preface.

The book contains chapters on punctuation, marks of reference and accents, capitalization, division of words (including words in foreign languages) abbreviations and contractions, orthography, proofreading, copy-editing, computation of space, rules of the geographic board, indexing, the typography of a book and the construction of the magazine.

Manly, J. M., and Powell, J. A. A manual for writers, covering the needs of authors for information on rules of writing and practices in printing. 2d ed. Chicago, University of Chicago press, 1915. 225p. 200 M31

"The Manual of Style of the University of Chicago press, originally published as a guide for printers, proofreaders, and copy-editors, was soon found to be so useful to writers for the press, secretaries, stenographers, typists, and all other classes of persons interested in writing, that the demand for it became very great...Several of its chapters, however, though of prime interest to printers, are of comparatively slight value to writers. The present volume has, therefore, been prepared with the intention of supplying their special needs." - Preface.

This book has a more general application than the Manual of Style which is limited to the rules governing the publications of the University of Chicago.

Morrow, C. H. The preparation of social science papers. Waterville, Me., Department of economics and sociology, 1925. 24p.

Gives instructions for preparing semester papers, theses, brief social science papers, and bibliographies.

Suggests procedure to be followed in collecting data for scientific papers.

Reed, Alonzo, and Kellogg, Brainerd. Higher lessons in English; a work on English grammar and composition, in which the science of the language is made tributary to the art of expression. N. Y., C. E. Merrill co., 1909. 442p. 200 R25H

Trelease, S. F., and Yule, E. S. Preparation of scientific and technical papers. Baltimore, Williams & Wilkins co., 1925. 113p. 238 T71.

Bibliography: p. 104-105.

"Although, in the main, the directions given are for the preparation of a thesis or dissertation [in the College of Agriculture, University of the Philippines], they apply to the writing of reports in science, agriculture, engineering, and medicine, and to the preparing of manuscript of a more popular nature on a scientific or technical subject. The process is essentially the same whatever the use to be made of the product." - Preface.

Vizetelly, F. H. Preparation of manuscripts for the printer. 8th ed. N. Y., Funk & Wagnalls co., 1924. 148p.

Watt, H. A., and McDonald, P. B. Composition of technical papers. 2d ed. N. Y., McGraw-Hill book co., inc., 1925. 429p. 200 W34

Prepared as the basis for a course in English composition for engineering students. Besides chapters on the general principles of expository writing, this book contains a chapter on the preparation of reports and one on letter writing.

Woolley, E. C. Handbook of composition. A compendium of rules regarding good English, grammar, sentence structure, paragraphing, manuscript arrangement, punctuation, spelling, essay writing and letter writing. Rev. ed. Boston, D. C. Heath & co., 1920. 255p. 200 W88

"The aim of the book is not scientific, but practical. The purpose is to make clear the rules in regard to which many people make mistakes." - Preface.

Dictionaries

Webster's collegiate dictionary; 3d ed. of the Merriam series. The largest abridgment of Webster's new international dictionary of the English language. Springfield, Mass., G. & C. Merriam co., 1925. 1222p. 200 W39C

This is the desk size.

Webster's new international dictionary of the English language. Springfield, Mass., G. & C. Merriam co., 1925. 2620p. 200 W39N

Recommended by the Government Printing Office to be followed in questions of spelling, hyphenating, etc.

Contains, besides the dictionary of the English language, a brief history of the English language, a guide to pronunciation, a pronouncing gazetteer or geographical dictionary of the world, a pronouncing biographical dictionary, a classified selection of pictorial illustrations, and a reference history of the world.

Synonyms

Fallows, Samuel. A complete dictionary of synonyms and antonyms, or synonyms and words of opposite meaning. N. Y., Fleming H. Revell co., 1898. 512p. 200 F19

Contains also a list of prepositions, used after certain words, a list of prepositions discriminated, a list of homonyms and homophonous words, a collection of foreign phrases, and a list of abbreviations and contractions used in writing and printing.

Mawson, C. O. S., ed. Roget's thesaurus of English words and phrases classified and arranged so as to facilitate the expression of ideas and assist in literary composition. N. Y., T. Y. Crowell co., 1911. 653p. 200 R63M

"The original plan of the work has been followed in the main, for that which has stood the test of over half a century, and made the name of Roget of almost classic worth, is not one to be lightly abandoned. But while the labors of the author have been embodied in their entirety, so many new features have been introduced and the time-honored structure has been so much enlarged and modernized that this edition may not unreasonably claim to be a new work, and not a revision in the usual significance of the term." - Preface.

Roget, P. M. Thesaurus of English words and phrases, classified and arranged so as to facilitate the expression of ideas and assist in literary composition. Enl. and improved...by John Lewis Roget. New ed., rev. by Samuel Romilly Roget. (1911) London, Longmans, Green and co., 1913. 671p. 200 R63

"The present work is intended to supply, with respect to the English language...a collection of the words it contains and of the idiomatic combinations peculiar to it, arranged, not in alphabetical order as they are in a Dictionary but according to the ideas which they express." - Introduction.

Punctuation

Klein, W. L. Why we punctuate, or reason versus rule in the use of marks. 2d ed. Minneapolis, Minn., Lanct publishing co., 1916. 220p. 200 K67

Summey, George. Modern punctuation; its utilities and conventions. N. Y., Oxford univ. press, 1919. 265p. 200 Su6

Thesis (Ph.D.) - Columbia University.

"This book is an attempt to set forth the essential facts of contemporary usage in punctuation, together with the considerations applicable in the choice and management of points... With a few exceptions the books cited as examples are of dates not earlier than 1900." - Preface.

Teall, F. H. Punctuation; with chapters on hyphenization, capitalization, and spelling. N. Y., D. Appleton and co., 1914. 193p. 200 T22P.

"The effort in this treatise has been to reduce the number of actual rules to the fewest possible...Principles have been considered as most important, and the rules given as such are really concise statements of principle." - Preface.

Illustrations

Hill, T. G. The essentials of illustration; a practical guide to the reproduction of drawings and photographs for the use of scientists and others. London, William Wesley & son, 1915. 91p. 238 H55

"Literature": 1 leaf at end.

The author gives brief descriptions of the technique of printing illustrations by various methods and shows the relative value of these methods for different types of illustration.

U. S. Geological survey. The preparation of illustrations for reports of the United States Geological Survey, with brief description of processes of reproduction. Washington, Govt. printing office, 1920. 101p. 238 Un33P

"The effectiveness of illustrations does not depend entirely on good drawings nor on good reproduction; it may be due in large part to the inherent character of the rough material submitted...If the material has been well handled at all three steps the resulting illustration should be above criticism." - Introduction.

Indexing

Kaiser, J. Systematic indexing. London, Sir Isaac Pitman & sons, ltd., 1911. 250p. 243.2 K12

Contains a chapter on the application of systematic indexing to the book index.

Petherbridge, Mary. The technique of indexing. London, The Secretarial bureau, 1904. 181p. 243.2 P44

Gives the underlying principle of preparing indexes for books, and suggests methods of compiling such indexes. The rules are illustrated with examples.

Wheeler, M. T. Indexing; principles, rules and examples. 3d ed. rev. Albany, 1920. 76p. (University of the State of New York. Bulletin no. 701) 243.6 N48L, no. 43.

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