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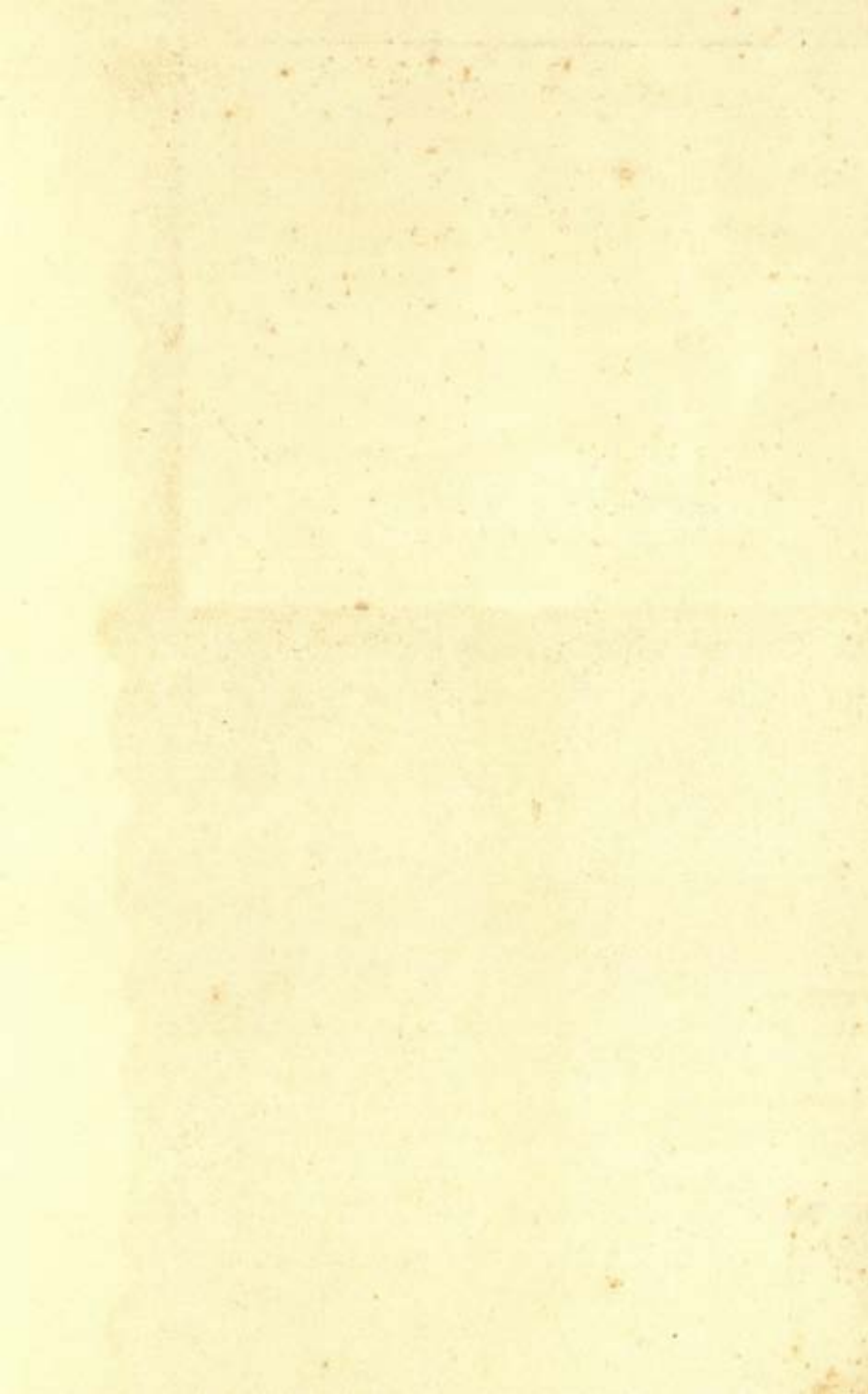
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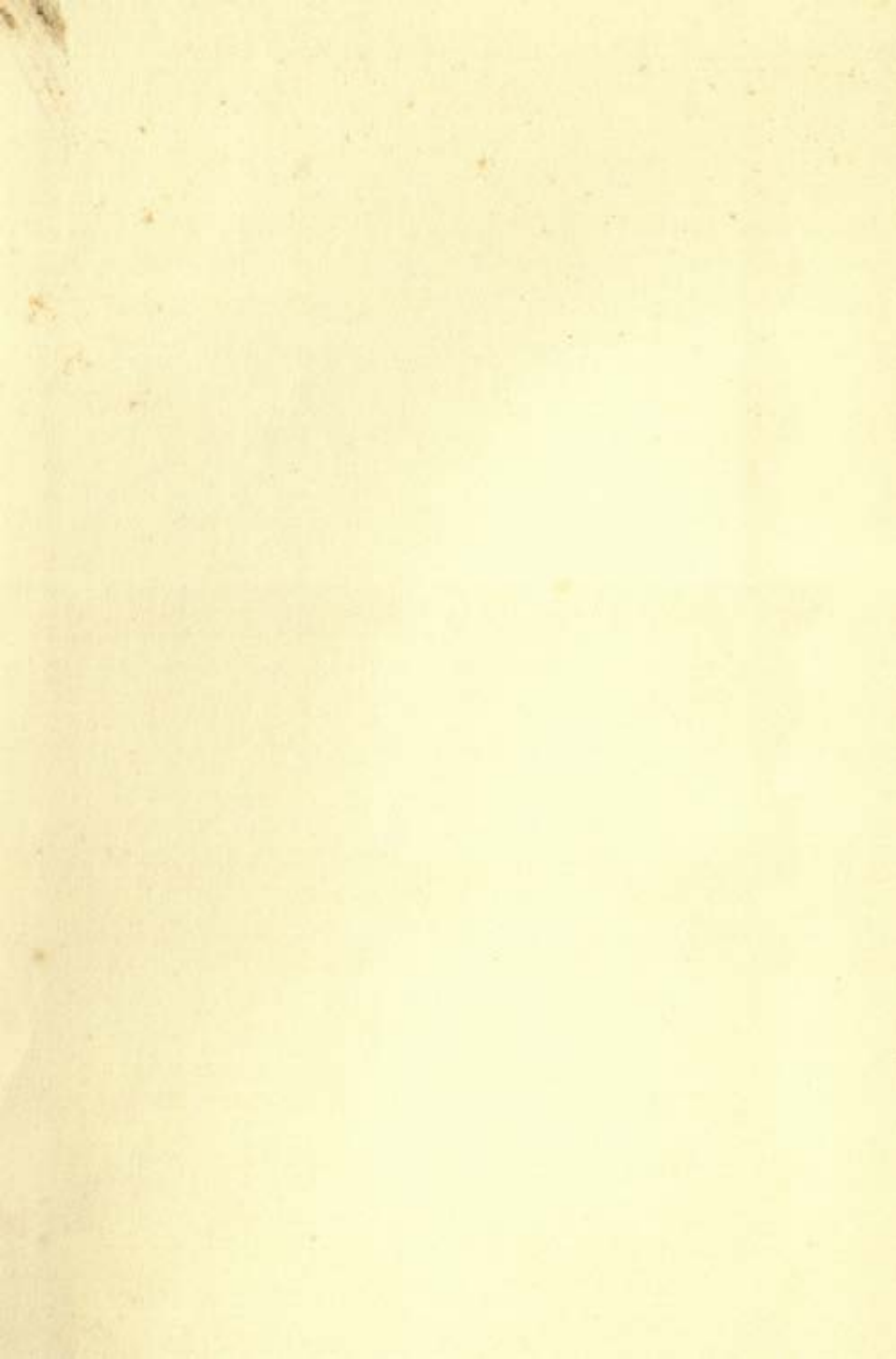
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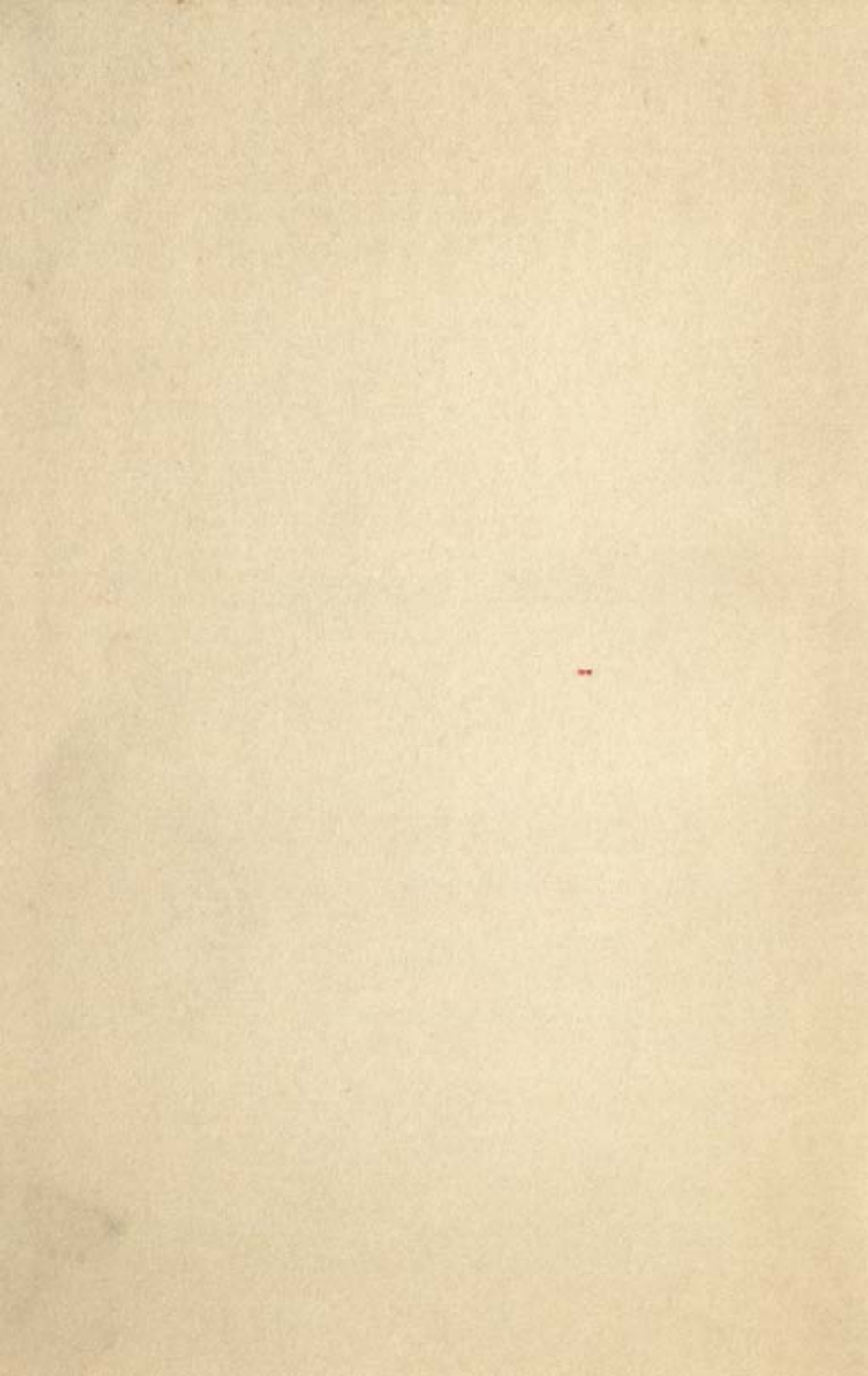
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*Systematic bibliography*



# *Systematic bibliography*

A PRACTICAL GUIDE TO THE WORK OF COMPILATION

by

A M LEWIN ROBINSON

BA PHD FLA

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## Preface

THIS ATTEMPT at formulating the main principles involved in the practical work of compiling bibliographies results from the belief that no satisfactory guide for the use of students and others inexperienced in bibliographical techniques is readily available. The only publication covering this field would seem to be M V Higgins *Bibliography; a beginner's guide to the making, evaluation and use of bibliographies*, and that treats the subject very briefly. Other works on different aspects of bibliography there are of course in plenty, but these either concern themselves with scholarly bibliographical description, or are general introductions to the subject, devoting little more than a single chapter to systematic method (eg Esdaile). Apart from these there is of course Georg Schneider's monumental *Handbuch der Bibliographie* which, with its English translation, provides an invaluable theoretical and historical analysis, but which is not calculated to appeal or be of practical assistance to the novice of today with a project before him.

This guide then is intended for the non-librarian who is obliged to undertake bibliographical work, as well as the student of librarianship who must acquire a familiarity with bibliographical techniques and be able to apply them. For this reason a list of textbooks is appended which will assist the beginner to acquire some knowledge of the basic procedures of cataloguing, classification and bibliographical description, which are essential to good systematic bibliography, and on which so much has been written that there would be no justification for repetition here.

Methods of reproduction are today so numerous and so rapidly developing that any attempt to include a description of them or of the peculiar problems which many of them present would be of little lasting value. It is therefore left to the bibliographer to seek technical advice on this question.

The illustrations, gleaned from some of the finest examples of contemporary bibliography, are by no means the least part of the book and the author gratefully acknowledges the sources from which they are taken.

A M L R

## *Preface to the second edition*

THE FIRST edition of this work was published in xerox form by the School of Librarianship of the University of Cape Town, primarily for the use of the students in the bibliography course. The interest expressed in it by a wider public has caused a few necessary amendments to be made for this new edition.

November 1965

A M L R



# I

## *The meaning of bibliography and its varied forms*

THE TERM 'bibliography' has a very wide connotation for the English-speaking student or scholar, covering the whole field of the science of books as physical entities—their history and changing forms, the materials and methods of their construction, their description and recording in lists. Leading bibliographers differ slightly in the names they assign to the various branches of the subject. Esdaile and others divide it into three:

- 1 *analytical* (comprising the detailed analysis of the structure of the book and its description);
- 2 *historical* (embracing the history of the various methods of book production, including printing and adornment); and
- 3 *systematic*, which may be preliminarily defined as 'the preparation of lists of books'—in short the compilation of bibliographies.

Greg, supported by Besterman, combines analytical and historical under the one head 'critical,' but all are agreed on 'systematic.' Greg actually regards this as the only true bibliography, the systematic application being mere drudgery and prostitution of learning. In this he is not supported by Besterman nor by A W Pollard and Sir Stephen Gaselee (see *The library* fourth series 11 1931 241-262; 13 1932 113-143, 225-258). There is an obvious distinction between the historical and analytical branches of the study of bibliography, but they both belong to a science capable of lending itself to pure scholarship; systematic bibliography on the other hand is an art or technique dependent much upon their application. The three (or two) branches are naturally much interrelated. The learned bibliographer may be, and has often been, able to assist the literary scholar in the establishment of the authenticity of his text or the chronological order of varying versions, by purely bibliographical deduction from the manner in which the book is bound up or from the paper on which it is printed, proving of invaluable assistance to textual criticism. Such research can be simply of an ad hoc nature, but of how much greater service to scholarship will it be if the result, recorded according to certain generally recognised rules, is carefully and systematically arranged with others, to form a bibliography.

All bibliography of course is not on this high level of scholarship.

It is imperative that one should be quite clear about this distinction at the outset, because outside the English-speaking world—and among certain American bibliographers as well—the question does not arise for the reason that by 'bibliography' or its equivalent is understood only that part of the subject which we have called systematic, *ie* its application to the compiling of bibliographies. The rest is described as the book sciences, the book arts (German: *Bücherkunde*) or even by that unpleasant word 'bibliology'.

If this difference of interpretation is appreciated we shall be able to consider some of the several definitions of bibliography suggested by world authorities to help us arrive at a fuller comprehension of our subject, of which we have so far given a most inadequate definition. The word bibliography will henceforward be used in its internationally accepted sense and not in its wider English one.

The very brief definition we have used above—'the preparation of lists of books'—is that of Georg Schneider in his *Handbuch der Bibliographie*, and a work which, while still unique and very important, contains much that is both confusing and unnecessary for the beginner in bibliography. His definition is inadequate in that it stipulates no principle or order of arrangement of the lists to be prepared, nor any special degree of selection or description of the books in them. A mere list of authors and titles issued by a bookseller or publisher for purposes of advertisement is not a bibliography, nor on the other hand is a library catalogue, however full its entries may be or however well classified, though some few approach it.

The UNESCO/Library of Congress bibliographical survey *Bibliographical services; their present state and possibilities of improvement* by V W Clapp (Washington DC, 1950) expanded the definition to: 'The technique of systematically producing descriptive lists of written or published records'. This is more satisfactory as it emphasises the essential need of system and description and indicates the inclusion of other material than books. It still however does not suggest any fundamental difference between bibliography and the compilation of library catalogues. This difference of course lies in the fact that the catalogue is concerned with the contents of a single library or group of libraries and describes only the copies of books to be found therein. A bibliography is not so confined, either as to the location of the material it records nor to the description of the particular



copy of each work which the library chances to possess. The bibliographer in fact, is concerned with the whole vast product of men's minds on paper, wherever he can lay his hands on it, for his aim is not to guide the seeker to the contents of one collection, but to help him to find his way about in that great sea of literature which increases so alarmingly year by year, either by simply answering the question 'What has been written that can help me on the subject?' or, the often more complex one, 'Which edition or variant of this book is it that I have and does it vary from others?' As we shall find later, there may be much difference between these two approaches to bibliography.

Schneider differentiates them as the academic (in its literal sense, of course—not meaning impractical) and trade, and the 'bibliophilic,' the imputation being that the first is largely concerned with contemporary literature and is intended for the student, the researcher and the bookseller; while the second, concerned with rare and antiquarian items, is for the collector who wishes to collate his precious acquisitions and establish their identity in case of doubt. In the latter case description will need to be very much more detailed than is required for most contemporary work, and every discoverable variant will be recorded. Here Schneider falls short of actuality, as the scholar and the librarian may well have recourse to the 'bibliophilic' bibliography to identify their copy or to determine which is the earliest text of several.

Fredson Bowers in his book *Principles of bibliographical description* defines this class of bibliography as 'descriptive,' and regards it as the only true one. Bibliographies which do not aim to give a definitive account of a book and to record every known variant, he prefers to call 'bibliographical catalogues.' We shall probably not be prepared to accept his whole contention but there is no reason why we should not prefer 'descriptive bibliography' to Schneider's 'bibliophilic.' The other sort, for want of a better name we shall call 'enumerative.' There is of course no clear cut division between the two types and both require a background of scholarship if the work is to be authoritative.

Mlle Malclès of the Sorbonne, in her book *Les sources du travail bibliographique*—a work concerned more with the enumeration of bibliographies than with the techniques employed—describes bibliography as being based upon 'research, identification, description and classification of documents, with a view to organising the services or constructing the tools destined to facilitate intellectual work'. The research part is concerned with the discovery of the material to be included in the bibliography, after



which each item must be clearly identified, then described and finally arranged according to some rational principle—*ie* classified.

In common with many other bibliographers, Mlle Malclès finds it hard to decide whether bibliography of this nature is an art or a science. She comes to the tentative conclusion that the learned variety, which we have decided to call descriptive, approaches a science, while the other (enumerative) is purely a technique. The writer's opinion, as suggested above, is that we are concerned primarily with a technique, but one which demands a thorough grounding in the book sciences plus language and literature. It is interesting to compare Mlle Malclès's analysis with that of a great British bibliographer, Sir Stephen Gaselee, who thirty years ago in 'The aim of bibliography' (*The library* fourth series 13 1932 225-228) divided bibliographical work into five stages: 1 collection, 2 enumeration, 3 description, 4 analysis and 5 conclusion.

Collection, enumeration and description comprise the pure techniques, while analysis and conclusion are the scholarly aspects which approach the scientific and will only feature in descriptive bibliography.

It is hoped that the question of definition has not been unduly laboured since the guide will not primarily be concerned with the scholarly aspects of the subject but rather with its technique. It has been discussed at this length to prevent too narrow a conception and to persuade the scholar that the business of the systematic bibliographer is not merely the drudgery that Dr Greg would have us believe.

From the foregoing exposition the aim as well as the meaning of bibliography has naturally transpired, but to remove any further doubt let us formulate it:

*The aim of bibliography as here defined is to assist an enquirer in discovering the existence or determining the identity of books or other documentary material which may be of interest to him.*

Clearly this object can only be achieved by appreciating the needs of the hypothetical 'enquirer', as we have called him in preference to the 'student' or 'scholar'. These needs must not be ignored, as it is only too easy to do. Bibliographers may still be met with who believe in bibliography for bibliography's sake, but this point of view is not to be upheld when there is so much important work to be done. Sixty years ago Mr John Ferguson in an otherwise estimable address to the Edinburgh Bibliographical Society entitled *Some aspects of bibliography* (page 32) displayed the perfect academic approach when he exhorted his audience in selecting a subject for a bibliography to pick on anything that

came to hand—a street, an individual or an arbitrarily chosen year—with no suggestion of preliminary assessment of its ultimate value. He even advocated as a subject books of a particular size. He likewise pays tribute to the scarcely apposite sentiment of a cynical poet: 'a book's a book, although there's nothing in't' (Byron in *English bards and Scotch reviewers*).

But for us bibliographies must fulfil a need, the field must be chosen with care and the arrangement be that which is most likely to be helpful to the user. Even allowing Mr Ferguson's all-embracing approach to be suspect, the field is enormous, though much is already under control.

The field of bibliography may be divided up as follows:

#### GENERAL

1 *Universal*: This is now no longer considered practical as a centralised project, though the work begun by Outlet and Lafontaine at the Palais Mondial in Brussels in 1895 still goes on with inadequate support and upwards of 12,000,000 cards—a valuable but in no way complete contribution to world bibliography. The nearest convenient approach to the problem of listing all the books published in the world must be the published catalogues of the great national libraries such as the British Museum, the Bibliothèque Nationale, and the Library of Congress, now superseded by the National Union Catalogue of the USA. Dr Louis Shores in a paper on the National Union Catalogue (*Library association record* 55(6) 1953 178-182) said: 'Although this discussion is concerned largely with the National Union Catalogue of printed books, it is necessary to understand that even its 13 million cards may be eventually the smaller part of a total project which now envisages listing and locating virtually all the records of civilisation whether in books, serial or audiovisual form. It is therefore desirable at the outset to identify what are likely to be the three major divisions of the ultimate universal catalogue . . . (printed books, serials and special materials)'. He later goes on to say: 'Possibility of reproduction of the nuc is under consideration, though at high cost, and it may be that here we shall have the nearest approach to universal bibliography'. This hope came to reality on January 1 1956, when the Library of Congress Catalogue was incorporated with the National Union Catalogue.

2 *Language groups*: World bibliographies of books in the more important languages are of trade and library value. The *Cumulative book index* endeavours to do this in English, while its French counterpart *Biblio* includes the publications in French of Belgium,



Switzerland and overseas territories as well as France with some attempt at completeness.

3 *National*: Many countries have their current national bibliographies produced either commercially or by state institutions. Fine examples are *British national bibliography* and *Das schweizer Buch*, the latter recording Swiss books published in French, German, Italian and Romansh. In Denmark, in addition to the national bibliography, a bibliography is produced of all books locally published in foreign languages (*Dania polyglotta*). This is of some importance in Scandinavian countries where many contributions to knowledge appear in English, French or German in order to reach a wider public. The most recent work on national bibliographies is: Knud Larsen *National bibliographical services; their creation and operation*. (UNESCO, 1953).

4 *Regional*: There are few quotable examples of general regional bibliography covering a group of independent though nevertheless interdependent countries, but in those areas where common problems are becoming increasingly appreciated such a project may well be desirable. A bibliography of this type has already been started in the West Indies under the title of *Current Caribbean bibliography*, and Southern Africa might well follow suit.

#### SPECIAL

This division comprises bibliographies of: 1 subjects: *eg* chemistry, history, geographical areas, famous persons; 2 forms of literature: *eg* poetry, fiction, drama; 3 books published in definite periods of time: *eg* incunabula, sixteenth century books; 4 special categories of literature such as: banned books, best sellers, translations, forgeries, books by certain classes of people: *eg* women, members of a religious order.

All these can be treated from the following points of view: a) international; b) regional; c) linguistic; d) national; e) of period in which published.

In addition we have the following special types: 5 the works of individuals, sometimes styled bio-bibliography or author bibliography; 6 the imprints of smaller than national areas: *eg* provinces, counties, towns, presses; 7 editions and variants of individual works: *eg* the Bible, the first folio of Shakespeare. These of course may all be treated from the period point of view, and no 7 from the linguistic in the case of books much translated *eg* English translations of *Don Quixote*.

It is naturally possible to find subjects which fall between these categories and the tabulation is not presumed to be exhaustive.

A further division of the field is possible as regards the physical form of the material to be included. This may be in any of the following forms but not necessarily all: 1 printed books and pamphlets; 2 periodicals; 3 articles appearing in periodicals and other composite publications; 4 manuscripts, and to these may nowadays be added 5 films, filmstrips, photographs and even television programmes; 6 gramophone records (the listing of these has been called 'discography' but the word has not yet been generally recognised), magnetic tape and wire recordings; 7 posters.

The listing of these visual and sound records by themselves can not be regarded as bibliography, but their inclusion as an appendix to a true bibliography would be acceptable. In like manner purely pictorial matter is outside our scope, though *iconography* may likewise form a useful appendix to the bibliography of any subject.

So much for the division of the field. What of the form in which the bibliography may itself appear? According to the subject it may be either: 1 current—recording contemporary literature as it appears with no termination in view; or 2 retrospective or non-continuous, including for example all books published before or in print on a certain date or in a certain period.

These again may be produced in the following physical forms: a) as books—2 above favours this form; b) as periodicals; c) as items in periodicals—1 above favours these last two forms; d) as a series of lithographed or printed cards for those who want up-to-the-minute information in an easily supplemented form; e) microfilm, or any other photographic copy, 'electronic' record etc; f) rapid selector—at present little used outside Europe and the USA but likely to be of great future importance.

The following chapters will endeavour to show how the problems presented by these many forms and types of bibliography should be tackled. Bibliographies may range from the comprehensive to the highly selective and in detail from the simple check-list (not strictly a bibliography at all) to the work with full standard bibliographical description and considerable annotation. The abstract again is a specialised technique. Except for the introductory chapter, this guide is intended to be eminently practical. The theory and history have been dealt with by such authorities as Besterman, Schneider and Mlle Malclès, while the documentalists and science librarians (notably Dr S C Bradford) have written upon the limitations of current bibliography in our over documented world due to the inadequacies of classification schemes



and the absence of clear cut divisions between objects of study. See T Besterman *The beginnings of systematic bibliography*; Schneider *Theory and history of bibliography*; S C Bradford *Documentation* (1953) chapters 9 and 10.

Likewise standard bibliographical description—the method of describing a copy of a book in such detail that it can be identified in its absence without any doubt—is to be found most adequately covered by Cowley *Bibliographical description and cataloguing* (Grafton, 1939) and Fredson Bowers *Principles of bibliographical description* (1949). A shorter book is Bühler, Manaway and Wroth's *Standards of bibliographical description* (1949). Examples of suitable styles will be all that should be necessary and that there can be room for here.

## 2

### *The collection of material and the mechanics of compilation*

IT IS TO BE presumed that in most cases the choice of a subject for a projected bibliography will have been predetermined by demand, and to a large degree the form in which it will be issued as well—*ie* current or retrospective, in book or periodical form etc. Frequency of publication, however, in the case of current bibliographies may only be possible to decide upon when the field has been surveyed and the amount of material suitable for inclusion discovered. To students and others anxious to embark upon useful bibliographical work but with no special mandate, the warning is again issued against the danger of purely academic bibliography and exhortation made to consult the scholar and the scientist, if not the librarian, who may be able and glad to recommend desirable subjects.

Whether the bibliography is to be current or retrospective, the fundamental methods of compilation are the same and most of the same decisions have to be made—indeed it is not uncommon to have a retrospective bibliography supplemented currently. These primary decisions will be:

- 1 how the field is to be limited;
- 2 whether the work is to be selective or comprehensive;
- 3 what forms of material are to be included (*eg* books, periodical articles etc);
- 4 what form of entry is to be used.

The answers to these questions will depend upon the subject, its size and the funds at the bibliographer's disposal. In the case of 1, a final decision may not be possible before one has already advanced some way in the compilation and knows what one is up against. The project, for example, may be the bibliography of a large city and its environs. It may be provisionally decided to include all works published up to the year 1950, but should it be discovered that these are very much more numerous than at first imagined, further limitation will be desirable if completion is to be possible within a reasonable time or budget. This can be effected either by reducing the period covered, the area, or omitting certain classes of material, and no general recommendation as to the most desirable is possible. Needless to say the converse—



too little material—may also occur and call for widening of the field.

Whatever the subject of a retrospective bibliography, the date must be clearly laid down after which items published are not included. In the case of current bibliographies, published weekly, monthly or whatever it may be, it stands to reason that this closing date will be strictly periodical and predetermined for each issue. The *terminus a quo* is of equal importance.

Decision 2—selection versus comprehensiveness—will largely rest on the size or extensity of the subject. In a small field (200-300 items) selection need hardly be considered unless a reading list only is demanded, but it may safely be said that the larger the field the greater the need for selection though it may not always be practical. If selection is to be made with safety, we must pass from the sphere of the bibliographer to that of the subject specialist. In the realm of science, opinions differ markedly on the question of select bibliography, even though it may be admitted that today it is often impossible to peruse everything written about any subject. So do not be selective unless you are confident you know just what you are about or have the advice of an expert. Purely physical characteristics, such as number of pages are a dangerous criterion. It may well happen that an article of less than one page contains the first intimation of a discovery of the greatest importance, or the only notice of an historical event. The bibliographer has likewise no right to be biased. Exclusion based on personal prejudice is unpardonable.

There are many bibliographies, needless to say, of which the whole *raison d'être* is completeness, and these include: national, author and early printed book bibliographies. In such cases every effort should be made to include everything falling under their respective headings.

Decision 3 is on the forms of material to be included. We have already detailed those possible in chapter 1, namely: a) printed books and pamphlets; b) periodicals; c) articles appearing in periodicals and other publications; d) manuscripts; and possibly films and gramophone records.

Questions of arrangement apart, one would ideally include material in all these forms, but in practice this is not always done. General bibliographies will almost certainly be confined to one form only, *ie* books, as the mass of periodical articles will be too vast to be conveniently recorded in the same volume. We shall then find books only in national bibliographies, with perhaps the first issues of periodicals, and periodical articles will be covered by *indexes to periodicals*.

With special bibliographies it will depend upon the amount of material presenting itself and the demand for up-to-date service. It is now generally appreciated that the rapid advance of science and technology renders publication of current research in periodicals essential as the time lag inevitable with books is too great. No bibliography of an advanced field such as atomic physics or electronics, or even in the biological sciences, can therefore be other than largely composed of periodical references with the addition of the few considered monographs that appear in book form.

On the other hand, in the humanities, though periodical literature has its important place, a geographical area or a period of history may very well be covered by books alone. From its nature, research into topics in these fields is more likely to be published in book form and the scholarly public is prepared to wait—albeit impatiently!—for the appearance of a new theory or piece of criticism in print. If any proof of this is needed, it will be found in the differing character of the ‘references’ or ‘literature cited’ at the ends of scientific and of non-scientific works respectively.

One must not, however, generalise too much; bibliographies will be found in the humanities containing periodical articles as well as books, but more often than not the retrospective bibliography will be confined to books and the periodical contributions will appear in current bibliography. In author bibliography, as already stated, it is the compiler’s business to assemble everything that has issued from the pen of the subject in order to produce as true a picture as possible of his life’s work.

The inclusion of manuscripts is only likely to be an occasional problem. When the location of valuable historical source material, in the form of unpublished documents or private papers, is known it should certainly be recorded in the bibliography of the personage, place, period or movement in history with which it is connected. The form of such material being so different from that of the printed word, however, it will almost certainly demand a separate index or calendar and receive only brief description in the bibliography. Similarly in an author bibliography, or that of the editions of a celebrated work, the location of manuscripts should be recorded if known. Since in the former case they are presumably unique—though not invariably (for example, Robert Burns was in the habit of sending ms copies of his poems to his friends)—there is little point in giving many bibliographical details about them, the principal aim of descriptive bibliography being to assist collation and establish identity of different printed copies. The scholarly work of comparison and description of



ancient and medieval manuscripts is outside the scope of this book.

The fourth and last preliminary decision is the form of entry to be adopted, *ie* the manner in which the author, title and other details of each item are to be presented. Dealing firstly with full-length books we have at least four possibilities:

1 *Short title* (as in Pollard and Redgrave's *Short title catalogue of English books to 1640*). For example:

14766 JONSON, BENJAMIN. Every man in his humor.

4° F. W. Burre, 1601.

2 *Standard catalogue entry* according to Anglo-American code rules (as in the *British national bibliography*). For example:

GRAHAME, KENNETH, 1859-1932.

The wind in the willows; by Kenneth Grahame.

Illustrations by Arthur Rackham; introduction by

A. A. Milne. London, Methuen (1950).

xii, [i], 178p. front., illus., 11 plates 23½ cm.

When there is more than one volume the pagination of each should be given in a note following the entry: 'v.1: xi, 234p.; v.2: vii, 356p.' This is not library catalogue custom. Another departure in current bibliographies is the noting of the price of the book which should form an integral part of the entry, though all authorities will not agree with the BNB's practice in placing it between publisher and date (compare plate 11). Yet another variation, favoured particularly by scientists, is the insertion of the year of publication after the author's name (compare plate 18). This is an advantage in bibliographies of research papers where the date of publication is all-important.

3 *Standard bibliographical description* (as used for antiquarian and rare books and first editions; compare Wade's *Bibliography of the writings of W B Yeats* in the Soho bibliographies series, and Gallup's *T S Eliot: a bibliography*, see plates 1 & 2).

GRAHAME, Kenneth. THE WIND IN THE WILLOWS

The Wind in the Willows/BY KENNETH GRAHAME/[Vignette]/  
ILLUSTRATIONS BY ARTHUR RACKHAM/INTRODUCTION BY A. A.  
MILNE/METHUEN & CO. LTD. LONDON/36 ESSEX STREET, STRAND,  
W.C. 2.

23½ x 15 cm. xii, 178p. 11 coloured plates including front., headpiece to each other. p. [i] Half-title, verso blank; p. [iii], title, on verso: *This book was issued on October 8th, 1908, since when it has been reprinted in a variety of editions, illustrated and unillustrated, 96 times/Ninety-*

*seventh edition*; 1950/Catalogue No. 5326/U/printed in Great Britain; p. v-viii, Introduction; p. ix, Contents, verso blank; p. xi-xii, Plates; p. xiii, fly-title, identical with half-title, verso blank; p. 3-178, text; 1 blank leaf at end.

Issued in dark green cloth lettered in gold on spine: THE WIND IN THE WILLOWS/Kenneth Grahame/ METHUEN. Cream end-papers; top-edge green to match boards.

This is the first edition to be illustrated by Arthur Rackham although it was always the author's wish that he should do so.

In this example it should be clear that the first paragraph gives a fairly exact transcription of the title-page while the second supplies the collation in sufficient detail to make confusion of editions next to impossible. The third paragraph describes the format and would also include a note on the size of the edition if this were known, while the last gives other information of interest about the edition. If the work were a collection, a full list of the contents would follow, though if it consisted of merely a small number of parts, these could be detailed in the collation. In an author bibliography, the short title heading, which is included purely for easy identification, may be omitted if desired.

4 *Full standard bibliographical description* (as for early printed books in the British Museum Catalogue of books printed in the XVth century). For example,

a) ROMA. Historia et descriptio urbis Romae.

6 November, 1497.

b) 2a. IN isto opusculo dicit quomodo Ro//mulus Remus nati sunt educa//ti . . . 56<sup>a</sup> COLOPHON: Impressum Rome per magistrū Stephanu3//Planck Patauieñ. Anno.M.cccc.xcvij. die ve//ro .vj. mensis Novēbris. Sedēte Alexādro .vj.//pontifice maximo Anno eius Sexto.

c) Octavo. A B-G<sup>8</sup>. 56 leaves, the first blank. 4<sup>a</sup>: 23 lines, 101 x 66mm. Type: 88G. Capitals (3<sup>b</sup>, 3<sup>d</sup>) and Lombards. With woodcuts. Hain \*11199.

1, blank; 2<sup>a</sup>, summary of contents; 2<sup>b</sup>, cut; 3<sup>a</sup>-16<sup>a</sup>, de imperatoribus; 16<sup>b</sup>, cut; 17<sup>a</sup>-18<sup>a</sup>, oratio de s. Veronica, collecta; 18<sup>a</sup>-30<sup>a</sup>, indulgentiae vii ecclesiarum principalium, with cuts on 18<sup>b</sup>, 21<sup>b</sup>, 23<sup>b</sup>, 25<sup>a</sup>, 26<sup>b</sup>, 27<sup>b</sup>, 29<sup>b</sup>, 30<sup>b</sup>-53<sup>b</sup>, indulgences of other churches; 54<sup>a</sup>-56<sup>a</sup>, staiones in quadregesima, &c.; 56<sup>a</sup>, colophon; 56<sup>b</sup>, blank.

The woodcut head-piece on 3<sup>a</sup> contains the arms of Alexander VI.

d) 136 x 100mm. Bound after Plannck's undated Mirabilia Romae (1A. 18782, p.101).

1A. 18584.



In this example, taken from the British Museum *Catalogue*, of an entry for an incunabulum printed in Rome by Stephan Planck, a) gives the short title for easy reference and b) gives a transcription of the opening words or incipit of the book (it would give the title if one appeared), and the colophon or concluding paragraph in which the printer's name and date often appear. c) gives very detailed collation, including in this case the contents, and d) refers to the particular copy that the Museum happens to have. In a bibliography this last paragraph might have to refer to known variants of the book and of course to any other pertinent information about it.

It has already been pointed out that within the compass of this guide it is impossible to do more than give examples of these different forms of entry as they require books themselves to be treated adequately, and if the would-be bibliographer is not already familiar with them he must by all means make himself so before he can begin work. Recommended textbooks will be listed at the end of this book, though cataloguing is an important subject of study in librarianship courses, and demands much practice.

Of the above, forms 1 and 2 are naturally best suited to ordinary enumerative bibliography, while 3 and 4 will only be required for descriptive bibliography. There are many varieties of entry in use beyond the above (see Esdaile's *Student's manual of bibliography*; third revised edition, page 262, for an example of 2 adapted to descriptive bibliography) and latitude is permissible in the actual style. The amount of detail and annotation desirable will depend upon the character of the material and the degree of scholarship demanded by the subject. In chapter 4 the presentation of several different styles will be illustrated and compared; they all, however, contain the same essential information which experience has shown to be most useful.

Example 1 (*short title*) is to be used rarely, as it gives very little information and is suited to a check list rather than a bibliography. One cannot go far wrong with standard library cataloguing (example 2) for all general enumerative purposes, as it includes all the essential details for the identification of a contemporary volume for everyday purposes, viz author's full names, full title save in exceptional circumstances, illustrators, editors, translators, etc, edition, imprint and brief collation.

Bibliographical description is required (examples 3 and 4) when the aim of the bibliography is not simply to give information on what has been written, but to describe works in considerable detail for purposes of comparison and identification by scholars, librarians and collectors. Sometimes the copy to be compared may

be imperfect, and without recourse to another, it is necessary to discover how much is missing. More rarely the title-page itself may be wanting and require reconstruction. The categories most likely to receive this attention are those of antiquarian interest such as classics, travel books, early printed books, the products of private or particularly celebrated presses, and also the literary works of individual authors who have achieved an important place in the eyes of scholars and collectors.

The best form of *analytical entry* used for recording periodical articles and those taken from other composite works, such as yearbooks, symposia and *Festschriften*, is that recommended by the Anglo-American code, for example,

McDougall, William

The riddle of heredity. (*In* The forum, New York, 1928, v.79, p.xii-xvi.)

This reference is capable of some abbreviation as long as there is an adequate explanatory key provided. The place of publication may be omitted when it is certain there can be no confusion of two periodicals of the same name, and volumes and pages may be reduced to such expressions as:

34(1): 57-63, D 1936.

Which equals:

Vol 34, pt 1, p 57-63, Dec 1936.

Finally, while it need not actually concern us at this stage of compilation, cognisance should be taken of the international standards for the abbreviation of periodical titles, (*See World list of scientific periodicals*, published in the years 1900-1950, London, Butterworth, third edition 1952), for example:

J. Amer. Soc. Agron. = Journal of the American society of agronomy.

The use of these standards is essential for scientific bibliographies today and their users will understand them. In other subjects however they will be less popular.

In reference to composite works other than periodicals, little abbreviation of the title is permissible and the publisher should be given. For example:

Psychical research as a university study. (*In* The case for and against psychical research; ed. by Carl Murchison. Worcester, Mass., Clark University Press, 1927, p. 149-162.)

The form of entry for periodicals as such will depend upon whether they appear incidentally in the bibliography or comprise one by themselves. If the former, they will naturally follow the style prescribed for book entries as much as their format permits. Practice varies much in library catalogues—particularly regarding



change of title—and all styles are not suited to bibliographical use. In enumerative bibliography the form below is the simplest to adopt, it being appreciated that added entries under changes of title are not necessary, references being adequate. Entry under the latest title is now most favoured. For example:

The London quarterly of world affairs, v. 1–Apr./June 1935  
–[London], Stevens [etc]., 1935—  
—v. 18½–25cm.

Title varies: 1935–Apr. 1943, the New Commonwealth quarterly; July 1943–The London quarterly of world affairs.

Bibliographies of periodicals are not so common as other forms of literature due to the comparatively small number of titles, but when they are compiled their intent is usually to show what periodicals are in progress in given fields, or to indicate where they are to be found—the latter being really union catalogues. Examples of these are Ulrich's *Periodicals directory* and Gregory's *Union list of serials*, or *Periodicals in South African libraries*. Comparison of their forms of entry will illustrate their differences.

a) *Ulrich*

CHILD study; a quarterly journal of parent education. 1923.  
q. \$1.4° Child Study Association, 221 W 57th St. New York 19.  
bibl., bk rev. radio progr. index.

Indexed: Educ. Abstr. Educ. Ind. Psycho. Abstr.

b) *Gregory*

London quarterly of world affairs. London.

1. Ap/Je 1935 +

1-8. Ap/Je 1935–Ap 1943 as New Commonwealth quarterly.  
[Names of holding libraries.]

Ulrich is concerned only with current periodicals while Gregory aims to include everything that has survived in United States libraries, as far as can be ascertained. Consequently, though it is not necessary to give collation in the former, but only date of establishment, the compiler must supply details of frequency, price, publisher and address. Additional notes help the prospective purchaser assess the value of the publication. Gregory on the other hand must give details of volume numbering with dates and changes of title, as the list will not only be used to locate back numbers but also by librarians and collectors to determine whether their own files are complete.

The descriptive bibliography of periodicals is rarely met with, as each volume—in fact each issue—of a journal is a bibliographical unit deserving of individual treatment. Few examples of this form of literature are bibliographically interesting for the reason

that different editions of a particular issue are only very occasionally found and variants other than those resulting from purely fortuitous binding are rare indeed. (These remarks do not apply to newspapers which frequently have several editions per diem, but it is not suggested that they would form a profitable subject for bibliographical research.) Now and then we come across issues of interest because of suppression in whole or in part, or with supplements that have been lost from most copies. In most cases however, detailed description will be needed largely for the purpose of enumerating the contents, the subject matter being of more interest than physical peculiarities. Only periodicals of considerable rarity will warrant this, such as the 'incunabula' of this form of literature in any part of the world, and others that have become collector's pieces such as those made popular by the researches into Victorian popular fiction of the late Mr Michael Sadleir. Mr Sadleir has presented us with the best example of a form for dealing with rare periodicals in volume 2 of his bibliography of *XIX century fiction*. An example will be found on plate 5.

#### ANNOTATION

Much more than in a library catalogue, from which it is presumed the books are not far distant, annotation of some sort is necessary in any compilation with pretensions to the bibliographical, though it may not be needed for every item. As in cataloguing it should be concise, with the omission of all unnecessary verbiage. Notes may be of several kinds and the following are the most common:

1 In elaboration of the title when the subject is insufficiently clearly expressed. For example:

[Title] Was Darwin wrong?

[Note] Outlines the great schools of evolutionary theory: Lamarckian, Darwinian and Neo-Darwinian.

2 Contents note; for example:

Anderson, J. N. D. *ed.*

The world's religions.

Contents: Animism, by A. T. Houghton—Judaism, by H. D. Leuner—Islam, by J. N. D. Anderson—Hinduism, by G. T. Manley and A. S. Neech...

In enumerative bibliography this will be confined to books containing the work of several authors as above, or several distinct works by the same author—collections of poetry and essays excepted.



3 On editions and changes of title—of especial importance in trade bibliographies; for example:

a) [of a 2nd edition] Contains new preface, otherwise unchanged.

b) Evening industrial schools . . . Revised ed.

Originally published as *Adult education: the evening industrial school*, 1930.

4 On relationship to other works; for example:

The group mind; by William McDougall.

A sequel to *An introduction to social psychology* by the same author.

5 Regarding circumstances of writing (particularly in bibliographies of individuals); for example:

The nature of functional disease; by William McDougall.

Annual address before the American medico-psychological association, Boston, May & June 1921.

6 On the qualification of the author—only necessary when this has especial bearing on the subject and its addition considerably enhances the entry's value; for example:

Sparrman, Anders.

A voyage to the Cape of Good Hope, towards the Antarctic Polar Circle and round the world . . . 1785.

The author, a naturalist, accompanied Capt. James Cook on his second voyage.

Such notes may vary from a single line to as much as a dozen in rare cases in enumerative bibliography. When for reasons of space, annotation must be cut to a minimum, 1, 2 and 3 are the most important.

In the case of descriptive bibliography very considerable annotation is only to be expected, and here again the reader must be referred to Cowley and Bowers. The above examples will always be applicable with amplification, since it is the business of literary bibliographies to give as complete a history as possible of each item therein, though not an appraisal. That work of this nature is a specialist's and may demand years of research should be clearly understood. The excellent bibliography of W B Yeats, by Allan Wade (Hart-Davis, 1951), for example, is claimed to be the product of fifty years' acquaintance with the subject, and the author even so admits that it may not be exhaustive (see plate 1).

Abstracting, *ie* the summarising of books and periodical articles so as to give the researcher or specialist a clear idea of their possible value to him, is an extension of annotation but not really within the field of bibliography. The handling and arrangement

of the finished abstract, however, is. The principles of abstracting will be found clearly explained in such books as the Bureau of Abstracting's *Principles of abstracting* (Brochure no 4, 1948). An example of a bibliography with annotation approaching the abstract form will be found on plate 18.

As many of the above questions as possible should be settled by the compiler before starting the collection of material, as it will save much time and labour if entries do not have to be radically altered when work is well under way. The arrangement of the bibliography can and may often be planned in advance, but in no event should one feel bound to adhere to any preconceived scheme if the material when collected suggests modification of it.

#### COLLECTION OF MATERIAL

The mechanics of collection and preliminary recording of material demand media that can be easily handled and arranged. For enumerative bibliography most workers will find standard 5 in x 3 in catalogue cards most suitable, though slips are undoubtedly cheaper and may be an economic necessity for current bibliographies using hundreds a month. The normal procedure is for each 'master' entry for inclusion to be entered on a separate card or slip, the latter to be arranged in the way that will be most beneficial to the user and necessary guide cards added for section headings etc. If the bibliography is to appear in typewritten or mimeographed form the master slips may be in manuscript and typing done only once. If however it is to be printed, the cards should be typewritten and type set up from them or photolithographic plates made from them as is now frequently done. Except in the rarer cases where a bibliography is preserved in card form, it is obvious that the necessary life of the master card or slip is very short compared with that of the library catalogue card, but the handling of a stiff card is in many ways more satisfactory than thin paper and leads to less chance of entries being overlooked or misfiled.

National bibliographies often adopt the practice of recording each item first on a slip suitably laid out according to the form agreed upon, with all the invariable parts of the entry printed. These 'invariables' include all the possible features of the collation, eg: 'p., illus., plate(s), tab(s), diagr(s), . . . cm.' etc. Much time is saved by simply ticking or adding numbers to these items and the entry is exceedingly clear for the typist to copy on to cards. This is only worth while for current bibliographies making



hundreds of entries a month, or for centres producing a succession of retrospective bibliographies, as does the Swiss National Library. It is naturally useless for descriptive bibliography where the length of each entry is likely to vary greatly.

The actual search for material should be pursued in as methodical a manner as possible. It has long been the dictum of authorities in this field that 'the honour of the bibliographer' obliges him to glean from first hand sources and not to depend on secondary ones. In other words he must personally examine every item included in his bibliography and not depend upon the work of others, *ie* publishers' and trade lists, printed library catalogues and other bibliographies. There is always the chance that these may have errors, in which case he will be merely repeating them. If this ideal seems sometimes impossible of attainment, as it may, the bibliographer must clearly admit his fall from grace by distinguishing the unseen items by an asterisk or some such sign, and stating his authority for the details supplied.

There are numerous possibilities open when collecting titles for most bibliographies, setting aside national and other general ones which must be dependent on the accessions of legal deposit libraries or on special arrangement with publishers.

(As a matter of interest the following are the methods for collecting material adopted by some national bibliographies: a) British national bibliography—British Museum legal deposit; b) Belgium—legal deposit; c) Canada—formerly arrangement with publishers, now legal deposit; d) Denmark—arrangement with publishers, though there is legal deposit; e) Holland—commercial venture; f) South Africa—legal deposit; g) Switzerland—arrangement with publishers.)

Taking retrospective bibliographies first, the following are the most likely sources for titles—a preliminary to the search for the actual books themselves. They are given in the probable order in which they will receive attention:

- 1 *The catalogue of a large general library*, or
- 2 *The catalogue of a special library* of the subject under consideration.

These can be combed to form a nucleus for the work in hand, whether subject or author and in the case of really large projects photographic reproduction is to be recommended. Punched card methods for selection may become more common at the preliminary stage in the case of very large bibliographies.

In most cases such catalogues will be a guide to books only, though some special libraries maintain an exhaustive index to pertinent periodicals. When this is lacking—or indeed to supple-

ment it—assuming that periodical articles are to be included, resort must be made to:

3 *Periodicals covering the field*—if such exist. The labour of search will generally be lightened by consultation of the published indexes to periodicals, such as the *Readers' guide to periodical literature*, *Social sciences and humanities index*, the *British humanities index*, and *Internationale Bibliographie der Zeitschriftenliteratur*. More specialised indexes include the *Applied science and technology index*, the *Art index* and the *Biological and agricultural index*, while in the more highly scientific and technical sphere, abstracts form the equivalent of periodical indexes, eg *Chemical abstracts* and *British biological abstracts*, and in the social sciences and the humanities we have *Current sociology*, *African abstracts*, *Education abstracts* and the like. All these will yield a fresh crop of items for inclusion, which must be traced and examined.

The location of periodical holdings in many countries may nowadays be determined with the help of union catalogues, such as the *World list of scientific periodicals* (Great Britain), the *Union list of serials* (USA), the *London Union list of periodicals* (libraries in London), or *Periodicals in South African libraries*. All these indicate in which libraries the periodicals listed in them may be found.

Continuing with the sources of possible titles, we next have:

4 *National bibliographies* and other general lists, such as the *Cumulative book index*, *Biblio*, *Brinkmann* and *Deutsche Bibliographie*, if arranged by subject, or even if not for author bibliographies.

5 *Bibliographies of bibliographies* which will direct one to:

6 *Other special bibliographies* in the same or related fields. The bibliographer need not think that the existence of a bibliography of a subject already necessarily renders further work in that direction valueless. Augmentation and improvement is often possible either with respect to currency or method of arrangement. It may well be that bibliographies in related fields may give one considerable help. If, for example, the subject were PUBLIC FINANCE it might be that a bibliography of BANKING would contain useful items. It is impossible to eliminate all overlap between bibliographies just as it is impossible to draw a strict line between subjects of study.

7 *Published library and union catalogues* both general and special. The value of the British Museum, and us *National union catalogues* as the nearest approach today to universal bibliography has already been stressed. Unfortunately the subject



indexes of the first (preceded by Peddie's *Subject index to books to 1880*) appear only every five years while the second only started issuing a subject catalogue in 1950. Many other libraries such as the London Library, the Royal Commonwealth Society Library and the Royal Institute of British Architects' Library have published printed catalogues of great value. These will be found recorded by Besterman in *World bibliography of bibliographies* (Geneva, third edition 1955-1956—new edition in course of publication).

8 *Bibliographies in books*. Most treatises on a subject, if of a high standard, include bibliographies or lists of references, either at the end of each chapter or at the end of the book. Sometimes, as in the case of the *Cambridge history of the British Empire*, these are considerable and specially compiled apart from the text. Even if they are a mere afterthought, or a brief record of the works consulted by the author while writing the book and of doubtful accuracy, they may be useful.

9 *Reviews* etc. Many specialist periodicals publish a book review section regularly. Routine examination should be made of these. In the case of author bibliographies when it is desired to include reviews of the author's works, search may be made in the issues of periodicals most likely to give authoritative criticism for a few months following date of publication of the original work. The best sources of course facilitate matters with indexes listing reviews under a separate heading. For others the periodical indexes mentioned under 3 will help.

10 *Trade catalogues* other than the general ones mentioned in 4. These include publishers' and booksellers' catalogues, often issued in a broadly classed form or covering special fields only, eg Francis Edwards' *Africana* catalogues and Sotheran's *Bibliotheca Chemico-mathematica*.

11 *The catalogues of any library* one may chance to visit. Generally one will be visiting libraries with the bibliography particularly in mind, but it should become second nature to take every opportunity.

It is a good plan to keep a record of all sources consulted for future reference, but particularly so in the case of periodicals which have proved fruitful, so that they may be regularly examined.

Contemporaneously, and as the result of searching the foregoing secondary sources, the bibliographer will be seeking the books and other items themselves. Aids such as union catalogues have already been mentioned. In addition, inter-library loan services will have to be used to the utmost. Even taking full advantage of these,

however, travel is almost inevitable, unless one intends to confine oneself to a bibliography declared to be limited to material in the libraries of a particular centre, which is hardly a bibliography in the strict sense of the word. Even working in London, it may be found that a visit to Oxford or Edinburgh is necessary to ferret out a work not available elsewhere, and with descriptive bibliography this is likely to be even more essential than with enumerative.

The assistance of workers in other centres is the next best thing to going oneself, and the development of photographic reproduction has been a great boon to bibliographers as well as other researchers. The acquisition of photocopies of essential pages, such as titles, colophons and variants, will do much to uphold 'the honour of the bibliographer' at little cost! The writer, in Cape Town, has had to supply such facsimiles to bibliographers of law at the Hague and of Australiana in Melbourne.

Where rare books are concerned, it is most desirable to record in the bibliography itself a selection of the libraries or private collections in which copies have been located. This greatly increases the value of the work for the student, but renders it desirable for the compiler to track down copies of each book in different parts of the country so that a geographically spread selection may be offered. In the case of Pollard and Redgrave's *Short title catalogue* and its supplement by Wing, this constitutes one of its major functions since the bibliographical information given is of the very briefest. The locations are usually recorded in abbreviated form, with the city or town indicated first, *eg* LM = London, British Museum; OB = Oxford, Bodleian Library; WF = Washington (DC), Folger Library.

Assistance from other centres may of course be planned as co-operative effort and many admirable compilations have resulted from such work. This will be further discussed below.

As the name implies, and by definition in chapter 1, current bibliography aims at recording periodically the current output of the printing press, as soon as possible, it may be assumed, after publication. While in some restricted fields this can be achieved by a single individual (compare *Index medicus danicus*, compiled for years in Copenhagen by one member of the University library staff, but even he has his work carefully checked by others), it is more likely to require the co-operative effort of several persons under an editor-in-chief, each covering a portion of the field or the analysing of a certain set of periodicals. Obviously such activity must be very carefully planned at the outset and will continue as strict routine, the same fruitful sources of material being regu-



larly examined, while a roving eye is ever on the lookout for untried sources. These sources will differ from those helpful to retrospective bibliography in obvious ways, though much of what has been recommended above will still hold good. It is now the accessions lists rather than the basic catalogues of libraries which must be consulted, the current issues only of the national bibliographies, the indexes to periodicals and the periodicals themselves.

In current work, though there must inevitably be some delay between the publication of a book or periodical article and its appearance in a bibliography, to reduce this delay to a minimum the compilers must chiefly be dependent on what is currently received at the centre in which they work. Obviously no such project should be contemplated divorced from an adequate documentation centre maintained either by legal deposit, purchase or arrangement with publishers for 'review' purposes.

Any officially recognised current bibliography will probably come to some agreement with the publishers who stand to benefit by the inclusion of their titles. There is no time for the compilers to indulge in lengthy correspondence regarding the accuracy of entries or to travel about seeking material. If all the material in a field cannot be received at one centre then a degree of punctuality must inevitably be sacrificed. There is no reason however why the co-operation of several centres should not produce a satisfactory result if a clear standard form of entry is adopted and the various contributions give evidence that they are well capable of applying it correctly so that the editor is not obliged to re-do most of the work. The more contributors there are, the greater chance of error and delay there will be. *Excerpta medica*, international specialist abstracts, with headquarters in Amsterdam, have editors and abstractors in the principal countries of the world. A strict control is kept on these but the average time lag per article abstracted is six months. Straightforward bibliography will not experience such a delay but the human element must be taken into account. It will do no harm to re-emphasise here that *accuracy is one of the most important attributes of the bibliographer*.

Bibliographical work is frequently associated with the cataloguing departments of large libraries. When this is so it will usually be found that labour-saving devices have been evolved whereby the work of the one assists the other. A most striking example of this may be seen in the Swiss National Library in Bern, where accessions are first catalogued on a master slip as described above, page 27, at one side of which there is a column of abbreviations representing the various bibliographies currently maintained. A tick against one of these indicates that the entry



is to be considered for that bibliography and a card will be made for it and sent to the respective editor, whose initial work is thus much reduced. Similar economies can be effected in bibliographical centres unattached to a library, as for example the Bibliotekscentralen in Copenhagen. This office produces a national bibliography, two book selection guides and three bibliographies of children's books, as well as running a card service for public libraries—all with the minimum duplication of effort. It may also be remarked here that the BNB while not produced in the British Museum makes much use of its cataloguing resources.

Before leaving this subject, what may be described as the 'scissors and paste' method should be noticed. This is the cutting up of printed catalogues, accessions lists etc from different sources and mounting the slips on cards. Many scientists and other specialists keep their own card bibliographies for private use in this manner, and a number of learned societies issue an index slip with each number of their journals intended for the purpose just described. For a personal file it is highly satisfactory, but the lack of uniformity among entries added to the dependence on secondary sources renders the method unwise for the accumulation of entries for a published bibliography.

Where the scissors and paste method will be found invaluable is in the preparation of revisions of retrospective bibliographies. Obviously it will be desirable to revise most bibliographies after a period of years to incorporate new material, but it is naturally not to be expected that the revision will be based on standing type after that time. In any case changed outlook may have made it advisable to alter the whole system of arrangement, *eg* from subject-classed to classified (see chapter 3).

Whether the original bibliography has been supplemented periodically, occasionally, or not at all, the same principles will be involved in preparing the revision, and the original will be the basis on which we must build. To make this practical the entries must be transferred to cards, a comparatively simple process if two disposable copies of the original are available. After a preliminary check for any items to be excluded, these copies may be cut up and the entries mounted on 5 in  $\times$  3 in cards (used ones if need be)—the scissors and paste method. This work can be done quickly and easily by means of photographic dry mounting tissue which lies between the copy and the card and is fixed by means of a hot iron—an operation not requiring the supervision of a trained bibliographer. Supplements can of course be treated in like manner and cards can be rearranged, corrected and added to as required. If the basic work and supplements have been printed

or typed uniformly and not too much manuscript correction has been necessary, it is feasible that the rearranged cards might be reproduced by the photo-offset process at a very much lower cost than printing (compare *Library of Congress catalogue*). Usually however for clarity retyping will be desirable.

In the event of two copies not being available for cutting up, as may well be, a photographic copy should be obtained for mounting in a similar way, as the expense and time involved will still be less than that of typing out the original.

#### CUMULATIONS

Cumulations are the result of the merging or intercalation of the entries of two or more issues of a current bibliography so as to form one. The intent is to save time spent in consulting several issues. This re-arrangement will not of course upset the original plan of the bibliography. How often it may be done depends on the size and frequency of appearance of the work and varies greatly. Some few cumulations are, like the weekly *ВНБ*, progressive, i.e. the first three months of the year are cumulated, then the first six, then nine, and finally an annual volume appears with a five-yearly cumulated index. The H W Wilson Co's *Cumulative book index* works on a different plan which may be summarised thus: Jan, Feb, Jan-Mar, April, May, June, Jan-July, Aug-Sept, Oct, Nov, Dec, 2-yearly, 5-yearly. It will be noticed that in the month that a cumulation appears, an issue for that month only does not.

Small lists may only require cumulation half-yearly or annually.

The work of intercalation will for the most part be the responsibility of the printer, who must keep type standing and drop in the entries from subsequent issues from time to time as required. It would be opportune here to suggest that linotype composing is safer for this kind of work as there is no chance then of letters being dropped off the ends of lines when moved as there is with monotype. With no slight to the printing trade, it will be agreed that only in cases of the simplest bibliographical arrangement can intercalation be left to the printer with no copy to guide him. Few printers indeed would consider it. The position of the H W Wilson Co, which has a trained staff for this work, is not of course considered here. Copy there must be and can be cards, but simpler from the printer's point of view is the following procedure:

The earliest issue to be cumulated is taken as a basis and a copy pasted for convenience page by page on to large sheets of paper. The issue (or issues) to be cumulated with it then has its items numbered carefully in ink in the margins. These numbers are copied on to the basic issue with arrows added to indicate the



correct place of the entries they represent in the new arrangement. This method can also be used for cumulative indexes to current bibliographies which may be produced economically more frequently than the complete work and are a great assistance to the user (see plate 21).

It need hardly be added that proofs must be very carefully read and opportunity taken to correct errors that may have become apparent since the appearance of the original issues.

#### INDEXES

The making of indexes will be discussed towards the end of the next chapter, but one aspect of it is not out of place here. Every bibliography worthy of the name needs an index and it is possible and advantageous in many cases to make index entries concurrently with the main entries. This makes for greater accuracy as well as a saving of time. The author index to a classified bibliography can have its accuracy assured by the taking of a carbon copy of the main entry. Superfluous detail can afterwards be deleted before the slip goes to the printer, or, as is sometimes done, the carbon paper can be cut to omit all but the first two or three lines of the entry. The making of subject index entries at this stage will also be easier and safer as the item will be before one.

# 3

## *Arrangement*

'A GOOD bibliography can be read as well as consulted'—Fredson Bowers.

### *Methods of arrangement*

The arrangement of entries in a bibliography is of the greatest importance, and the way in which it is done makes all the difference between a mere unwieldy list of titles and a useful and easily consulted reference tool. Both enumerative and descriptive bibliographies need care in arrangement but quite naturally in the latter the stress is on the detailed description of each item and excessive consideration of subject matter will tend to confuse and to detract from the main function. In enumerative bibliography on the other hand, it can be safely said that it is by its arrangement that it stands or falls.

Methods will vary according to the subject and the length of the bibliography, and while it is obviously impossible to consider here every conceivable type of bibliography, we shall attempt to cover the more likely categories. The following methods of arrangement are to be found today:

- 1 Classified.
- 2 Subject classed (alphabetico-classed).
- 3 Alphabetical subject and entry-word.
- 4 Annalistic.
- 5 Alphabetical author and/or title.
- 6 Dictionary.
- 7 Place of origin.

We will discuss these in turn and in comparison.

#### 1 CLASSIFIED

To the experienced bibliographer and librarian, arrangement according to some recognised scheme of classification will recommend itself as the logical and at the same time most detailed method both for general and subject use. It is also the one which will appeal most to scientists. Further, its successful adoption by the British National Bibliography has demonstrated its suitability to national use. It is not likely however to appeal generally to the



more conservative student of the humanities who will still prefer alphabetical and/or annalistic arrangement (see below), and is scarcely likely to suit the works of a single author.

In classified arrangement, as in a classified library catalogue, each entry is classified according to an adequate classification scheme, and is assigned a number which in the notation of the scheme is the shorthand abbreviation for the subject of the entry. This will stand at the top left or right of the entry and will govern its position in relation to the other entries. For an example see plates 9 and 11. The obvious advantage of this method of arrangement is that not only items of like subject will be found adjacent to each other, but, if the classification is a rational one, items on related subjects will also be found close at hand.

The commonest classification scheme in library use is the Dewey Decimal Classification. This was at first used by the BNB in its ordinary form but now with considerable emendation to save space (see plate 11). Letters have been substituted for many subdivisions but this does not really detract from its suitability. It has been much extended for special bibliographical application—particularly in the sciences—under the name of the Universal Decimal Classification. For an introduction to the UDC see chapter 3 of S C Bradford's *Documentation*, Holmstrom's *Records and research in engineering and industrial science*, second edition pages 240-249, and of course the general introduction to the abridged edition. UDC is constantly revised and kept up to date by the Fédération Internationale de Documentation and the English edition has been accepted as a British standard. The abridged version will be found adequate for many purposes. Other schemes, such as the Library of Congress, Brown's Subject Classification or Bliss's Bibliographic Classification, may be used, but none of these is likely to find international adoption as has the UDC in spite of its logical imperfections. Bliss is highly esteemed by many, and has received an increasing amount of attention in libraries of recent years, but the writer knows of no bibliography for which it has so far been employed. A number of technical bibliographies are classified by the UDC including *Physics abstracts* and the monthly book lists in the *Wireless engineer*, and some learned periodicals and institutions classify their articles and publications in advance, eg *Proceedings of the Institute of Radio Engineers* and the British Standards Institution.

When using classified order, it is advantageous as a convenience to the consulter to supply a brief explanation or 'translation' of the class number as follows:

621.3—*Electrical engineering*

This practice has been popularised by Messrs Wells and Palmer (*The fundamentals of library classification* page 106) under the term 'featuring', the explanatory phrase being the 'feature'. It must be admitted however that while helpful in general bibliographies—it is used throughout the BNB—and the simpler special ones, it is likely to become impractical in highly technical usage when the advantage afforded by the class number as an abbreviation of a complicated expression will be lost. Further attention to features will be paid in chapter 5.

A classified bibliography will necessarily have author and subject indexes, and in general bibliographies a title one as well, in addition to an outline at the beginning of the scheme employed. Technical subjects rarely require title indexes, as items in those fields are commonly referred to by their author's name only.

## 2 SUBJECT CLASSED

By far the commonest method of arrangement of bibliographies in book form is what we shall call *subject classed*, in order to differentiate it from the *classified* form just described. This consists in effect of a species of classification without a notation and while it may not differ fundamentally from the classified, in practice there are important differences which will be readily discernible.

The items are grouped according to the compiler's own wish under suitable broad divisions of the subject, each of which may be further subdivided as the number of entries falling in any one division makes it desirable. Here is a simple example taken from a catalogue of university theses:

Anthropology  
Physical  
Social  
Economics  
Agricultural  
Communications  
Finance  
Labour  
Theory  
Trade and tariffs  
Education  
General  
History  
Methods  
Psychology



These headings may be further subdivided if need be, *eg* Economics—Labour—Trade unions, or Education—History—19th century, and so on, according to the size of the bibliography. Subdivision of the subject is rarely likely to be carried to the lengths that it may be in a classified work however—especially under *UNC*—though when the field is a very limited one it may actually be as detailed. The same result is indeed achieved in two or three stages as would require a long and involved classification number. An example will illustrate this:

*East African future: a report to the Fabian Colonial Bureau.*

In the Dewey Decimal Classification this will receive the rather lengthy number 325.34209676, which can be analysed thus into successive stages of subdivision:

325	Colonisation	
325.3	"	arranged by mother country
325.34	European colonisation	
325.342	British colonisation	
325.34209	"	" —history and local treatment
325.342096	"	" in Africa
325.34209676	"	" in East Africa

In a subject classed bibliography of colonisation however it will only need to appear under the following successive subdivisions:

British Commonwealth and Empire

Africa

East Africa

or alternatively:

Africa

East Africa

British East Africa

As stated above, the degree of subdivision in the subject classed bibliography will be largely dependent on the number of entries falling under any one heading, it being undesirable to have very uneven groups. In other words a division of a subject having a large number of entries grouped under it will be subject to a greater degree of subdivision than an equally general division under which there are few entries. For a hypothetical example, suppose that for a bibliography such as the above one found fifty items on East Africa and only ten on West Africa, one would naturally subdivide East Africa by its parts: Kenya, Uganda, Tanganyika etc, while West Africa would remain undivided.

If the divisions and subdivisions are arranged alphabetically, as they are in the first example in this section, this method is known as the *alphabetico-classed*. In a general bibliography, or

one of wide scope, it will be of great assistance to the user, but more often it is thought better to arrange according to what would seem to be a more logical system, based perhaps upon the natural development of the subject. This is the principle on which the best classification schemes are based. Several examples of this arrangement will be found in the next chapter, but the following example in outline (which is not intended to be an exhaustive classification) will illustrate it:

#### LIBRARY SCIENCE

Theory and principles	Buildings
The librarian	Planning
Functions of the library	Equipment
Bibliography	Libraries by type
Historical	International
Analytical	National
Systematic	Public
Practice	Libraries
Classification	University
Cataloguing	Special
Routines	School and children's
Assistance to readers	Private

This scheme is naturally open to criticism but it must be admitted at least that the juxtaposition of the divisions is more rational than is the following rearrangement, strictly alphabetical:

Bibliography	Practice
Analytical	Assistance to readers
Historical	Cataloguing
Systematic	Classification
Buildings	Routine
Equipment	Theory and principles
Planning	Functions of the library
Libraries by type	The librarian
International	
National	
Private	
Public	
School and children's	
Special	
University	

Many contemporary bibliographies will be found to combine both logical and alphabetical arrangement, and this is often much the most satisfactory, broad alphabetical division being subdivided geographically or chronologically or vice versa; for example:



### *Fine art*

Schools, A-Z

Each subdivided by period

### *History*

Period (chronologically)

General

(Thereafter alphabetically  
as follows:)

Ecclesiastical

Economic

Educational

Political and constitutional etc

Within each subdivision the actual entries will be arranged alphabetically by author or in order of publication (see page 45), and there will be an index (see page 61).

The above is advocated for normal subject bibliographies in cases where established classification schemes are inadequate or unsuitable, and may also be adopted with care for larger groups of subjects in the humanities, *eg* history, social sciences. It is most easily consulted in book form when two pages are presented to the eye simultaneously and further pages can be flipped over speedily. Much of its virtue will be lost in card form where the visual area is restricted to one entry at a time. There the classified method or that next described is more satisfactory.

### 3 ALPHABETICAL SUBJECT

Straightforward subject arrangement differs from 2 above in that each item is arranged alphabetically according to the specific subject or form heading assigned to it, and not under this as a subdivision of a wider subject. The subjects themselves may be subdivided by aspect when necessary, *eg* GREAT BRITAIN—Social conditions, or AGRICULTURE—Economic aspects.

Taking the same subjects as those given in the first example for 2, we should find them by this method arranged as follows:

Agriculture—Economic  
aspects

Anthropology, Physical

Anthropology, Social

Commerce

Communications

Economics

Education—History

Education—Methods

Educational Psychology

Finance

Labour and labouring classes

Social Anthropology *see* Anthro-  
pology, Social

Tariffs

Trade *see* Commerce

To librarians this is nothing new. The headings adopted must be based upon a carefully worked out list (such as that of the Library of Congress) to ensure that the same heading is always used for the same subject, and that the whole structure is held together by cross references to overcome the difficulties arising

from synonymous terms (*eg Trade see Commerce*) and the relation of one subject to another (*Commerce see also Communications*), the reference being from the greater to the less. It should be clear that such references are very much less necessary in the case of subject-classed arrangement, in view of the grouping of related subjects. Besterman's *World bibliography of bibliographies* and *The London bibliography of the social sciences* (which includes an alphabetico-classed summary of headings to assist users to find the correct heading they want) are examples of this arrangement on a large scale. The writer however favours it for short bibliographies only (up to 300 items), when the subject cannot be suitably subdivided.

An author index is essential unless subjects are merged with author and title entries to form a bibliography in 'dictionary' form (see 6 below).

### 3A ENTRY-WORD

A variation of this method, and one now somewhat outmoded, is what is known as 'entry-word' arrangement (see Schneider *op cit* page 234). This is a cross between subject and title entry and in it the compiler's choice of headings is in effect limited to the words in the title of the work and the chief task is to decide which of them is the most significant.

Under this system:

A history of the medieval Church  
will probably receive an entry such as:

Church, medieval, history of

It is not recommended for current use in bibliographies but may be employed in indexes.

Before going on to the remaining methods of arrangement, let us compare the relative value of these three most generally applicable ones. With regard to 1 and 3, Dr S C Bradford has already done this with considerable force in his book *Documentation* (pages 18-23). His argument in favour of classified arrangement, which will be supported by most scientists, may be summarised as follows. Arrangement by subject headings is unsatisfactory because a) the subject heading assigned to an item may be ambiguous and items of little or no relationship filed under it; b) it may also be uncertain which of several synonymous terms has been selected for a heading, *eg Antennae or Aerials*, and numerous 'see' references are needed; c) often the heading has to be a compound expression consisting of several words, *eg Electrical apparatus and appliances, Domestic*, in which case the chance of synonyms and alternative entry-words becomes greater still, and the possible



combinations of words even more considerable; d) apart from this the scattering of related topics and the juxtaposition of unrelated ones means a great deal more labour in tracking down everything written on a subject and necessitates a large number of cross-references linking related subjects such as: Commerce *see also* Finance; Finance *see also* Credit, and so on ad infinitum. Bradford describes this as 'hidden classification', withheld from the public but under the eye of the bibliographer.

Finally there is the question of co-operation. Alphabetical arrangement hampers co-operation with other bibliographies in related fields, even if in the same language, as the terminology employed may differ. In the international sphere the difficulty is aggravated even further in view of the differences in language. The notation of a classification scheme however need have none of these drawbacks.

With most of the foregoing one must agree, though Dr Bradford is not so ready to admit the errors to which the unskilled classifier is liable, and also the differences of opinion that so frequently arise over placings in the best of classification schemes. Classified order is not quite the unambiguous answer to our problem that he suggests. Nevertheless, we must agree that given a well worked out classification scheme—preferably one which receives universal acceptance—and a well trained classifier, it is bound to be more satisfactory than alphabetical subject arrangement for *scientific subjects* and maybe for other *special bibliographies of considerable length*. As has been said, for normal bibliographies the subject-classed method is to be preferred, though where the field is very limited specific subject arrangement (see 3) may be the only one possible. It would be as well to recall Schneider's warning that 'classification schemes cannot last for ever'. New discoveries and approaches to a subject will be bound to necessitate the revision of a classification scheme in the course of time. Fortunately the FID makes full provision for this in its control of the UDC.

Subject classed arrangement lacks many of the drawbacks of specific subject arrangement and possesses some of the advantages of the classified form. Since subjects are grouped under broad heads with subdivisions, ambiguity and synonymous terms will be less likely to occur. An outline of arrangement will be feasible in the preliminaries of the publication, enabling the user to cast his eye over it quickly to discover the class in which his particular interest lies and what heading or headings have been adopted for it.

#### 4 ANNALISTIC

Annalistic literally means 'according to year', and, in the biblio-

graphical sense, by year of publication. It is consequently a method of arrangement well suited to those subjects (particularly in the humanities) in which it is important to be able to trace the development as reflected in their literature, *eg* the works of an author, the editions of a celebrated classic, the history of a movement, the progress of an invention or the products of a printing press. As will be seen from examples given later (pages 52-53), division of the field into certain broad categories may be essential before the annalistic approach is employed, *eg* the separation of books from periodical contributions in the case of an author's works. The method is especially suited to descriptive bibliography.

If it is desirable to distinguish annalistic from chronological arrangement, the latter can be defined as dependent upon the period dealt with by the book or article rather than upon its date of publication. A bibliography of history, for example, may quite naturally be arranged chronologically from the earliest period to the latest. A single historical event however, such as the Battle of Waterloo, might be usefully dealt with annalistically, showing how its documentation has developed through the years from the first despatches to the considered treatises produced in the light of subsequent events and research.

Annalistic sequence of items within a class or subject in a bibliography otherwise arranged will be discussed in due course.

#### 5 ALPHABETICAL AUTHOR

Straightforward alphabetical arrangement by author or title is to be recommended in very few cases. Such major bibliographies as use it do so because it is suited to their peculiar intent. For example, Pollard and Redgrave's *Short title catalogue of books printed in England Scotland and Ireland . . . (1475-1640)*, referred to on page 31, was compiled to record in a convenient format the mere fact of publication and date of works published during the period given, and to assist in locating copies of them throughout Great Britain for those who already knew what authors they were looking for. Likewise Halkett and Laing's invaluable *Dictionary of anonymous and pseudonymous English literature* would be of little use if it were not arranged alphabetically by title, since its function is to identify the author of a book of which one is certain only of the title.

This arrangement is obviously of scant use when we have the more common question to answer: 'What has been written on this subject?', unless used for a small check-list only. The writer knows a large expensive bibliography of literature on colonial



territories running to 670 pages, in which the 16,900 entries are arranged alphabetically by author with a subject index giving references to item numbers only. As can be imagined, there are frequently over a hundred references for larger subjects and the labour involved in following them up among the 16,000 odd entries is exasperating, to say the least.

Of the few cases beyond those already mentioned where this arrangement is important, the trade catalogue is doubtless the most obvious, either under author and title in separate sequences or combined in one. Here the question answered is 'When was this book published?', 'Is it still in print?', or 'What is its price?'. Descriptive bibliographies of pure literature of a particular form and period, annalistic arrangement not being necessary or desirable, are another instance. Michael Sadleir's superb bibliography of *XIX century fiction* (see plate 4) is a case in point. Here annalistic would have been conceivable but might have become unwieldy. The author again is here the most important entry word.

## 6 DICTIONARY

Dictionary arrangement demands the intercalation alphabetically of entries under author, joint author, title, series and subject for each item included, *in one sequence*. This is common for library catalogues but not for bibliographies where almost the only examples will be found among the trade lists such as the *Cumulative book index*. The main entry will be under author and those under title and subject somewhat abbreviated. The physical make-up and the demands made upon a bibliography as opposed to a library catalogue render dictionary arrangement unsuitable for the former, where the stress is generally either on the author or on the subject aspect and not on both.

## 7 PLACE OF PUBLICATION OR PRINTING

This method may be regarded as a modification of 2, and is for special use only when the place of origin is the governing factor. This is the case with newspapers and other general periodical literature. Union catalogues of periodicals have in the past been arranged by place of publication even when they were confined to scientific subjects, but this method is not now favoured. Another category of literature to be thus treated is exceptionally rare books such as incunabula. For the latter the so-called 'Proctor order'—countries, towns, presses—has not been superseded. Introduced by Robert Proctor, it is employed by the *British Museum Catalogue of books printed in the XVth century*. It will be discussed in more detail later.

#### SEQUENCE OF TITLES WITHIN A CLASS

After it has been decided what arrangement to adopt for items of differing subject matter, the arrangement of items of like subject matter falling within the same group, class or subject subdivision must be considered. The two possible sequences are a) alphabetical and b) by date of publication. a) is the commonest, most readily comprehended, and with current bibliographies the only possible way. In retrospective work however, arrangement by date may be preferable even in cases other than those already mentioned above under 4 (annalistic) where it is the overall principle. It is bound to be largely a matter of opinion and no hard and fast rule is desirable, although Schneider (*op cit*) says: 'Enter reference works alphabetically and monographs by date.' This however is a theoretical rather than a practical solution as differentiation is almost impossible and most bibliographies will include both forms of literature. The only recommendation the writer feels constrained to give is that if the subject of the bibliography is such that the date of publication of each item is not of first importance (this applies to many subjects in the humanities though by no means all) alphabetical sequence should be adopted; if the date is vital (as in most scientific works) arrange by date. Whichever sequence is chosen, it must be used throughout. It may be noted that Besterman's *World bibliography of bibliographies* uses annalistic sequence while *A London bibliography of the social sciences* uses alphabetical.

In the examples of application of methods of arrangement to specific subjects which now follow, one or other sequence will be recommended in each case as a guide only.

#### *Application to specific subjects*

Having dealt at some length with the more common methods of arrangement, let us now consider their application to special instances. Setting aside national and other general bibliographies, for which the competence of classified form has already been remarked upon, the sole factor in theory governing the possible compilation of a bibliography of any subject is the existence of literature on that subject. As has been pointed out in chapter 1 however, bibliographies should perform a useful function and satisfy a demand. Here then is a fairly comprehensive selection of the kinds of subjects for which bibliographies are most often wanted with some suggestions for the ways in which they may be treated. It should be clearly understood that these are suggestions only and by no means the sole ways that can be adopted.



# 1 A COUNTRY

Not a national bibliography, but the literature on a country wherever published. Except in the cases of very small countries, such as Basutoland or Tristan da Cunha, a retrospective bibliography is almost certain to be selective, as the complete coverage of most countries today must necessarily be effected by separate subject bibliographies. If a reasonably comprehensive list should be attempted for a modern civilised country, running into thousands of entries, classified order would be the obvious choice, for such a work would cover a very large number of subjects—in fact every subject in which there has been literature in relation to the country in question. The treatment of a selective list of 'best books' however (say 200-500 items) should be different. Consideration must be given here to the purpose of the compilation and the public for which it is intended. As likely as not the latter will be people of general outlook in foreign countries, since specialists will know which abstracts etc to consult on their own subjects. Alphabetic-classed arrangement with stress on the social sciences, natural sciences, history, geography and topography, will be best. The peculiarities of each country will naturally be the modifying factor.

Below is a suggested outline for a large civilised country:

General	the subject and anthologies only)
Art	Philology
General	Drama
Architecture	Poetry
Music	Prose
Painting	Periodical press
Sculpture	Philosophy
Theatre	Religion
Geography	(subdivide by denominations)
Cartography	Science, Pure
Economic	General
Human	Fauna
Physical	Flora
Topography	Geology
History	Science, Applied
General	Agriculture
By broad period	Engineering
Antiquities	Medicine
Biography	Mining
Language and literature	Other industries
(to include introductions to	

## Social Sciences

Administration

Commerce

Economic conditions

Education

Law

Politics

Psychology

Social conditions and services.

Sequence of items will be either alphabetical or by date, according to preference—the writer favours the latter.

Note the omission of the mathematical sciences and pure literature. The former are not of sufficient national application in most cases to warrant inclusion and the latter must necessarily be granted a bibliography of its own if it is to be representative. Less developed lands in Africa, the Indies, South America etc must include ethnography. A descriptive bibliography of this nature—witness J A Ferguson's *Bibliography of Australia* (plate 7)—is very suitably arranged annalistically. Such a work is of course of considerable dimensions. In the example quoted, which begins with the year 1784, the fourth volume has reached the year 1850.

A good example of such a bibliography in existence is R L Hill's *Bibliography of the Anglo-Egyptian Sudan from the earliest times to 1937* (OUP, 1939). Here are the divisions chosen by its compiler. Nearly all of them have been subdivided at length:

Agriculture

Anthropology

Archaeology

Arts

Astronomy

Belles-Lettres

Bibliography

Botany

Chemistry

Communications

Economics

Education

Finance

Forestry

Geography

Geology

Health

History

Hydrography

Irrigation

Language

Law

Meteorology

Periodicals

Religion

Sociology

Zoology

This, it will be observed, is in many respects very different grouping from the preceding example, and stands perhaps somewhere between the subject classed and the alphabetical subject arrangement.

An example of an attempt at a comprehensive bibliography of this nature will be found in Oskar Nachod's considerable *Bibliography of the Japanese Empire 1906-1926* (2 vols, Goldston, 1928).



## 2 A CITY

The function of a bibliography of a city varies much from that of the larger unit. Here we have to consider the local historian, the antiquarian and the journalist more than the interested visitor. Most cities have particular associations with persons, events, industries, and the like, and while these must naturally figure in a bibliography they must not be allowed to bulk out of all proportion to the other items—they may well deserve bibliographies of their own. Examples are Lichfield and Dr Samuel Johnson, Sheffield and the cutlery industry or Florence and Renaissance art. Selection is here essential, while in the case of the large centres of printing, such as capitals and old university cities, imprints as such should be completely excluded from a general bibliography.

A bibliography of a European or an American capital city today is a major undertaking and is not being considered in particular here. (See *London bibliography of the social sciences* for a subdivision of LONDON.) The suggested outline below is intended for a city of no especially unusual features:

Administration (Municipal Services)	History Original sources (records etc)
Art Local artists and musicians Collections of pictures <i>see also</i> Theatre	By period Biography Industry and trade By nature of business
Description General guide books Buildings Streets and parks Illustrations Maps	Literature Local authors The city in literature Printing Imprints (except in case of centres of printing)
Education Schools Technical colleges etc Universities	Theatres and other entertain- ment Drama Concerts Other

Sequence of entries: annalistic

## 3 SOCIAL SCIENCES

Possible subjects in this field are very numerous. Alphabetico-classed or subject-classed arrangement will be satisfactory with classified if the field is general. The outstanding example of a general bibliography in this field, *A London bibliography of the social sciences*, is actually arranged according to the specific subject principle. A redeeming feature however is the appendix

in which the various subject headings are grouped under broader headings such as Agriculture, Economics, Finance etc, which enables the consulter to discover all the headings employed for related subjects, some of which he might otherwise miss, in the same way that the alphabetico-classed arrangement does. A work of these dimensions however might well have been classified.

We will quote two examples of arrangements that have been used in practice in successful bibliographies in the social sciences:

a) In the field of social anthropology the arrangement used by C R H Taylor in his *Pacific bibliography* (Wellington NZ, 1951) is very sound. The field is first divided into geographical areas *eg* Polynesia, Melanesia, Micronesia, and then more specifically under smaller groups of islands such as the Solomon and Samoa. In social anthropology geographical area is naturally of the greatest importance. Under each of these headings, wide or narrow, there are the following subdivisions where required with only minor variations:

Bibliography, general works	Language
Ethnology, general	Folklore
Physical & mental characteristics	Music, games etc
Origins & migration	Archaeology, hunting, food, cooking, cannibalism
Culture contacts	Dress, ornament, arts & crafts
Tribal & family organisation & law	Canoes, artifacts
Religion & magic	Catalogues & museums
Science & medicine	

This example well illustrates the value of specialised knowledge in a compilation of this kind.

b) Another interesting example is *Current sociology; international bibliography of sociology*, published by UNESCO since 1952. Classification is very detailed for the close on 1500 items in each issue, but we can at least give here the ten main divisions:

- I History and organisation of sociological studies
- II Bases, methods and general theories
- III Social structure
- IV Societies, groups and intergroup relations
- V Social control
- VI Social attitudes, public opinion and social communication
- VII Ecology
- VIII Sociology of primitive and insufficiently developed peoples
- IX Social breakdown and disorder *or* Social pathology
- X Applications of sociological knowledge



It may be remarked that in this bibliography all titles not in English or French in the original are given in English in brackets (see plate 8). Subdivision varies much in intensity. As a short example let us quote V (Social control):

Norms, pressures, influences making for conformity

Customs, manners and morals

Conventions, fads and fashions

Law, sociological aspects

Political institutions and processes

Management, administration, bureaucracy

While it is possible the compilers may see fit to modify this scheme—terminology has already been changed here and there—any such plan must stand from issue to issue for convenience in consultation. This example should show how inadequate a general classification scheme, such as Dewey, is likely to be for such a subject.

#### 4 SCIENCES: PURE AND APPLIED

It has already been recommended that scientific subjects should be classified by the Universal Decimal Classification which has been especially evolved for the purpose and is constantly brought up to date. In the event of the compiler disagreeing with the classification, which is always possible, he must evolve his own, though this should be done only after very careful consideration and the comparison of all existing schemes that can be discovered, including those of Bliss and the Library of Congress. For an example of a bibliography arranged by the UDC see plate 9. There must of course be an author index and a key to the classification. The sequence of entries within subdivisions should be annalistic, as the date of publication is of great importance to a scientist.

#### 5 PURE LITERATURE

The literature of a country or of a language—by no means synonymous—may be covered currently by a national bibliography or a trade catalogue which should include everything traced as published during the week, month, quarter etc, under review. Examples of the former are the *British national bibliography* and *Das schweizer Buch*, and of the latter the *Cumulative book index* and *Biblio*. Compilation of separate current bibliographies confined to pure literature is not likely to be worthwhile where adequate national or trade bibliographies exist. Difficult to compile, but valuable, would be a current bibliography of English literature published outside the English-speaking world.

Retrospective bibliography of pure literature however is another matter and of particular value to students. If comprehensive as to period, it is almost certain to be selective, listing only works of proved worth. Such a work can in consequence only be undertaken by a scholar or scholars whose authority will be accepted. Examples of these are the *Cambridge bibliography of English literature* and Lanson's *Manuel bibliographique de littérature française moderne*. Division is a) by period and b) by form of literature, though the reverse is conceivable and may be preferred by those who dislike separating periods of literature into water-tight compartments.

When the bibliography is limited to a particular form of literature, works by a particular class of writer (eg women, inhabitants of a smaller geographical area), or to special periods, a higher degree of completeness will be expected and is indeed the justification of the work (eg Michael Sadleir's *XIX century fiction*). In some young countries, such as Australia, South Africa etc, comprehensive exhaustive bibliographies are still a possibility—though not always a realisable one for economic reasons—within a comparatively small compass.

## 6 AUTHOR

The bibliography of an author may be either descriptive or enumerative. If the subject is an established celebrity in the field of pure literature, or a pioneer of science such as Sir Isaac Newton, whose first editions are sought after, it is likely to be descriptive. In this event arrangement will naturally be annalistic, but should editions subsequent to the first be of sufficient value to warrant inclusion, they should follow the first. It is probable however—and this may apply to other writers beyond those already mentioned—that some such arrangement as the following will be found suitable for the grouping of the different categories of literary product:

- 1 Collected works (with full analysis of volumes).
- 2 Separate works (later editions and translations following original. Some bibliographers prefer to relegate translations to a separate section in order to show development of foreign attention to the author's work more clearly.) References to contemporary reviews are also useful.
- 3 Contributions to periodicals.
- 4 Books, symposia etc, edited and with contributions by author.
- 5 Selections from works.
- 6 General studies, obituaries etc.
- 7 Index of titles and proper names.



Earlier authors may need the category 'Spurious or suppositious works'. Another useful adjunct for writers who publish on both sides of the Atlantic is a table showing comparatively dates and publishers of chief works in the USA and in Great Britain.

The desirability of segregating periodical articles from separate works results from the time lag that usually accompanies the appearance of the latter in comparison with the up to dateness of the former, as well as the difference in physical form. It is important to note however that quite often, especially with poets, an author's work appears first in a periodical. Cross references are highly necessary here.

As examples of this type of descriptive bibliography one cannot do better than recommend the superb *Soho bibliographies* published by Hart-Davis (see plate 1). For an enumerative example see plate 10.

It should hardly be necessary to emphasise that special circumstances may require a completely different approach. The work of an explorer, for instance, would require careful arrangement under the heads of different expeditions and the inclusion of first despatches as well as later considered accounts in book form.

#### 7 SINGLE WORK

Many of the great books of the world have merited their own bibliographies—eg the *Bible*, Dante's *Divine comedy*, *Pilgrim's progress*, *The Arabian nights* and others which have gone through many editions. In most cases the entries will demand full standard bibliographical description for the sake of satisfactory identification, though a purely enumerative approach will be suitable for less ambitious compilations. The arrangement will naturally be annalistic with year of publication given clearly in the left-hand margin or in the centre of the page. When there are varying impressions within the same year and the order can be definitely determined—from internal evidence or the Term Registers, for instance—well and good, but if the order is not known, difference in place of publication, publisher or printer will be a suitable distinction and the arrangement may be made alphabetically under one of these within any year. Date order however is to be preferred when known.

Unlike an author bibliography where only early editions are commonly included, translations are here best arranged by language separately from the original.

Variations in impressions and editions in rare books may also be conveniently shown in tabular form as an appendix to the bibliography, successive impressions being tabulated horizontally

and the variant items vertically. This adjunct may also be used in some author bibliographies. For example:

TABLES FOR THE IDENTIFICATION AND COLLATION OF THE SHAKESPEARE FOLIOS

PRELIMINARY LEAVES

1 Recto blank.

Verso: To the reader.

[Ten lines of verse by Ben Jonson]

a Without the engraved portrait.

	I.	II.	IIIa.
line 2	Shakespeare	Shakespeare	Shakespeare
3	Grauer	Graver	Graver
5	wit	VVit	Wit
7	face;	Face;	Face;
8	brasse.	Brasse.	Brasse.
signed	B.I.	B.I.	B.J.

From *Book handbook* no 2 (1947), the above table is the first of those provided by Mr Reginald Horrox to enable owners of certain leaves from the Shakespeare Folios to identify from which edition they come. The roman numerals I, II and III refer of course to the first, second and third folios, IIIa indicating the earlier or 1663 state of the last-mentioned.

## 8 HISTORY

History is an enormous subject and great diversity of opinion will be found as to what should or should not be included under that heading. Some compilers of bibliographies of general history see fit to extend it to cover the political, religious, economic, social and cultural progress of mankind all in the same work. This is done by Frewer in his *Bibliography of historical writings published in Great Britain and the Empire, 1940-45* (Oxford, 1947), who has nineteen classes subdivided by subjects and countries as required. Godfrey Davies in an earlier work: *Bibliography of British history, 1603-1714*, is equally comprehensive in a more specific field. In *A guide to historical literature* edited by G M Dutcher and others (New York, 1949) we have an example of more limited scope and of classified arrangement. It is worth quoting here. There are 26 classes as follows:

- A Historical & Auxiliary Sciences
- B General history
- C Near East in ancient times
- D Ancient Greece
- E Rome



- F Christianity, History of
- G Mohammedanism & Moslem peoples
- H Medieval times, 500-1450
- I Modern Europe, 1450-1870
- J Contemporary times, 1871-1930
- K Exploration & colonial expansion
- L Great Britain & Ireland
- M France
- N-Z [Other countries]

Each of these classes may be divided if needed by the following sixteen subdivisions:

- 1-20 Bibliography
- 21-40 Encyclopedias etc
- 41-50 Geography & atlases
- 51-60 Ethnography
- 61-100 Source books, collections of sources etc
- 101-120 Shorter general histories
- 121-200 Longer general histories
- 201-500 Histories of special periods, regions
- 501-530 Diplomatic, military & naval history
- 531-570 Constitutional & legal history, political theory
- 571-600 Economic & social history
- 601-700 Cultural history
- 701-900 Biography
- 901-920 Government publications
- 921-940 Academic & society publications
- 941-1000 Periodicals

Each of these common subdivisions is denoted by numbers which, used in conjunction with the letter of each division, form the notation of a classification scheme specially adapted to its purpose; for example:

- D 571 Economic and social history of Ancient Greece
- Q 521 Naval history of Holland

The intermediate numbers are, with the addition of small letters in some cases, used for the actual enumeration of individual works.

History is naturally subject to very considerable specialisation, whether in localities or periods. C L Grose's *A select bibliography of British history, 1660-1760* (Chicago, 1939) is a good example of how a single century may be treated, though the current *Writings on British history, 1934-* compiled at present for the Royal Historical Society by A T Milne, will probably remain the best example of history bibliography for some time to come. The arrangement in brief is:

## I *General*

Auxiliary sciences  
Bibliography & indexes  
Archives & collections  
Historiography  
British history in general  
English local history & topography  
Wales  
Scotland  
Ireland  
Genealogy  
Collected biography

## II *Period history*

Pre-Conquest  
Medieval period  
Tudor period  
Stuart period  
18th century,  
1714-1815  
1815-1914

Each of the period divisions is subdivided as follows with slight variations:

General	Foreign relations
Political, constitutional & legal history	History of arts & crafts
Economic, social & cultural history	Wales
Educational history	Scotland
Ecclesiastical history	Ireland
	Biography

The internal arrangement of items is alphabetical throughout. For a specimen page see plate 19.

It will be readily seen from these examples that the classification schemes in regular use would not be as satisfactory for this subject as these are.

### 8a HISTORICAL PERSONAGE

A bibliography of an historical figure is often in demand though good examples are not easy to come by. Those customarily found in biographies are rarely classified. The following, suitably adapted to circumstances, should be adequate for this type of subject:

Biographies, full length.

Incidents in life (in order of event).

Contemporary opinions on and obituaries.

Oratorical works (if any)

Literary works (if any)

} May be merged if desirable

Sub-arrangement of items will in all cases be annalistic.

### 9 WAR

Schemes of classification for both the first and second world wars have been worked out by the editors of the Dewey Decimal Classification and should prove adequate. Other schemes have of course



been drawn up as well. The outline given below, based broadly on Dewey, will give some idea of the classification of the literature of a modern war:

General	Propaganda
Political history	Economic aspects
(Outbreak, peace moves etc)	Food
Military history	Other commodities
Naval	Blockades etc
Army	(from economic angle)
Air force	Civilian life in general
Other (intelligence etc)	Air raids etc (from civil view- point)
Campaigns (arranged chronologically and geographically)	War victims' relief
Other services	Civil defence
Medical	Humour, fiction, caricature etc
Welfare & educational	
Prisoners	

Much further subdivision will of course be needed for a large bibliography, particularly by country. Some may feel it necessary to distinguish between personal reminiscences, of which there are usually an abundance, and formal histories.

#### 10 NEWSPAPERS

These should be arranged alphabetically under place of publication, not necessarily of printing, as this is not always the same. If however the bibliography is retrospective and also confined to the press of a large city such as London, Paris, or New York, the most logical arrangement would be in order of date of establishment. For a current list intended for general and commercial reference however, this would obviously be only a nuisance. Entry under latest title is to be preferred as that is usually the one best known, but opinions here vary (see pages 23-24). There should be an index of titles. Another very useful adjunct is a chart illustrating by horizontal lines crossing verticals drawn at five-yearly intervals, the birth, run and expiration of any paper. This enables one to see at a glance what was in progress in any year.

A problem which confronts all compilers of newspaper lists is the definition of a newspaper. In the first instance one must admit that it is the format which must weigh heavily in any decision. The best definition one can offer however is that as distinct from a periodical as usually regarded, a newspaper is primarily a chronicle of contemporary events, critical comment being only

secondary to its function. A periodical exists primarily to supply commentary or entertainment. There will certainly be doubtful cases which spring to mind, but it is better that they should appear both in a newspaper and a periodical list than be omitted from both.

## 11 PERIODICALS

Periodicals being of their nature wider in scope than most books, even when of specialist interest, and also being less numerous, their classification will usually be less intense. In general however the same recommendations will hold good as were put forward for special bibliography of books. As pointed out on page 24, the functions of lists or bibliographies of periodicals may vary—compare Ulrich, Gregory or the *World list of scientific periodicals*—and will determine the form of entry. These same functions may also determine the arrangement. A trade catalogue such as Ulrich, which is primarily a selection guide, and straightforward bibliographies like the *Index bibliographicus*, should undoubtedly be classified or alphabetically classed. A union catalogue (Gregory, *World list* or *London union list*) intended for the location of sets of periodicals throughout an area, may of course be classified and thus perform a double function, but it is to be presumed that the majority of users will know the titles of the periodicals sought so that alphabetical arrangement is understandable, though not preferable to classification in the author's view. The economic factor however must enter in when compilations of such size are under consideration. We do not know if Gregory ever entertained the possibility of subject arrangement but clearly the extra work entailed would have increased the cost greatly, and moreover other subject lists are available.

Smaller union catalogues have adopted subject arrangement, eg the *Catalogue of Union periodicals* (South Africa). The method adopted in this case however was an unusual one which while having certain points in its favour cannot be wholeheartedly recommended. Arrangement was by operative word in the title, ie *Medical journal* would be found under MEDICINE and so would *Journal de medicine* and *Deutsche medizinische Wochenschrift*. The *Lancet* however, though also devoted to medicine, did not appear there but merely had a reference to its title. In the case of the humanities it is often difficult to determine which is the operative word and frequent references are necessary. This method has sensibly been dropped in the current *Periodicals in South African libraries* where arrangement is by title only.

We have still to consider the retrospective list, probably con-



fined to a century or portion of one, and also to a geographical area. There seems no justification here for subject arrangement, and only a slight one for annalistic. Straightforward alphabetical sequence is quite satisfactory, with perhaps a chart showing what periodicals were in progress at any one time.

## 12 IMPRINTS—OF COUNTRY, TOWN OR PRESS (INCLUDING SPECIAL CATALOGUES OF INCUNABULA)

In most countries the need has been felt for recording systematically the earliest products of the printing press so as to illustrate the development of typography in that country.

a) *Incunabula*: In Europe the study of the earliest printed books has continued for over a century and a half and will occupy scholars for as long again. For historical reasons it cannot be carried out by country alone and the first great attempt to catalogue European incunabula as a whole was that of Hain in his *Repertorium bibliographicum ad annum MD* (1826-1838), supplemented by later hands. Today we have two still incomplete projects, the *Gesamtkatalog der Wiegendrucke*, A-EIG, 7 volumes (1925-1938), and the British Museum's *Catalogue of books printed in the XVth century*, 9 volumes (1908-1962), based on such a large collection that it may be regarded as a bibliography. Both Hain and the *Gesamtkatalog* are arranged alphabetically by authors, but it will be admitted that to the student of early printing, authorship is not the most important factor. For that reason the British Museum catalogue is arranged by the method introduced by the late Robert Proctor (1868-1903) (Proctor order) in his own valuable catalogue of fifteenth century books on which the Museum catalogue is based. This is first by country, secondly by town, then by press and finally by date of printing, if determinable. The first three take their place according to the date in which printing began in them. Only by arrangement like this has it been found possible to assign books in many cases to their correct printer and date.

There are naturally numerous smaller bibliographies of incunabula seeking to cover individual countries, towns or presses, or merely catalogues of the larger collections such as the Henry E Huntingdon or the John Rylands. In these Proctor order is generally followed.

b) *Early printing other than incunabula*: Forsaking the strict period of incunabula—the fifteenth century—we have works carrying on into the later centuries such as Sayle's *Early English printed books in the [Cambridge University] library 1475-1640*. The latter is arranged by presses, but such catalogues are usually

best in purely annalistic order when confined to one country's printing.

Of recent years several of the newer countries of the world outside Europe have been making sure that their 'incunabula' or early imprints, however late in comparison with Europe, shall not be forgotten and the history of printing be the poorer. A good example is Tremaine's *Bibliography of Canadian imprints 1751-1800*. A similar publication is coming out for the island of Mauritius and its neighbours. There is still work to be done in this sphere, particularly in descriptive bibliography, and annalistic arrangement of the items is the only possible one.

c) *Presses and publishers*. Compilations in this category may range from incunabula to the products of modern private presses such as the Golden Cockerel. Annalistic is again the obvious method to show development but additional grouping may be found necessary with some of the older presses. A T Hazen's *Bibliography of the Strawberry Hill Press* (Yale UP, 1942), which is an excellent example, is arranged thus:

Books

Appendix A (Odd pieces doubtful)

Bibliography of detached pieces

Appendix B (Doubtful)

'Doubtful' here refers to their attribution to the press. The famous catalogue of the Ashendene Press is also a model, but not so easy to come by.

### 13 UNIVERSITY THESES

A union catalogue of theses and dissertations accepted by a country's universities is a valuable bibliographical tool, the more so because so many theses are never published and may be overlooked. Such a catalogue should be arranged according to the subjects of the curricula or university departments, as this will be most helpful to students wishing to learn what has already been done in their field of research. There should also be detailed subject and author indexes. It is also desirable to note the following information against items when possible:

1 Details of publication, if any.

2 Availability of typescripts on loan or on microfilm.

Such catalogues will of course be current if possible. *Doctoral dissertations accepted by American universities* has been published annually for many years by the Association of Research Libraries. More recently its British counterpart has appeared under the title, *Index to theses accepted for higher degrees in the universities of Great Britain and Ireland*. Furthermore UNESCO has pub-



lished *Theses in the social sciences; an international analytical catalogue of unpublished doctorate theses 1940-1950*, which is of especial interest. Broad subject division has been adopted only but further subdivision is by language, although all titles are translated into English or French if not in them already. This departure is sensible in an international bibliography of this kind though by no means obligatory. It is understandable that in enquiring into research in this field the student will be primarily interested in works in his own and other languages with which he is acquainted before going on to unfamiliar ones. The preface to this bibliography is worth study, particularly the section on classification by titles.

### *Some Other Essentials*

#### 1 THE NUMBERING OF ITEMS

In both closed and current bibliographies all items should be numbered, whatever the arrangement. Index references to numbered items are much more satisfactory than to whole pages. In closed bibliographies not in classified form, numeration need not be continuous throughout all sections but can be begun afresh in each one after a capital letter or roman numeral: *eg* c342 or xv 62. Such numbering will give an immediate indication in the index of the subject or division in which the item has been placed.

Where successive editions are included, these may, in any but a one work bibliography, be assigned lower case letters after the first edition's number; for example:

6 ... 1st edition

6a ... 2nd edition

6b ... 3rd edition

See Donald Gallup's *T S Eliot: a bibliography* for a good example (plate 2). This may also be done with reviews when they are placed after the works on which they comment in an author bibliography.

In current bibliographies the numbering should be continuous throughout each issue, if not a whole year's issues, but it should be prefixed by some code indication of the issue in which it appears, *eg* 3-2447, which will show at once in the index that the item so designated appears in the third issue of the bibliography in question (compare plate 8). In annual publications the last two figures of the year are a better prefix: *eg* 62-675. In cumulations the natural numerical sequence must of course be upset but items should retain original numbers as an indication of when they first appeared.

Even in an intensely classified bibliography where the few entries under any one class number may seem to make separate numeration unnecessary, it should not be dispensed with, if only for the reason just given. Here, as the class number will be above the entry, the item number is better below on the right. In other bibliographies its place may vary but is usually found to the left of the first line of the entry. A variety of placings will be noticed in the examples given throughout this manual.

## 2 INDEXES

Indexes are essential to practically all bibliographies of more than say fifty entries, the only exceptions being those few in dictionary or simple alphabetical author form. (See plate 12).

*Author indexes*, which include editors, translators, illustrators and the like, should be made always, with references to item numbers. *Title indexes* are required less often and usually only with general, pure literature and author bibliographies. They may be combined with the former.

*Subject indexes*—needed for almost all special bibliographies, bar pure literature and single works—may in the case of classified arrangement refer to class numbers and not to individual items, being in fact an index to the classification. This much reduces the labour in indexing current bibliographies so arranged. In other cases a detailed subject index relative to every item should be made, since the ad hoc arrangement will rarely bring out every facet of the entries' subject content. Each item may have as many index entries as it requires. Here is a simple example:

Shakespeare's vocabulary in *Love's labour lost*; the effect of the Elizabethan age and the renaissance on the creation, use and interpretation of words.

This will doubtless be classed among Shakespeare studies, but in the index it will be referred to from such headings as:

English language, Elizabethan

*Love's labour lost*, vocabulary

Renaissance, effect on language

Semantics

Shakespeare, William, vocabulary

In the case of descriptive bibliography, particularly when concerned with early printing (see 12 b) above, page 59).

Indexes should be as thorough as possible and synonyms should not be stinted. The actual mechanics of indexing need not be enlarged upon here as there are several good guides to this available (eg R L Collison *Indexes and indexing* Benn, second edition 1959). A suggested method of assisting index making was given



on page 35. If this is too elaborate the simple author index to a bibliography in other than alphabetical author order is most naturally prepared by rearranging the cards constituting the basic copy.

### 3 OTHER ADJUNCTS

Other useful adjuncts to the good bibliography are:

- a) Preface, explaining scope, limitations, predecessors etc
- b) List of contents, which may include
- c) Schedule or outline of the method of arrangement
- d) List of authorities consulted and libraries searched etc
- e) List of periodicals and other works analysed
- f) Elucidation of abbreviations. Here let us again advocate clear abbreviations—if possible those which are mnemonic and self explanatory to the student who knows his subject; *eg* BM = British Museum, is to be preferred to LM.
- g) Explanation in detail of typical entry. If any form other than the standard catalogue entry is used, and particularly in the case of bibliographical description, an example should be taken and analysed part by part. There is no reason why a bibliography should be a cryptic compilation comprehensible only to the expert. Every help should be afforded the inexperienced.
- h) In current bibliographies of books, a directory of publishers represented will be very useful. This need not appear however in every issue.

### *Some General Considerations In Arrangement*

#### 1 CURRENT BIBLIOGRAPHIES AND CUMULATIONS

Arrangement of current bibliographies should not differ fundamentally from retrospective ones, unless the number of items for inclusion in each issue is so small that alphabetical arrangement by authors is advisable. It should be borne in mind however that new subjects will turn up from time to time and provision must be made for them. With this occasional amendment arrangement must be consistent and not vary from issue to issue; so it is desirable to have an overall plan which will suit both a cumulation of current bibliographies and the individual parts which will not necessarily include all the subjects represented in the cumulation. For this reason classified arrangement is really the most satisfactory. Subject-classed, while satisfactory for a cumulation as demonstrated above, may inevitably cause uneven subdivision in the separate parts, but this is not serious compared with inconsistency.

## 2 CLASSIFYING BY TITLE

The danger of classifying by title when the book or article is not to hand has already been mentioned. There may be times when it cannot be avoided, but it is hardly necessary to quote examples of misleading titles from which it would be impossible to deduce a book's subject matter, including instances of erroneous location in bibliographies. Do not practice it if the classification is at all intensive. Compare *To the Finland station*, by Edmund Wilson, a history of communism up to the time of Lenin's return to Russia by way of the Finland Station, Petrograd, in 1917.

## 3 REPETITION OF ENTRIES

With the exception of bibliographies in dictionary form (see page 45), where all possible entries are arranged in one alphabetical sequence, entries in a bibliography are not repeated under different headings nearly as much as they are in a library catalogue. In the majority of bibliographies, and certainly in all descriptive bibliographies, each entry will appear once only. In many cases of course there is justification for the inclusion of the same item under more than one heading, such being the comprehensive character of much documentary material, but for reasons of economy and in view of the physical advantages which the book form has over the card file, when it comes to consultation, one main entry for each item is advocated with shortened additional entries giving 'see' references to the main entry. These additional entries will take their normal place in the arrangement, whatever it may be, after this fashion:

Huxley, J S and Haddon, A C *We Europeans* . . . *See no 42*  
42 being the number of the full entry for this item. It sometimes happens that there is an authoritative encyclopedic work which deserves mention under many heads in a subject bibliography (compare Hailey's *African survey*). In this event full entries can excusably be made whenever necessary giving the pagination of the relevant parts of the book.

An alternative method to the foregoing and one which saves much more space, is the making of simple 'see also' references to item numbers at the end of each subdivision of the bibliography as follows:

*See also:* Nos 26, 32, 47, 75

These references may be combined with references to related subdivisions (see pages 41 and 43).

## 4 GENERAL BIBLIOGRAPHY COMPARED WITH SPECIAL BIBLIOGRAPHY

It should not surprise one to find that there may frequently be



considerable differences between the form and content of a) a bibliography of a special subject, and b) the section dealing with the same subject in a work of larger scope. This is due to the need in the former for self-sufficiency which demands the inclusion of borderline cases and of works actually on other subjects which in more general bibliographies would be classed elsewhere with references. The imprecise nature of books and the consequent difference between bibliographical and philosophical classification is partly responsible for this.

A simple example is to be found in the field of geography. Supposing the subject is the travel literature of South Africa, the following comparison will show the different types of books to be expected in the two categories:

a) *Bibliography confined to South Africa*

Travels in SA and its various regions.

Travels in African continent including SA.

General collections of travels including those in SA.

Voyages touching at SA.

Contemporary accounts of flora, fauna and peoples.

Biographies of travellers, missionaries etc.

b) *Section on the subject in a general bibliography*

Travels in SA and its various regions.

Travels in African continent with considerable reference to SA.

A similar position will be found to obtain in many subjects.

## 4

### Layout

IT WAS REMARKED in chapter 1 (page 15) that a bibliography could be presented in various physical forms. Of these the commonest is naturally book form, though services on cards are popular when up to the minute information is demanded (compare *The engineering index* in the USA and *De Economische Voorlichtingsdienst* in Holland, and many more). There are of course many instances when bibliographies are produced in response to a personal request, or for the internal use of an institution and one copy only is preserved or maintained.

The fair copy of the work will, as already recommended (page 27), be on cards or slips, and it should not be necessary to spend further time in making a typed copy on paper, unless the reproduction process demands this. If standard catalogue or index cards with the customary hole near the bottom edge are used, a tape can be threaded through these to prevent their sequence being upset at any time.

The essentials of good bibliographical layout are a) clear distinction of one item from another; b) the standing out for easy reference of all headings, both those for sections of the work and those for individual items; and c) the clear distinction of the component parts of the entry, *ie* author, title, imprint, collation and notes. These may be satisfactorily produced by the effective use of spacing and, in printing, varied forms of letter, as will be illustrated below.

On a typewriter with standard keyboard, the only varieties of letter that can be produced are upper and lower case (commonly called capitals and small letters) and underlining to represent italics, although electric machines are on the market with a larger variety of letters, but their cost is high. It is therefore essential to space items as widely as possible—double spacing as a minimum between each—to lessen the chances of confusion, particularly when it is intended to reduce copy by the offset process (compare plate 14).

Much has been said in chapter 2 on form of entry, but from the layout point of view, standard cataloguing form is the clearest for enumerative bibliography. This gives the author heading, which



in bibliographies of authors is naturally not needed for every entry, a line to itself, indents the first line of the title and requires double spacing between collation and notes. In bibliographical usage it is best for the whole annotation to be indented. The first word of the author heading should be in capitals:

HUNT, Sir John

The ascent of Everest. London, Hodder & Stoughton, 1953.

xx, 300p. plates, illus. maps. 23cm.

The official account of the successful British expedition, 1953.

More economical of space and only slightly less clear is the following:

HUNT, Sir John. The ascent of Everest. London, Hodder & Stoughton, 1953. xx, 300p. plates, illus. maps. 23cm.

Headings for sections and subdivisions should be given at least double the usual space allowed between items (compare *Canadiana*, plate 13). Such headings may be centred but when there are class numbers, these are best on the extreme left or right. In alphabetical subject arrangement headings should be on the extreme left.

Double column is not recommended except where the original typescript is photographically reduced considerably as even élite type is too large for this to be clear or look well on a normal page.

In descriptive bibliography spacing is even more important to ensure distinction between the different paragraphs of the description (compare the example on page 20 and plates 1-4, and 6).

In conclusion let us recapitulate some essentials:

- 1 Let every bibliography be one that will be of practical value;
- 2 Let the arrangement be one that will be most useful to the public for which it is intended;
- 3 Be accurate and do not rely upon the work of earlier bibliographers;
- 4 Beware of false economy of space at the expense of clarity.

## Recommended books

### BIBLIOGRAPHY

- BESTERMAN, Theodore. *The beginnings of systematic bibliography*. Oxford University Press, second edition 1936.
- BOWERS, Fredson T. *Principles of bibliographical description*. Princeton University Press, 1949.
- BRADFORD, S C. *Documentation*. With an introduction by Dr Jesse H Shera and Margaret E Egan. London, Crosby Lockwood, second edition 1953.
- BÜHLER, C F, MCMANAWAY, J G and WROTH, L G. *Standards of bibliographical description*. Philadelphia, University of Pennsylvania Press, 1949.
- COWLEY, J D. *Bibliographical description and cataloguing*. London, Grafton, 1939.
- ESDAILE, A J K. *A student's manual of bibliography*. London, Allen & Unwin and the Library Association, third edition 1954.
- FERGUSON, John. *Some aspects of bibliography*. Edinburgh, Johnston, 1900.
- HIGGINS, M V. *Bibliography; a beginner's guide to the making, evaluation and use of bibliographies*. New York, Wilson, 1941.
- LARSEN, Knud. *National bibliographical services; their creation and operation*. Paris, UNESCO, 1953. (UNESCO bibliographical handbooks 1).
- MCKERROW, R B. *An introduction to bibliography for literary students*. Oxford University Press, 1928.
- MALCLÈS, L N. *Les sources du travail bibliographique*. Genève, Dros, 1950-58. 3 vols in 4. 1 *Bibliographies générales*; 2 *Bibliographies spécialisées (sciences—humaines)*; 3 *Bibliographies spécialisées (sciences exactes et techniques)*.
- SCHNEIDER, Georg. *Handbuch der Bibliographie*; 4 gänzlich veränderte und stark verm. Aufl. Leipzig, Hiersemann, 1930.

*Theory and history of bibliography*; translated by R R Shaw. New York, Columbia University Press, 1934. (Columbia University studies in library literature series no 1.) Translation of a theoretical-historical portion of third German edition 1926.



UNESCO/LIBRARY OF CONGRESS BIBLIOGRAPHICAL SURVEY. *Bibliographical services; their present state and possibilities of improvement* (by V W Clapp); report prepared as a working paper for an international conference on bibliography. Washington DC [Library of Congress], 1950.

#### CATALOGUING

AMERICAN LIBRARY ASSOCIATION. *ALA Cataloguing rules for author and title entries*. Chicago, ALA, second edition 1949.

LIBRARY ASSOCIATION and AMERICAN LIBRARY ASSOCIATION. *Cataloguing rules*. London, Library Association, English edition 1908 (reprinted).

MANN, Margaret. *Introduction to cataloguing and the classification of books*. Chicago, ALA, second edition 1943.

SHARP, H A. *Cataloguing; a textbook for use in libraries*. London, Grafton, fourth edition 1948.

TAYLOR, M S. *Fundamentals of practical cataloguing*. London, Allen & Unwin, 1948.

#### CLASSIFICATION

BLISS, H E. *A bibliographic classification*. New York, Wilson, four volumes 1940-1953.

BRITISH STANDARDS INSTITUTION. *Universal decimal classification*. London, BSI, complete English edition, fourth international edition 1943- (BS 1000).

Abridged English edition, London, BSI, 1961. (BS 1000A: 1961).

DEWEY, Melvil. *Decimal classification*. Lake Placid Club NY, Forest Press, seventeenth revised edition 1965.

LIBRARY OF CONGRESS. Decimal classification office. *Guide to the use of Dewey decimal classification, based on the practice of the Decimal classification office of the Library of Congress*. Lake Placid Club NY, Forest Press, 1962.

MERRILL, W S. *Code for classifiers; principles governing the consistent placing of books in a system of classification*. Chicago, ALA, second edition 1939.

PALMER, B I and WELLS, A J. *The fundamentals of library classification*. London, Allen & Unwin (Practical library handbooks), second edition 1959.

PHILLIPS, W H. *A primer of book classification*. London, AAL, fourth edition 1955.

SAYERS, W C Berwick. *Introduction to library classification*. London, Grafton, ninth edition revised 1958.

SAYERS, W C Berwick. *A manual of classification for librarians and bibliographers*. London, Grafton, third edition revised 1958.

HAYKIN, D J. *Subject headings; a practical guide*. Washington DC, Government Printing Office, 1951.

SEARS, M E and MONROE, I S. *List of subject headings for small libraries*. Eighth edition by B M Frick. New York, Wilson, 1959. See also for *Universal Decimal Classification*.

BRADFORD, S C. *Documentation*. Second edition 1953. Chapter 3.

HOLMSTROM, J E. *Records and research in engineering and industrial science*. London, Chapman & Hall, third edition 1956.

#### INDEXING

COLLISON, R L. *Indexes and indexing: a guide to the indexing of books, periodicals, music, gramophone records, films and other material, with a reference section and suggestions for further reading*. London, Benn, second edition revised and enlarged 1959.

COLLISON, R L. *Indexing books: a manual of basic principles*. London, Benn, 1962.

WALSH, J W T. *The indexing of books and periodicals*. London, Arnold, 1930.

#### LAYOUT

BIGGS, J R. *The use of type: the practice of typography*. London, Blandford Press, 1954.

SIMON, Oliver. *Introduction to typography* edited by David Bland. London, Faber, new edition 1963.

TARR, J C. *How to plan print*. London, Lockwood, 1938.

UNITED NATIONS. Dag Hammarskjöld library. *Bibliographical style manual*. New York, UN, 1963.

#### REPRODUCTION METHODS

*Penrose annual: a review of the graphic arts*. London, Lund Humphries, annually.

VERRY, H R. *Document copying and reproduction processes*. London, Fountain Press, 1958.



## *List of plates*

- plate 1 WADE, Allan. *A bibliography of the writings of W B Yeats*. Rupert Hart-Davis, 1951. (Soho bibliographies I). Type area:  $17 \times 9\frac{1}{2}$  cm. This, together with the following two examples, illustrates varying styles in the bibliographies of the works of contemporary authors.
- plate 2 GALLUP, Donald. *T S Eliot: a bibliography*. Faber, 1952.  $17 \times 10$  cm.
- plate 3 STOTT, R. T. *The writings of William Somerset Maugham: a bibliography*. Nicholas Vane, 1956.  $18 \times 10$  cm.
- plate 4 SADLEIR, Michael. *XIX century fiction: a bibliographical record in two volumes*. Volume 1. Constable and California University Press; Cambridge University Press (printers), 1951.  $22 \times 18\frac{1}{2}$  cm. Based on the author's private collection. A bibliophilic catalogue.
- plate 5 SADLEIR, Michael. *XIX century fiction: a bibliographical record in two volumes*. Volume 2. Constable and California University Press; Cambridge University Press (printers), 1951.  $22 \times 17\frac{1}{2}$  cm. An example of the bibliographical treatment of periodical parts.
- plate 6 BLANCK, Jacob. *Bibliography of American literature*. Volume 1. Yale University Press, 1955.  $20 \times 14$  cm. Bibliographical description in a small space.
- plate 7 FERGUSON, J. A. *Bibliography of Australia*. Volume 5 1851-1900. Sydney, Angus & Robertson, 1963.  $19\frac{1}{2} \times 10\frac{1}{2}$  cm. Retrospective national bibliography of the highest order.
- plate 8 *International bibliography of sociology*. Volume 9 (Paris), UNESCO 1961. (International social science bibliographies).  $20 \times 12$  cm. Note the English translations of titles.
- plate 9 COBLANS, Herbert. *A bibliography of chemical research in South Africa, 1910-1939*. Cape Town, African Bookman, 1947.  $20 \times 11\frac{1}{2}$  cm. Note the arrangement by the Universal Decimal Classification.
- plate 10 ROBINSON, A M Lewin. *William McDougall: a bibliography*. Duke University Press, 1943.  $16\frac{1}{2} \times 10$  cm. An example of good layout and choice of typeface.

- plate 11 *British national bibliography*, August 4th 1965. (Half page). 25 × 18½ cm. Arrangement by modified Dewey Decimal Classification with analysis of numbers.
- plate 12 *British national bibliography*. Author and title index, August 4th 1965. 25 × 20 cm. There are actually three columns to the page.
- plate 13 *Canadiana: publications of Canadian interest noted by the National library*. September 1965. Ottawa, National Library, 1965. 24 × 18½ cm. National bibliography reproduced from electric typewriter script with a variety of typefaces. Reduction in original is about 25 per cent.
- plate 14 *Africana nova: a quarterly bibliography of books currently published in and about the Republic of South Africa* 1965. Number 3. Cape Town, South African Public Library, 1965. 23½ × 17½ cm. Reproduced from electric typewriter script with no variety of typeface.
- plate 15 SANB: *South African national bibliography/Suid-Afrikaanse nasionale bibliografie*. April/June 1964. Pretoria, State Library, 1964. 22 × 13½ cm.
- plate 16 *Das schweizer Buch*, Serie A. 65. Jahrg A19, 1 Oktober 1965. 18 × 9½ cm.
- plate 17 *Dania polyglotta: annual bibliography of books, articles, and summaries, etc., in foreign languages printed in Denmark*. 19: 1963. Copenhagen. Rigsbibliotekarembudet, 1965. 29½ × 14 cm.
- plate 18 CENTRE DE DOCUMENTATION ÉCONOMIQUE ET SOCIALE AFRICAINE, Bruxelles. *Alimentation des populations africaines au Sud du Sahara*. Bruxelles, CEDESA, 1965. (Enquêtes bibliographiques XIII). 18½ × 11½ cm. With useful summaries of contents that are almost abstracts.
- plate 19 ROYAL HISTORICAL SOCIETY. *Writings on British history, 1940-45 compiled by A Taylor Milne*. Volume 1. London, Cape, 1960. 18 × 11 cm. Brevity with elegance.
- plate 20 SCHAPER, Isaac (ed). *Select bibliography of South African native life and problems*. Oxford, 1941. 18½ × 12½ cm. Still a model of good layout and type design.
- plate 21 Cumulations. A simple example of preparation of copy for the printer. See page 34.



STORIES OF RED HANRAHAN BY | WILLIAM BUTLER  
YEATS | THE DUN EMER PRESS | DUNDRUM MCMIV

8½ x 11; pp. viii, 64; comprising pp. [1-5] blank; note of limitation of edition [in red], verso blank, pp. [6-10]; title, verso blank, pp. [v-vi]; acknowledgements [in red], table of contents and woodcut [by Robert Gregory] on verso, pp. [vii-viii]; text, pp. [1-57]; colophon, in red, on p. [57]; pp. [58-64] blank.

Bound in blue paper boards with buff linen spine; label, printed in black, carrying title and author's name, pasted on front cover; label, printed in black, carrying title only, pasted on spine; blue end-papers matching binding; all edges untrimmed.

500 copies printed on paper made in Ireland and published by Elizabeth Corbet Yeats at the Dun Emer Press, Dundrum. Finished on Lady Day in August 1904. Published on May 16, 1904.

### Contents

*Red Hanrahan*

First appeared in *The Independent Review*, December 1903.

*The Twisting of the Rope*

*Hanrahan and Cathleen the daughter of Heulahan*

*Red Hanrahan's Curse*

*Hanrahan's Vision*

First appeared, under the title *Red Hanrahan's Vision*, in *McClure's Magazine*, March 1905.

*The Death of Hanrahan*

Most of these stories are rewritten versions of stories from *The Secret Rose* (No. 21).

In Quin's copy Yeats wrote "Red Hanrahan is an imaginary name—I saw it over a shop, or rather part of it over a shop in a Galway village—but there were many poets like him in the eighteenth century in Ireland. I wrote these stories first in literary English but I could not get any sense of the village life with the words. Now, however, Lady Gregory has helped me, & I think the stories have the emotion of folklore. They are but half mine now, & often her beautiful ideas is the better half. W. B. Yeats, June 1905."

### A11 A SONG FOR SIMEON [1928]

a. First edition:

A SONG FOR | SIMEON | BY T. S. ELIOT | DRAWING BY E. McKNIGHT KAUFER [London, Faber & Gwyer Ltd.]

cover-title, [1] pp. 1 col. illus. 18½ x 12 cm. (The Ariel Poems, No. 16) ii. Blue paper wrappers, printed in black on front and back covers, folded over blanks; seen.

2,500 copies were published on September 24, 1928. Copies remaining unsold were reissued in February 1928, in grey paper envelopes printed in red. The poem was not separately published in the United States, but it was reprinted in *Collected Poems 1890-1928* ([1930]), pp. 127-8.

a. Signed edition (1928):

A SONG FOR | SIMEON | BY T. S. ELIOT | DRAWING BY | E. McKNIGHT KAUFER | LONDON: FABER & GWYER LTD | 1928

6 leaves, 2 blank leaves, incl. 1 col. plate. 22 x 14½ cm. (The Ariel Poems, No. 16) 7i. ed. White boards printed in gold on front cover; end-papers.

Colophon (*recto of first leaf*): This large-paper edition, printed on English hand-made paper, is limited to five hundred copies. This is number . . . [signed] T. S. Eliot.

Published on October 24, 1928.

### A12 FOR LANCELOT ANDREWES [1928]

a. First edition:

FOR LANCELOT ANDREWES | ESSAYS ON STYLE AND ORDER | BY | T. S. ELIOT | [*quotation in size lines*] | LONDON | Faber & Gwyer

1 blank leaf, 5 leaves, ix-xi, 15-145 pp. 19½ x 13½ cm. 6i. Blue cloth with tan paper label on spine printed in black and blue; end-papers. Tan dust-wrapper printed in black and blue.

1,500 copies were published on November 20, 1928. (A few proof copies in grey paper wrappers were mis- . . . up for the publishers before publication; in these the text differs slightly from that of the published edition.) On verso of title-page: First published in MCMXXVIII. . . .

CONTENTS: Preface—Lancelot Andrewes—John Bramhall—Nicholas Madiavell—Francis Herbert Bradley—Handelshire in Our Time—Thomas Middleton—A Note on Richard Crashaw—The Humanism of Irving Babbalanja.





14. *TALES OF THE VILLAGE* Third Series. By Rev. F. E. Page. Published at No. 64, 1841.  
15. *THE SHEET OF ADAMS: A Tale Illustrative of the English Reformation*. By Rev. W. Greeley.  
16. *REVOLUTIONS, or Sketches of the Third Age*. By Archbishop Whitelocke. Published at No. 1811.

# HARRISON'S NOVELIST'S MAGAZINE and NEW NOVELIST'S MAGAZINE [1841]

1780-1788

- 23 vols. and 2 vols. 4vo. Harrison & Co. 18 Polmarate Row. Full col. uniform-coloured morocco gilt; marbled end-papers; spotted edges. (*New Novelist's Magazine* in dark green, uniform 1849, but yellow edges and white end-papers.)  
Each volume contains an overall title-page giving serial title, volume number, contents, vignette and imprint. A sub-title precedes each separate fiction. Plates engraved on copper after Bonnet and others, each imprinted and dated, appear as set and in the schedule which follows.  
I do not wish to publish the various novels (each paginated separately) appended in the order of their sub-title titles which, like many of the illustrations, had been previously engraved.  
I am inclined to think that this set (sub-titled on the title and before Library in Ireland) was sent out by the publishers in the existing full morocco. One volume is missing in the kind of evidence to place such an order and, more suggestive still, the leaf of marbled paper which forms p. 100 of *Tristram Shandy* in Vol. V is absolutely identical with that used throughout for end-papers.

## Vol. I. Overall title-page dated 1780

- ALFRED AND HARET (Hawkesworth). Pp. (184) Sub-title dated 1786. 2 plates: Nov. 1779, May 1780  
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ROBERTSON RANDOM. Pp. 207 Sub-title dated 1783. 6 plates: June 1780 (4), July (2)  
SOLTMAN AND ALBENA (Langhorne). Pp. (281) Sub-title dated 1787. 3 plates: May 1780  
1780 (25) Aug. (3) By Adamson from *Yellow*. Pp. (42) Sub-title dated 1784. 4 plates: July

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## Vol. V. Overall title-page dated 1784

- Vol. V. Overall title-page dated 1784. 7 plates: March 1781 (5), April (2)

## Vol. VI. Overall title-page dated 1784

- Vol. VI. Overall title-page dated 1784. 8 plates: April 1781 (3), May (4), June (2)

## Vol. VII. Overall title-page dated 1784

- Vol. VII. Overall title-page dated 1784. 11 plates: Aug. 1781 (3), Sept. (3), Oct. (2)

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- Vol. VIII. Overall title-page dated 1784. 13 plates: Aug. 1781 (3), Sept. (3), Oct. (2)

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- Vol. IX. Overall title-page dated 1784. 15 plates: Aug. 1781 (3), Sept. (3), Oct. (2)

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## Vol. XI. Overall title-page dated 1784

- Vol. XI. Overall title-page dated 1784. 19 plates: Aug. 1781 (3), Sept. (3), Oct. (2)

## Vol. XII. Overall title-page dated 1784

- Vol. XII. Overall title-page dated 1784. 21 plates: Aug. 1781 (3), Sept. (3), Oct. (2)

## Vol. XIII. Overall title-page dated 1784

- Vol. XIII. Overall title-page dated 1784. 23 plates: Aug. 1781 (3), Sept. (3), Oct. (2)

## Vol. XIV. Overall title-page dated 1784

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*See* pp. 16, 16v.

*For the sister of the sermon*, *Canon Bookle*, was for many years a chorister in the Victorian choral society.

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7769

*The Life and Labours* [of the] Right Rev. William Tyrrell, D.D., First Bishop of Newcastle. [New South Wales.] By the Rev. R. G. Bookle, M.A. [Vicar of Clarendon, Somerset, formerly Examining Chaplain, and Canon of Newcastle,] Commissary of the late and of the present Bishop. [Vignette—The Bishop's house.] London: [Wells Gardner, Darton, & Co.] a Patternmaker Buildings.

*See* pp. vii, 41. (This book), *Transience*. Photographs with vignette on title-page, two illustrations, St. James's Church, St. George's Park, at p. xii. Folding map of the Diocese in the Eastern Part of New South Wales late in gold on spine. N.D. 1885.

*For Bishop Tyrrell* *see* *Dictionary of Australian Biography*, by Festral Seale, pp. 479.

*Copyist*: T.C.; M.L.; N.L.

7770

*See also* *Emigrant and the Heavens*, The, No. 9132.

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*The* [Book of Genesis] and [Astronomy; or] Thoughts upon the Moral Creation. — [Melbourne:] W. Fairfax and Co., Printers and Publishers, [Strat Street, Collins Street East.] — [1878.]

*Price* 1s. 6d.

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*See* Campbell, Rev. A. J., Editor.

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*The* [“Religion of Science.”] By Boolin Parkie. [A preliminary pamphlet containing proofs of] the soul living apart from the human body. [In search of Truth I found] Christ. [...] Gawler:] W. Burnett, Printer, “Banyip” Office, Murray-Street. [1878].

*See* pp. 16, Cover side. *Soliman* paper wrappers with cover side as above.

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7772

plate 7

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- 3009 ROSS, E. A. *Social control, and the foundations of order*. [Pioneer contributions of Edward Alsworth Ross to the study of society.] Edited by E. F. Borgatta and H. J. Meyer. Boston, Mass.: Beacon Press, 59, 211 p.
- 3010 SAKAKURA, T. Shakaiki to shakaiki-toki kiban shiki [Socialization and consciousness in the modern era]. *Teikoku* 34, 58, 315-327.
- 3011 STODOLSKY, B. H. A critical study of the structure and conflict in social norms. *Amer. J. Sociol.*, 65(1) July 59, 1-18.
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- 3015 EYBACCHI-NARDI, A. M. Contributo alla storia delle tradizioni popolari marchigiane [Contribution to the study of the popular traditions of the Marche]. Firenze: L. S. Olschki, 59, xv+439 p. (Italy.)
- 3016 HALL, C. *Christmas and its customs, a brief study*. New York, N. Barnes, 59, 95 p.
- 3017 KÖRNE, R.; SCHEURENBERGER, P. W. (eds.) *Die Mode in der menschlichen Gesellschaft* [Fashion in human society]. Zürich, Moebach-Verlagsanstalt, 59, 377 p.
- 3018 KURAHASHI, S. Sado no hanka shakushaku-teki ichi kōzaiki [A cultural-sociological study of the tea ceremony]. *Shakushaku Hyōron* 21, 58, 109-116.
- 3019 MATA, V. L. *Los gestos populares* [The popular gestures]. University of Chile, Santiago, 59, 144-153.
- 3020 SUGIYAMA, S. Sado no shakushaku-teki kōzaiki [A sociological study of the tea ceremony]. *Shakushaku Hyōron* 20, 58, 71-76.
- 3021 SHIMIZU, A. J. *Springtime in Sardinia*. Seattle, Wash.: University of Washington Press, 59, 31 p.
- 3022 SHIMIZU, A. *Customs, mores, and morals*. New York: Dover Publications, 59, 602 p.
- 3023 WEISBERG, H. H. *Chinese customs around the world*. Philadelphia, Pa.: Westminster Press, 59, 148 p.
- 3024 YOSHICAWA (ed.) *Nihon fudoki* [History of Japanese manners and customs]. Tokyo, Yūzansha, 59, 374 p.

plate 8





438.244—For French students  
CARTLEDGE, Horace Avron

An English course for French-speakers. London, Longmans.  
Book 2. [by] H. A. Cartledge & T. J. C. Baty. 8/6. Jul 1965.  
[8], 280p. illus. 18%cm. Pbk.

Book 2, teachers' guide. [by] H. C. Cartledge & T. J. C. Baty. 10/6. Jul 1965. xiii, 188p. illus.(music). 18%cm. Pbk. (B65-13241)

(B65-13242)

## 438.6—English reading books

NICHOLS, Freda Pengelly

The Milldale riot: illustrated by Dix. London, Glus. 7/6. Aug [1965]. vi, 154p. illus., diagrs. 18%cm. Pbk. (Active readers, 2nd series)  
illus., maps on endpapers.

(B65-13243)

## 440—FRENCH

## 440.8—Reading books

BOELL, Jacques

L'or de la Muzelle: freely adapted by R. F. Hall from the book of the same name; illustrated by Hans Schwarz. London, Oxford U.P., 5/6. [d Jul] 1965. 80p. illus. 18%cm. 3d. (Oxford easy French readers, modern series, edited by H. Purvis—grade 4)

Originally published, Paris, Editions Maguard, 1959.

(B65-13244)

## 470—LATIN

## 470.3 [1]—Medieval Latin. Dictionaries

BRITISH ACADEMY. Dictionary Committee

Revised Medieval Latin word-list from British and Irish sources; prepared by R. E. Latham under the direction of a committee appointed by the British Academy. London, published for the British Academy by Oxford U.P., 50/6. Jun 1965. xxiii, 524p. bibliog. 25%cm.

(B65-13245)

## 500

## SCIENCE

## 500.c—History

500.cq 82/7—1823-1837. Essays

HARRIS, Romano, [i.e. Horace Romano Harri], editor

Early seventeenth century scientists. Oxford, London, Pergamon, 25/6. [d Jul] 1965. xi, 188p. plates(incl. ports.), facsim., diagrs., bibliog. 20cm. Lp. (Comeneceth and international library. Liberal studies division, science and society series, edited by E. F. Cundin and D. F. Bratchell—vol.1)

(B65-13249)

## 501—Philosophy of science

TRICKER, Ronald Alfred Ranson

The assessment of scientific speculation: a survey of certain current views. London, Mills & Boon, 30/6. [d Jul] 1965. xi, 200p. illus., 2 plates, tables, diagrs., bibliog. 22%cm. (B65-13250)

## 501.se—Excerpts

SHAPER, Dudley, compiler

Philosophical problems of natural science. New York, Macmillan (N.Y.); London, Collier-Macmillan, 11/6. Apr [1965]. [3], 124p. diagr., bibliog. 21cm. Pbk. (Sources in philosophy series, edited by Lewis White Beck)

(B65-13251)

## 510—MATHEMATICS

## 510—Mathematics

ALLENDOERFER, Carl Barnett

Mathematics for parents. New York, Macmillan (N.Y.); London, Collier-Macmillan, 22/6. Apr [1965]. 167p. tables, diagrs. 21cm. Pbk. includes chapters on the teaching of mathematics.

(B65-13252)

## 510—Mathematics

HIX, Muriel

The awful mathematician's book. 167 Oxford St., Wolfe Publishing, 3/6. Jul [1965]. 56p. tables, diagrs. 17cm. 3d.

(B65-13253)





300 SOCIAL SCIENCES - SCIENCES SOCIALES  
(cont. - suite)

371.8306271

Canadian Union of Students. *Commission on Structures.*

Report submitted to the XXVIII congress.

Ottawa, 1964.

40 p. 28 cm.

Cover title.

Cover bilingual, French and English.

Congress of the Canadian Union of Students

held in Toronto, Sept. 10-16, 1964.

In. Micrographed. Union, Suite 406,

45 Rideau St., Ottawa 2.

C65-3101

371.8306271

Canadian Union of Students. *Congress.*

Resolutions. 28th; 1964. Ottawa, 1964;

42, 131 p. 28 cm.

Congress held in Toronto, Sept. 10-16, 1964.

In. Micrographed. Union, Suite 406,

45 Rideau St., Ottawa 2.

C65-3100

371.8306271

Union canadienne des étudiants. *Commission des structures.*

Rapport soumis au XXVIII congrès. Ottawa,

1964.

40 p. 28 cm.

Titre de la couverture.

Couverture bilingue, en français et en anglais.

Congrès de l'Union canadienne des étudiants

tenus à Toronto les 10-16 sept. 1964.

In. Polygraphed. L'Union, bureau 406, 45, rue

Rideau, Ottawa (Oe).

C65-3102

371.8306271

Union canadienne des étudiants. *Congrès.*

Résolutions. 28e; 1964. Ottawa, 1964;

62, 131 p. 28 cm.

Congrès tenu à Toronto les 10-16 sept. 1964.

In. Polygraphed. L'Union, bureau 406, 45, rue

Rideau, Ottawa (Oe).

C65-3099

372

*Elementary education*  
*Enseignement élémentaire*

372.412

Young Canada reading series. Editor-in-chief: John A. McLane. Toronto, T. Nelson (Canada)

c1960-

v. illen. (part col.) 23 cm.

School readers.

Contents.

4. Magic and make-believe. Book two, by M. Gerrard and J. McLane. c1965;

Teachers' guidebook 2. Toronto, T. Nelson (Canada)

v. 22 cm.

ps.

Contents.

2. Mr. Whiskers. Editor-in-chief: J.A. McLane. Associate editors: M. Gerrard and J. Ryckman. c1965;

4. Magic and make-believe. Book two. Editor-in-chief: J.A. McLane. Associate editors: M. Gerrard and others. c1965;

C63-1333 rev.

372.42

Dunlop, George Murray, 1900-

Let's learn to spell. Consultants: Walter Morris, J.E. Parsons, Betty Jane Thomson.

Toronto, W.J. Gage, c1964-

v. illen. 24 cm.

Textbooks for elementary school.

Author Canadian.

Contents.

1 grade, 4. Illus. Barry Finn. c1965- \$1.50

C64-2647

372.6

Stratford, Kathleen Mary, 1925-

Speech and language activity, by Kathleen M. Stratford and William Stratford. Book 1. Illus. by Louise Sheppard and Aileen Richardson. Toronto, Holt, Rinehart, Winston of Canada, c1965;

96 p. illen. (part col.) 22 cm.

Cover title.

W. Stratford Canadian.

\$1.25 ps.

C65-2066

plate 13



30/31 SOCIOLOGY & STATISTICS  
SOSIOLOGIE EN STATISTIEK

FAMILY CONGRESS. Pretoria, April, 1961.  
Report of the Family Congress, 4 to 7 April, 1961 held in the Aula, University of Pretoria; (introduction by J. N. Lückhoff, director of the Family Year and Family Congress). Pretoria, [the Steering Committee of the Family Year and Family Congress], 1961.  
[iv], 5-178 p. tables. 24cm. 301.42

SOUTH AFRICAN JOINT UNIVERSITIES COMMITTEE ON

SOCIOLOGY AND SOCIAL WORK  
The sociology of Max Weber: five papers read at a meeting... to commemorate the centenary of the birth of Max Weber on 21st April, 1964. [Cape Town]. University of Cape Town Board of sociological research, 1964.  
[3], 4-68 leaves. 321cm.  
Miscographed.

Papers read by J. Irving, F. A. Maritz, H. L. Crause, C. D. Roodé & E. Ratson. 301

32. 35 POLITICS, ADMINISTRATION  
STAATSKEN, ADMINISTRASIE

UNITED SOUTH AFRICAN NATIONAL PARTY  
The aims and principles and constitution of the United party; (as amended... 1963). Cape Town, the Party, 1964.  
9.9 p. 24cm.

Afrikaners verain inverted: 'Die doelstelling en beginsels en konstitusie van die Verreengde Party'. 329.948

326 RACE RELATIONS, COLOUR PROBLEMS

KEEVES (Richard Ambrose) bp. of Johannesburg  
Report on South Africa: an address given by the Bishop of Johannesburg at the Central Hall, Westminster, May 11th 1960. [London, Christian Action], [196-].  
14 p. 181cm. (Christian Action pamphlet). (1/-).

326(68)

KEEVES (Richard Ambrose) bp. of Johannesburg  
South Africa: 1st the facts speak. London, Christian Action, 1962.  
[1], 3-31 p. 211cm. (Christian Action publication). (2/-).

Banned in South Africa.

326(68)

SACHS (Elli Solomon)  
The anatomy of apartheid. London, Collat'a, [1965].  
[15], 5-424 p. tables. 201cm. (45/-).

326(323.35)

SOUTH AFRICAN INSTITUTE OF RACE RELATIONS

A survey of race relations in South Africa. 1964; comp. by Marisel Horrell. Johannesburg, the Institute, 1965.  
xv, 396 p. tables. 21cm. (R1.50).

326(68)

UNITED NATIONS. Public Information. Office of Apartheid in South Africa: summary of the report of the special committee on the policies of apartheid of the Government of the Republic of South Africa. New York, United Nations, [1965].  
47 p. ports. 201cm.

Report of the Special committee issued as Document A/5497.

326(323.35)

VAN DER HORST (Shella Terreblanche)  
African workers in town: a study of labour in Cape Town. Cape Town, Oxford university press, 1964.  
1x, 140 p. maps, tables. 25cm. (R3).

326(331)

WALKER (Oliver)  
Kaffirs are livelier. London, Frederick Muller, [1964].







GENERAL

- ANGLO-SAXON CHRONICLE. The Parker Chronicle and laws: a facsimile. 3409  
 Edited from Corpus Christi College. Cambridge. MS. 173, by Robin Flower  
 and Hugh South. (Early English Text Soc. Publcs., Original ser., no. 200,  
 E.E.T.S., 1940. 66 pp. + 112 facs. [Rev. E.H.R., LVII (Jan. 1942) 120-22].  
 History, xxvii no. 105 (June 1942) 91-94; T.L.S., 2009 127 Sept. 1941) 487.]
- ANGUS (W. S.). The annals for the tenth century in Symeon of Durham's 3410  
*Historia regum. Durham Univ. Ann.*, new ser. i no. 3 (June 1940) 213-29.
- ANGUS (W. S.). The eighth scribe's dates in the Parker manuscript of the Anglo- 3411  
 Saxon Chronicle. *Medieval Acon*, x no. 1 (Feb. 1941) 130-49.
- ATKINS (Sir Ivor). The origin of the later part of the Saxon Chronicle known 3412  
 as D. *E.H.R.*, LV no. 217 (Jan. 1940) 8-26.
- MAGOUN (FRANCIS P.). The Domitian Bilingual of the *Old English Anals*: 3413  
 - the Latin preface. *Speculum*, xx no. 1 (Jan. 1945) 65-72. [British Museum MS.  
 Cotton Domitian A. VIII.]
- STENTON (FRANK MURRY). Anglo-Saxon England. (Oxford History of 3414  
 England, ed. G. N. Clark). Oxford: Clarendon P., 1943. 4, 749 pp., maps.  
 [Rev. Amer. Hist. Rev., L (Oct. 1944) 108-107; E.H.R., LX (May 1945) 247-49;  
 Rev. Hist. Eccles., xii (1946) 627-28; T.L.S., 2192 15 Feb. 1944) 66.]
- STENTON (F. M.). The historical bearing of place-name studies: the English 3415  
 occupation of southern Britain, Irev]. See Nov. 3517-22 below.
- STEVENS (C. E.). Gildas Septem. *E.H.R.*, LVI no. 223 (July 1941) 353-73. 3416  
 [Extent of his trustworthiness.]
- WAINWRIGHT (F. T.). The chronology of the 'Mercian Register'. *E.H.R.*, 3417  
 LX no. 238 (Sept. 1945) 385-92.
- WAINWRIGHT (F. T.). North-west Mercia, A.D. 871-924. *Hist. Soc. Lancs.* 3418  
 and *Cheshire Trans.* for 1942, xxiv (1943) 3-55.
- WELLEN (CHARLES LEWIS). A saga of the Anglo-Saxons. *History*, xxv no. 99 3419  
 (Dec. 1940) 208-15. [Value of Old Norse sagas for early English history.]

- POLITICAL, CONSTITUTIONAL AND LEGAL HISTORY
- ALEXANDER (JOHN JAMES). Manuscripts by Ortgard and others. *Devon and 3420*  
*Cornwall N. & Q.*, xxi pt. 3 (July 1942) 96-97.
- BARNARD (HARRY E.). A new theory of Cuthwulf's campaign in 571. *Nor-* 3421  
*thumb Emory*, cxxxiii no. 795 (June 1940) 274-76. [Was 'Jodenlang'  
 Beckford?]

ETHNOGRAPHY

1. GENERAL WORKS AND COMPARATIVE STUDIES

(a) JOURNALS

- The principal journals dealing with South African ethnography are:
1. AFRICA. 1928-. Published quarterly by the Oxford University Press 3409  
 for the International Institute of African Languages and Cultures.
2. BANTU STUDIES. 1921-. Published quarterly by the University of 3410  
 the Witwatersrand Press, Johannesburg.
3. NADA. 1943-. Published annually by the Native Affairs Department of 3411  
 the Southern Rhodesia Government.
4. REPORT OF THE SOUTH AFRICAN ASSOCIATION FOR THE 3412  
 ADVANCEMENT OF SCIENCE, 1909-8; continued as SOUTH AFRI-  
 CAN JOURNAL OF SCIENCE, 1909-. Published annually by the  
 South African Association for the Advancement of Science, Johannesburg.
- (b) BIBLIOGRAPHIES
- (i) Periodical
5. AFRICA. From vol. 2 (1928) onwards publishes quarterly list of recent 3413  
 works on African (including S. African) ethnography.
6. ETHNOLOGISCHER ANZEIGER. 1928-. Published as irregular inter- 3414  
 vals by E. Schweizerbart'sche Verlagsbuchhandlung, Stuttgart.  
 Each volume contains a special section listing recent works on S. Africa.
7. JOURNAL DE LA SOCIÉTÉ DES AFRICANISTES. 1931-. Pub- 3415  
 lished semi-annually by the Société des Africanistes, Paris.  
 Each volume contains a lengthy list of recent ethnographical publications on S. Africa.
- (ii) Special
8. HAMBLY, W. D. 1937. Source Book for African Anthropology. Chicago: 3416  
 Field Museum of Natural History, *Anthropological Series*, vol. 36. 2 vols.  
 Pp. 953.  
 Bibliography of authors, 713-813; special index for S. Africa, 831; list of biblio-  
 graphs, 849-91.
9. LEWIS, E. 1930. Subject Catalogue of the Library of the Royal Empire 3417  
 Society. London: The Royal Empire Society. 3 vols. Vol. 1: The British  
 Empire generally, and Africa. Pp. 8. 1139. 582. cxxviii.  
 Ethnography of S. Africa generally, 35-41; Southern Rhodesia, 415-6; Bechuanaland-  
 441; Basutoland, 440; South-West Africa, 453. Useful for non-technical periodical  
 literature.



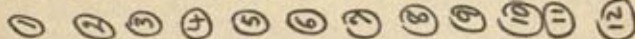
# LITERATURE IN ENGLISH

- Abraham, Peter. *Mine boy*. London, Faber, (1954). [vii]1-222 p. 184cm. 10/6. (823)
- Ekweal, Cyrillus. *People of the city*. London, Andrew Dakers, (1954). [ix]1-237 p. 184cm. 10/6. (823)
- Fullerton, Alexander. *Old Moke: a novel*. London, Peter Davies, (1954). [vi], 217 p. 184cm. 10/6. (823)
- Mackinnon, Clark. *The flame fly*. London, Andrew Dakers, (1954). [v]7-228 p. 184cm. 9/6. (823)
- Roberts, Hayden. *Mother Mountain*. London, Peter Davies, (1954). [v]7-255 p. 194cm. 12/6. (823)
- Ross, Brian Waldron. *No mean city*. C.T., Balkema, 1954. [v]5-32 p. 22cm. 10/6. (821)
- Rossetti, Dante Gabriel. *The Keatses love sonnets of Dante Gabriel Rossetti; ed. with an introductory essay by John Robert Wahl*. C.T., Balkema, 1954. xxvii[il], 3-40 p. 20cm. (821.84)
- Shepherd, Rupert. *Cape scapes*. C.T., F. L. Cannon, (1954). [v]5-44 p. illus. 244cm. 8/6. (827)
- Ustin, David. *The governor's wife*. London, Joseph, (1954). [v]5-223 p. 194cm. 12/6. (823)
- Watermeyer, Goldfried A. *Atlantis; or, The crying of the waters; (introd. by Elisabeth Eybers)*. Jobg., Constantia booksellers, distributors, (1954). [v]5-98 p. illus. 244cm. (821)
- Wiles, John. *The moon to play with*. London, Chatto & Windus, 1954. [vii]3-281 p. 184cm. 12/6. (823)



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- Athlas, Teferus. *The song of the earth; translated from the modern Greek by Philip L. Nicolaidis*. (Jobg., Union publishers, 1952). [vi], 68[il] p. 224cm. (889.1)
- Candler, Stephen. *The loved enemy*. (London), André Deutsch, (1952). [v]7-208 p. 19cm. 10/6. (823)
- Cowen, V. J. *The searching heart*. Jobg., Central news agency, [1952]. [i], 17 p. 2/6. (821)
- Darlow, David J. *To Bethlehem*. Lovelace, Lovelace press, 1951. [vi], 44 p. 19cm. 3/6. (821)
- Gillon, Philip. *Frail barrier*. New York, Vanguard press, (1952). [vii]3-249 p. 21cm. 27/2. (823)
- Hall, Fairfax. *Fear and the stranger*. C.T., Stouton press, 1951. [i], 11[il] p. 19cm. (821)
- Hamber, T. Ramsay. *And so hold on...* London, Cassell, 1951. [vii], 246 p. 184cm. 10/6. (823)
- Jordan, Humphrey. *A valley decides*. London, Hodder & Stoughton, 1952. [v]5-319 p. 194cm. 12/6. (823)
- Lalag, Nora. *The South African*. London, Peter Davies, (1952). [vi], 250 p. 184cm. 12/6. (823)
- Musket, Nettie. *Rock pine*. London, Robert Hale, (1952). [v]6-319 p. 20cm. 10/6. (823)
- Sowden, Lewis. *Family Cruiser: a South African story*. London, Robert Hale, (1952). [v]5-287 p. 19cm. 10/6. (823)
- Spours, Dorotha. *Van Riebeck: a song of tomorrow [and other poems]*. London, Fortune press; C.T., Maskew Miller, (1952). [v]5-72 p. 19cm. 6/6. (821)







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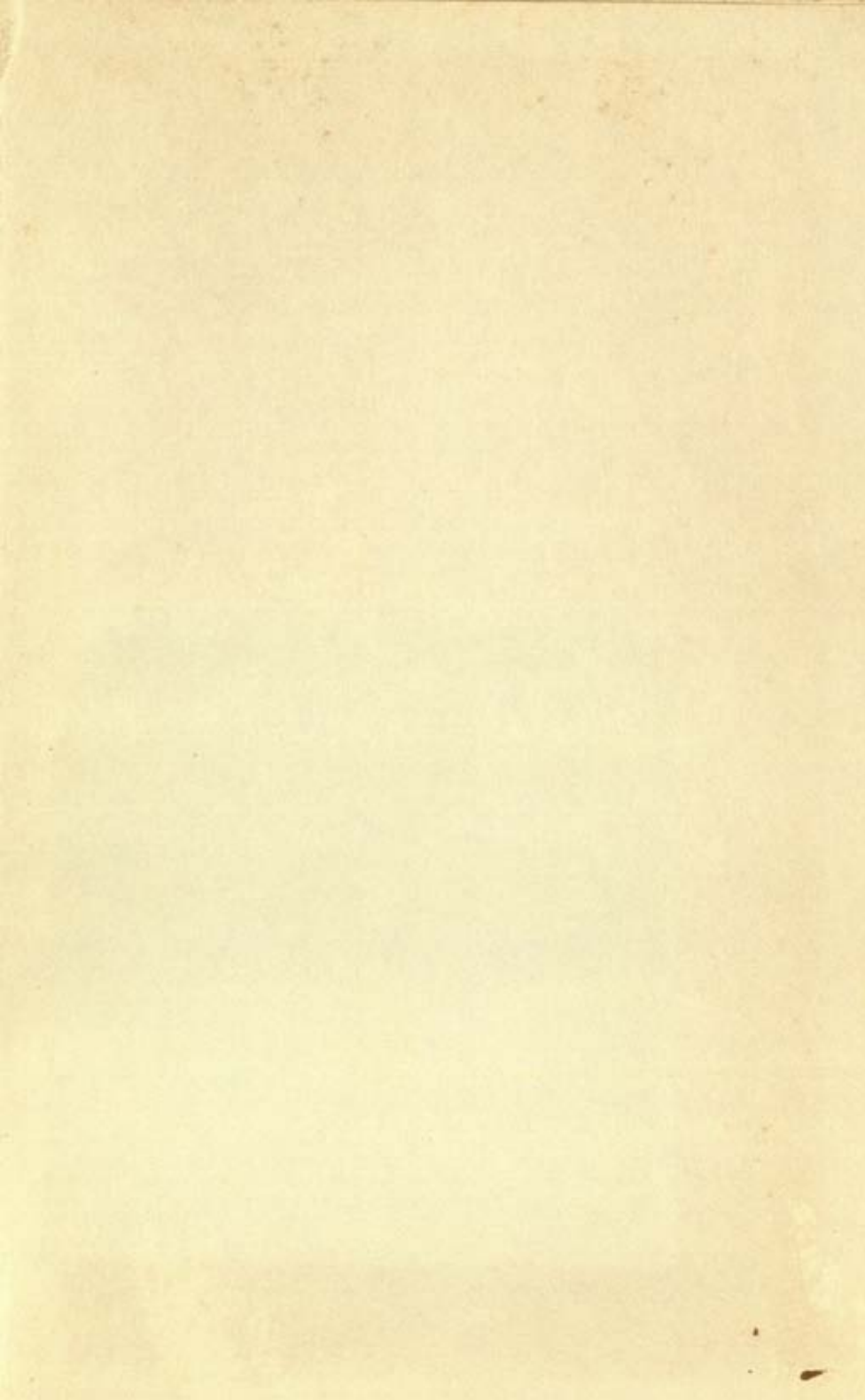
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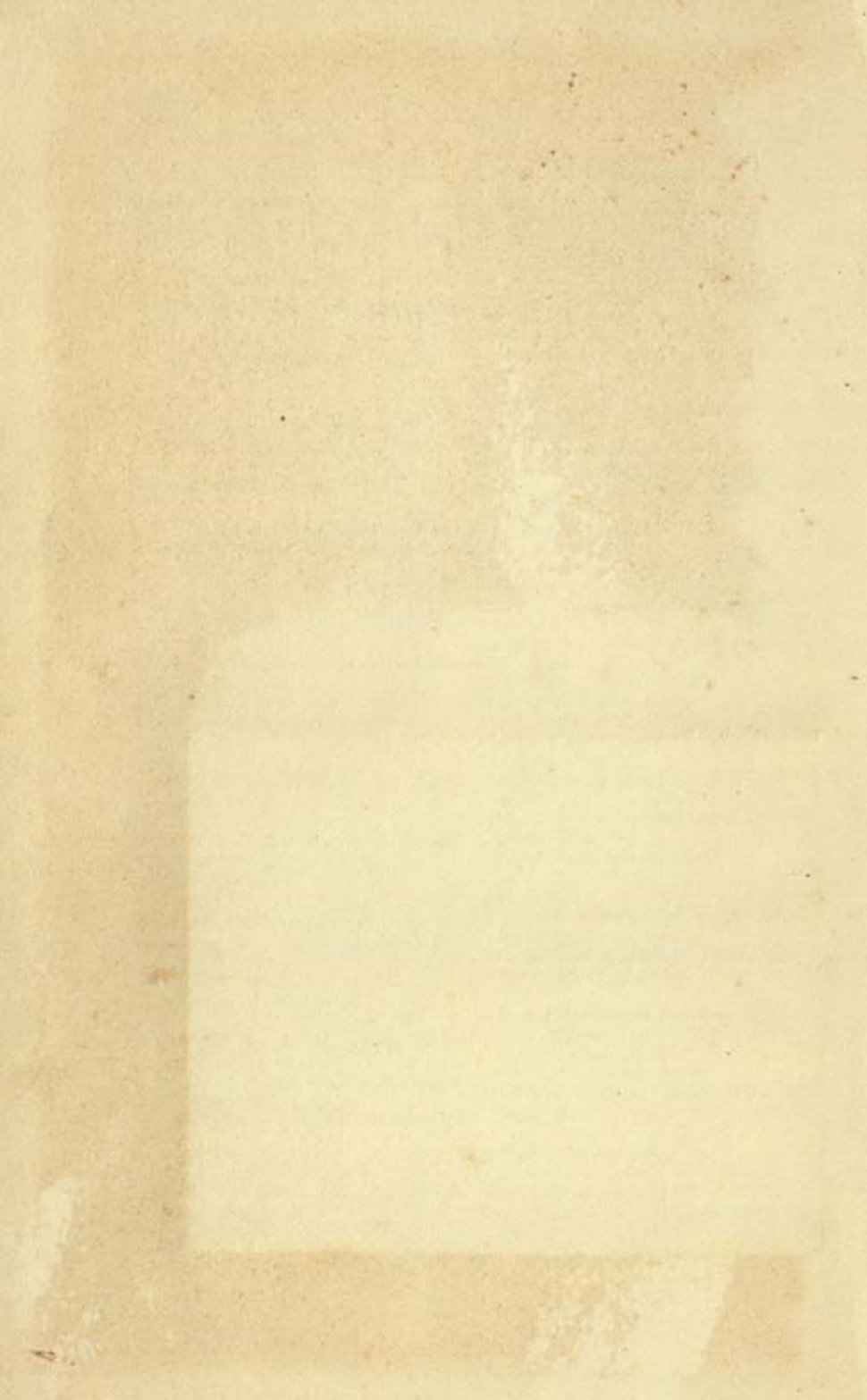
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*"A book that is shut is but a block"*

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