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WRITERS' GUIDE TO INFORMATION

By
ANTHONY G. HEPBURN

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PREFACE

IN this short book an attempt has been made to provide a special class, the amateur and professional writer, with an introduction to the uses and contents of books.

If there appears to be a utilitarian spirit evinced in the selection the author pleads indulgence for that much maligned person, the journalist who makes a living, or a part-time income, from writing.

To the free-lance in particular is this book addressed in the hope that it may introduce him to the special guides to literature.

In its compilation the author owes many debts particularly to the works of Isadore G. Mudge, John Minto, Bessie Graham and Helen Haines which have made the writing of this book much easier than it might have been.

A. G. HEPBURN.

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WRITERS' GUIDE TO INFORMATION

CHAPTER I

THE WRITER'S PRIVATE LIBRARY.

METHODS OF FORMATION. SELECTION. LIST

IF, as Boswell says, "Knowledge is of two kinds. We know a subject ourselves or we know where we can find information upon it," it seems evident that we must copy Boswell and have a Dr. Johnson.

So books and more books! But before deciding how many volumes we intend to have for our personal collection it is well to understand what a private library must mean to the writer, whether professional or amateur.

One is familiar with the person who points out his library as divided into two classes. The books he has never read and those he cannot read.

Haphazard collecting may suit the dilettante but the writer who wishes to make a living, either full-time or in leisure hours, must follow a definite plan.

If he sets out with the definite purpose of collecting only those books which will be useful, he will have adopted the correct method. The essence of a real library is *selection*.

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Such an eminent bookman as Sir Edmund Gosse described his library as his workshop and playground. "These books," he said, "have been my tools and are still my companions."

Reference books, of necessity, must occupy the first attention of the writer, whatever his *métier*. At this point he must decide what books he can afford, what books he *must* have, preferably second-hand, and lastly those he can only get at his public library.

There are numerous guides to the personal library, the collection which one preserves for recreation. Here we are only concerned with potentially useful books. "Every book," says Harrison, "that we take up without a purpose is an opportunity lost of taking up a book with a purpose."

Once the writer has bought the absolutely essential dictionary, atlas, *Who's Who*, and several annuals, he will add judiciously the other volumes he wishes. Naturally he will find it advisable to examine standard reference works in his library before deciding to buy.

There are several methods of purchase. Probably the best way is to visit and become friendly with several booksellers who carry a respectable second-hand stock. At the same time a card with one's address to half-a-dozen or more booksellers will bring in a regular supply of catalogues.

Librarians will always be willing to mention reputable firms with reasonably priced books. A list of such booksellers is appended. Booksellers who specialise in "remainders" are also included, as

editions of standard works such as *Hutchinson's Concise Universal Biography*, *Pijoan's History of Art*, and *Bryan's Dictionary of Painters*, to mention but three recent examples, frequently appear at greatly reduced prices.

Writers living in the provinces will find a profitable source for books at local auctions. Catalogues or lists of forthcoming sales are usually available, and, provided one knows what one needs, particularly good bargains may be picked up. Books, it must be remembered, are often classed among the miscellaneous objects at local auctions, and the chances for the knowing book-hunter are greatly enhanced.

It may be taken for granted that there will still remain a fairly large number of books quite beyond the means of the writer's pocket.

These last he will only see in his library. Fortunately many libraries sell printed copies of their catalogues, some for quite a small sum. For example, the two catalogues issued by The Mitchell Library, Glasgow, amount to 1,056 and 750 pages respectively, and cost ninepence. These catalogues cover the years 1916-31.

Enquire, therefore, at your library for a catalogue, and if you are fortunate enough to live in Croydon or Leeds get the periodical lists these libraries issue. In this way you will get an expert evaluation of books which may interest you before examining them yourself.

At the end of this chapter an attempt has been made to indicate a selection of useful books for the

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writer. This list is quite a personal one, and is intended rather as a working basis for a more extensive library.

✓ SERIES LIST : POCKET AND CHEAP EDITIONS :

(1/6 to 3/6)

Travellers' Library. Cape.
New Adelphi Library. Secker.
Phoenix Library. Chatto & Windus.
World's Classics. O.U.P.
Cambridge Univ. Lib. Several series.
Dent's Everyman Library.
Nelson's Classics.
Collins' Illustrated Pocket Classics.
Golden Treasury Series.
Wayfarer's Library.
Argosy Books, Nelson.
Caravan Library. Macmillan.
Cassell's Pocket Library.
Gateway Library. Methuen.
Hutchinson's Booklover's Library.
Longman's Pocket Library.
New Readers' Library. Duckworth.
St. Martin's Library. Chatto & Windus.
Swan Library. Longmans.
Windmill Library. Heinemann.
Bohn's Popular Library.
English Men of Letters. Macmillan.

Harrap Library.

New Eversley Series. Duckworth.

Roadmender Series. Duckworth.

Week-end Library. Lane.

✕ SELECTED LIST OF SECONDHAND
BOOKSELLERS

Those specialising in "Remainders" are marked.

J. Baldwin, 14 Osborne Road, Leyton, E.10.

B. H. Blackwell, 50 and 51 Broad Street, Oxford
(Rem.)

Boots Booklovers' Library, Stamford Street, S.E.1.

Bowes & Bowes, 1 and 2 Trinity Street, Cambridge.

J. W. Browne & Son, Addison House, Rugby.

J. & E. Bumpus Ltd., 477 Oxford Street, London,
W.1. (Rem.)

J. Clarke-Hall, 146 Fleet Street, London, E.C.4.
Combridges, 70 Church Road, Hove.

J. G. Commin, 230 High Street, Exeter.

Corke's Bookshop, 1d, South Park, Sevenoaks, Kent.

Stanley Crowe, 13 Sise Lane, Queen Victoria Street,
London, E.C.4.

P. C. Cuttelle, 39 Page Street, Mill Hill, London,
N.W.7.

H. & J. Davey, 77 Theobalds Road, London, W.C.1.

G. David, 5 St. Edward's Passage, Cambridge.

Wm. Dawson & Sons, Cannon House, Pilgrim
Street, London, E.C.4.

Day's Library Ltd., 96 Mount Street, London, W.1.

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- Arthur Dean, 83 Mosley Street, Manchester, 2.
Dobell's Antiquarian Bookstore, 24 Mount Ephraim Road, Tunbridge Wells.
P. J. and A. E. Dobell, 77 Charing Cross Road, London, W.C.2.
Frank Drayton, Post Office Street, Bournemouth.
Driffell and Hudson, 46a Sunbridge Road, Bradford. (Rem.)
Francis Edwards Ltd., 83 Marylebone High Street, London, W.1.
H. W. Edwards, 4 Cecil Court, Charing Cross Road, London, W.C.2.
Ellis, 29 New Bond Street, London, W.1.
William C. Elly, 17a Sweeting Street, Liverpool, 2.
A. J. Featherstone, 84 Hill Street, Birmingham, 5.
W. P. Flavell, 8 St. Gregory's, Norwich.
J. Kyrle Fletcher, 79 High Street, Newport, Mon.
W. & G. Foyle Ltd., 119-125 Charing Cross Road, London, W.C.2.
R. S. Frampton, Walton House, Finsbury Park, London.
E. G. Friehold, 56 Overstone Road, Hammersmith, London, W.6.
Galloway & Porter, Cambridge. (Rem.)
Thomas J. Gaston, 76 Strand, London, W.C.2.
W. George's Sons Ltd., 89 Park Street, Bristol, 1.
R. Walter Gibson, 107a St. Aldate's, Oxford.
W. Glaisher, Ltd., 265 High Holborn, London, W.C.1. (Rem.)
Thomas C. Godfrey, Stonegate, York.
George Gregory, Bookstore, 8 Green Street, Bath.

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E. Guntrip, 204 High Street, Tonbridge, Kent.

Bernard Halliday, 1 King Richard's Road, Leicester.

Adrian Hammond, 57 Southwick Street, Southwick.

George Harding's Bookshop, 64 Great Russell Street,
London, W.C.1.

Harrods Library, Knightsbridge, London, S.W.1.

W. Heffer and Sons, 4 Petty Cury, Cambridge
(Rem.)

Charles Higham & Son, 13 Charterhouse Street,
London, E.C.1.

Holland Bros., 8 Bristol Street, Birmingham, 5.

E. Joseph, 48a Charing Cross Road, London, W.C.2.

E. M. Lawson & Co., Masonic Hall, Sutton Cold-
field.

Lowe Bros., Ltd., 15 Martineau Street, Birmingham.

Martin A. McGoff, 17 Moorfields, Liverpool, 2.

McLeish & Sons, 22 Little Russell Street, London,
W.C.1.

Hugh Mellor, 3 George Street, Portman Square,
London, W.1.

James Miles, 80 Woodhouse Lane, Leeds, 2.

Murrays Ltd., 23 and 25 Loseby Lane, Leicester.

F. B. Neumayer, 70 Charing Cross Road, London,
W.C.2.

Parker & Son, 27 Broad Street, Oxford.

Peters Bros., 87 Victoria Street, Liverpool, 1.

O. Ricks, 1-2 Fulwood House, High Holborn,
London, W.C.1.

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Sanders & Co., 104 High Street, Oxford.

Chas. J. Sawyer Ltd., 12-13 Grafton Street, London,
W.1. (Rem.)

Simmons & Waters, 64 Bath Street, Leamington
Spa.

W. H. Smith & Son, Ltd., Strand House, London,
W.C.2.

Wm. Smith & Son, 37-39 London Street, Reading.

Henry Sotheran Ltd., 43 Piccadilly, London, W.1.

Henry Start & Sons, 28 Dudley Street, Wolver-
hampton.

Robert D. Steedman, 17 Saville Row, Newcastle-
upon-Tyne, 1.

Henry Stevens, Son & Stiles, 39 Great Russell Street,
London, W.C.1.

Harold T. Storey, 3 Cecil Court, London, W.C.2.

Surrey Bookshop, 53a Chertsey Road, Woking.

Albert Sutton, 43 Bridge Street, Manchester, 3.

A. G. Thomas, 100 Old Christchurch Road, Bourne-
mouth.

Thomas Thorp, 4 Old Bond Street, London,
W.1.

Times Book Club, 42 Wigmore Street, London,
W.1.

John Tiranti & Co., 13 Maple Street, Tottenham
Court Road, London, W.1.

Martin Veeneman, 98 Fortress Road, London,
N.W.5.

Walford Bros., 6 New Oxford Street, London,
W.C.1.

D. Webster, London Road, Tunbridge Wells.
 Charles Wilson, 46 Renshaw Street, Liverpool, 1.
 James Wilson, 127 Broad Street, Birmingham, 15.
 Frank Woore, 9 Wheeler Gate, Nottingham.
 Henry Young & Sons, Ltd., 12 South Castle Street,
 Liverpool.

SCOTTISH SECONDHAND BOOKSELLERS

Andrew Baxendine & Sons, 15 Chambers Street,
 Edinburgh, 1.
 William Brown, 18a George Street, Edinburgh.
 Douglas and Foulis Library, 9 Castle Street, Edin-
 burgh, 2.
 G. Downie, Belhaven Terrace, Wishaw.
 James Glen, 406 Parliamentary Road, Glasgow.
 John Grant, 31 George IV Bridge, Edinburgh. (Rem.)
 Robert Hogg, 47 Barclay Place, Edinburgh, 10. (Rem.)
 W. & R. Holmes, 3-11 Dunlop Street, Glasgow.
 Hugh Hopkins, 11 Royal Exchange Square, Glasgow,
 C.1.
 Low's Bookstalls, 39-50 New Market Gallery, Aber-
 deen.
 Alexander W. MacPhail, 6 Melbourne Place, Edin-
 burgh, 1.
 John Orr, 74 George Street, Edinburgh.
 John Smith & Son (Glasgow) Ltd., 57-61 St. Vincent
 Street, Glasgow.
 James Thin, 54-56 South Bridge, Edinburgh. (Rem.)

SUGGESTED BOOKS FOR AUTHOR'S PRIVATE LIBRARY

Bent : *Familiar Short Sayings of Great Men*, 9th edition.
Cambridge History of English Literature.

Either Stevenson's, Hoyt's or Benham's *Dictionary of Quotations*.

Dictionary of Dates, either Nelson or Everyman editions.

Smith's Smaller Class-dictionary, Everyman edition.

Times Atlas or Philips's.

Kunitz : *Living Authors*, *Authors of To-day and Yesterday*, *Junior Book of Authors*. (Biographies continued monthly in *Wilson Bulletin*.)

Who's Who, and *Who's Who in America* as recent as possible.

Chambers's and Cousin's *Biographical Dictionaries*.

Dictionary of National Biography, concise volume.

Bryan's *Dictionary of Painters*, 5 volumes.

Whitaker's Peerage, and recent edition of Burke or Debrett.

Daily Mail Year Book and *Statesman's Year Book*.

Whitaker's Almanac.

McColvin : *How to Find* and *How to Use Books*.

Gray : *Books that Count*.

Chambers's Book of Days, 2 volumes.

Wright : *The Century Book of Facts*.

Lowndes : *Bibliographer's Manual of English Literature*, 6 volumes.

Burton : *The Book-Hunter*.

Jackson : *The Anatomy of Bibliomania ; The Fear of Books*.

- Columbia Encyclopædia*, or *Lincoln Library of Essential Information*.
- Everyman Encyclopædia*.
- Collins: *International Encyclopædia and Dictionary*.
- Dictionary of the Bible*.
- Dictionary of Mythology*.
- Statistical Abstract of the United Kingdom*.
- Postal Guide*.
- Everyman's Own Lawyer*.
- Fowler's *Modern English Usage*, and Horwill: *Modern American Usage*.
- 18,000 *Words Mispronounced*.
- Roget's *Thesaurus* (Ev.) or Marsh's.
- Oxford Concise Dictionary*, or Chambers's, or Wyld, or Webster, or Nuttall.
- Cassell's *French and German Dictionaries*.
- Henley's 20th Century Formulas*.
- Black's Medical Dictionary*.
- Black's Veterinary and Gardening Dictionaries*.
- The Year's Art and Black's Dictionary of Pictures*.
- Thring: *The Marketing of Literary Property*.
- Writers' and Artists' Year Book*.
- Sharp: *Biographical Dictionary of Foreign Literature*.
- Brooke: *Primer of English Literature*.
- Millett: *Contemporary British Literature*.
- Manly and Rickert: *Contemporary American Literature*.
- Walsh: *Handy Book of Literary Curiosities. Handbook of Curious Information. Curiosities of Popular Customs*.
- Macleod: *Modern Scottish Literature*. A popular guide book catalogue.
- Willing's Press Guide*.

Bartholomew's Literary and Historical Atlas of Europe.
Bible.

Universal Bible Dictionary.

Hyamson: *A Dictionary of Universal Biography.*

Kinzett: *Chemical Dictionary.*

Pros and Cons.

Boltz: *Everybody's Electricity.*

Camm: *Wireless Constructor's Encyclopædia.*

Camm: *Home Mechanic Encyclopædia.*

Clarke: *Manual of Practical Indexing.*

Lansdale-Ruthven: *Law of Libel for Journalists.*

Dingwall: *How to Use a Large Library.*

Rye: *Libraries of London.*

Knight: *Business Man's Guide to Printing.*

Unwin: *The Truth about Publishing.*

Jones: *Dictionary of Foreign Phrases and Classical
Quotations.*

Ripman: *A Pocket Dictionary of English Rhymes.*

Davies: *Wales.*

Rait: *A History of Scotland.*

Pollard: *A History of England.*

McAllister: *History of Ireland.*

Hunt: *Short Stories, How to Write Them.*

Joseph: *Complete Writing for Profit.*

Encyclopædia of Sports, Games and Pastimes.

Titles and Forms of Address.

Ackermann: *Popular Fallacies Explained.*

Block: *Key Book to British Authors, 1600-1932.*

BBC Annual.

CHAPTER II

PUBLIC AND INSTITUTIONAL LIBRARIES

No matter how extensive a library the writer collects there comes a time when he finds himself at a loss for information.

So, probably, he enters a library for the first time. Let us imagine him entering a library with his new friend—pet of journalist schools and fee-snatching agencies—the amateur writer.

Probably they will see first an enquiry desk. The assistant in charge spends his life answering queries. That's his business. Never be afraid to ask him anything from the unexpected to the obvious. If he does not know he will find it. Within his grasp is a system which has at call hundreds of thousands of books; a system which has as its ideal "a book for every one on any subject."

The information assistant will show where the catalogues—alphabetically arranged by author, subject, and title—are housed and how to use them. He will indicate how general reference works are arranged round the walls, and if your book is not there he will try the stock located behind the counter.

Even should this prove unavailing he is not yet beaten. He will show how application can be made to the Central Library for Students which specialises in inter-library loans for either home or library use.

Or if his library is outside this concern he will try to get a secondhand copy of this work. That is the function of a library, to provide information no matter how difficult. And it is an ideal strongly upheld by British librarians.

If you are a specialist, or an embryo writer of books, the librarian will show you a list of institutions from missionary societies to the War Office which are willing to supply information from their private libraries to responsible enquirers. Or again, he will show you that wonderful catalogue of the Association of Special Libraries and Information Bureaux (known as A.S.L.I.B.) which records alphabetically by subject the location of important collections in libraries, private and public.

Too little use is made of the resources of libraries by writers, especially free-lances. Often librarians meet journalists who imagine they are "wasting" an assistant's time searching for some out-of-the-way fact. They forget that the librarian is skilled in his profession and as enthusiastic and painstaking about the smallest enquiry as the scientist surrounded by instruments in his laboratory.

Whether you seek a fact for a gossip par at two-pence a line, or information for a "special" at ten guineas, means nothing to the librarian. He is ready to impart knowledge gained by long years of experience, irrespective of its final use.

The resident in London has the pick of the libraries of Great Britain from the British Museum to the municipal service.

But the provincial reader is not neglected; even

those living in fairly remote parts of the country can gain facilities undreamt of thirty years ago.

Some idea of library resources for town and country in Great Britain may be gained in the following publications: E. A. Baker, *The Uses of Libraries*, although produced in 1930, contains excellent specialist contributions by well-known authorities on the British Museum, the Public Record Office, the Victoria and Albert Museum, the University Libraries, and general libraries in London and outside.

The standard guide to London's great collections is R. A. Rye, *Students' Guide to Libraries of London*.

The Libraries, Museums and Art Galleries Year Book, edited by A. J. Philip, is the professional annual publication. The wealth of book information centres in Great Britain is shown in the sectional directory which covers over two hundred pages. This year-book also includes a useful subject index to special collections which can be compared to the A.S.L.I.B. Directory. The latter, however, keeps its material up-to-date in a quarterly bulletin issued free to members of the Association.

Writers, naturally, look first to their municipal collections, yet there are many useful facts about the resources of British public libraries which are not so well known or appreciated as they should be.

In most cities there are central libraries if not buildings devoted solely to reference. Apart from their general stock, which may be greatly influenced by their geographical or industrial position, most libraries contain special collections. To illustrate, specialisation in textiles at Blackburn or Bolton, and

the fishing industry at Grimsby, are natural enough when we consider the industrial backgrounds of these cities. But scattered through these libraries and throughout the country are small and large collections, many of them bequests, which are worthy of the writer's attention.

Traditional collections are usually Shakespeare, Scott or Napoleon but those devoted to such subjects as pewter, portraits, hats, costumes, and cookery may be found by anyone enthusiastic enough to search.

The journalist visiting a strange town for the first time need not want for ideas or information if he visits the local library.

One of the most useful services provided by numerous library services is the production of a bulletin or periodic magazine. Many of these little magazines are extremely well edited and contain not only classified lists of books received, but bright articles and attractive introductions to the literature on current topics.

Croydon Public Libraries, for example, has issued for many years *The Reader's Index and Guide*; *The Coventry Bookshelf* is a very useful guide to books in the general and commercial departments. *Cambridge Public Library Record and Book-List* is very well printed and has important articles in most issues by well-known authorities.

These are but a few of the many useful library guides published. Not only will they keep the writer in touch with current literature but help him in the evaluation of books which he requires for himself.

The Coventry Commercial collection is a reminder of the growth of special departments in many towns. Commercial, scientific and technical libraries owe much of their development to the post-war years.

The Science Museum is, of course, supreme in its sphere. Its lists of accessions issued weekly total nearly 10,000 references each year and constitute a standard catalogue of current scientific and technical literature.

An account of the facilities of this important library may be found in *Libraries for Scientific Research in Europe and America* by H. P. Spratt.

The most important commercial and technical libraries of Great Britain, of particular value to writers who specialize in these subjects, are :—

Birmingham Commercial and Patents Library.

Birmingham Technical Library.

Bradford Commercial Library.

Bristol Library of Commerce.

Bristol Patents Library.

Coventry Commercial and Technical Library.

Glasgow Commercial Library.

Leeds Commercial and Technical Library.

Liverpool Commercial Library.

Liverpool Patents Library.

Manchester Commercial Library.

Manchester Science and Technology Library.

Sheffield Commercial and Technical Library.

These libraries and others offer facilities with which the writer should be acquainted. The Leeds collection, for example, reports its activities in *Leeds*

Chamber of Commerce Journal, while Sheffield has *Quality*, the organ of the Chamber of Commerce.

Extra facilities are a feature of the Sheffield service. A card-index of articles not indexed in the *Industrial Arts Index* and *The Engineering Index* is kept up-to-date. In addition, the demand for technical periodicals resulted in a scheme for pooling the resources of special and works libraries, five libraries and thirteen firms participating in the resultant interchange of material between members of the pool.

One of the earliest of such co-operative schemes produced in Glasgow a joint technical catalogue of the special libraries taking part. The latest example, complimentary to the *World List of Scientific Periodicals* is the production of the *Union Catalogue of Periodical Publications in the University Libraries of the British Isles*. In this large reference work there are over 23,000 different periodicals represented in over a hundred libraries.

Outside the municipal and national libraries important work done by special libraries, such as those listed in this chapter, includes the publication of house journals and bulletins. Examples such as the *Nickel Bulletin*, *Light Metals Research* and *International Tin Research and Development* should be known to specialist writers.

When the writer has visited his library he should not forget the local museum or art gallery. The museum is a reference work in the making. There you may glance through the official guide and find the material which makes up the social, industrial, and historical basis of local history.

Curators, whether in museums or art galleries, will be only too willing to welcome writers. Under their expert guidance dead material can recreate the past, illustrating the rise of customs, the existence of ancient trades, the growth of social life, everything indeed which makes for inspiration to one skilled with the pen.

In the art section or in the separate art gallery the writer can get in touch with experts to enlarge on their print or picture collections. Many galleries photograph pictures for quite a reasonable fee, although it is always best to make enquiries about copyright.

Other activities such as the production of catalogues and the holding of special and seasonal exhibitions should be known to the writer. Knowledge of sources of information, whether in library, museum, or art gallery is a first necessity with the busy writer.

One of the first complaints made by those who use their local library is the difficulty of procuring books not represented in their town's collections.

It is here that the National Central Library plays an important part, acting as a clearing station for out-of-the-way enquiries, unsatisfied locally. Naturally, much of the information sought is for a book someone is writing, but even the writer of the special series of articles faced with the job of checking a number of statements in books unprocurable locally, can get his information if he makes application through his County Library.

All this service costs is the postage both ways on books, which may be read either at home or in

the town library, according to the lender's specification.

Outside the municipal and national library service there are, of course, scores of society and industrial libraries.

Most of such libraries mentioned in this chapter, or elsewhere in the book, will refuse no reasonable request either from newspaper men or free-lance writers genuinely seeking information for a legitimate purpose.

SELECTION OF SPECIALISED SOURCES OF INFORMATION

BIBLIOGRAPHY :

The Bibliographical Society, Burlington Gardens,
W.1.

The Library Association, Chaucer House, Malet
Place, W.C.1.

Manchester Public Library, Greenwood Collection,
Manchester.

National Book Council, 3 Henrietta Street, W.C.2.

Institute of Journalists, 2-4 Tudor Street, E.C.4.

National Union of Journalists, 7 John Street,
W.C.1.

Society for Physical Research, 31 Tavistock Square.

SOCIAL SCIENCE :

Economic League, 2 Wood Street, Millbank, S.W.1.

British Institute of Social Service, 32 Gordon
Square, W.C.1.

Institute of Sociology, Le Play House, 35 Gordon
Square, W.C.1.

Royal Institute of International Affairs, Chatham House, St. James's Square, S.W.1.

Somerset House, Strand, W.C.2.

Patent Office Library, 25 Southampton Buildings, W.C.2.

Navy Records Society, Royal Naval College, Greenwich, S.E.10.

Society for Nautical Research, National Maritime Museum, S.E.10.

General Post Office, London.

Board of Education, King Charles Street, Whitehall, S.W.1.

World Association for Adult Education, 16 Russell Square, W.C.1.

LANGUAGE :

Philological Society, University College, Gower Street, W.C.1.

Early English Text Society, 15 Elgin Court, W.9.

SCIENCE :

Department of Scientific and Industrial Research, 16 Old Queen Street, S.W.1.

Science Museum, South Kensington, S.W.7.

National Physical Laboratory, Teddington, Middlesex.

Physical Society, 1 Lowther Gardens, S.W.7.

British Astronomical Association, 48 Basildene Road, Hounslow West.

Meteorological Office, Air Ministry, Kingsway, W.C.2.

Geological Survey, Exhibition Road, South Kensington, S.W.7.

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Royal Entomological Society of London, 41
Queen's Gate, S.W.7.

Natural History Museum, Cromwell Road, S.W.7.

Horniman Museum, London Road, S.E.23.

British Bee-Keepers' Association, 23 Bedford
Street, W.C.2.

ARTS :

Ceramics Society, North Staffords Technical College,
Stoke-on-Trent.

Institute of Builders, 48 Bedford Square, W.C.1.

Chemical Society, Burlington House, W.1.

Society of Chemical Industry, 46 Finsbury Square,
E.C.2.

British Electrical and Allied Industries Research
Association, 15 Savoy Street, W.C.2.

Society of Engineers, 17 Victoria Street, S.W.1.

Forestry Commission, 9 Savile Row, W.1.

Institute of Fuel, 53 Victoria Street, S.W.1.

Institution of Gas Engineers, 28 Grosvenor
Gardens, S.W.1.

Ministry of Transport, Whitehall Gardens, S.W.1.

Institute of Metals, 36 Victoria Street, S.W.1.

Iron and Steel Institute, 28 Victoria Street, S.W.1.

British Optical Association, 65 Brooke Street, W.1.

Institution of the Rubber Industry, Faraday House,
10 Charing Cross Road, W.C.2.

Radio Society of Great Britain, 53 Victoria Street,
S.W.1.

Board of Trade, Whitehall, S.W.1.

Federation of British Industries, 21 Tothill Street,
S.W.1.

Royal Aeronautical Society, 7 Albemarle Street,
W.1.

Ministry of Agriculture and Fisheries, 10 Whitehall
Place, S.W.1.

Television Society, 25 Lisburne Road, N.W.3.

Royal Horticultural Society, Vincent Square, S.W.1.

Society of Glass Technology, Darnall Road,
Sheffield, 9.

National Institute of Industrial Psychology, Ald-
wych House, Aldwych, W.C.2.

FINE ARTS :

Courtauld Institute of Art, University of London,
20 Portman Square, W.1.

Royal Society of Arts, John Street, Adelphi, W.C.2.

Victoria and Albert Museum, South Kensington,
S.W.7.

Royal Institute of British Architects, 66 Portland
Place, W.1.

British Broadcasting Corporation, Broadcasting
House, Portland Place, W.1.

Royal Photographic Society of Great Britain, 35
Russell Square, W.C.1.

SPORTS :

Royal Automobile Club, Pall Mall, S.W.1.

Automobile Association, Farnum House, New
Coventry Street, W.1.

Lawn Tennis Association, 28 Essex Street, Strand.

Amateur Boxing Association, 10 Guildford Place,
W.C.1.

Cyclists' Touring Club, 3 Craven Hill, W.2.

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Football Association, 22 Lancaster Gate, W.2.

Hockey Association, 131 Wool Exchange, E.C.2.

British Ice Hockey Association, 11 Haymarket,
S.W.1.

Croquet Association, 4 Southampton Row, W.C.1.

HISTORY :

Public Record Office, Chancery Lane, W.C.2.

Historical Association, 22 Russell Square, W.C.1.

Society for the Protection of Ancient Buildings,
20 Buckingham Street, W.C.2.

Ancient Monuments Society, 36 George Street,
Manchester.

British Archæological Association, 22 Russell
Square, W.C.1.

Royal Empire Society, 18 Northumberland Avenue,
W.C.2.

Royal Geographical Society, Kensington Gore,
S.W.7.

Society of Antiquaries of London, Burlington
House, W.1.

CHAPTER III

INFORMATION FOR WRITERS

DAY by day in large reference libraries hundreds of enquiries, personal, by telephone, and by letter, come in and are dealt with as a matter of routine. To the outsider the process seems like legerdemain. Here readers ask for "the strength of the Chinese navy," or the meaning of "boondozzle," and in a few minutes the answers are forthcoming. Where does the librarian get his information, they wonder.

First he uses general reference books, encyclopædias, dictionaries, and the like, the ready-to-hand material carried on the open shelves of every library, and just as free to an enquiring visitor who cares to run over the books himself.

Specialised information, out-of-the-way material, and very recent happenings, may not necessarily be available on these open shelves. But behind the counter, easily within reach of the librarian, are massed guides to such material. So if you ask for the constitution of Spain he will look in *Europa Year Book*, which, by a special filing system, keeps its material up-to-date. Similarly, if you ask for the latest important announcement of Stalin or Mussolini he will take down *Keesings Contemporary Archives*, a precis of the world's news kept right up-to-date by weekly supplements.

In time the writer becomes familiar with these himself. He should make a point of asking where his information came from and noting the source. Later he may wish to try for himself specialised guides he had not heard of previously. Only by use will he ascertain their value.

Then outside these bibliographical aids is the actual stock arranged usually in classified order and familiar to the librarian by years of practice. Here are the lesser-known works, lost perhaps to the outsider among a host of others on the same subject in the catalogues, but known to the expert. For example—Britten's *Old Clocks and Watches* is the standard work. The librarian probably answers a hundred queries from this book to the very few ascertainable in another dozen written on clocks. The book which appears to you to be too old may contain a valuable history absent from the more up-to-date treatises on the same shelf.

With all these tools at his disposal the librarian is equipped to furnish information on anything under the sun. He is a permanent encyclopædia, constantly adding to his own knowledge. Whether your article hits its mark, or comes back on the mat, is nothing to him provided he has given you the new knowledge you required.

Perhaps if you were given some idea of the librarian's qualifications, his daily work and his methods, you would understand how useful a service he performs, and particularly how much he exists for the writer's special benefit.

Nowadays library assistants begin their profession

at either matriculation or university degree standard. They must know at least two foreign languages, they must study professionally their own routine subjects, administration, cataloguing, and classification, and pass two fairly stiff examinations embracing the history of books and literature. In addition they have to give evidence that they know the best reference sources.

If you glance at two recent professional works :— J. D. Cowley, *The Use of Reference Materials*, and L. R. McColvin, *Library Stock*, both very well written and covering an extensive field, you will find that there is very little the modern librarian is not supposed to know.

Routine duties include attention to readers, evaluation of books from the reading of the principal literary and scientific reviews, and cataloguing and classification of books added, so that readers can see at a glance whose books are in the library and what is their subject.

Outside this work the librarian is everyone's guide. He does not read books but he knows their contents. Probably in his spare time he is a John Rhode fan, but on duty he will give you a key to *Joyce's Ulysses*, the latest pronouncement on the value of light therapy, and the illustration of the first motor-car, without turning a hair.

Given a retentive memory he will gather facts unconsciously while perhaps he is engaged upon a search for something entirely different. And more than most people imagine he is an index to news. Every public event, holiday, anniversary, crisis, popular fashion or craze, presents him with a fresh

test to solve. For months he is an expert on coronation ceremony, then by turn guide to colonial, Japanese and war-fever problems. Indeed, he is often preparing weeks ahead for coming events in similar fashion to the news-editor of a daily paper. For days he will comb his collection to present the latest information in book and picture on a topic likely to interest his public.

It should not be forgotten that he knows not only the published works in his library, but by virtue of daily search he knows also what books are forthcoming. Every week fresh catalogues, prospectuses, and house journals warn him of books on the way, some not due for publication for several months.

He subscribes to a variety of learned societies, and in return receives not only their publications but reports, proceedings, and notices of forthcoming meetings and lectures.

All this material places him in an unique position, not merely to assess and guide, but to inform. Librarianship, in fact, has become a specialist profession, with its scientific commentators and a technical literature widespread in its content. Just as the modern business examines markets from a statistical basis so does the librarian, influenced by American progress, graph the reading tastes of his public or sound its reactions to his selection of literature.

Here is a typical day in the work of a library assistant employed in a very large reference library. If we leave out his routine duties and concentrate on his public service to enquiries his time will run something like this.

At 9.30 a.m. he starts looking for the value of a book about which someone has sent a letter to his chief. Strictly speaking, this is outside the librarian's province, belonging more properly to the bookseller's sphere. Fortunately, the correspondent has asked, optimistically, "how many pounds this book brings in the auction room?"

First the assistant checks the date and original price of the work in the *English Catalogue*—it gives such particulars from 1835. Then he starts from the latest number of *Book Auction Records* and works backwards. When he finds the item and its price—12s.—he checks over with *Book Prices Current*. Time spent, six minutes to fifteen minutes, according to experience. He notes specially that the original price of the work is 84s.

From 9.50 to 10.30 a.m. he helps an old lady who wants a History of the Short Story, "the latest one will do." Not so easy this, but after convincing her that her history does not require an examination of fifteen century *contes*, he finds his search rewarded when he hands her *Millett's Contemporary British Literature* with a five page summary on the modern short story. He gets an extra smile when he pronounces *Dunsany* for her.

Next twenty minutes go rapidly with a special writer who wants, quickly, a full description of previous coronation scenes in the city with the best illustrations. Fortunately, he is the fifth on a similar errand, and the information is easily forthcoming. Hard on the journalist's heels comes a clergyman seeking books and periodicals giving a picture of

the country as it was a century ago. This is answered more from personal knowledge of the books on the shelf than from the use of published guides.

Round about 11.30 a knotty problem is presented. A reader wants a rhymed history of England, beginning with certain lines, looked out for him. Between service to the public the assistant takes surreptitious glances at whatever reference books are handy, but, knowing that it is probably a small school-book that will give the answer, he wisely postpones the search until later.

Actually, forty minutes' search of the cumulative indexes of *Notes and Queries* produces a lengthy list of references. In the third volume the search ends with full particulars of the book included. Later the National Central Library will produce a copy, no doubt, as there is none in the library.

In the evening he comes on duty to take over the tail-end of someone else's search for illustrations of early weights and measures. He contents the reader with some plates in the *Encyclopædia Britannica*, but privately determines to pursue the enquiry further when he gets a spare half-hour.

In quick succession, for evenings are rush periods, he finds a complete list of books by Harley Granville-Barker, the composition of smelling salts, the best biography of the American John Brown, the middle names of H. C. V. Morton, the earliest known poem of Gerard Manley Hopkins, the family histories of two jovial business men, and substantiation of the statement that gold can be made by the transmutation of metals!

Thereafter the night proceeds in a more orthodox

fashion. Not all enquiries are of the literary type—these are probably the only ones he remembers. But he finds addresses by the dozen, directs wondering readers to far-off districts, advises a round twenty specialists who want the latest books in their spheres. Ten minutes to go, and the last enquirer is handed the Peerages to satisfy himself on the obscure subject of precedence. One minute to go, and the library is silent and empty again.

A fair day's work you might say, but, lest anyone should imagine that the librarian spends his time on nice literary points or has a large clientele of amateur and professional writers, it should be reiterated that the types of queries indicated above are a very small percentage of the day's business. The interests of the city, whether manufacturing or agricultural, determine largely the type of information desired. More important if the librarian is alive to the possibilities of co-operation with other institutions, local, public, and private, he has the means to introduce what public he pleases.

That this fact is recognised can be easily ascertained by conversation with librarians. All kinds of societies, educational, technical, and social are known to him, and by arranging special exhibitions of material useful to their purposes, the engineer, teacher, and organiser become familiar users of the library.

Writers' clubs do not perhaps take advantage of this service, but if they approach their librarian they will find him only too willing to give facilities to writers so that they may become familiar with what is peculiarly their own world—the world of books.

32. WRITERS' GUIDE TO INFORMATION

A question which often puzzles readers in libraries is how the librarian can find so effortlessly the information they have failed to find—in the same book!

A few notes, therefore, on the correct use of reference material, with examples of the most general and important guides, in everyday use, may not be amiss.

If you glance quickly through a volume of a standard encyclopædia you would probably say that it is arranged alphabetically by subject, and that each article has a list of works appended. But your quick glance through would not reveal whether the encyclopædia was arranged under large or small topics, an important enough point if you wished merely to have a summary of a general subject of wide connotation, and your subject was subdivided in small articles through half a dozen volumes.

Generally speaking, it is wiser to imitate the librarian and consult the index. The majority of library readers usually examine the contents first and leave out the most important part at the end altogether.

Whether your topic is large or small a good index will tell immediately where your article is, or indicate related subjects.

The best-known and most widely consulted reference work is the *Encyclopædia Britannica*. It is typical of reference works best used through the index which, in the latest edition, is extremely full. Writers are well advised, however, not to leave out the ninth and eleventh editions, especially if they wish authoritative articles with historical accounts.

Some of these articles, such as the ones on Bibliography and Dictionaries are still accepted as the best surveys of these subjects.

It is eight years since the last issue of the *Encyclopædia Britannica* but its up-to-date quality and wealth of good illustrations leave it supreme in its field.

Its counterpart in America is the thirty volume *Encyclopædia Americana*, an exceptionally good modern work, the last volume consisting of a classified list of articles. British topics are not satisfactorily arranged, but the inclusion of out-of-the-way sections, such as the excellent summaries of great books, make it an invaluable guide.

Chambers's Encyclopædia and the *Everyman Encyclopædia* are the two most frequently used among the smaller reference works. Both are specially valuable for quick answers when a large amount of detail is not required.

Among dictionaries the *New English Dictionary*—best known as the Oxford English Dictionary—is unchallenged in its field. Its greatest use is the amount of detailed history and derivation devoted to each word. Although it is not the type of work to be recommended for continuous study, an hour's reading of special words will prove fascinating to the patient. With it may be placed the abridgement, the *Shorter Oxford English Dictionary*. Its chief value perhaps, lies in the number of new words introduced, making it an ideal supplement to the larger work.

The chief American dictionary: *Webster's New International Dictionary* is probably used more than any other similar work. Its modernity and the amount

of extra matter included, especially names and phrases, make it a compulsory choice of the careful writer.

Whitaker's Almanac and the *World Almanac* are the best compiled and most frequently used among annual publications. For quick succinct facts both are the first used books in most libraries. The indexes for both these works are at the front.

These are merely a few of the best known reference tools used by librarians, but like the majority of works mentioned in this book they should not only be referred to but known completely to appreciate their value to the fullest.

In this short book an attempt has been made to indicate some of the aids used daily by librarians. Specially selected aids are those which may be useful to the writer, whether at his desk in a newspaper office or coming in as a tyro with a large notebook and a thirst for knowledge.

The arrangement of the book is by subjects of prospective articles and to each chapter is appended a tentative list of guides, well-known and less-known.

These lists are arranged roughly by the Dewey system of classification. Naturally, within the space allotted the selection is a limited one, but it is hoped that the books noted, familiar to most librarians, will introduce the writer to a new key to knowledge.

Duplication of certain titles of books is unavoidable. In many cases books have been included in different chapters because their use was not confined to one subject. This applies not only to encyclopædias but to many other books used daily to answer the most diverse enquiries.

CHAPTER IV

BIBLIOGRAPHY AND RELIGION

PART I

ARTICLES ON BOOKS AND THEIR MANUFACTURE

IN this chapter and in succeeding chapters it is taken for granted that readers are familiar with the first axiom of journalism. "Write, but write for a market." The librarian, more than any other person perhaps, knows that every tyro writes his article first before wondering where he will send it.

Any established writer will tell you that there is no quicker way to disillusion than to follow this hit or miss practice.

So the specialist in any subject studies first, last, and all the time his market. One good method I have seen adopted by a successful free lance was to interleave his copy of the *Writers' and Artists' Year Book* so that notes on markets, or particulars of new publications, could be written in.

The specialist in bibliography will, therefore, know first his periodicals which range from *The Bookseller* to *The Librarian*. A secondary market is provided by trade journals and specialised periodicals where an article dealing with the literature of a subject is welcome. A trade anthology is sometimes welcomed if it can be entertaining. A good example of this kind of feature is the Anthology in the *Building Times*.

The secondary market has even a wider range. Journals devoted to specialised topics will always have room for an article on the literature of a subject provided it gives evidence of having been written by a specialist.

Familiarity, therefore, with bibliographies—lists showing the evolution of a subject whether in book or periodical—is necessary for the specialist.

Then he must know where to get out-of-the-way material in periodicals. Periodical indexes will be his standby, but at the same time he should watch for periodicals not so indexed. A note to his librarian will help him here to provide himself with a private list of material worth looking up.

A complaint frequently heard in libraries is that most periodical indexes are American and list many journals not readily obtainable in libraries. While this complaint is genuine enough, it may be useful at this point to refer to a British periodical index not so well known as it should be.

The Library Association *Subject Index to Periodicals* indexes more than 500 sources, and with one or two gaps has been issued since 1915.

A surprising number of local and regional magazines containing information most useful to the writer are covered each year.

Bibliographical material is very fully indexed, all British and American library journals being dealt with.

An older guide, still extremely useful, is *Cotgreave's Subject Index* which dissects the contents of both books and periodicals. It is one of the best guides to an earlier type of periodical, such as *All the Year Round*.

Lastly the *Gentleman's Magazine* and *Notes and Queries* deserve special mention as useful aids. The first published *Bibliographical Notes*, being book information cumulated from many years. *Notes and Queries* is one of the oldest and best guides for anyone interested in writing about books—or any other subject. The fourteen indexes which cover the entire run of the journal from 1849 are veritable mines of information.

BIBLIOGRAPHICAL LIST

Hannay (J. O.): *Can You Answer This? A Question Book.*

Mais (S. P. B.): *Do You Know? The Question Book.*
— ed. *The Modern Pictorial Library.*

Pearson: *Books in Black or Red: Queer Books.*

Corns & Sparke: *Bibliography of Unfinished Books.*

Abbatt: *The Colloquial Who's Who.*

Marble: *Pen Names and Personalities.*

Stonehill: *Anonyma and Pseudonyma.*

Halkett & Laing: *Dictionary of Anonymous and Pseudonymous English Literature. Reference Catalogue of Current Literature. Whitaker's Cumulative Booklist. English Catalogue.*

LIBRARIES:

Burton & Vosburgh: *Bibliography of Librarianship.*

Cannons: *Bibliography of Librarianship: Library Literature (A.L.A.)*

Library Association Year Book: Year's work in librarianship.

Libraries, Museums and Art Galleries Year Book.

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A.S.L.I.B. *A Guide to Sources of Special Information in Britain and Ireland.*

READING :

Dickinson (A. D.): *The Best Books of Our Time, 1901-1925.*

Sonnenschein (W. S.): *The Best Books, a Reader's Guide, 1923-1933.*

Mudge (I. G.): *Reference Books, 1936.*

British Museum: *List of Books of Reference.*

Minto (J.): *Reference Books. 1929-1931.*

AIDS TO READING :

Aldred: *Sequel Stories.*

Waples & Tyler: *What People Want to Read About.*

Robertson: *Courses of Study.*

Leavis: *Fiction and the Reading Public.*

Book Review Digest.

Keller: *Reader's Digest of Books.*

Library Association: *Books for Youth.*

Simnett: *Books and Reading.*

Lydall: *Practical Guide to Précis Writing and Indexing*

ENCYCLOPÆDIAS :

Chambers's Encyclopædia.

Encyclopædia Britannica.

Children's Treasure House.

Compton's Pictured Encyclopædia.

Hutchinson's Pictorial Encyclopædia.

I See All.

Davis: *The Treasure Book of Knowledge.*

Gilman: *New International Encyclopædia.*

- Harmsworth : *Universal Encyclopædia*.
 Jack : *Reference Book*.
 McDougall : *Reference Book*.
 Mee : *The Children's Encyclopædia*.
New Age Enclopædia.
The Nuttall Encyclopædia.
Oliver & Boyd's Edinburgh Almanac.
 Parrish : *The "King's" English Encyclopædia*.
Pears' Encyclopædia.
 Pollock : *Newnes' Pictorial Knowledge*.
 Rose : *An Outline of Modern Knowledge*.
 Williams : *The Wrinkle Book*.
Encyclopædia Americana.
Almanach Hachette.
 Auge : *Larousse Mensuel Illustré*.
Der Grosse Brockhaus.
Enciclopedia Ilustrada Segui.
 American Library Association : *Index to General Literature*.
Cotgreave's Subject-index.
Essay Index.
Speech Index.

GENERAL PERIODICALS :

- Library Association : *The Subject Index to Periodicals*,
 1915—
Readers' Guide to Periodical Literature, 1900—
Review of Reviews : Index of the Periodicals, 1890—1902.
 Gregory : *Union List of Serials in U.S. and Canada*.
 Cannons : *Classified Guide to 1,700 Annuals*.
International Index to Periodicals, 1907—
Poolé's Index to Periodical Literature, 1802—1907.

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British Museum: *Catalogue of Periodicals.*

Crane & Kaye: *Census of British Newspapers and Periodicals, 1620-1800.*

Times: *Tercentenary Handlist of English and Welsh Newspapers.*

Advertiser's A.B.C.

American Newspaper Annual.

Mitchell's Newspaper Press Directory.

Palmer's Index to The Times.

New York Times Index, 1913-

Glasgow Herald Index, 1906-

What Editors and Publishers Want.

Newspaper Proprietors' Association Official Handbook.

Fleet Street Annual.

Writers' and Artists' Year Book.

SOCIETIES :

Athena: *Year Book of the Learned World.*

Index Generalis: *Year Book of Universities' Libraries and Learned Societies.*

Minerva: *Jahrbuch der Gelehrten Welt.*

Year Book of Scientific and Learned Societies.

BOOK RARITIES :

Hain: *Repertorium Bibliographicum.*

Cutler & Stiles: *Modern First Editions.*

Boutell: *First Editions of To-day.*

Foyle: *Modern First Editions.*

Brussell: *Anglo-American First Editions.*

De Halsalle: *Treasure Trove in Bookland.*

Iwyer & Darton: *English Books, 1475-1900.*

Black: *The Book Collector's Vade Mecum.*

PART II

THEOLOGICAL SUBJECTS

There is probably a bigger market for religious articles than for any other subject. And the market has two outstanding phases—a name is not nearly so important as the matter, and once the writer has caught his readers' imagination by the strength or depth of his writing he achieves in one step an immediate and faithful following.

The religious article may concern one sect alone, but the market for generalised religious topics is even greater. A glance at *Willings' Press Guide* and the *Writers' and Artists' Year Book* will reveal hundreds of journals, many of which are potential fields.

The essential for the specialist in religious writing is an encyclopædic knowledge and, what is more important, a knowledge of sources obscure or otherwise. Recently a free-lance journalist friend sent a first article to a religious paper. At the same time he stated in an accompanying note that he had several specialist subjects in which he was much interested. A week later he had an acceptance, and a request for three thousand word articles on his other subjects. He was given five days' notice. Because he knew his sources the articles were completed and despatched in two days.

What to write about is a disease which afflicts experienced and inexperienced writers alike. A mechanical plan which has been known to work

successfully is to study the classification of the subject in which one specialises.

A classification is a logical arrangement of a subject from birth to fruition. Man grows by gradual physical and mental stages from the state of childhood to full stature. If you glance at a classification scheme, such as Bacon's or Dewey's, divided by centuries, you will find this vividly illustrated.

This evolution of man follows a distinct plan which might be summarised thus. Man is born; he uses his intelligence and thinks of a supreme cause or creator; he evolves ideas of society in his family life; he speaks in many tongues; daily he uses his brain to work out mechanical problems; he makes something from a baby's stool to a battleship; he decorates his home with something which pleases his æsthetic sense; he creates images in prose or verse to express his delight or sorrow, and, finally, he sits down at the end of life to record the history of himself or his race.

Thus, in nine phases, we have an ordered relation of man's activity, a classification!

Similarly we may arrange the evolution of a subject from cause to end.

Logical division of a subject will at once help our reasoning power and suggest topics for writing. A further glance at an encyclopædia, such as *Hastings' Encyclopædia of Religion and Ethics* will inform and quicken the mind to the possible extensions of knowledge on matters which had previously been mere names or abstract notions.

RELIGIOUS ARTS LIST
SELECTIVE LIST

- Baldwin: *Dictionary of Philosophy and Psychology*.
(Bibliography in volume 3.)
- Spence: *Encyclopædia of Occultism*.
- Rickman: *Index Psycho-Analyticus*.
Psychological Index, 1894-
- Warren: *Dictionary of Psychology*.
- Ewen: *Witchcraft and Demonianism*.
- Price: *Short-title Catalogue of Works on Psychical Research*.
- Besterman: *Catalogue of Library of Society for Psychical Research*.
- Roback: *Bibliography of Character and Personality*.
- Nitchie: *Pens for Ploughshares* (International Peace).
- Moffatt: *The Expositor's Year-book*.
- Blunt: *Dictionary of Sects, Heresies, etc.*
- Brewer: *Dictionary of Miracles*.
- Canney: *Encyclopædia of Religions*.
- Ince: *Dictionary of Religions*.
- Forlong: *Faiths of Man*.
- Hastings: *Encyclopedia of Religion and Ethics*.
- McClintock and Strong: *Cyclopædia of Biblical and Ecclesiastical Literature*.
- Society for O.T. Study: *Scripture Bibliography*.
- Piercy: *Murray's Illustrated Bible Dictionary*.
- Schaff-Herzog: *Encyclopædia of Religious Knowledge*.
- Wace and Piercy: *Dictionary of Christian Biography*.
- Besterman: *Dictionary of Theosophy*.
- Baikie: *Lands and People of the Bible*.
- Cheyne: *Encyclopædia Biblica*.

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RELIGION :

Cruden : *Complete Concordance.*

Hastings and others : *Dictionary of Christ and the Gospels.*

Buckland : *The Universal Bible Dictionary.*

Hastings : *Dictionary of the Bible.*

Hastings : *Great Texts of the Bible.*

MacLaren : *Expositions of Holy Scripture.*

Peake : *Commentary on the Bible.*

Preacher's Homiletical Commentary.

Spence and Exell : *Pulpit Commentary.*

Julian : *Dictionary of Hymnology.*

Dicke : *Saints and their Emblems.*

Jameson : *Sacred and Legendary Art.*

Bumpus : *Dictionary of Ecclesiastical Terms.*

Smith and Cheetham : *Dictionary of Christian Antiquities.*

Hastings : *Dictionary of the Apostolic Church.*

Wright and Neil : *Protestant Dictionary.*

The Churchman's Year Book.

Crockford : *Clerical Directory.*

Cutts : *Dictionary of the Church of England.*

Official Year Book, Church of England.

Catholic Directory.

Catholic Directory of Scotland.

Catholic Who's Who and Year Book.

Herbermann : *Catholic Encyclopædia.*

Mann : *Lives of the Popes.*

Brown : *Introduction to Catholic Booklore.*

Ollard and Crosse : *Dictionary of English Church History.*

Episcopal Church in Scotland, Year Book.

Church of Scotland Year Book.

- Congregational Year Book.*
Scottish Congregational Year Book.
Wesleyan Methodist Pocket-book.
 Potts : *Swedenborg Concordance.*
 Dark : *The World's Great Sermons.*
 Hare : *Religions of the Empire.*
 Hopkins : *Religions of India.*
Jewish Encyclopædia.
Jewish Year Book.
Encyclopædia of Islam.
 Whitley : *A Baptist Bibliography.*
Baptist Handbook.
 Smith : *Descriptive Catalogue of Friends' Books.*
- MYTHOLOGY :
 Frazer : *The Golden Bough.*
 Fox : *Greek and Roman Mythology.*
 Bray : *The World of Myths.*
 Guerber : *Myths of the Norsemen.*
 Munch : *Norse Mythology.*
 Rolleston : *Myths of the Celtic Race.*
 Spence : *Myths and Legends of Egypt.*
 Squire : *Mythology of the British Islands.*
 Clarke : *The A.B.C. of Myth.*
 Howey : *The Encircled Serpent.*
 MacCulloch and Moore : *The Mythology of all Races.*
 Mackenzie : *Myths and Traditions of the South Sea Islands.*
 Mackenzie : *Myths of Melanesia and Indonesia.*
 Porteous : *Forest Folklore.*
 Thompson : *The History of the Devil.*
 Fox : *Greek and Roman Mythology.*
 MacMunn : *The Religions and Hidden Cults of India.*
 March : *Buddhist Bibliography.*

CHAPTER V

SOCIOLOGY

SOCIOLOGY, or the study of human relationship, whether in family life or in the outside world, is a field which has changed by leaps and bounds during the last fifty years.

Indeed, since the Great War social science has been removed from the realm of philosophic discussion to a day-to-day topic for Everyman. Changing conditions, industrialism presaging the machine age, unemployment touching every sphere of activity at the same time as wealth concentrates in an ever decreasing number of hands, has focused the sharpest light on the dismal science.

Here, then, we have an unlimited field for the prospective specialist, a field in which books play an all important part, where facts are the basis for even the smallest piece of research.

Human relationships have always been daily topics for newspapers; now the impingement of social conditions on man's daily life, the feverishness with which the various isms are espoused makes the market an even more specialised one. Intense and continual study must come before one joins the economists. In 1936 over 1,500 books on the subject were published. The number has increased every year since 1929.

For the prospective writer there are two guides pre-eminent in this science. In 1930-5 appeared in fifteen volumes the monumental *Encyclopædia of the Social Sciences*, edited by Drs. Seligman and Johnson.

No adequate idea of its completeness can be given here, but an hour spent in examination of any volume will soon convince the journalist that the economist's "Britannica" is before him. Exhaustive bibliographies to the longer articles are a noteworthy feature.

Closely related to this work is *The London Bibliography of the Social Sciences*, published in five volumes in 1932. This work undertaken by the London School of Economics, under Mr. B. M. Headicar's editorship, catalogues—in a single subject alphabet—the collections of seven libraries, totalling over half-a-million items.

The writer who is interested even in a minute subdivision of some economic topic will find these two works of paramount importance in groundwork study.

There is probably no more important aspect of economics than the international one. A five years' holocaust put Sarajevo on the newspaper map; where, we may ask, will the next danger spot appear? Increasingly journalism circumscribes the globe and flashes its messages from the corners of the earth on to the front page news.

Guides to this important aspect are few but reliable. Foremost are the publications of the Royal Institute of International Affairs. In all, seventeen bibliographies covering the high light subjects of world affairs, have been produced by this Institute.

These bibliographies and the publications of the International Labour Office and the League of Nations are material to be found in most libraries. Periodicals which preserve information not readily accessible elsewhere—especially pamphlet and report material—are *Economic Journal*, *Parliaments of the Empire*, *Foreign Affairs*, and the *Bulletin of International Conciliation*. Articles in these periodicals may be found indexed in *The Readers' Guide to Periodical Literature*.

The application of scientific methods to the study of society has increased interest in the otherwise dry subject of statistics. Frequently articles depend on the expert handling of telling facts, and figures are often hard to find.

The *Statistical Abstract* should be a familiar guide to anyone writing on British social questions. For more generalised subjects the *Bulletin of Statistics*, the *International Labour Review*, and its junior publication, the weekly *Industrial and Labour Information*, deserve notice for up-to-date material on social subjects.

One section of the social sciences which produces hundreds of articles per year, and is a comparatively easy market for the well-read free-lance, is the study of social life, its institutions, customs, and folklore.

For the free-lance living in the provinces an interest in, and an encyclopædic knowledge of, the life and social conditions of his district make for a profitable use of leisure. Similarly the staff writer, knowing the perennial interest of his readers in local lore, arranges for a suitable series.

One peculiarity of the source-material of social life is the fact that much, if not the best part of the material has still to be discovered. Some methods of uncovering local history might be of interest here.

No district has a plethora of oldest inhabitants, but every writer should know how to pursue a search in his local library, whether town or county.

Two outstanding works which have a first claim to extensive use are the indexes to *Notes and Queries* and the extracts from *Gentleman's Magazine*, issued in three volumes. These are: *Dialects, Proverbs and Word Lore, English Traditional Lore, and Manners and Customs*.

Once the writer has exhausted general histories and easily accessible material, he should turn his attention to the special local collection of material in his library. At first glance such material—if not catalogued so as to show fully its treasures—may disappoint him, but he must learn to make his own discoveries.

First concentrate on transactions of local bodies, antiquarian, literary, or historical. Even if these are not indexed there is little difficulty in making a private note of likely material for present or future use. Then local magazines and newspapers, usually preserved from their first issue, should be examined as well as memoirs of local worthies.

Lastly, enquiry should be made for newspaper cuttings books, whether compiled by a local book-collector or by the library itself. This last is a fruitful and generally forgotten source of untapped material.

Many libraries receive items like these as donations and provide manuscript indexes themselves.

Customs depend much on costume and anyone writing on this subject should examine the Costume Index issued by the H. W. Wilson Company, New York, and compiled by Miss Isabel Munro. Judging from the advance copy recently examined this is a definitive and much needed work. Over 800 books are indexed covering every country in the world.

Standard works on commercial subjects, as distinct from business topics which are dealt with in Chapter VIII, include the following: Harnack, *All About Ships and Shipping*, *Shipping World Year Book*, Garcke's *Motor Transport Year Book and Directory*, *Universal Directory of Railway Officials and Railway Year Book*, and R. A. Peddie, *Railway Literature*, 1556-1830.

SOCIOLOGY

Bliss and Binder: *New Encyclopædia of Social Reform*.
London School of Economics and Political Science:

London Bibliography of the Social Sciences.

Empire Social Year Book.

Seligman, and others: *Encyclopædia of the Social Sciences*.

Webb: *Mulhall's Dictionary of Statistics*.

League of Nations: *International Statistical Year Book*.

Great Britain: *Guide to Current Official Statistics*.

Empire Municipal Directory.

Dominions Office and Colonial Office List.

Lalor: *Cyclopædia of Political Science*.

- Laski : *Grammar of Politics*.
- Oversea Settlement Department : *Handbooks*.
- Negro Year Book*.
- Work : *Bibliography of the Negro in Africa and America*.
- Foreign Office List*.
- Ward and Gooch : *Cambridge History of British Foreign Policy*.
- Langer and Armstrong : *Foreign Affairs Bibliography, 1919-1932*.
- Crew : *The Conduct of, and Procedure at, Public and Company Meetings*.
- Milne : *The Social Workers' Handbook*.
- Palin & Martin : *The Chairman's Manual*.
- H.M.S.O. : *Brief Guide to Government Publications, 1786-1925*.
- H.M.S.O. : *Monthly Circular*.
- H.M.S.O. : *Official Index*.
- H.M.S.O. : *Parliamentary Papers and Official Reports*.
- Dod's Parliamentary Companion*.
- Vacher's Parliamentary Companion*.
- Jones : *Parliamentary Procedure at a Glance*.
- Cobbett : *Parliamentary History of England, 1066-1803*.
- Parliamentary Debates : *Official Report (Hansard), 1803-*
- May : *Treatise on the Law, Privileges and Usage of Parliament*.
- Smith : *History of English Parliament*.
- Constitutional Year Book*.
- Davis and Mallory : *Political Handbook of the World*.
- Montgomery and Cambray : *Dictionary of Political Phrases and Allusions*.
- Feiling : *History of the Tory Party*.

Fyfe : *British Liberal Party.*

Liberal Year Book.

Labour Year Book.

Lees-Smith : *Encyclopædia of the Labour Movement.*

Palgrave : *Dictionary of Political Economy.*

Batson : *Select Bibliography of Modern Economic Theory,*
1870-1929.

Higgs : *Bibliography of Economics, 1751-1775.*

Williams : *Guide to the Printed Materials for English*
Social and Economic History, 1750-1850.

American Labour Year Book.

International Labour Office : *Bibliography of Unem-*
ployment, 1920-1929.

Bankers' Almanac and Year Book.

FINANCE :

United Kingdom Stock and Share-Brokers' Directory.

Pitman's Complete Dictionary of Banking.

Brooks : *Concise Dictionary of Finance.*

Bagehot : *Lombard Street.*

Spalding : *Dictionary of the World's Currencies.*

Bassett : *The Shareholder's Manual.*

Directory of Directors.

Issuing House Year Book.

Stock Exchange Year Book.

People's Year Book.

Building Societies' Year Book.

Ham's Customs Year Book and Excise Year Book.

Kelly's Customs Tariffs of the World.

Taxation Annual.

Snelling : *Dictionary of Income-Tax and Super-Tax*
Practice.

LAW :

Index to Legal Periodicals.

British Year Book of International Law.

Dickinson : *Law of Nations.*

Moore : *Digest of International Law.*

International Peace Year Book.

League of Nations Year Book.

Anson : *Law and Custom of the Constitution.*

Stubbs : *Constitutional History.*

Maxwell : *Bibliography of English Law to 1650.*

Halsbury : *Statutes of England.*

Public General Statutes.

Law List : Scottish Law List.

Byrne : *Dictionary of English Law.*

Trayner : *Latin Maxims and Phrases.*

Stroud : *Judicial Dictionary.*

Renton and Robertson : *Encyclopædia of the Laws
of England.*

Green : *Encyclopædia of the Laws of Scotland.*

Parliament House Book.

Mew's Digest of English Cases.

Sandeman : *The Scots Digest.*

Burges : *Colonial and Foreign Law.*

Empire Digest.

Chitty's Digest.

Tovey : *Pitman's Dictionary of Secretarial Law and
Practice.*

Jordan : *Company Law and Practice.*

CRIME :

Howard League for Penal Reform : *Libr
Catalogue.*

Gross : *Criminal Investigation.*

Newgate Calendar.

Notable British Trials Series.

Notable Scottish Trials Series.

Cumming : *Bibliography of Crime.*

Culver : *Bibliography of Crime, 1927-1931.*

GOVERNMENT :

Grier : *A Bibliography of Civil Service and Personnel Administration.*

Clarke : *Outlines of Central Government.*

Clarke : *Local Government of the United Kingdom.*

Local Government Manual and Directory.

Finer : *English Local Government.*

Municipal Year Book.

Harris : *Local Government in Many Lands.*

Whyte : *Local Government in Scotland.*

Local Government Directory of Scotland.

Councillor's Manual.

ARMY AND NAVY :

Armaments Year Book.

International Military Digest.

Fortescue : *History of the British Army.*

Johnson : *Medals of our Fighting Men.*

— *Flags of Our Fighting Army.*

Army List.

Air Force List.

Navy List.

King's Regulations.

Lawson : *Bibliography of British Naval History.*

Admiral's Naval Annual.

Admiral's Fighting Ships.

- Navy League Annual.*
Annual Charities Register and Digest.
Hospitals Year Book.
English Clubs in All Parts of the World.
 Waite : *New Encyclopædia of Freemasonry.*
Insurance Blue Book.
 Stone & Cox : *Fire and Marine Insurance Year Book.*
Pitman's Dictionary of Fire Insurance.
Pitman's Dictionary of Accident Insurance.

EDUCATION :

- Education Index to Periodical Articles, 1929-*
 Laurie : *The Teacher's Encyclopædia.*
 Watson : *Encyclopædia and Dictionary of Education.*
 Board of Education Publications.
Year Book of Education.
Education Authorities Directory.
 Scottish Education Department : Publications.
World Education Proceedings.
 Boyd : *History of Western Education.*
Directory of Women Teachers.
Macmillan's Teaching in Practice.
 Potter : *The Practical Junior Teacher.*
 Champneys : *English Bibliography of Examinations,*
 1900-1932.
 Adams : *Careers for Our Sons.*
 Biscoe : *300 Careers for Women.*
 Turner : *Dictionary of Careers.*
 Ministry of Labour : Choice of Careers Series.
Directory of Schools in Great Britain.
Paton's List of Schools.
Public Schools Year Book.

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Girls' School Year Book.

Workers' Educational Association : *Year Book.*

Universities Year Book.

Haycraft : *The Degrees and Hoods of the World's Universities.*

TRADE :

British Trade Register.

International Mercantile Diary.

Philip and Sheldrake : *Chamber of Commerce Atlas. Business Digest.*

Harris : *Standard Index to Philatelic Literature, 1879-1925.*

Dictionary of Philatelic Terms and Phrases.

Gibbons, Ltd. : *Priced Catalogue of Stamps of the World.*

Regent Encyclopædia of Empire Postage Stamps.

CUSTOMS AND COSTUME :

Brooke : *English Children's Costume.*

Colas : *Bibliographie Generale du Costume. Costume Index.*

Kelly and Schwabe : *Historic Costume.*

Kohler : *History of Costume.*

Laver : *English Costume of 19th Century.*

Kretschmer and Rohrbach : *Costumes of All Nations.*

Racinet : *Le Costume Historique.*

Van Boehn : *Modes and Manners.*

Warwick and Pitz : *Early American Costume.*

Crawley : *The Mystic Rose.*

Goodland : *Bibliography of Sex-Rites and Customs.*

Westermarck : *History of Human Marriage.*

Corti : *History of Smoking.*

- Everywoman's Encyclopædia.*
Vogue's Book of Etiquette.
Brand : *Popular Antiquities of Great Britain.*
Crippen : *Christmas Lore.*
Eastman : *Index to Fairy Tales.*
Folk-Lore Society : *Papers and Transactions.*
Gomme : *Dictionary of British Folk-Lore.*
Hazlitt : *Faiths and Folk-Lore.*
Lee : *Folk Tales of All Nations.*
Penzer : "Bibliography of Folk-Lore" in *Ocean of Story*, volume 9.
Skinner : *Myths and Legends of Flowers, Trees and Plants.*
Bohn : *Polyglot of Foreign Proverb.*
Christy : *Proverbs, Maxims and Phrases.*
Smith : *Oxford Dictionary of English Proverbs.*
Stephens : *Proverb Literature, a Bibliography.*
Dean : *Handbook of Arms and Armour.*

CHAPTER VI.

FACTS AND MORE FACTS

INFORMATIVE ARTICLES. "CURIOUS" SOURCES. TITBIT SCHOOL. SELECTIVE LIST

"The best sign of originality lies in taking up a subject and then developing it so fully as to make every one confess that he would hardly have found so much in it."

GOETHE—*Maxims.*

ONE of the shortest and best pieces of advice given to the fact-writer was Edgar Wallace's "read an encyclopædia regularly." Many writers imagine that the informative article is not welcomed by editors. Probably theirs aren't, but a casual glance at thirty or forty newspapers, literary journals, and trade papers in your library, would discount this idea immediately.

Whether your facts are merely a background in a swiftly-moving article for *Everybody's Weekly*, or the highlights in an article on whales for *Chambers's Journal*, these facts must come from direct, unimpeachable sources, spoken or recorded.

Day by day these facts are sought after in your library and generally found. If you ask permission you might see this for yourself in the Enquiries Book kept in a respectably-sized reference library.

Even that simple action of entering the library can

form the basis for a "facts about facts" article! Many journalists know this, and finding a long-suffering librarian is no hard task.

A glance at the Enquiry Book will show entries like these:—

1. How many lighthouses are there in Britain?
2. What are the chief sea slang terms?
3. What is the meaning of Nazi and Fascist?
4. What is the correct pronunciation of "Strachey"?
5. Who was Vierendeel?
6. What is the oldest harp in existence?

These six questions are answered in Brown's *Nautical Almanac*, Bowen's *Sea Slang*, Webster's *Dictionary*, *Authors of To-day and Yesterday*, and Grove's *Dictionary of Music*.

All are reference books of the handy type usually kept near the enquiry desk because they are in daily use. Each is worthy of close study by the journalist, practised or tyro, since his thirst for knowledge has a practical and immediate end.

Other reference books in constant use for quick answers are listed throughout this book, but it may be as well to emphasize here that the following are most easily accessible and deserve particular attention by the journalist.

Whitaker's Almanac, *Daily Mail Year Book*, *Stock Exchange Year Book*, *Lloyd's Register*, *Burke's Peerage*, *Municipal Year Book*, *Railway Year Book*, *Jewish Year Book*, *Crockford's Clerical Directory*, *World Almanac*, *Almanach Hachette*, *The Year's Art*, *Statesman's Year*

Book, Kempe's Engineer's Year Book, Year Book of Scientific and Learned Societies, Writers' and Artists' Year Book, Keesing's Contemporary Archives, Pears' Annual.

Most of the above books contain information not so discernible from their titles as reference books and directories, such as *The Army List, Motor Manual*, and the *Hospitals' Year Book*. At the same time no adequate idea of their diverse contents could be given here. Read them regularly.

Everyone is familiar with curiosity articles, descriptions of the strange things that men do, the food they eat, the houses they live in, the clothes they wear. The animal world, similarly, produces an unending crop of incongruities. Guides to this type of curious material are not easy to find, probably because the material itself is often buried in periodicals.

A type of article much in demand and familiar to most readers of *Everybody's Weekly* is the breathless, vivid, yet informative article, which, to parody the poet's line, "begins with a bang and ends with a whisper."

Mr. R. J. Minney, late editor of the "E.W.," if not the father, was the salesman for articles combining drama, action and adventure. In an interview with Miss Mary Benedetta, in *World's Press News* he stated: "I hate anything superfluous. We have a very large thick blue pencil here, and if we find an author writing round a subject we use it ruthlessly. We like the action to move quickly and every sentence to have meat in it."

Perhaps it was these words of Mr. Minney which

prompted Miss Benedetta to make her first book *Street Markets of London* an entertaining fact-book, with plenty of meat in it!

For the aspirant journalist there could be no better practice than the reading of an issue of *Everybody's Weekly*, especially those cinematic articles on "famous" and "infamous" people. In each case the highlights of any article—which begins usually with an arresting sentence—are the idiosyncrasies, excesses, and vices (or virtues) of the subject selected with the avid eye of the newspaper man from the readily ascertainable facts of his life. Selection and presentation alone in these articles is a very profitable education in writing.

Curiosity writing often finds its best field in small pars—the type found in *Titbits*, *Pearsons'* and the like. There is a good market, too, in many trade papers, such as *The Railway Gazette*, *Building Times*, and *Quarry Managers' Journal*.

Probably the best sources to such out-of-the-way material are the fourteen indexes to *Notes and Queries*, the volumes of *Scottish Notes and Queries*, and the collected volumes on miscellaneous subjects in the *Gentleman's Magazine*.

Searching periodicals can be both profitable and stimulating. There is something fascinating in watching the early efforts of present-day writers. Periodicals were more leisurely affairs in those days, good writing was taken for granted, yet those bound volumes show that topics which disturb to-day held equally the attention of our more slow-moving forefathers.

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A list of periodicals whose past files are worth examination for useful information and suggestion:—

- The Academy*, 1869-1916.
All the Year Round, 1859-95.
The Annual Register, 1758 to date.
Antiquarian Magazine and Bibliography, 1883-87.
Archæologia Aeliana, or Miscellaneous Tracts, 1813 to date.
Atalanta: The Victorian Magazine, 1886-98.
The Athenaeum, 1828-1921.
Badminton Magazine of Sports, 1895-1923.
The Bibliographer, later *Book-Lore*, 1881-87.
The Bookman, 1891-1934.
Celtic Review, 1904-1916.
Chambers's Journal, 1832 to date.
Chapman's later *Crampton's Magazine of Fiction*, 1895-1902.
Current Literature, 1888-1912.
The Eclectic Review, 1805-68.
Everyman, 1912-20.
Folk-Lore, 1890 to date.
Fraser's Magazine, 1830-82.
Gentleman's Magazine, 1731-1907.
The Gentlewoman, 1890-1926.
Good Words, 1860-1906.
Harmsworth Monthly Pictorial Magazine, later *London Magazine*, 1898-1933.
Ladies' Own Journal and Miscellany, 1848-72.
The Lady's Realm, 1896-1916.
Land and Water, 1866-1905.
Literature, 1897-1902.

- Lippincott's Monthly Magazine*, 1868-1916.
The Literary Gazette, 1817-62.
The London Magazine, 1732-95.
Longman's Magazine, 1882-1905.
Macmillan's Magazine, 1859-1907.
Magazine of Art, 1878-1904.
The Monthly Review, 1749-1845.
Murray's Magazine, 1887-91.
Once a Week, 1859-77.
The Outlook, 1898-1928.
Pall Mall Magazine, 1893-1919.
Portfolio, 1870-93.
Public Opinion, 1861 to date.
The Reliquary, 1860-1909.
Science Gossip, 1865-1902.
Scots Magazine, 1739-1826.
Scottish Notes and Queries, 1887-1907 : 1923-35.
Temple Bar, 1860-1906.
The Westminster Review, 1824-1914.
Work, 1884-date (Continued as *Amateur
Mechanic*).
The World, 1894-1918.

Among other accessible works such as those mentioned at the end of the chapter may also be noted: N. Braddy: *Facts, the New Concise Pictorial Encyclopedia*, which covers about 30,000 subjects in very concise form; C. D. and H. A. Wright: *The Century Book of Facts*, and older works like Bom¹baugh: *Facts and Fancies for the Curious*; W. Phyfe: 5,000 *Facts and Fancies*, and E. Edwards: *Words, Facts and Phrases*. The latter has a useful bibliography.

The hunter of custom curiosities will find the bibliography in Sir J. G. Frazer: *Golden Bough*, extremely valuable, while Lean: *Collectanea*, is not only a good source book on proverb literature but a standing example of care in hunting facts to their source.

The usefulness of libraries comes into consideration if we look at such a recent work as W. Kent: *Encyclopædia of London*. There is scarcely any side to the Metropolis which is not dealt with in an informative fashion. Many journalists forget the wealth of local material housed in their own library. Apart from books altogether it will be found that such collections are invariably rich in pamphlet material, unobtainable elsewhere, and collections of cuttings containing deeds, letters, newspaper articles, play-bills, broad-sheets, and prints. If the local library has a poor collection the writer should find if some local celebrity has placed his collection elsewhere. Librarians generally will agree that valuable local collections are often housed, to their annoyance, in private or university libraries.

A recent American work of special value to the factual writer is Phyllis Robbins: *Incentives to Composition: An Approach to Writing through Subject Stimulus*. At first glance this work would appear to suffer from a common American fault, that it is just too thorough. The beginner in authorship is really being coached as if he were a schoolboy—nothing is taken for granted. A re-reading, however, proves this idea erroneous. The book is exactly what it is described to be, and is the only work of its kind, a manual for article writing and idea-stimulation.

For the methodically minded person it is specially recommended. It begins with a hunt for a subject, outlines the method of writing, and contains actually articles with list of references upon which they are based. Tests of observation powers are also included. The same authoress has written a guide to writing through psychology. Another useful book for writers is Helen E. Haines: *Living with Books*, described as "a guide to the evaluation and use of the hundreds of sources of information on books. . . ." Beautifully written by a genuine scholar, it shows an altogether unusual knowledge of book contents and the ability to summarise and relate the past to the present.

SELECTED LIST

- Chambers' Book of Days.*
 Disraeli: *Curiosities of Literature*
 Frazer: *Golden Bough* (Mythology).
 Lean's *Collectanea* (Proverbs and superstitions).
Brand's Popular Antiquities of Great Britain.
Burke's Celebrated Trials.
 Timperley: *Encyclopædia of Literary and Typographical Anecdote.*
 Gould: *Curious Survivals.*
 Fort: *Lo!* (Strange facts.)
Colloquial Who's Who.
 Latham: *Dictionary of Names, Nicknames, etc.*
 Walsh: *Heroes and Heroines of Fiction, Classical.*
 Walsh: *Heroes and Heroines of Fiction, Modern.*
 Farmer and Henley: *Slang and Its Analogues.*
 Halliwell-Phillips: *Dictionary of Archaic and Provincial Words.*

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Partridge : *Dictionary of Slang.*

Taverner : *Brief Facts.*

Books by C. J. S. Thompson including the following :

The Mystery and Lore of Apparitions.

Mystery of Perfume.

Mysteries of History.

Mysteries and Secrets of Magic.

Montague Summers, authority on demonology :

The History of Witchcraft and Demonology.

The Geography of Witchcraft.

Dawson (W. R.) : *The Bridle of Pegasus, Studies in Magic, Mythology and Folklore.*

Porteous (A.) : *Forest Folklore.*

Books by C. G. Harper :

Haunted Houses.

Abbeys of Old Romance.

Wells (G.) : *Naval Customs and Traditions.*

Books by the following writers on crime :

Sir Basil Thomson, A. H. Verrill, George Dilnot,

H. B. Irving, C. Kingston, R. W. Postgate,

W. Roughead, A. S. MacNalty, G. B. H. Logan.

F. C. Bowen's books, especially *The Sea, its History and Romance.*

Chatterton (E. K.) : Numerous works on ships.

Lubbock (A. B.) : *Last of the Windjammers ; Western Ocean Packets ;* and many others.

Smith (C. Fox) : *Sea Chest, an Anthology of Ships and Sailormen.*

Wallace (F. W.) : *Wooden Ships and Iron Men.*

Vivian (H.) : *Secret Societies Old and New.*

Harlow (A. F.) : *Old Post Bags.*

Hartmann (C. H.) : *Story of the Roads.*

- Dunhill (A.): *The Pipe Book.*
- Corti (C.): *History of Smoking.*
- Ukers (W. H.): *All about Tea; All about Coffee.*
- Withington (R.): *English Pageantry, an Historical Outline.*
- Marvin (D. E.): *Curiosities in Proverbs.*
- Sarton (G.): *History of Science.*
- Fabre (J. H. C.): Works such as *The Wonder Book of Chemistry.*
- “Chats” Series, useful epitomes on stamps, curios, pictures, etc.
- “Studio” How to do it Series. Painting, sculpture, etc.
- Murray (G. A.): *Ancient Rites and Ceremonies.*
- Carey (M. C.): *Flower Legends.*
- Lee (F. H.): *Folk Tales of all Nations.*
- Hull (E.): *Folklore of the British Isles.*
- Barfield (O.): *History in English Words.*
- Weekley (E.): Several books on the meanings of words.
- Irwin (G.): *American Tramp and Underworld Slang.*
- Holmyard (E. J.): *The Great Chemists; Makers of Chemistry.*
- Quennell (M. and C. H. B.): *Everyday Life in the New Stone, Bronze and Early Iron Ages.* Also the rest of this series.
- Wilkins (H. T.): *Marvels of Modern Mechanics.*
- Haggard (H. W.): *Devils' Drugs, and Doctors.*
- Flaxman (E.): *Great Feats of Modern Engineering.*
- Hawks (E.): *Book of Remarkable Machinery; Book of Electrical Wonders; Pioneers of Wireless.*
- Ainsworth-Davis (J. R.): *Cookery through the Centuries.*

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- Beable (W. H.): *Romance of Great Businesses.*
- Furst (H.): *The New Anecdotes of Painters and Painting.*
- Bett (H.): *The Games of Children, their Origin and History.*
- Marks (J.): *Genius and Disaster, Studies in Drugs and Genius.*
- Ernle (Lord): *Light Reading of Our Ancestors.*
- Bennett (J. O. D.): *Much Loved Books, Best Sellers of the Ages.*
- Braybrooke (P.): *Great Children in Literature.*
- Collins (J.): *The Doctor Looks at Literature.*
- Brown (S. J.): *The World of Imagery.*
- Beresford (J. D.): *Writing Aloud.*
- Thomson (H. D.): *Masters of Detection.*
- Charles (C. H.): *Love Letters of Great Men and Women.*
- Haworth (P.): *Rumours and Hoaxes, Classic Tales of Fraud and Deception.*
- Clifford (W. G.): *Books in Bottles, the Curious in Literature.*
- R. B. Johnson's editings of *Birth of Romance*; *Rogues and Vagabonds*; *The Comedy of Life.* (English Literary Library.)
- Roberts (M.): *The Sea in Fiction.*
- Barton and Sitwell: *Sober Truth; a Collection of 19th Century Episodes.*
- Buchan (J.): *Book of Escapes and Hurried Journeys.*
- Gould (R. T.): *Oddities, a Book of Unexplained Facts; Enigmas, Another Book of Unexplained Facts.*
- Lockhart (J. G.): *Here are Mysteries; Strange Adventures of the Sea.*
- O'Donnell (E.): *Strange Disappearances.*

- Smith (H. G.): *Stranger than Fiction, or Thrills of History.*
- Shaw (F. H.): *Famous Shipwrecks.*
- Baarslag (K.): *S.O.S.* (Sea disasters and rescues of the twentieth century.)
- Jackson (G. G.): *Romance of Exploration.*
- Davidson (N. J.): *Romance of Modern Travel.*
- Bridges and Tiltman: *Heroes of Modern Adventure.*
- Gun (W. T. J.): *Studies in Hereditary Ability.*
- Kieran (J.): *The Story of the Olympic Games.*
- Stimpson: *Nuggets of Knowledge.*
- Baring-Gould (S.): *Historic Oddities and Strange Events.*
- Ingram (J. H.): *Haunted Houses and Family Traditions of Great Britain.*
- McKay (C.): *Memoirs of Extraordinary Popular Delusions.*
- Wilson and Caufield: *Book of Wonderful Characters.*

CHAPTER VII

SCIENCE

SCIENTIFIC ARTICLES AND FICTION. NATURE STUDY

SCIENCE is particularly the domain of the expert. The experimenting free-lance, therefore, has to tread very warily, yet a glance at the market reveals plenty of scope for the careful writer who has a scientific bent.

The fact that science is being increasingly popularised and reduced to terms which the general reader can understand increases the writer's scope. The work of such men as Paul de Kruif in America and Ritchie Calder on this side reveals hitherto undreamt-of potentialities.

We live in an age which discusses the movement of the stars, the theory of Einstein, and the splitting of the atom with a freedom unknown before. Science has become news.

The publication last year of Professor Hogben's *Mathematics for the Million*, and Dr. Sherwood Taylor's *World of Science*, and their subsequent high sales, denotes a new interest for science written in appropriate language for the general public.

The science specialist, whether qualified or not, faced with this new popularisation, would do well to compile as fully as possible his private list of periodicals.

Apart from using the regular guides such as

Willing's, *Mitchell's*, and the *Writers' and Artists' Year Book* he would find it profitable to get in touch with firms, such as Wm. Dawson's, which specialise in scientific journals. New ventures may be found listed in *The Writer*, *World's Press News*, and the *Printers' Register*.

For information, science experts, many of them university-trained or members of private societies, depend largely on specialised libraries belonging to research bodies or institutions.

An admirable guide for such specialists is Spratt : *Libraries for Scientific Research in Europe and America* (Grafton, 10/6).

This survey is written from the standpoint of a research worker and a librarian. Nothing quite like this book, up-to-date and accurate, has hitherto been available. Among the libraries mentioned special attention is directed to the Science Museum Library and the Patent Office Library, both in London.

In the former particular notice is taken for the provision of reference lists compiled by the staff in answer to inquiries. Each year over a hundred of such lists are prepared containing about 3,000 references. This service is free.

The author mentions that for the Plastics Industry Exhibition, opened at the Science Museum in 1933, a list containing 1,500 references was prepared.

The Patent Office Library, which possesses a complete record of British patents from 1449, contains over 275,000 volumes and about 3,500 current periodicals. Over 130,000 readers use the library every year. Naturally, special attention is paid to

patent and trade-mark literature. The service which is open to the public includes provision for facsimile reproductions by photostat.

On the other hand the journalist breaking new ground must go carefully. Accuracy is the first commandment of science. Probably no better introduction to the subject and its presentation could be found than in Sherwood Taylor's *World of Science*, previously mentioned. Two other suggestive books are *The March of Science*, issued under the authority of the Council of the British Association for the Advancement of Science, and Furnas's *The Next Hundred Years*.

With the general knowledge gained from these excellent books the free-lance will have a background upon which he can pattern his own distinctive contribution. He will discover the broad divisions of this most fascinating subject, and begin to discover where best he can specialise.

Whatever his interests, be they to mathematics, to astronomy, to physics, or chemistry, to biology or botany, each subject has an extensive literature with which he must become familiar.

Chief among reference works to be studied is the catalogue of the British Science Guild. In this compilation the standard works in science are selected and arranged under the more important sub-headings. As a working basis for study outlines it cannot be bettered.

Important as books are, however, science, more than any other subject, changes constantly as new discoveries are made. So, while the writer will follow books in his own particular sphere as closely as possible, information must be found in a supplementary form.

We must turn to the transactions of learned and scientific bodies, to periodicals and abstracts. Day by day work proceeds in the laboratories and progress is reported in monthly or quarterly papers. This unceasing search can make the treatise of last week valueless. Opinions are useless in the realm of science, truth is everything.

Many subjects, fortunately, produce abstracts from their own journals. *Biological Abstracts*, for example, covers no less than 5,000 serial publications. Another specialised index is *British Chemical Abstracts* with its American counter-part *Chemical Abstracts*. Among yearly surveys may be mentioned the British Association for the Advancement of Science's annual reports, the *Annual Review of Bio-Chemistry* and the *Chemical Society Annual Reports*.

For the specialist of an imaginative turn of mind a lucrative field is indicated in what is known as "science fiction." The market for this writing is still entirely American, but quite a large number of British writers have invaded this new "wonder" school with profit.

The most important point in this type of fiction is to have all facts accurate and verifiable. Even where the "story" demands far-fetched conclusions—as in the "amazing" type—the scientific basis must be credible.

For anyone specialising in this literature an examination of the past files of *The Writer* will be found invaluable. Some of the best British exponents of "Scientific fiction" have contributed useful articles detailing their experiences within the past six years. Tips for approach to this market will be found of great value.

Ideas and information for such writing are not easy to indicate, but it is essential to read *Nature* and *Science*, two of the most important scientific journals published here and in America, for weekly accounts of the progress of science. *Popular Science Monthly* and *Scientific American* cover the subject from the more popular angle.

For scientific books there are two useful periodical guides: *ASLIB Booklist* and *Technical Book Review Index*. Both will receive more detailed description in the next chapter. The most up-to-date encyclopædia is Hutchinson's *Technical and Scientific Encyclopædia*.

Between the scientific Julian Huxley and the moralising Maurice Maeterlinck there lies a wide tract of literature which is finding an increasing number of exponents.

Thoreau, writing somewhere on observation, remarks how important is "the discipline of looking always at what is to be seen. The things immediate to be done are very trivial. I could postpone them all to hear this locust sing."

Not every nature writer is able to draw upon a life-long experience of the wilds. His experiences may be limited to week-end excursions and holidays, but, provided he has the temperament, it is still possible to specialise.

The animal world presents an unrivalled sphere for the descriptive writer equipped with the necessary knowledge. While it may be impossible to become a Seton Gordon or a Mortimer Batten one may take heart if one considers the relatively few writers comparable to these two.

Apart from the article market there is good scope for fiction with a natural background and competition is less keen than in other directions.

There are many good general works on nature study, some of which are mentioned at the end of this chapter, but one recent book worthy of notice is Regan's *Natural History*.

The two best reference books are *Nature Index* and *Nature Study Index*. Both, unfortunately, are American—with a preponderance of American sources—and more useful to the writer with the resources of a large library at hand. However, there is nothing comparable to them published in Britain.

Both guides are sources to material on every phase of nature. The arrangement is alphabetical and exact references are given both to books and periodicals. They are specially useful for fugitive subjects upon which little has been written. Dogs are fully described in Hutchinson's marvellous four volume *Dog Encyclopædia*, but if you want an illustration of an armadillo you would turn to the *Nature Index*.

A final use for these two guides is as a source for ideas when the mind remains blank and there is no inspiration—blessed word!—flowing in to re-awaken.

SCIENCE

British Science Guild: *Catalogue of British Scientific and Technical Books.*

Royal Society: *International Catalogue of Scientific Literature.*

Mee: *Harmsworth's Popular Science.*

Thomson: *The Outline of Science.*

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Henderson : *Dictionary of Scientific Terms.*

Sarton : *Introduction to the History of Science.*

Scudder : *Catalogue of Scientific Periodicals of all Countries, 1633-1876.*

World List of Scientific Periodicals, 1900-1933.

British Association for Advancement of Science :
Reports.

Cassell's Nature Book.

Golding : *The Wonder Book of Why and What.*

Miller : *Historical Introduction to Mathematical Literature.*

Ball : *Popular Guide to the Heavens.*

Heath : *20th Century Atlas of Popular Astronomy.*

Admiralty Manual of Navigation.

Nautical Almanac.

Admiralty Tide Tables.

International Code of Signals.

National Physical Laboratory : *Collected Researches.*

Glazebrook : *Dictionary of Applied Physics.*

Science Abstracts : Section A, 1898-

Maerz and Paul : *Dictionary of Colour.*

British Optical Handbook.

The Optical Society : Transactions.

Chemistry Society : Publications.

Chemists' Year Book.

"*Chemical Age*" *Chemical Dictionary.*

Turner : *Condensed Chemical Dictionary.*

Thorpe's Dictionary of Applied Chemistry.

Heilbron : *Dictionary of Organic Compounds.*

Gardner : *Chemical Synonyms and Trade Names.*

Kaye and Laby : *Tables of Physical and Chemical Constants.*

Bolton : *Select Bibliography of Chemistry.*

- Young : *Bibliotheca Chemica.*
British Chemical Abstracts.
 Air Ministry : Meteorological Office publications.
British Rainfall.
 Bartholomew : *Atlas of Meteorology.*
 Shaw : *Manual of Meteorology.*
 Royal Meteorological Society : *Bibliography of Meteorological Literature.*
Mineralogical Abstracts, 1920-
 Spencer : *The World's Minerals.*
 Geological Society of London : Literature added to library.
Biological Abstracts, 1926-
World Atlas of Commercial Geology.
 Haddon : *The Races of Man.*
 Hammerton : *Peoples of all Nations.*
 Hutchinson : *Living Races of Mankind.*
 Gerth van Wijk : *Dictionary of Plant Names.*
 Sowerby : *English Botany.*
 Willis : *Dictionary of the Flowering Plants and Ferns.*
 Bentham : *Handbook of British Flora.*
Index Kewensis.
International Address Book of Botanists.
 Jackson : *Guide to the Literature of Botany.*
 Cornish : *Living Animals of the World.*
Cassell's Natural History.
 Harmer and Shipley : *Cambridge Natural History.*
 Hutchinson : *Animals of All Countries.*
 Lydekker : *Wild Life of the World.*
 Sherborn : *Index Animalium.*
 Newton and Gadow : *Dictionary of Birds.*
 Mullens and Swann : *Bibliography of British Ornithology.*

CHAPTER VIII

ARTS AND TRADES

WRITING for the trade and technical press requires special abilities quite different from those demanded in everyday journalism. It is impossible to "dash off" a light article for the *Mechanical World*; fine writing is not the criterion.

Journalism in the practical field demands ideas, whether new or old ones, adapted to modern problems.

The technical and trade editors are in much the same position as the manager of an industry who runs a suggestion scheme. In 1936 the firm of Mavor and Coulson Limited received over 2,500 staff suggestions for improvements. Of these nearly 40 per cent were accepted, and about £400 paid for successful ideas.

The technical editor is faced with the same need, to present in his periodical the ideas which increase efficiency or perfect machinery.

Two classes of writers send the greatest number of articles to the trade press, represented by such periodicals as *The Draper*, *The Grocer*, *Caterer*, and *Men's Wear*. There is the part-time trade journalist who occasionally takes a week-end from newspaper work to send off an idea for window-dressing, or a personal paragraph. But the back-bone of the trade paper is the full-time journalist who can be depended

upon to send in his weekly copy, whether gossip, business notes, or description of new factories.

In the technical press writers are recruited chiefly from men engaged in particular concerns with many years of experience, and specialist writers, probably acting as consultants in a branch of industry.

For such writers there are two suggestive guides to the practical side of writing. The older one, *The Composition of Technical Papers*, by H. A. Watt (McGraw-Hill), is still useful, but the best modern book is Bernard Brown's *Trade and Technical Writing for Profit* (Hutchinson).

Both writers, particularly the latter, direct special attention to the important side in technical writing of view-point. Brown stresses the fact that articles are generally written, either from the persuasive or the argumentative points of view. Actually the difference of viewpoint often determines the types of reference books used.

Mention has already been made of *Hutchinson's Technical and Scientific Encyclopædia*, and no more may be said here about it except to emphasize its importance for compact, well-documented articles.

At this point some consideration of the *ASLIB Book List* is called for. This is a quarterly publication by the Association of Special Libraries and Information Bureaux. It contains recommendations of recently published scientific and technical books, selected by more than seventy specialists.

Issued free to members of the Association, or obtainable for half-a-guinea a year by others, its announced aim has been: "to secure the help of

individuals and specialist organisations who are, for their own purposes, making as complete a survey as possible of the literature of their own branch of Science and Technology, and who are able to assess the relative merits of new publications and thus select those which should be brought to the attention of librarians."

Books dealt with are usually those published within the previous six months, and are divided into four classes of particular value to the writer :

1. Books suitable for general readers, or books treating the subject in an introductory, elementary, or general manner.
2. Books of an intermediate degree of technicality, or suitable as textbooks for students.
3. Books of an advanced or specially technical character.
4. Directories, dictionaries, handbooks, lists and catalogues, encyclopædias, year books and similar publications.

An American counterpart of this is the *Technical Book Review Index* issued by Special Libraries Association. It appears ten times a year and covers reviews of new books in more than 600 technical and scientific publications. Its particular use is more restricted to specialists familiar with both American and British technical progress and writing regularly for American journals.

Before dealing with special books useful to the technical writer it may be well to draw attention to the need for studying periodicals for information

likely to be useful at a future date or immediately suggestive to the alert journalist.

For example, many periodicals devote the entire first number of each new year to an annual review of technical progress in their own special spheres. *The Engineer* and *Engineering* come first probably for this service, but *Metal Industry*, *Papermaker*, and *Shipbuilding and Shipping Record*—to mention but a few of many—all have annual review numbers. No better summaries of the year's work could be found.

Again, many periodicals carry an abstract section, such as the *Journal of the Textile Institute* or *Light and Lighting*, which abstracts monthly recent articles on illumination and photometry. One of the best compiled is the *Metallurgical Abstracts of the Institute of Metals Journal*. It reviews over 1,200 periodicals and is very complete. On the other hand the Institute of Petroleum Technologists issues an annual which gives over 2,000 references to the industry.

Writers interested in medical subjects will find W. E. B. Lloyd's *A Hundred Years of Medicine* a useful survey, while the newest encyclopædia is Sir H. Rolleston's *British Encyclopædia of Medical Practice*, presently being published by Butterworth.

The most important section of the technical class is engineering and the specialist will find here a wealth of reference books.

The most important is *Machinery's Encyclopedia*, and the smaller *Handbook Encyclopedia*. Periodical articles are well indexed in *Engineering Index*, supreme in this field for over fifty years.

Attention is drawn here to a fairly recent little

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book, *Engineering Questions and Answers*, collected from *Mechanical World*. It will be found of great value to letter-writers.

In wireless the two best guides are Henney : *Radio Engineering Handbook*, and Drake : *Radio Cyclopaedia*, while aeronautics is now provided for in the useful *International Index of Aeronautical Reports*.

For agricultural subjects, apart from the standard reference books mentioned at the end of this chapter, special mention should be made of government sources.

Surveys and reports issued by the Ministry of Agriculture and Fisheries are indexed monthly in the list issued by H.M. Stationery Office. Most specialist writers on agriculture become familiar with these publications as soon as they are issued.

On the other hand, many are unfamiliar with the work done by the United States Government. However, libraries which stock American Reports grow to depend upon them for out-of-the-way material.

The Department of Agriculture, for example, has published over 1,500 bulletins, circulars and leaflets containing valuable information on highly specialised subjects. The two volume index to this material covers the years 1901 to 1930.

Business is now an immense field supplied by a large number of periodicals. Whether one can call it an art or a trade is debatable, but the specialist has a wide range of guides to cover if he wishes to be known as an expert.

For convenience reference books are given here rather than in the list at the end of the chapter. One

of the latest guides is the *Twentieth Century Loose-leaf Business Practice*, which takes its place with standard works such as *Pitman's Business Man's Guide*, *Pitman's Business Terms, Phrases and Abbreviations*, and *Pitman's Business Man's Encyclopædia and Dictionary of Commerce*.

For accountancy there are *The Accountants' Digest*, and Pixley: *The Accountant's Dictionary*. Costing has two valuable reference works, Ryall: *Dictionary of Costing* and Lee: *Dictionary of Industrial Administration*.

Two recent books of great importance to advertising specialists are Harrison and Mitchell: *The Home Market*, and *Marketing Survey of the United Kingdom*, 1936-37.

For those interested in shipping as a business and ship-building as an industry, here are several useful books: Dunnage: *Shipping Terms*, Webster: *Ship-building Encyclopædia*, and *Motor Ship Reference Book*. Curiously enough there is no up-to-date shipbuilding encyclopædia, references being spread among a host of books by such writers as Basil Lubbock, C. Fox Smith, F. W. Wallace, F. C. Bowen, and E. K. Chatterton.

Two points may fittingly close this chapter. The alert writer will keep an eye on the American market for trade and technical opportunities. Rate of payment is generally higher and there is a chance with fiction.

Finally, apart from the technical press, daily newspapers like a well written article describing the mechanism of things, while the popular weeklies, such as *Answers*, *Titbits*, *Pearson's*, and the like, are also in the market for work by the technical expert.

SELECTED LIST

- International Catalogue of Scientific Literature*, 1901-1920.
- British Science Guild: *Catalogue of British Scientific and Technical Books.*
- Chemical Engineering Catalogue.*
- Repertorium Technicum*, 1931- . (International bibliography of books and articles on technical subjects.)
- Hutchinson's Technical and Scientific Encyclopedia.*
- Department of Scientific and Industrial Research: Reports.
- Industrial Arts Index*, 1913- .
- Cooley: *Practical Receipts.*
- Tomlin: *2,000 Trade Secrets.*
- Hiscox: *Henley's Twentieth Century Formulæ.*
- Hopkins: "*Scientific American*" *Cyclopædia of Formulæ.*
- Lucas and Stevens: *Book of Receipts.*
- Spon's Workshop Receipts.*
- Schlomann: *Illustrated Technical Dictionary in Six Languages.*
- Pitman's Technical Dictionary of Engineering and Industrial Science in Seven Languages.*
- Cressy: *Discoveries and Inventions of the 20th Century.*
- United Kingdom: Specifications of Patents.
- Morton: *How to use a Medical Library.*
- United States: *Index Catalogue of the Library of the Surgeon General's Office.*
- Index Medicus.* (Classified index of medical literature.)

- Green's Encyclopædia Medica.*
Lippincott's Quick Reference Book for Medicine and Surgery.
Black's Medical Dictionary.
McGregor-Robertson: *Household Physician.*
Medical Annual.
Medical Directory. Medical Register.
Register of Nurses.
Nutrition Abstracts, 1931-
International Labour Office: *Bibliography of Industrial Hygiene, 1923-*
Christian: *Encyclopædia of Diet.*
Luke: *Spas and Health Resorts of the British Isles.*
British Spas.
League of Nations: *International Health Year Book.*
Register of Pharmaceutical Chemists and Druggists.
British Pharmaceutical Codex.
British Pharmacopœia.
Squire's Companion to the British Pharmacopœia.
Martindale and Westcott: *The Extra Pharmacopœia.*
Wood: *Dispensatory of the United States of America.*
Black: *Index of Dental Periodical Literature.*
Dentists' Register.
Wooldridge: *Encyclopædia of Veterinary Medicine.*
Black's Veterinary Dictionary.
Register of Veterinary Surgeons.
Engineering Index, 1884-
British Engineering Standards Association: *Specifications Index.*
Kempe's Engineer's Year Book.
Machinery's Handbook Encyclopedia of Engineering.
Molesworth: *Pocketbook of Useful Formulæ.*

- Trautwine : *Civil Engineer's Pocket-book.*
 Colvin and Stanley : *American Machinist's Handbook.*
Mechanical Year Book.
 Fowler : *Mechanical Engineer's Pocket-book.*
 McGibbon : *Marine Engineer's Pocket-book.*
Reeds' Engineers' Pocket-book.
Blue Book : The Directory of the Electrical Engineering
Trades.
Electrical Engineer's Year Book.
 Horner and Sprague : *Dictionary of Mechanical Engineer-*
ing Terms.
 Admiralty : *Handbook of Wireless Telegraphy.*
 Henney : *Radio Engineering Handbook.*
 Crane : *Index to Mining Literature.*
Mines Handbook.
Mining Year Book.
Coal and Iron Diary.
Armaments' Year Book.
Jane's Fighting Ships.
Locomotive Engineers' Pocket-book.
Water Pollution Research : Summary of Current Litera-
ture.
Aircraft Year Book.
Airman's Year Book.
Air Annual of the British Empire.
 Grey : *All the World's Aircraft.*
International Index of Aeronautical Reports, 1932-
Automobile Engineer Reference Book.
 Judge : *Modern Motor Cars and Commercial Vehicles.*
 Dyke : *Automobile and Gasoline Engineer Encyclopædia.*
Motor Trades Directory.
Motor Transport Year Book.

Motoring Annual.

Stuart : *Garage Workers' Handbooks.*

Bailliere's *Encyclopædia of Scientific Agriculture.*

Wright : *Standard Encyclopedia of Modern Agriculture.*

Agricultural Index, 1916- .

International Year Book of Agricultural Statistics.

Agricultural Co-operation Year Book.

Stephens : *Book of the Farm.*

Paterson : *Farm Crops.*

Gardener's Year Book.

Ellis : *Gardening Dictionary.*

Payne : *The Florist Bibliography.*

Bailey : *Encyclopedia of Farm Animals.*

International Directory of Pedigree Stock Breeders.

"*Feathered World*" *Year Book.*

"*Poultry World*" *Almanac.*

Suttie : *Dictionary of Poultry.*

Hutchinson's Dog Encyclopædia.

Barton : *Kennel Encyclopedia.*

Black's Domestic Dictionary.

Enquire Within Upon Everything.

Mother's Encyclopedia.

Ward : *Encyclopædia of Food.*

Douglas's Encyclopædia.

Williams : *Book Clubs and Printing Societies of Great Britain.*

Bigmore and Wyman : *Bibliography of Printing.*

Collins : *Authors' and Printers' Dictionary.*

Master Printers' Annual.

Copinger : *Law of Copyright.*

Clegg's International Directory of Booksellers.

British Book Trade Directory.

Chemical Age.

Chemical Dictionary.

Van Nostrand : *Chemical Annual.*

Thorpe : *Dictionary of Applied Chemistry.*

Chemical Manufacturers' Directory.

Brewers' Almanack.

Simon : *Bibliotheca Vinaria.*

Index to Literature of Food Investigation.

Mitzakis : *The Oil Encyclopedia.*

Oil and Petroleum Year Book.

Searle : *Encyclopædia of the Ceramics Industries.*

Concrete Year Book.

Rowe : *Colour Index.*

Poucher : *Perfumes, Cosmetics and Soaps.*

Parry : *Encyclopædia of Perfumes.*

Mackenzie and Card : *Welding Encyclopædia.*

Procter : *Leather Chemist's Pocket Book.*

National Institution of Boot and Shoe Industry :

Bibliography of Boots and Shoes.

Directory of Paper-makers of Great Britain.

Cotton Year Book.

Flemming : *Encyclopædia of Textiles.*

Textile Manufacturer : Year Book.

Britten : *Old Clocks and Watches and their Makers.*

The Watch and Clock Makers' Handbook.

Building Science Abstracts.

Laxton and Lockwood : *Builders' Price Book.*

Kidder and Parker : *Architects' and Builders' Handbook.*

Specification for Architects, Surveyors, etc.

CHAPTER IX

FINE ARTS

BEFORE considering the sources of information available to the artist it may be best to remind the reader that a different approach is necessary in the world of art.

Hitherto in this book an attempt has been made to indicate practical books for those who write, whether well or ill. But the reader who approaches the fine arts must not only be able to write, he must be an artist. Even if he never creates anything in his life he must be able to appreciate art.

For this reason the reading of books on taste, or art evaluation, is a necessary preliminary before attempting to write a line of criticism. There is, however, one consolation that the great artists have not produced many great critics. These have come from the ranks of those whom Ruskin described as able "to look at a thing instead of thinking what it must be like."

Among modern writers on the philosophy of art and æsthetics generally should be included for study: Roger Fry, R. H. Wilenski, Sir Reginald Blomfield, Benedetto Croce, E. F. Carritt, Arthur Clutton-Brock, Jacques Maritain, and Eric Gill.

A good modern history of æsthetics is F. P. Chambers: *The History of Taste*.

Most of the best histories of art are listed at the end of the chapter. *Pijoan's History of Art*, recently remaindered, is a good investment, while *Orpen's Outline of Art* is still one of the best popular accounts.

Specialists will be familiar with the *Art Index*, an H. W. Wilson production, produced annually since 1930. A useful complement to this is the *Courtauld Institute's Annual Bibliography of British Art*, the first annual volume of which made its appearance recently.

So far as current values of art treasures are concerned there are several good yearly volumes such as *Art Prices Current*, *Print Prices Current*, the newly issued *Picture Prices Current*, and *The Year's Art*.

But there does not appear to be an annual reference work giving the present location of famous pictures, their latest value, and previous owners. For example, if you wished to know the possessor of Gainsborough's "The Blue Boy" *Bryan's Dictionary*, with a title-page dated 1930 and actual date of revision 1903-4, would be useless; it would be necessary to go through the volumes of *The Year's Art*.

Possibly a new edition of *Black's Dictionary of Pictures*, by Randall Davies would be the answer to the problem. This is a very useful arrangement by artists' names of one thousand pictures in European galleries.

Passing from the general aspect of art to specific subjects an attempt will be made here to select some books, not necessarily "the best books," but ones likely to be interesting or suggestive of ideas to writers.

advertising, or commercial, all annual and serial publications of The Studio Ltd. are an absolute necessity.

Their *Photograms of the Year* may well stand with *Photography Year Book* as necessary reference works for press or free-lance photographers. A special branch of this art, cinematography, with a growth dating back little more than thirty years, has an extensive bibliography. A glance at *Paul Rotha's Movie Parade* will give a complete panorama of the cinema's evolution.

Useful works treating the cinema from the technical or recreative points of view are *Kinematograph Year Book*, *Films of the Year*, R. S. Lambert: *For Filmgoers Only: the Intelligent Filmgoers Guide to the Film*, and works by E. G. Lutz, J. H. Reyner, Bernard Brown, J. R. Cameron, C. A. Lejeune, and R. P. Messel.

Music has an exhaustive literature of its own, with important histories ranging from *The Oxford History of Music* to the various works by P. A. Scholes, especially *The Columbia History of Music*, and *The Listener's History of Music*. For those who write on musical subjects a useful bibliography is *Eric Blom's General Index to Modern Musical Literature in the English Language Including Periodicals for 1915-1926*. Gramophone enthusiasts will find R. D. Darrell: *Encyclopedia of Recorded Music*, useful and up-to-date.

Drama as literature receives full attention in the next chapter. Here the theatre as an art must occupy our attention. Actually many books are useful in both categories.

Among the older books *The Stage Encyclopedia* is still useful, although a modern edition is badly needed.

Among writers who have given us good introductions to the theatre may be mentioned James Agate: *Playgoing*; John Drinkwater: *The Gentle Art of Theatre-going*; George Jean Nathan: several entertaining books—*The House of Satan*, *The Critic and the Drama*, and the books of Hannen Swaffer.

Standard histories are Mantzius: *History of Theatrical Art*, and books by Allardyce Nicoll: *The Development of the Theatre*, and *Masks, Mimes and Miracles: Studies in the Popular Theatre*.

Writers studying or writing on amateur drama will find the following books of interest. S. Cheney: *The Art Theater*; B. H. Clark: *How to Produce Amateur Plays*; Housman: *The Little Plays Handbook*; C. S. Parsons: *Amateur Stage Management*; and C. B. Purdom: *Producing Plays*.

Space does not permit mention of books on costume, scenery, lighting, and make-up, but reference must be made here to a very useful Pitman publication: *Theatre and Stage*, compiled in encyclopædic form.

The subject of sport is one which receives daily an increasing amount of journalistic space. There are probably more specialists in this line than in any other portion of the writing field.

But with one or two exceptions the literature of sport is not commensurate with its popularity. It produces especially a large number of cheap ephemeral publications.

Among exceptions to this complaint The Lonsdale Library deserves special mention. Formerly almost every aspect of modern recreation was covered by the Badminton Library, but the modernised Lonsdale is rapidly producing volumes—more than twenty have appeared—written by experts and covering most sports of to-day.

Then there are annuals for most games from cricket to ski-ing. These annuals and publications like *Collyer's Year Book* are chiefly useful for those seeking information on records.

For general information a useful and very cheap reference book is Newnes: *Encyclopedia of Sports*, while among interesting histories are E. N. Gardiner: *Athletics of the Ancient World*, and Colquhoun and Machell: *Highland Gatherings*.

Writers looking for out-of-the-way material will find *Baily's Magazine of Sports and Pastimes*, now ceased publication, extremely interesting, while the past volumes of *The Field* contain information nowhere else available.

SELECTED ARTS LIST

Courtauld Institute: *Annual Bibliography of British Art*.

Hammond: *Bibliography of Aesthetics and of the Fine Arts*. 1900 to 1932.

Pollen: *Universal Catalogue of Books on Art*.
Art Index, 1930— .

Bailey and Pool: *Symbolism for Artists*.

Jameson: *Sacred and Legendary Art*.

Whittick : *Symbols for Artists.*

Ars Una : *General History of Art.*

Adeline : *Art Dictionary.*

Art Prices Current, 1907- .

The Year's Art.

Arts and Crafts Year Book.

American Art Annual.

Graves : *Art Sales.*

Royal Academy Exhibitors, 1769-1904.

Waagen : *Treasures of Art in Great Britain.*

Carotti : *History of Art.*

Pijoan : *History of Art.*

Orpen : *Outline of Art.*

Longden : *Art of the Empire.*

Brown : *The Arts in Early England.*

Whitley : *Artists and their Friends in England, 1700-1837.*

Fletcher : *History of Architecture.*

Royal Institute of British Architects : *Calendar.*

R.I.B.A. : *Library Catalogue.*

Society of Architects : *Year Book.*

Specification.

Gwilt : *Encyclopædia of Architecture.*

Sturgis : *Dictionary of Architecture and Building.*

Architectural Publishing Society : *Dictionary of Architecture.*

Jones : *The Grammar of Ornament.*

Victoria and Albert Museum : List of works on sculpture.

Birch : *Seals.*

Dorling : *Ribbons and Medals.*

Smith : *Illustrated Encyclopædia of Coins of the World.*

- Humphreys : *The Coin Collector's Manual.*
Chaffers : *Marks and Monograms.*
Flemming : *Encyclopædia of Textiles.*
Hornung : *Handbook of Designs and Devices.*
Studio Year Book of Decorative Art.
Solon : *Ceramic Literature.*
Chaffers : *Hallmarks on Gold and Silver Plate.*
Cotterell : *Old Pewter.*
Ellis : *General Index to Illustrations.*
Ellis : *Nature Index.*
Hurley : *Nature Study Index.*
Ellis : *Travel through Pictures.*
Shepard : *Index to Illustrations.*
Thomson : *A History of Tapestry.*
Read : *English Stained Glass.*
Macquoid and Edwards : *Dictionary of English Furniture.*
Brackett : *Encyclopædia of English Furniture.*
Schmitz : *Encyclopædia of Furniture.*
Baillie : *Watchmakers and Clockmakers of the World.*
McColvin : *Painting: a Guide to the Best Books.*
Picture Prices Current.
Davies : *Black's Dictionary of Pictures.*
McFall : *History of Painting.*
Champlin : *Cyclopædia of Painters and Paintings.*
Muther : *History of Modern Painting.*
Caw : *Scottish Painting, 1620-1908.*
Hind : *History of Engraving.*
Slater : *Engravings and their Value.*
Print Prices Current.
Fine Prints of the Year.
Levis : *Descriptive Bibliography of Books Relating to Engraving.*

98 WRITERS' GUIDE TO INFORMATION

Modern Masters of Etching.

Fletcher and Butler : *Historical Portraits, 1400-1850.*

Solly : *Index of Portraits.*

American Library Association : *Portrait Index.*

Photography Year Book.

British Journal Photographic Almanac.

Wall : *Dictionary of Photography.*

Penrose's Annual.

Photographic Abstracts.

Blom : *General Index to Modern Musical Literature.*

Grove : *Dictionary of Music and Musicians.*

Hull : *Dictionary of Modern Music and Musicians.*

Pulver : *Biographical Dictionary of Old English Music.*

Kobbe : *Complete Opera Book.*

Sears : *Song Index.*

Oxford History of Music.

Cushing : *Children's Song Index.*

Suffolk and Berkshire : *Encyclopædia of Sports and Games.*

Newnes : *Encyclopædia of Sports.*

Gomme : *Traditional Games of England, Scotland, and Ireland.*

Clarke and Blind : *Bibliography of Conjuring.*

Dawson : *Hoyle's Games Modernized.*

Beaumont : *A Bibliography of Dancing.*

Magriel : *A Bibliography of Dancing.*

Hargrave : *History of Playing Cards.*

Jessel : *Bibliography of Works on Cards and Gaming.*

Bancroft and Pulvermacher : *Handbook of Athletic Games.*

Rugby Football Annual.

Gamage's Hockey Annual.

Lawn Tennis Almanack.

Golfer's Handbook.

Wisden's Cricketer's Almanac.

The Cricketer : Spring Annual.

Ball : *Alpine Guide.*

British Ski Year Book.

Thimm : *Complete Bibliography of Fencing and Duelling.*

Brittain : *Oar, Scull, and Rudder, a Bibliography of Rowing.*

Ruff's Guide to the Turf.

Huth : *Bibliographical Record of Hippology.* (Study of horses.)

Blakey : *Historical Sketches of the Angling Literature of all Nations.*

Westwood and Satchell : *Bibliotheca Piscatoria.*

Gerrare : *Bibliography of Guns and Shooting.*

Harting : *Bibliotheca Accipitraria* (falconry).

The Fox Hunter's Year Book.

CHAPTER X

LITERATURE

“THE proper study of mankind is books,” says Aldous Huxley, but “Writing is dirty work,” says Sinclair Lewis. Between these two statements lies a vast world of experience called literature expressing itself in distinct forms as in the essay, poem, play, or novel.

In a book such as this a treatise on the art of writing has no part. Thomas Burke writes somewhere of the corners he has approached in life, significant pauses which change and remould, excite or depress, affecting ultimately the very core of character.

Books can become important factors in one's life, stimulating and broadening, and such books are as much a necessary food for the mind as air is for the body.

For the free-lance experimenting with literary forms, or the journalist turning in leisure hours to a more disciplined expression, some groundwork of appreciation, some knowledge of literary value, is indicated.

Here are a number of books selected solely for their interest, and power to produce ideas.

A good introduction to literature is *Reading and Discrimination*, by Denys Thompson, which the authoress intends “to provide a start in the training of discrimination in reading and in the forming of

judgments at first hand by the examination of some kinds of good and bad literary experience."

The quotations and their critical treatment could not be bettered.

Q. D. Leavis's Fiction and the Reading Public, *F. R. Leavis and Denys Thompson's Culture and Environment, the Training of Literary Awareness*, and *I. A. Richards's Principles of Literary Criticism*, may be placed together as representing one prominent school of modern criticism.

Ancillary to these we may mention *H. Norman Hurst's Four Elements in Literature*, an attempt to describe literature as four attitudes, the Outer, the Inner, Energy and Balance; and *Ronald Fuller's Literary Craftsmanship and Appreciation*, a provocative introduction to the art of writing essays, letters, narratives, verse and humour.

The books which follow are diverse in viewpoint and style, but are chosen as being particularly thought-provoking.

B. Wilson: *Axel's Castle*, a study of the imaginative literature of 1870-1930.

T. S. Eliot: *Tradition and the Individual Talent*. Also anything else by this author who mirrors the present age, but seems to have reached a final judgment in *After Strange Gods*.

Percy Wyndham Lewis: *The Diabolical Principle and the Dithyrambic Spectator*. Worth the intensive study which his work requires. A magnificent hard-hitting demolisher of current conventions and shibboleths.

Rebecca West: *The Strange Necessity, Essays and Reviews*.

Readable on any subject, including St. Augustine. Has a salty wit, and writes in caustic soda.

A. R. Orage: *Readers and Writers*. Best described as a pregnant writer who made modern literary criticism in the pages of the *New Age*.

With these may be placed the works of Lascelles Abercrombie, Herbert Read, J. M. Murry, Edwin Muir, Ezra Pound, H. Havelock Ellis, J. Erskine's *Delight of Great Books*, C. E. Montague's *A Writer's Notes on his Trade*, and *Tradition and Experiment in Present Day Literature*, by R. H. Mottram, and others.

Coming to practical guides in the general field of literature the essential bibliographies are the *Annual Bibliography of English Language and Literature*, a comprehensive guide to the "materials of contemporary English literature," and *The Year's Work in English Studies*.

Apart from bibliographies the best guide to literature is Bessie Graham's *The Bookman's Manual*, quite indispensable for its extensive treatment of guides to, and the actual books themselves, of drama, poetry, essay, and fiction.

The current fourth edition covers thousands of the best books in every literary class with intelligent annotations and biographical notices.

An article frequently seen in periodicals such as *Chambers' Journal*, *John O' London's Weekly*, *Great Thoughts*, down to the more popular weeklies, is the part literary, part biographical, part factual type. Titles for such articles are "Idiosyncrasies of the Great," "The Kiss in Literature," "Book Dedications," and the like. Seldom mentioned as worthy

of the true artist's attention, and not referred to in the better manuals on journalism, this type of writing is necessary to the man who lives by his pen.

Guides to information for such material are not plentiful but the aspirant should not miss *D'Israeli's Curiosities of Literature*. Completely out-of-date and worthy of a new edition, it still remains a most suggestive source for literary *ana*. It contains short articles on parodies, literary forgeries, dedications and similar subjects, and even if it does not give suitable or reliable facts is useful in suggesting allied topics worth further research.

Chambers' Book of Days, while more useful for its calendar and biographical material, can be made to produce facts for literary articles. On the other hand *Walsh's Handy Book of Literary Curiosities* is a complete encyclopædia of its subject, stimulating, well-documented, and edited with disarming scholarship. Probably its best use now is for the "reminder" type of article where a recent happening is made the convenient peg for a résumé of facts on the same subject! The best people condemn this literature, but cliché, journalese and all, it still goes on.

A slightly different guide with more articles and summarised facts is *Sir Paul Harvey's Oxford Companion to English Literature*. The second edition, issued this year, is worth perusal. It is more specialised than *Brewer's Dictionary of Phrase and Fable*, *Brewer's The Reader's Handbook*, or Gerwig: *Crowell Handbook for Readers and Writers*. These handbooks give short accounts of the meanings of allusions, phrases, words, famous names in fiction, plots, and stories.

They are specially useful for checking elusive names and titles or for gathering the first brief essential facts before referring to more extensive works.

Apart from works dealing with the fictional character of a single novelist, such as *Crockett's Scott Originals*, *Apperson's Jane Austen Dictionary*, or *Connes' Dictionary of the Characters in H. G. Wells's Works*, a recent American book worth mentioning is *Walbridge's Literary Characters Drawn from Life*. In spite of its brevity and some notable omissions, the material included makes interesting reading.

Writers who wish to compile a private calendar of dates of the first appearance of famous books will find the recently issued *Annals of English Literature* a valuable reference work. This volume can be used with Kane: *Famous First Facts*, an admirable American work which has not yet produced an English counterpart. There is also a useful literary calendar as an appendix to Kunitz: *The Junior Book of Authors*.

There is not, fortunately some would say, a guide to poetry, at least no guide for the kind of verse which begins in the local newspaper columns and ends in a slim volume printed at the author's expense. Such books as follow are rather intended for serious poetry lovers.

Good introductions are Humbert Wolfe: *Signpost to Poetry, an Introduction to the Study of Verse*; L. A. G. Strong: *Commonsense about Poetry*; Elizabeth Drew: *Discovering Poetry*, and Ezra Pound: *A.B.C. of Reading*. Three other distinctive works are T. S. Eliot: *The Use of Poetry*, A. E. Housman: *The*

Name and Nature of Poetry, and John Masefield: *Poetry, a Lecture*.

Some useful anthologies, other than those in the list at end of chapter, are :—

Dixon and Grierson : *The English Parnassus* (chiefly longer poems).

English Association : *Poems of To-day*.

Monro : *Twentieth Century Poetry*.

Squire : *Selections from Modern Poetry*.

Vines : *Whips and Scorpions*.

An increased interest in drama, especially poetic drama, was self-evident during 1936. Successes included T. S. Eliot's *Murder in the Cathedral*, with over 300 London performances, and the reception in America of Maxwell Anderson's *Mary of Scotland*. It was also announced at the beginning of this year that Mr. Ashley Dukes was to build a £35,000 theatre solely for poetic plays and ballets.

No writer interested in drama should miss reading the edition of *Dryden's Essay of Dramatick Poesie*, in which T. S. Eliot has a fine essay on poetic drama.

There are now so many anthologies of plays published each year that it is a little difficult to choose, but two series which have probably first claim are the *Famous Plays* published each year by Messrs. Gollancz, and Marriott's *One Act Plays of To-day*, by Harrap. There is also an American *Best Plays of the Year*, an established favourite.

Necessary introductions to the study of drama are Allardyce Nicoll: *The Theory of Drama*, and B. H.

Clark: *A Study of the Modern Drama*. Literature is well covered in Blanch M. Baker's *Dramatic Bibliography*, an annotated list of 4,000 titles chosen from the books of the last fifty years. This book is supplement and complement to Ina Firkins: *Index to Plays, 1800-1926*.

During 1936 over 5,000 novels were published of which about 3,000 were reprints. The following books offered to prospective novelists may not produce better novels, but they will help to form at least a literary discipline.

John D. Beresford: *Writing Aloud: Details of Planning and Building of a Novel*.

Norman Collins: *The Facts of Fiction*.

E. M. Forster: *Aspects of the Novel*.

H. W. Leggett: *The Idea in Fiction*.

Percy Lubbock: *The Craft of Fiction*.

Short story writers will find these three books, one old, two recent, interesting and suggestive.

Kennedy Williamson: *Can You Write Short Stories?*

Cecil Hunt: *Short Stories, How to Write Them*.

Neal: *To-day's Short Stories Analysed*.

The standard British and American works on the novel are Ernest Baker: *History of the English Novel*, and A. H. Quinn: *American Fiction: an Historical and Critical Survey*.

The modern sketch, part essay and part short story, is rapidly taking the place of the pure essay

except in a few higher class journals such as *The Spectator*, *New Statesman*, and *Time and Tide*.

The best bibliography of the essay, worthy of separate study for new topics to write upon, is the *Essay and General Literature Index*, supplementary to the *American Library Association Index to General Literature*, and covering 1900 to date. Well over 2,000 books are indexed and their contents arranged alphabetically by subject.

Collections of the best essays appear frequently, and two worth-while series are the World's Classics: *English Critical Essays*, and the annual *Essays of the Year*. A good book on style is Bonamy Dobree: *Modern Prose Style*, while the cream of modern essay writing may be studied in the work of E. V. Lucas, Robert Lynd, Hilaire Belloc, and G. K. Chesterton, A. P. Herbert, E. M. Delafield, J. C. Squire, Aldous Huxley, and Maurice Baring.

On the technical side of writing literary articles two periodicals are worth mentioning. *The Writer*, edited by Kennedy Williamson. The editor is one of the best practising guides to better writing and has produced serially an admirable series on the technique of writing the article and the short story.

The American monthly, *The Writer*, is of a different type, making a special feature of articles by leading editors on their requirements and also instructive articles by well-known authors on problems of the novel, short story and article field. It also carries lists of markets for fiction, humour and juvenile material with current rates of payment.

BIBLIOGRAPHICAL LIST

LANGUAGE :

Modern Humanities Research Association : *Annual Bibliography of English Language and Literature.*

Jespersen : *Language.*

Sweet : *History of Language.*

Year's Work in English Studies.

Hartrampf : *Vocabularies.*

Weseen : *Dictionary of American Slang.*

Partridge : *Slang.*

Opdycke : *Get it Right : a Cyclopædia of Correct English Usage.*

Ruffin : *Vocabulary of English.*

Sears : *Essay and General Literature Index, 1900-*

Keller : *Reader's Digest of Books.*

Magnus : *Dictionary of European Literature.*

Warner : *Library of World's Best Literature.*

Ackermann : *Popular Fallacies Explained.*

Brewer : *Dictionary of Phrase and Fable.*

Hyamson : *Dictionary of English Phrases.*

Century Cyclopædia of Names.

Killikelly : *Curious Questions in History and Literature.*

Latham : *Dictionary of Names, Nicknames, etc.*

Reddall : *Fact, Fancy and Fable.*

Shriner : *Wit, Wisdom and Foibles of the Great.*

Walsh : *Heroes and Heroines of Fiction.*

Wheeler : *Familiar Allusions.*

Literary Year Book, 1897-1923.

Gibson : *Handbook for Literary and Debating Societies.*

Millett : *Contemporary British Literature.*

Van Patten : *Index to Bibliographies and Bibliographical*

Contributions Relative to American and British Authors, 1923-1932.

Crooks : *Essays on Modern Authors.*

Esdaile : *Sources of English Literature.*

O'Leary : *English Literary History and Bibliography.*

Ewen : *Bibliography of 18th Century English Literature. Annals of English Literature, 1475-1925.*

Harvey : *Oxford Companion to English Literature.*

Patterson : *Six Centuries of English Literature.*

Moulton : *Library of Literary Criticism.*

Stedman and Hutchinson : *Library of American Literature.*

Cambridge History of American Literature.

Manly and Rickert : *Contemporary American Literature.*

Courthope : *History of English Poetry.*

Oxford Books of English Verse. All volumes.

Oxford Book of American Verse.

Stevenson : *Home Book of Verse.*

Palgrave : *Golden Treasury.*

Untermeyer : *Modern American Poetry.*

Granger's Index to Poetry and Recitations.

Ransome : *Puppets and Shadows, a Bibliography.*

Dramatic Index, 1909-

Stage Year Book, 1908-1928.

Cheney : *3,000 Years of Drama.*

Lowe : *Bibliographical Account of English Theatrical Literature.*

Kent : *The Player's Library and Bibliography of the Theatre.*

Logasa and Ver Nooy : *Index to One-act Plays, 1900-1931.*

Firkins : *Index to Plays, 1800 to date.*

Smith : *Guide to Play Selection.*

Mantzius : *History of Theatrical Art.*

Clarence : "*The Stage*" *Encyclopædia.*

Summers : *A Bibliography of Restoration Drama.*

Baker : *Biographia Dramatica.*

Genest : *Some Account of the English Stage from 1660 to 1830.*

Nicoll : *History of English Drama.*

Book Review Digest : *Reviews and Indexes Novels by Theme and Locality.*

Baker and Packman : *Guide to the Best Fiction.*

Nield : *Guide to the Best Historical Novels and Tales.*

Aldred : *Sequel Stories.*

Firkins : *Index to Short Stories.*

Brown : *Catalogue of Novels by Catholic Writers.*

Baker : *History of the English Novel.*

Hill : *The Overseas Empire in Fiction, an Annotated Bibliography.*

CHAPTER XI

HISTORY AND TRAVEL

IF we accept the fact that antiquarian research, travel and exploration provide the chief means of studying history and are, indeed, the digging up of the raw material for the expert, some study of their literatures must necessarily precede the discussion of history itself.

There are few English guides to travel literature, the most important bibliography, *The International Catalogue of Scientific Literature. Geography*, having ceased publication in 1920.

Some useful guides, such as the Royal Empire Society : *Library Catalogue*, are mentioned at the end of the chapter. But it is hoped that the following books may be found stimulating.

Three informative anthologies are R. Wright : *The Bed-book of Travel* ; P. and M. Bloomfield : *The Traveller's Companion*, and S. J. Looker : *Travel Old and New, a Selection from the Literature of Travel in Both Hemispheres*.

Among informative works are C. Wilkinson : *The English Adventurers* ; A. P. Newton : *Travel and Travellers of the Middle Ages* ; M. Waldman : *The Omnibus Book of Travellers' Tales* ; H. C. Armstrong : *Tales of Hazard*, and Marquess of Curzon : *Tales of Travel*.

The hunt for treasure and the escapades of pirates produce an annual crop of articles. Books to know are P. Gosse: *The History of Piracy*; A Hurd: *The Reign of the Pirates*; M. Besson: *The Scourge of the Indies, Buccaneers, Corsairs and Filibusters*; C. B. Driscoll: *Doubloons, the Story of Buried Treasure*; R. D. Paine: *A Book of Buried Treasure*, and H. T. Wilkins: *Treasure-Hunting*.

Exploration, where travel is incidental to purpose, has a good standard history in J. N. L. Baker: *History of Geographical Discovery and Exploration*. Other useful books are Cary and Warmington: *The Ancient Explorers*, and Lord Tweedsmuir: *The Last Secrets, the Final Mysteries of Exploration*.

Antiquarian study, whether at home or abroad, produces an impressive literature. Probably its greatest charm lies in the facts that research is three parts enthusiasm and that even the humblest may pursue it.

For those interested in British antiquities there are some important guides. G. L. Gomme: *Index to Archæological Papers, 1665-1890*, is a perfect mine of information which only those who have used it can appreciate. Gomme's work was continued until 1910 in the *Index of Archæological Papers*.

The British Museum publishes from its Department of British and Mediæval Antiquities standard guides to the various ages of early Britain while acknowledged writers include R. G. Collingwood, F. Haverfield, Sir John Evans, and T. R. Holmes.

Informative works include W. G. Clarke: *Our Homeland Prehistoric Antiquities and How to Study*

Them, and W. C. Meller: *Old Times, Relics, Talismans, Forgotten Customs, and Beliefs of the Past*.

The fact that an historical work, the Hon. H. A. L. Fisher's *History of Europe*, was one of the three best sellers of last year is an indication of the awakened interest to a more complete knowledge of life in past times. The whole idea of history as a procession of kings, pageantry, and troublesome dates, has given way before the new approach of the historian.

The idea of history as something as musty as its records has been superseded by the historian who writes for an age keenly aware that social and economic problems are the real background to events.

So we have the modern chronicler bringing scholarship to bear on past history with a scrupulosity akin to the chemists, eager to write vividly enough to illuminate the cause underlying the action.

This change of outlook has meant a consequent change in research and an enrichment of the literature of history.

As in previous chapters of this book no attempt will be made to mention "the best books"; if the writer is given an introduction to the more important and interesting works he will in time form his own opinion.

Among books on methods of research are C. G. Crump: *History and Historical Research*; Baron Rodd: *The Romance of History*, and H. Taylor: *History as a Science*. Technical study of sources is indicated in such works as Scott and Davey: *Guide to the Collector of Historical Documents and Literary MSS.* and Martin: *The Record Interpreter*.

Useful works on the assembly of historical material are J. Fortescue: *The Writing of History* and J. J. Jusserand and others: *The Writing of History*. A specialised work is J. Wake: *How to Compile a History and Present-Day Record of Village Life*.

The three standard bibliographies are the *Guide to Historical Literature*, a monumental work referring to more than 4,000 source books, and supplementary to C. K. Adams: *Manual of Historical Literature*. A useful modern work is Coulter and Gerstenfeld: *Historical Bibliographies*.

Among yearly publications the two most important are the *International Bibliography of Historical Science*, and the *Historical Association's Annual Bulletin of Historical Literature*.

The idea of a world conspectus of history probably received its greatest impetus from H. G. Wells's *The Outline of History*. The late G. K. Chesterton made a criticism somewhere that this work gave the history of the world for a period during which there was no history. Advisedly then we must include Hilaire Belloc's *Companion to Mr. Wells's "Outline."*

Two good modern works are A. R. Cowan: *Guide to World History* and Flenley and Welch: *World History*.

Essays on historical works cover an unusual variety of subjects. Among books of recent years useful to the writer for their facty and provocative style are the following: Earl of Birkenhead: *Turning Points of History*; Sir J. C. Squire: *If it had Happened Otherwise*; G. R. S. Taylor: *Great Events in*

History; H. S. Banner: *Calamities of the World and Great Disasters of the World*.

Factual books of a somewhat different nature, read once only by the majority but referred to on frequent occasions by the ordinary journalist include: R. L. Ripley: *Believe It Or Not!* A. Fea: *Rooms of Mystery and Romance*; A. L. Hayward: *Treason! a Book of Plots and Conspiracies*; and two books by J. L. French and F. Yeats-Brown on famous escapes.

Topographical works, those which describe the aspects of one's country, would take a book of this length to enumerate. Writers interested in such works will find a very full bibliography for Britain set out in J. Minto: *Reference Books*.

The standard guides for England and Scotland are A. L. Humphreys: *Handbook to County Bibliography* and Mitchell and Cash: *Contribution to the Bibliography of Scottish Topography*. For Welsh topography there are two standard works: S. Lewis: *Topographical Dictionary of Wales* and O. Jones: *Cymru*.

Some useful depictions of the English scene may be had in the work of H. W. Nevinson, J. B. Priestley, S. P. B. Mais, E. Vale, H. A. Vachell, A. K. Wickham, H. A. Pichler and A. G. Bradley, while books likely to attract the writer include such works as P. H. Ditchfield: *Old Village Life*; A. Fea: *Where Tradition Lingers*, various works by C. G. Harper, Yvonne Cloud's amusing editing of *Beside the Seaside*, K. C. Greene: *The English Landscape in Picture, Prose and Poetry*, A. E. Richardson: *Old Inns of England*, and Alan Bott's two collections covering the Victorian scene, *Our Fathers and Our Mothers*.

For its size Scotland produces an enormous number of descriptive works, probably because its history ceased as long ago as 1745. Selection tends to become invidious but the writer approaching Albyn with an open mind will find the following authors dependable, if not interesting :—E. A. Baker, Seton Gordon, H. V. Morton, D. C. Cuthbertson, J. J. Bell, M. MacLaren, and Matt Marshall. Specialists seeking fuller information will naturally use Mitchell and Cash's guide already mentioned and this can be very usefully supplemented by the large section in the *New York Public Library's List of Works Relating to Scotland*, an indispensable reference tool.

The same Library has also produced a useful list covering Ireland with which may be used modern works by such writers as S. L. Gwynn, P. Colum, J. B. Yeats, H. V. Morton, J. Gibbons and Lynn Doyle.

Wales has not such a wealth of descriptive works to her credit, but is fortunate in having such guides as A. G. Bradley, P. Monkhouse, J. V. Morgan, J. C. Moore, and W. T. Palmer.

Turning to the purely historical side of the four countries general guides essential to writers are G. Gross : *Sources and Literature of English History to 1485*, and *Bibliography of British History* of which two volumes covering the Stuart and the Tudor periods have been issued. Three further important works are Bickley : *Guide to the Reports of the Royal Commission on Historical MSS.*, the *Index* to the names in the Reports, and Cole : *A Finding List of Royal Commission Reports, 1860-1935*.

A useful work published by the Institute of Historical Research is a *Guide to the Historical Publications of England and Wales*.

Recognised English historians include G. M. Trevelyan, R. Muir, H. Belloc, P. Guedalla, D. C. Somervell, L. F. Salzman, and E. Wingfield-Stratford.

There is no complete bibliography of Scots history, but a useful introduction is A. R. Anderson: *Short Bibliography of Scottish History and Literature*. Society and Club publications are fully indexed in two works by C. S. Terry and C. Matheson covering 1780-1927. Useful pamphlet publications are issued by the Historical Association of Scotland.

Among the chief historians are R. S. Rait, R. L. Mackie, A. M. Mackenzie, J. Mackinnon, D. N. Mackay, C. W. Thomson, R. K. Hannay, G. P. Insh, G. M. Thomson, W. Power, E. M. Barron, A. I. Cameron, and A. and H. Tayler.

For Ireland two useful works are E. O'Curry: *Lectures on MSS. Materials of Ancient Irish History*, and the extremely valuable J. F. Kenny: *The Sources for the Early History of Ireland*. Historians include Sir J. O'Connor, E. Curtis, E. MacNeill, S. Pokorny, S. L. Gwynn, C. Maxwell, E. Hull and S. MacManus.

An important introduction to Welsh history is M. Salmon: *Source Book of Welsh History*, and among necessary histories are I. Jones: *Modern Welsh History from 1485 to the Present Day*, and works by W. W. Davies, J. Rhys, and D. Brynmor-Jones, and G. Stone.

HISTORY SELECTIVE LIST

- American Historical Association: *Guide to Historical Literature.*
- Historical Association: *Annual Bulletin of Historical Literature*, 1911- .
- International Bibliography of Historical Science*, 1926- .
- Ploetz's Manual of Universal History.*
- Williams: *Historians' History of the World.*
- Brewer: *Historic Notebook.*
- Haydn: *Dictionary of Dates.*
- Keller: *Dictionary of Dates.*
- Larned: *New Larned History.*
- Nelson's Dictionary of Dates.*
- Harbottle: *Dictionary of Battles.*
- Royal Institute of International Affairs, Information Department. Papers.
- Survey of International Affairs*, 1920- .
- Consolidated Index to Survey*, 1920-1930.
- Documents on International Affairs*, 1928- .
- Annual Register*, 1758- .
- English Historical Review.* General Index.
- Institute of Historical Research Bulletin.*
- Helps for Students of History.*
- Cowan: *A Guide to World History.*
- Cambridge Mediæval History.*
- Cambridge Modern History.*
- Markham: *Fifty Years' Work of Royal Geographical Society.*
- National Geographic Magazine.* Cumulative Index, 1899-1930.

- Royal Geographical Society : *Library Catalogue*.
Royal Geographical Society : *General Index to Journal*.
Longmans' Gazetteer of the World.
Bartholomew : *Survey Gazetteer of the British Isles*.
Groome : *Ordnance Gazetteer of Scotland*.
Anderson : *Book of British Topography*.
Daniell and Nield : *Manual of British Topography*.
Fordham : *Road-books and Itineraries of Great Britain*,
1570-1850.
Upcott : *Bibliographical Account of Works Relating to
English Topography*.
Chubb : *Printed Maps of Great Britain*.
Fordham : *Hand-list of Catalogues and Works of
Reference Relative to Carto-bibliography*. 1720-
1927.
Bartholomew : *Survey Atlas of Scotland*.
Shearer : *Old Maps and Map Makers of Scotland*.
Gomme : *Index to Archæological Papers*.
Society of Antiquaries : *Archæologia. Index*.
Harper : *Dictionary of Classical Literature and Antiquity*.
Seyffert : *Dictionary of Classical Antiquities*.
Smith : *Dictionary of Greek and Roman Antiquities*.
Smith : *Classical Dictionary of Greek and Roman
Antiquities*.
Cambridge Ancient History.
Sandys : *Companion to Latin Studies*.
Whibley : *Companion to Greek Studies*.
Paetow : *Guide to the Study of Mediaeval History*.
Hassall : *European History Chronologically Arranged*.
British Museum : *Subject Index of Books Relative to
the European War*.
Falls : *War Books : a Critical Guide*.

- Prothero: *Selected Analytical List of Books Concerning the Great War.*
- History of the Great War*, based on Official documents.
- Gooch and Temperley: *British Documents on the Origin of the World War.*
- "The Times" *Diary Index of the Great War.*
- Thomson: *Public Records of Scotland.*
- Anderson: *Early Sources of Scottish History.*
- Black: *List of Works Relating to Scotland in New York Public Library.*
- Mitchell and Cash: *Contributions to the Bibliography of Scottish Topography.*
- Terry and Matheson: *Catalogues of Publications of Scottish Historical Clubs and Societies.*
- Scottish Historical Review.* Index.
- Historical Association of Scotland. Publications.
- Curry: *Lectures on MS. Material of Ancient Irish History.*
- New York Public Library: *List of Works Relative to Ireland.*
- Kenney: *The Sources of the Early History of Ireland.*
- Low and Pulling: *Dictionary of English History.*
- Oman: *History of England.*
- Oxford History of England.*
- Hunt and Poole: *Political History of England.*
- Victoria History of the Counties of England.*
- Traill: *Social England.*
- Shakespeare's England.*
- Bibliography of British History.*
- Gross: *Sources and Literature of English History.*
- Public Record Office: *Guide to the MSS.*
- Galbraith: *Introduction to the Use of the Public Records.*

- Humphreys : *Handbook to County Bibliographies.*
Cambridge History of the British Empire.
Royal Empire Society : *Subject Index to the Catalogue
of the Library.*
Domville-Fyfe : *Encyclopedia of the British Empire.*
Bibliotheca Celtica.
Cubbon : *Bibliographical Account of Works Relating to
the Isle of Man.*
Wales. University : *Bibliography of the History of
Wales.*
China Year Book.
Quarterly Bulletin of Chinese Bibliography.
Cowling : *Encyclopedia Sinica.*
Wenckstern : *Bibliography of the Japanese Empire.*
Nachod : *Bibliography of Japan.*
Japan-Manchoukuo Year Book.
Cambridge History of India.
Imperial Gazetteer of India.
India Office : *Library Catalogue.*
Wilson : *Bibliography of Persia.*
Ibrahim-Hilmy : *Literature of Egypt and Sudan to
1885.*
Cardinall : *Bibliography of the Gold Coast.*
South and East African Year Book.
Mendelssohn : *South African Bibliography.*
Sabin : *Bibliotheca Americana.*
Jameson : *Dictionary of United States History*
Hart : *American Nation.*
Writings on American History, 1902-1930.
Canada Year Book.
Makers of Canada.
Heaton's Annual and Commercial Handbook of Canada.

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Staton and Tremaine: *Bibliography of Canadiana.*

Cundall: *Bibliography of the West Indies.*

South American Year Book.

Collier: *Literature Relating to New Zealand.*

Hocken: *Bibliography of the Literature Relative to New Zealand.*

Steere: *Bibliography of Books, Articles, Dealing with Western Australia.*

Gill: *Bibliography of South Australia.*
Australian Encyclopedia.

CHAPTER XII

BIOGRAPHY. LIVES OF GREAT MEN.

DISSECTING MEMOIRS. FAMILY HISTORY

THE art of biography, in common with other forms of literature, has undergone a tremendous change during this century. The increasing scientific urge of the age, the interest in the reactions of the mind as described by the psychologists, and the destructive effect of the World War on contemporary manners have made the study of men's lives, written in realistic fashion, something bordering between fiction, drama, and history.

Since Lytton Strachey first took an ironic pen in hand to limn Queen Victoria, biography has oscillated between the sentimentalist and the debunker.

As a preface to biographical literature the writer should not miss A. Maurois : *Aspects of Biography* ; G. F. Bowerman : *The New Biography* ; and H. Nicolson : *The Development of English Biography*. Two interesting anthologies are B. H. Clark : *Great Short Biographies of the World*, and the recent Lord Cecil : *An Anthology of Modern Biography*.

Let us suppose our writer has assimilated enough information to wish to specialise. He wants to write three centenaries and one anniversary for December, 1937, from information culled from *Whitaker's Almanac*, *Chambers' Book of Days*, *Hone's Every Day*

Book, and *Hazeltine's Anniversaries and Holidays*. With four ready-made subjects he is now faced with the problem of getting accurate details about each.

First he tries the ever-handly *Chambers' Biographical Dictionary*, paying particular attention to the dates and authorities given. From the librarian he finds there are no recent biographies of his subject, but at least two in course of publication.

Next he turns to the *Dictionary of National Biography* for three subjects, and the *Dictionary of American Biography* for the fourth.

Our writer now has a fairly complete record of previous biographies, short accounts in books, and a number of periodical articles. Presumably he has already made arrangements for disposing of this material in article form.

At any rate, presupposing his success we have him now anxious to gather information from collective biography, especially from books which do not give a full clue to their contents by their titles.

A useful guide is Riches: *Bibliography of Collected Biography* and another modern work of interest is Hefling and Richards: *Index to Contemporary Biography and Criticism*. Valuable as these are they cannot indicate the actual information, they can only introduce him to works which by their titles attract him. Ultimately, he will require to read widely collections for himself.

The following books indicate a type, informative enough to satisfy the writer on the look-out for all kinds of facts, for present or future use:—Sir W. H. D'Oyly: *Tales Retailed by Celebrities*; L. Black:

Some Quicer People; G. S. Viereck: *Glimpses of the Great*; S. Stokes: *Pilloried!* (character sketches); J. Kemble: *Idols and Invalids*; S. J. Woolf: *Drawn from Life*; T. C. Bridges and H. H. Tiltman: *Heroes of Modern Adventure*; V. Marcu: *Men and Forces of our Time*, and B. Ross: *Heads and Tails* (interviews with celebrities).

The kind of books enumerated above will provide plenty of material for notebook or card-index. It is now time to turn from general collections to national ones. The *Dictionary of National Biography* has been mentioned but a supplementary reference work not very well known is F. Boase: *Modern English Biography*, extremely useful for the period from 1850 onwards.

Collected biography relating to British subjects is shown in such books as:—D. N. Smith: *Characters from the Histories and Memoirs of the 17th Century*; E. R. Thompson: *Portraits of the Nineties*; G. A. Murray: *Personalities of the 18th Century*; B. Dobree: *As Their Friends Saw Them, Biographical Conversations*; H. J. and H. Massingham: *The Great Victorians*; H. Wolfe: *Portraits by Inference*; W. R. Titterton: *A Candle to the Stars*; and C. Harmsworth: *Immortals at First Hand*.

Most of the larger British dictionaries of biography are listed at the end of this chapter. The fullest list of material may be consulted in J. Minto: *Reference Books*.

Among collected books of biographical study for the three Celtic countries may be mentioned Sir T. Hughes: *Great Welshmen of Modern Days*; D. Cars-

well: *Brother Scots*, and D. Crone: *Concise Dictionary of Irish Biography*.

For countries outside Great Britain and Ireland books such as the following will be found useful when standard dictionaries fail:—R. F. Dibble: *Strenuous Americans*; C. K. Bolton: *The Founders* (of North America); J. Henderson: *Great Men of Canada*, and A. Jose: *Builders and Pioneers of Australia*.

Two miscellaneous books worth examination are E. Sitwell: *The English Eccentrics*, and H. McDiarmid: *Scottish Eccentrics*.

If our writer has a flair for writing about women, there is material in books like the following:—H. Furniss: *Some Victorian Women, Good, Bad, and Indifferent*; C. C. Cairns: *Noble Women*; E. C. Adams and W. D. Foster: *Heroines of Modern Progress*; L. Batiffol and others: *The Great Literary Salons* (17th and 18th Centuries); R. Hargreaves: *Women-at-arms, Their Exploits Throughout the Ages*; P. W. Sergeant: *Dominant Women*, and J. W. Drawbell: *A Gallery of Women*.

Diaries are the raw material of biography, and important works to read in this connection are: A. Ponsonby: *Scottish and Irish Diaries from the 16th to the 19th Centuries*, and two volumes covering England.

Nowadays readers borrow or buy life-stories from curiosity about human experience. The profession of the individual subject matters little. He may be doctor, scientist, hobo, or spiv so long as his life is interesting and dramatically presented. Books

which are now mentioned are casual selections from the lives of those who belong to the great arts and sciences.

In religious biographies there are such works as:—R. S. Forman: *Great Christians*; M. Ward: *The English Way*, and F. J. Sheed: *The Irish Way*; R. M. Clay: *The Hermits and Anchorites of England*; R. Shirley: *Occultists and Mystics of all Ages*, and the standard *Fasti Ecclesiae* for the four countries.

Studies of royalty are of perennial interest. E. T. Cook writes numerous books on this subject worth looking at, while two other works are:—C. Kingston: *Royal Romances and Tragedies*, and Cook and Moran: *Royal Daughters*.

Interesting volumes relating to Parliament are J. C. Wedgwood and A. D. Holt: *History of Parliament. Biographies. Commons House*, the first volume of which has been published; C. Bigham: *The Prime Ministers of Britain, 1721-1921*, and J. Johnston: *A Hundred Commoners*. Political sketches of a provocative nature are the anonymous *Scottish Socialists*, and J. Scanlon: *Pillars of Cloud*.

Books on the successful rich include J. Minnigerode: *Certain Rich Men*, and H. Wantoch: *Magnificent Money-makers*.

Law and crime produce such works as:—C. Kingston: *Famous Judges and Famous Trials*; Earl of Birkenhead: *Fourteen English Judges*; H. Beackley: *The Hangmen of England*; E. A. Parry: *Vagabonds All*, and two books by C. J. Finger: *Busbrangers and Highwaymen*.

In commerce two useful books are Mrs. A. C. S.

Menzies: *Modern Men of Mark*, and T. C. Bridges and H. H. Tiltman: *Kings of Commerce*.

There is a prolific crop of books on scientists among which are:—D. B. Hammond: *Stories of Scientific Discoveries*; Sir W. H. Tilden: *Famous Chemists, the Men and their Work*; J. M. Cattell and D. R. Brimhall: *American Men of Science*; P. Lenard: *Great Men of Science*; H. MacPherson: *Makers of Astronomy*; M. Holland and H. F. Pringle: *Industrial Explorers*, and H. F. Osborn: *Impressions of Great Naturalists*.

A standard work in medical biography is T. K. Munro: *The Physician as Man of Letters, Science, and Action*, with which may be classed H. F. Sigerist: *Great Doctors*, and two books by P. de Kruif: *Men Against Death*, and *Microbe Hunters*.

Mallet's Index of Artists is the most recent biographical aid of its type. It gives a key to material and lists 28,000 artists in one alphabet.

Books like M. D. Calvocoressi: *Musicians' Gallery*; C. H. Warren: *The Men Behind the Music*, and H. Brower: *Story Lives of Master Musicians* are interesting works in that subject.

Biography of literature would be incomplete without those immensely useful Wilson publications edited by J. Kunitz: *Living Authors*, *Authors of To-day and Yesterday*, *Junior Book of Authors*, and *British Authors of the 19th Century*. The last contains a thousand biographies. With these may be mentioned collective works such as A. R. Marble: *The Nobel Prize Winners in Literature*; R. Masson: *Poets, Patriots and Lovers*; C. Kernahan: *Celebrities*, and S. Stokes: *Hear the Lions Roar*.

Most of the above works will be found useful to the gossip-writer apart from a standard work such as Hutchinson: *Concise Universal Biography*, for, *pace* Mr. Leonard Russell in *Writing* (Writers' and Artists' Library) a glance at most daily, evening and weekly newspapers still shows a dependency on birthday, anniversary, and centenary material by the nimble columnist.

Genealogy, a necessary adjunct to biographical studies, has a useful recent American guide: O. F. Stetson: *The Art of Ancestor Hunting*. Necessary British works include G. W. Marshall: *Genealogists' Guide*, *British Record Society* and *Harleian Society Publications*; J. O. Hart: *Irish Pedigrees*, and M. Stuart: *Scottish Family History*.

The English Place-name Society does most important work on its subject for England; other useful books are P. W. Joyce: *Irish Local Names*; T. Morgan: *Place-names of Wales*; J. B. Johnston: *Place-names of Scotland*, and W. J. Watson: *History of the Celtic Place-names of Scotland*.

Personal names and their history are a fascinating subject. Some works to read are: W. D. Bowman: *The Romance of Surnames*; C. L. Ewen: *History of Surnames of the British Isles*; H. Harrison: *Surnames of the United Kingdom*; P. Woulfe: *Irish Names and Surnames*; F. Weekley: *Surnames*, and F. H. Loughhead: *Dictionary of Given Names*.

Heraldry may be studied in these works:—C. W. Scott-Giles: *The Romance of Heraldry*; *Boutell's Manual*, revised by V. Wheeler-Holohan; C. Davenport: *British Heraldry* and T. Innes: *Scots Heraldry*,

while standard works on flags and decorations are W. J. Gordon: *Manual of Flags*, and A. Jocelyn: *Orders, Decorations and Medals of the World*.

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Riches: *Analytical Bibliography of Universal Collected Biography*.

Sears: *Standard Catalogue*. Biography section.

Chalmers: *General Biographical Dictionary*.

Knight: *Cyclopædia of Biography*.

Phillips: *Dictionary of Biographical Reference*.

Rose: *New General Biographical Dictionary*.

Waller: *Imperial Dictionary of Universal Biography*.

Thomas: *Universal Pronouncing Dictionary*.

Golding: *Great Names in History*.

Ladies' Who's Who.

Hutchinson's Woman's Who's Who.

Anderson: *Scottish Nation*.

Chambers: *Biographical Dictionary of Eminent Scots*.

Irving: *Book of Scotsmen*.

Crone: *Concise Dictionary of Irish Biography*.

Thom's Irish Who's Who.

Ryan: *Biographia Hibernica*.

Dictionary of National Biography.

Boase: *Modern English Biography*.

Farrar: *Index to Biographical and Obituary Notices in "Gentleman's Magazine."*

Wheatley: *Index of Obituary Notices*.

Musgrave: *Obituaries Prior to 1800*.

Williams: *Enwogion Cymru*.

Roberts: *Eminent Welshmen*.

Wer ist's (German).

Qui êtes-vous, 1924 (French).

Chi e? (Italian).

Vem ar det? (Swedish).

Giles : *Chinese Biographical Dictionary*.

Who's Who in Japan.

Who's Who in "Hakushi" (scholars) in Great Japan.

Buckland : *Dictionary of Indian Biography*.

South African Who's Who.

Rose and Charlesworth : *Cyclopædia of Canadian Biography*.

Wallace : *Dictionary of Canadian Biography*.

Dictionary of American Biography.

National Cyclopædia of American Biography.

John's Notable Australians.

Who's Who in New Zealand.

McCabe : *Biographical Dictionary of Modern Rationalists*.

Brown : *Index of Catholic Biographies*.

Gillow : *Biographical Dictionary of English Catholics*.

Baring-Gould : *Lives of the Saints*.

Black's Book of Saints.

Butler : *Lives of the Saints*.

O'Hanlon : *Lives of the Irish Saints*.

Forbes : *Kalendar of Scottish Saints*.

Labour Who's Who.

Foss : *Biographia Juridica*.

Campbell : *Naval History of Great Britain*.

O'Byrne : *Naval Biographical Dictionary*.

Cattell : *American Men of Science*.

Medical Register.

Medical Who's Who.

Who's Who in Engineering.

Bibliographical Society : *Dictionary of Booksellers and Printers.*

Mallett : *Index to Artists.*

Strickland : *Dictionary of Irish Artists.*

Smith : *Biographical Dictionary of American Artists.*

Bryan's Dictionary of Painters.

Thieme und Becker : *Allgemeines lexikon der bildenden kunstler.*

Vasari : *Lives of the most Eminent Painters.*

Forrer : *Biographical Dictionary of Medallists.*

Baker : *Biographical Dictionary of Musicians.*

International Who's Who in Music.

Griffith : *Notable Welsh Musicians.*

Ewen : *Composers of To-day.*

Allibone : *Critical Dictionary of British and American Literature.*

Hefling and Richards : *Index to Contemporary Biography and Criticism.*

Ullrich : *Who Wrote about Whom, a Bibliography of Books on Contemporary British Authors.*

Nichols : *Literary Anecdotes of the 18th Century.*

O'Donoghue : *Poets of Ireland.*

Sharp : *A Dictionary of English Authors.*

Marble : *Nobel Prize Winners in Literature.*

Celtic Who's Who, 1921.

Gatfield : *Guide to Books and MSS. Relative to English and Foreign Heraldry and Genealogy.*

Ancestor. Indexes.

Genealogist. Index.

Browning : *Americans of Royal Descent.*

Burke : *Family Records.*

American Genealogist.

- Budger : *Index to Printed Pedigrees.*
Marshall : *Genealogist's Guide.*
Thomson : *Catalogue of British Family Histories.*
Stuart : *Scottish Family History.*
Drummond : *History of Notable British Families.*
British Record Society : *Index Library.*
Scottish Record Society. Publications.
Guppy : *Homes of Family Names in Great Britain.*
Harrison : *Surnames of the United Kingdom.*
Ewen : *The History of Surnames.*
Ekwall : *English River Names.*
Ekwall : *Oxford Dictionary of English Place-names.*
English Place-name Society. Publications.
Joyce : *Irish Names and Places.*
Kneen : *The Place-names of the Isle of Man.*
Johnston : *Place Names of Scotland.*
Maxwell : *Scottish Land Names.*
Watson : *History of Celtic Place-names of Scotland.*
Morgan : *Place Names of Wales.*
Fox-Davies : *Art of Heraldry.*
Boutell : *Manual of Heraldry.*
Scott-Giles : *Civic Heraldry of England and Wales.*
Stevenson : *Heraldry in Scotland.*
Ruvigny : *Nobilities of Europe.*
Burke : *Genealogical and Heraldic History of the Peerage.*
Cokayne : *Complete Peerage.*
Debrett's Peerage.
Dod's Peerage.
Whitaker's Peerage.
The Scots Peerage.
Book of Knights of the British Empire.
Burke's Landed Gentry.

Kelly's Handbook to the Titled, Landed and Official Classes.

Walford : *County Families of the United Kingdom.*

Fairbairn : *Book of Crests.*

Fox-Davies : *Book of Armorial Families.*

Beulah : *Scholastic Arms.*

Jocelyn : *Orders, Decorations and Medals of the World.*

Wyllie : *Orders, Decorations and Insignia.*

Gordon : *Flags of the World.*

BIOGRAPHICAL SOURCES IN ANNUAL PUBLICATIONS :

Who's Who : An Annual Biographical Dictionary.

Who was Who, 1897-1915.

do. 1916-1928.

Authors' and Writers' Who's Who.

The Baptist Who's Who.

Burke's Peerage.

Catholic Who's Who.

Cricketer's Who's Who.

Crockford's Clerical Directory.

Dod's Parliamentary Companion.

Europa Service : *European Who's Who.*

Indian Year Book and Who's Who.

Insurance Who's Who.

International Who's Who.

Kelly's Handbook to the Titled Classes.

Masonic Who's Who.

Medical Directory.

Packing Annual and Who's Who.

Red Book of Commerce or Who's Who in Business.

Schoolmaster's Year Book.

Whitaker's Peerage.

- Who's Who in Advertising.*
Who's Who in America.
Who's Who among North American Authors.
Who's Who among Authors of Older Nations.
Who's Who among Living Authors of Older Nations.
Who's Who in Architecture.
Who's Who in Art.
Who's Who in the Book Trade.
Who's Who in British Aviation.
Who's Who in Broadcasting.
Who's Who in Canada.
Who's Who in the Central States.
Who's Who in China.
Who's Who in Congregationalism.
Who's Who in Filmland.
Who's Who in Latin America.
Who's Who in Literature.
Who's Who in Methodism.
Who's Who in Music.
Who's Who in Philately.
Who's Who in the Poultry, Pigeon and Rabbit World.
Who's Who in Press, Publicity and Printing.
Who's Who in Racing.
Who's Who in Railroading.
Who's Who in Sport.
Who's Who in the Theatre.
Who's Who in Wales.
The Woman's Who's Who.
Y.M.C.A. Who's Who and Annual.

CHAPTER XIII

COMPETITIONS

THE creative value of competitions is something which we can take for granted while reserving an opinion on their general educative properties. But, whether considered as a pastime, or as mental exercise, there is no denying the popularity of contests in literary skill.

In recent years there has been a crop of competitions, possessing little or no value except in a monetary sense. Chance and guesswork have no real place in genuine competitions. So an attempt will be made here to indicate the power of words and their fascination, the sources through which the average person may widen his vocabulary thus attaining a greater felicity in literary expression.

Study of competition papers has two lessons for the amateur writer in particular. There is no better way in which to gain an insight into the types of readers catered for, and an opportunity is offered the quick-witted to try out new ideas in contests if he cannot compile older varieties.

The phrase "general reading" is hard to define, and such knowledge cannot be indicated in definite books. If you have a retentive memory for scenes, names, places, and words you have the real basis for encyclopædic knowledge. Collections of this material which follow are recommended to writers

rather as necessary exercises in reading for a purpose than as the best or most profitable introductions to literature.

Five suggested encyclopædias are :—

A. Mee : *Children's Encyclopædia* and *Children's Treasure-house*.

Pollock (H. A.) : *Newnes' Pictorial Knowledge*.

I See All.

Compton's Pictured Encyclopedia.

Works of a similar kind which may not be read except in small doses, but which should certainly be known, are :—

Century Dictionary of Names.

Brewer : *Dictionary of Phrase and Fable*.

Brewer : *Reader's Handbook*.

Gerwig : *Crowell's Handbook*.

Rutter : *What, Where and Who?*

Wheeler : *Who Wrote It?*

“Bright is the ring of words,” said Stevenson, but he was the right man to ring them. For the writer learning his craft knowledge precedes use. How many writers ever try the painful but useful penance of reading a dictionary? Words and their meanings have a literature of their own, vast enough to occupy men's minds as a life work.

One of the first books which should be known to the writer is A. G. Kennedy : *A Bibliography of Writings on the English Language from the Beginning of Printing to the End of 1922*. There is hardly a guide which could be compared to this massive work, so

well ordered, so fully documented, and representing years of study presented with fine scholarship.

The basic reference dictionary is of course *The New English Dictionary*, commonly called the Oxford English Dictionary. Two abridgements of this work, *The Shorter Oxford Dictionary*, edited by C. T. Onions, and the *Concise Oxford Dictionary*, edited by H. W. and F. G. Fowler, come next in order. Other well-known and standard examples are *Cassell's New English*, *Chambers's Twentieth Century*, *Nuttall's Standard*, *Webster's New International*, and H. C. Wyld's *The Universal*, dictionaries.

From dictionaries it is natural to turn to meanings, derivations, and associations of individual words. Some useful books that make interesting reading include:—

R. C. Trench : *On the Study of Words*.

E. Weekley : *The Romance of Words ; Words Ancient and Modern ; More Words, Ancient and Modern ; Adjectives—and Other Words*.

M. H. Wesen : *Words Confused and Misused*.

L. P. Smith : *Words and Idioms*.

J. B. Greenough and G. L. Kettredge : *Words and their Ways in English Speech*.

A useful recent work intended for the reader who wishes to gain a wide vocabulary is S.S. Smith : *The Command of Words*. This book may be read before using two standard works : *Roget's Thesaurus of English Words and Phrases* and Marsh : *A Thesaurus Dictionary of the English Language*.

Recognised works on synonyms and homonyms are F. S. Allen : *Allen's Synonyms and Antonyms ;*

M. A. Pink: *Illustrations of English Synonyms*; *Pitman's Book of Synonyms*; *Hartrampf's Vocabularies, Synonyms, Antonyms, Relatives*; B. S. Barrett: *Book of Homonyms*, and A. F. Inglott: *A Dictionary of English Homonyms*.

In competitions where word-play is essential, wide reading in writers who are masters of the laconic, who compress a philosophy into a few expressive words, is indicated. The work of O. Henry is a good introduction to such literature while modern American "columnists," like Winchell and Hellinger are worthy of note.

A play on words involving changed phrases suggests here the importance of knowing some of the collections such as:—

Dixon (J. M.): *Dictionary of Idiomatic English Phrases*.

Johnson (T. H.): *Phrases and Names. Their Origins and Meanings*.

Kleiser (G.): *Fifteen Thousand Useful Phrases*.

Hyamson (A. M.): *A Dictionary of English Phrases*.

Baring (M.): *Algae, an Anthology of Phrases*.

Vivian (P.): *A Dictionary of Literary Terms*.

Holt (A. H.): *Phrase Origins*.

Christy (R.): *Phrases*.

Marvin (D. E.): *Curiosities in Proverbs, Unusual Adages, Maxims, Aphorisms*.

Montgomery (H.) and Cambray (A. G.): *A Dictionary of Political Phrases and Allusions*.

Wilstach (F. J.): *Dictionary of Similes*.

From phrases the writer may turn to quotations in prose and verse.

DICTIONARIES OF QUOTATIONS :

- Adams (H. G.): *Cyclopædia of Sacred Poetical Quotations*.
- Allibone (S. A.): *Great Authors of All Ages, Selections—Poetical Quotations and Prose Quotations*, 2 vols.
- Bartlett (J.): *Familiar Quotations*.
- Bate (J.): *Six Thousand Illustrations of Moral and Religious Truths*.
- Benham (W. G.): *Benham's Book of Quotations, Proverbs and Household Words*.
- Blyth (E.): *Way of Healing. A Little Book (of quotations)*.
- Bohn (H. G.): *Dictionary of Quotations from the English Poets*.
- Dalbiac (P. H.): *Dictionary of Quotations*.
- Douglas (C. N.): *Forty Thousand Quotations, Prose and Verse*.
- Edwards (T.): *The New Dictionary of Thoughts*.
- Fogg (W.): *One Thousand Sayings of History*.
- Friswell (J. H.): *Familiar Words*.
- Grocott (J. C.): *Familiar Quotations*.
- Harbottle (T. B.): *Dictionary of Quotations (classical)*.
- and Dalbiac (P. H.): *Dictionary of Quotations (French and Italian)*.
- Jones (H. P.): *New Dictionary of Foreign Phrases*.
- Kaiser (B. B.): *Shakespearean Oracles*.
- Mair (J. A.): *Handbook of Quotations*.
- Marvin (F. R.): *The Last Words, Real and Traditional, of Distinguished Men and Women*.
- Pearce (C.): *A Reader's Anthology*.

- Randell (A. C.): *Pagan Pearls, a Book of Paraphrases.*
Reynolds (C.): *The Banquet Book.*
Roberts (K. L.): *Hoyt's New Encyclopedia of Practical Quotations.*
Southgate (H.): *Many Thoughts of Many Minds.*
Stevenson (B. E.): *Stevenson's Book of Quotations.*
Swan (H.): *Dictionary of Contemporary Quotations.*
Timbs (J.): *Laconics, or the Best Words of the Best Authors.*
Treffry (E. E.): *Stokes' Encyclopedia of Prose and Poetical Quotations.*
Wale (W.): *What Great Men have said about Great Men.*
Walsh (W. S.): *The International Encyclopedia of Prose and Poetical Quotations.*
Ward (A. L.): *Dictionary of Quotations in Prose.*
Warter (J. W.): *Wise Saws and Modern Instances.*
White (W.): *Truths Illustrated by Great Authors.*
Wood (J.): *Dictionary of Quotations.*
Wood (K. B.): *Quotations for Occasions.*

Two further useful works are J. T. Hackett: *My Commonplace Book*, and J. A. Lindsay: *Among the Thinkers*, while three well-known works for those interested in the possibilities of rhyming words are W. Ripman: *Pocket Dictionary of English Rhymes*; *Walker's Rhyming Dictionary*; and B. Johnson: *New Rhyming Dictionary and Poet's Handbook.*

Picture competitions represent a separate field worth the notice of the journalist. Actual study of existing competitions and an inventive turn of mind are essential. An improvement may suggest a new idea,

a glance at the similarity of people in photographs may start another as it did very profitably to one well-known English free-lance. Photography journals and annuals such as *Photography Year Book* or *Photograms* might be useful, but, generally speaking, in this type of contest brain-waves are required, unless one simply adapts the old idea in a new setting.

Another approach to competitions, especially for the acquirement of humour, can be made through the study of the best modern exponents such as R. Arkell, A. Armstrong, R. Dark, E. C. Bentley, Nicolas Bentley, E. V. Knox, D. B. Wyndham Lewis, J. B. Morton, F. W. Thomas, and A. P. Herbert.

Wit is not necessarily acquired merely by reading, but the writer who reads with all his eyes can study the technique used by others to achieve their effect.

Collections of humour worthy to be read for the double purpose of entertainment and knowledge include D. B. Knox: *Everybody's Anecdotes, Quotable Anecdotes, More Quotable Anecdotes*; R. Frost: *What cheer! Merry Stories*; L. Copeland: *The World's Best Jokes*; W. Jerrold: *Bulls, Blunders, and Howlers*; C. Hunt: (all series); L. P. Smith: *Treasury of English Aphorisms*, and L. Reed: *Complete Limerick Book*.

Should such a surfeit of humour pall, the jaded writer might turn to the tortuous Torquemada of the *Sunday Observer* or the equally subtle Hubert Phillips. The strong minded who can resist this pair should start writing immediately. They have a future.

CHAPTER XIV

FILING AND INDEXING

THE collection and preservation of information presents a knotty problem to the beginner in writing. Invariably he sets out with great enthusiasm to collect cuttings from every source. He draws on his friends' supplies and after a certain period finds himself with a great accumulation of material, mostly unusable, and no articles to show for his trouble.

Older men in the journalistic profession would tell him that the best way to acquire a cuttings file is to get someone else to do it for him! There can be nothing more soul-destroying than hours spent cutting out scraps of information, manipulating scissors and paste, and dating material. The snippet which seemed so valuable when you first read it becomes dull and hackneyed after you have seen it and handled it too long.

The trouble with the cuttings fiend is that he has not yet learned how to select, he has not yet made up his mind what subjects he knows sufficiently to write upon.

If he were to take stock of his abilities, endeavouring to sum up his knowledge, he would find that he knew only two, his job and a hobby. If, carrying the process further, he read his own trade, technical or professional paper for some months he would speedily

discover that there was much he had still to learn about his daily work. And so far as his hobby was concerned that he knew practically nothing in comparison to the medium writers on the subject.

Faced with the results of this critical stock-taking the tyro would have reached a point where specialisation in two subjects for his files was indicated.

Let us leave for the moment the question of the cuttings file and try to tabulate what information the writer should gather, how this information should be noted, how the collection should be filed, and what system will indicate most quickly where individual topics are located.

For the writer who wishes to make an income either as a part-time or whole-time free-lance it seems unnecessary to say that no opportunity should be missed in the search for knowledge, not only from conversation but on every occasion that print, in periodical or book form is encountered.

Every article in books or papers should be noted *at the time* whether it appears useful or not. Later careful selection will reduce the amount to easy requirements. Actually the exercise of keeping one's mind alert to the small and seemingly trivial as well as the large important item will give a unique training in observation.

It is from such exercise that the writer learns how to analyse articles properly. No two people "study newspapers" in the same manner. But the man who has trained himself to see everything freshly each time learns quickly and well the presentation of

information, the idiosyncrasies of editors and the possibilities for himself.

The same principle of reading with all one's mind applies to books. The majority of fiction readers will read book after book by Ellery Queen or John Rhode without suspecting that there are more ways of reading than simply swallowing a good yarn. The writer, if he means to become mentally alert enough to pick out information for himself, must learn the other methods of reading.

No one can really teach methods of reading but the successful reader of, for example, Charles Morgan's *Sparkenbroke*, should be able to say that he enjoyed reading it, that he understood the theme, that he was sensible of the book's effect upon himself and, most important of all, that he knew the technique which the author used to gain his effect. He would not then require to read Miss Rebecca West's devastating parody of it in *Parady Party* to assess the writing technique—but he should read it all the same!

Opinions differ on the form with which information should be noted apart from the simple business of taking cuttings from periodicals. Extracts and comments from books are perhaps best noted on slips of paper. Such slips can be bought in perforated sheets or, if one cannot afford this, old blank paper can be cut to a particular size suitable to one's taste.

The author has seen an American professor prepare and write an entire book on such slips. The classic example is the standard American textbook on Bibliography by H. B. Van Hoesen and F. K. Walters. This was written on 30,000 pieces of paper.

The chief benefit of noting material in this fashion is that it can be arranged in any form desired, it is flexible, thus allowing the insertion of fresh material at any point. It is, in fact, the card-index method adapted for the preservation of information. Even for articles the slip method is practicable and in many respects superior to writing out everything into a notebook. Items can be numbered, titled, arranged in their order, and clipped together ready for use. Notes from books can be preserved temporarily by placing two protecting cards at each end and the use of elastic bands.

A box, drawer, or cabinet is used for filing this information when each item has been passed as suitable for later use.

Some writers number their information material and keep a separate index, but an ordinary alphabetical arrangement is quite sufficient, provided one remembers to put items under specific subject headings and sticks to one chosen heading, even when it is wrong! Correlated subjects or sub-divisions of main topics can be linked by the simple addition of a slip referring from one to another as:—

Heredity. *See also* Drugs, Genius, etc.

Mind. *See* Psychology.

The practice of pasting up cuttings into bulky books is not recommended unless one has reached the stage where "a staff handles all my work now." Before reaching that happy position—complete with large cigar and handy dictaphone—the writer should adopt a simpler filing method.

If a supply of envelopes, preferably fairly large ones, is kept, cuttings can be inserted into these, according to subject, which should be printed on the top left hand corner. One plan is to fasten the envelope flap down and either slit or cut off the extreme right hand edge. Cuttings keep firmer in the envelope in this way.

A glance at the library of any large newspaper office will show this system in operation. The news editor will probably tell you at the same time that his staff use these files constantly, not merely because the information is so full or so well arranged, but because it is quicker than hunting through a book.

Cuttings filed in this manner are filed in a vertical position with the subject clearly noted on the top. As soon as envelopes become too full the subject can be sub-divided, and preferably by the addition of a sub-heading rather than a number. The first envelope can be labelled "General" and those following kept in strict order as :—

Bibliography.	General.
„	Arrangement.
„	Authorities.
„	Biography.
„	Classification.

The gossip writer who keeps a fairly full file of biographical notices will find his material becoming unwieldy unless he sub-divides very closely. Subjects under the General heading are better separated into smaller or more specific topics and a separate envelope should be used for each individual. A calendar of

one's own is also a necessity and this can be done either by dating a large notebook January to December, with a separate page or more for each day, or compiling a card-index for the same purpose.

For the writer gradually establishing himself a fairly efficient card-index for material outwith cuttings and information filed is a necessity. The simpler the index system the better, but it should be planned to cover all his writing activities and divided into the appropriate sections.

An index to present and possible Markets is a first essential. This part would cover everything which he fails to find in the standard reference works to editor's requirements such as:—*The Writers' and Artists' Year Book*, *The Author's Handbook*, *The Book Trade Handbook*, and *Willing's Press Guide*. Both *The Writer* and *World's Press News* are indispensable for information on new publications. Past issues of the latter have contained valuable notes on the scope and requirements of particular journals.

Such market information can be written or pasted on the actual cards which will, of course, be arranged alphabetically by subject. It will thus be possible to tell at a glance what new periodicals exist in special topics.

If the cards used in the index are a standard 5 inches by 3 inches, guiding cards of postcard size can be used to separate the index into sections.

The second part of the index can be used for Output. Each card in this section would tell at a glance the title of articles sent out, the date of dispatch, destination, and final fortune. If desired this

portion can be arranged under the title of articles or under the names of periodicals. Difficulties like this adjust themselves in practice.

Some newspaper offices file receipted articles in different coloured folders according to their progress through the editorial department. The journalist can if he likes adapt colours for guiding cards to the section covering items awaiting decision for re-dispatch.

The third section of the card-index may be devoted to Subjects or Ideas, rough material for future use not yet complete enough to be put on the Information file. It may consist largely of slight quotations, curious names, abbreviated ideas for plots, likely titles, and indeed, the kind of material one takes a hurried note of and promptly loses when most needed.

One journalist known to the author comes in regularly with such short notes crowded together in an undecipherable hand. He believes in the principle of Captain Cuttle :—" When found, make a note of it," yet these single words or group of words all contain the germ of future articles, poems and paragraphs. Where the note merely asks for information on a new subject the results of research can be transferred to the Information file.

Further sections may be added to the card-index as required, but these three will be sufficient for most writers beginning the profession. It is possible to waste too much time over the business end of journalism, and the writer who starts with the conviction that he must write will reduce gradually the time

spent in clerical duties. After all, the essence of files and indexes is that they provide quickly the maximum amount of information. Whether they are ornamental or copied from the latest business house practice is no guarantee that they will suit a busy writer.

Apart from material produced by the journalist's own researches, there is always a final collection of unclassified material in the shape of pamphlets, leaflets, catalogues, house journals, advertisements, and prints. This type of material, if allowed to gather, may become unmanageable. That little item of fact which you require and know is in such a place can never be found when you want it. How should this literature be stored?

First of all, arrange any material on related topics together, even roughly, with such classification as literary, biographical, economic, religious, and technical. Elsewhere in this book the value of classification study in teaching one order and arrangement has been stressed. Arrangement, then, should be according to a preconceived plan.

Then store the items in one of these two ways. If you can procure cardboard boxes store related items flat, type on a stout piece of paper the items by number, paste this on side of the box so that when you place it on your library shelf the contents can be easily seen. You can then, if you wish, write a separate card and put it in your library card-index if you possess anything worthy to be called a library. Actually, no matter how small your collection, an index has its uses, even as a mere check on your friends, omniverous readers, who come to chat and borrow.

The second plan is to take your collections of miscellaneous items and clip them into a folder and file vertically in a cabinet or drawer. If you have a fairly respectable correspondence file, similar folders may be used, and the contents clearly marked on the outside. The folder plan has the advantage of keeping fragile items, often printed on flimsy paper, firmly together.

Any trouble expended initially on the keeping of such files will be repaid later with the knowledge that everything is at hand and everything is in its proper place.

For those who wish to pursue further the problem of files there is a useful section in L. Garrett: *The Business Side of Writing*, and two standard works, the latest edition of Cope: *Filing Systems*, and A. J. Philip: *Filing and Preservation of Records*.

