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Trade Union Publications: The Official Journals,
Convention Proceedings, and Constitutions of
International Unions and Federations, 1850-1941,
by Lloyd G. Reynolds and Charles C. Killingsworth

Kheel Center for Labor-Management
Documentation & Archives

1944

Explanation of Reference System, pp. xlix-li

Lloyd G. Reynolds
Johns Hopkins University

Charles C. Killingsworth
Johns Hopkins University

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Abstract

The Catherwood Library and ILR School at Cornell are pleased to again make available an extremely important index of major labor union publications, long out of print. It is Lloyd G. Reynolds and Charles C. Killingsworth's *Trade Union Publications: The Official Journals, Convention Proceedings and Constitutions of International Unions and Federations, 1850-1941*. Baltimore, The John Hopkins Press, 1944.

Keywords

trade unions, journals, proceedings, publications, constitutions

Comments

Suggested Citation

Reynolds, L. & Killingsworth, C. (1944). *Trade Union Publications: The Official Journals, Convention Proceedings, and Constitutions of International Unions and Federations, 1850-1941, Volume II* (pp. xlix-li). Baltimore: Johns Hopkins Press.

Explanation of Reference System

The reader will find it impossible to use the index efficiently without careful study of the reference system used. In order to prevent the index from becoming very bulky, it was necessary to devise a reference system which achieved the maximum economy of space. It is our hope that the economy of space was achieved without serious inconvenience to the user of the index. The following explanation is in condensed form. A more detailed discussion of the reference system, and of the methods used in preparing the index, will be found in Chapter 2 of Volume I.

Three types of reference have been used: the single item reference, the blanket reference, and the recurring item reference.

A typical single item reference reads: **K6: J—14** Apr 1894 pp 17-19. The elements of this reference have the following significance:

- (1) **K6:** is the code number for a union. A key to these code numbers appears on pages lii-liii.
- (2) **J—**is the symbol for the publication in which the item in question appears. **J** indicates the official journal of the union. **P** would indicate the convention proceedings. In case of doubt as to the exact name of the official journal or other publication of a union, the bibliographical listing in Volume I should be consulted. The symbols used to designate different types of publication are listed and explained on page lvii.
- (3) **14** is the volume number of the publication. This is omitted from the single item references where no volume number appears on the publication.
- (4) **Apr** is April. The abbreviations used herein for other months are listed on page lvii.
- (5) **pp 17-19** indicates page numbers. A few publications do not number their pages, and in references to these publications no page numbers are given.
- (6) In some cases a parenthetical note of explanation or description follows a reference. The parenthetical note always applies only to the reference which it immediately follows.

TRADE UNION PUBLICATIONS

If the publication is issued bi-monthly, this is indicated by a reference Apr/May. If it is issued quarterly or semi-annually, however, only the month in which the publication appeared is cited. References to weekly or bi-weekly publications include the date of the month on which the issue appeared.

No item of less than 500 words was indexed. For a list of other types of excluded matter, see Volume I, pages 34-35.

Typical blanket references read:

K6: J—Jan-Aug 1938.

K6: J—1921.

The symbols used in the blanket reference mean the same thing as in the single item reference but page numbers and sometimes even months are omitted. The blanket reference indicates that a considerable number of items on the same subject appear in the publication through the period cited. It is used only where there are at least three items appearing in consecutive issues of the publication. The blanket reference is never used to cover a barren period of two issues or more. Thus, the reference to "Jan-Aug 1938" means that the reader will find at least one item in every issue of the publication from January through August with a possible break of no more than one issue.

Reference to an entire year indicates (in the case of monthly publications) a minimum of six items distributed over at least nine months of the year, beginning not later than March and extending at least to October. If a series of items begins or breaks off in the middle of a year, it is indicated thus:

1910-Jul 1915; or, Oct 1910-Jul 1915

The general rule followed in weekly or bi-weekly publications is that a blanket reference to an entire year indicates that at least one issue in every month of the year contains an item on the subject in question. This rule was varied somewhat, however, depending on the size of the publication: *i. e.*, a higher standard was set for bulky publications than for those less voluminous.

A recurring item reference reads:

K6: J—Sep 1918-Jun 1936 re.

REFERENCE SYSTEM

This is a blanket reference covering an item appearing regularly under approximately the same heading and in the same form over the period of time indicated. Several of the commonest types of recurring item—financial statements, organizers' reports, and news from locals—have been collected in a special section at the beginning of the index. Other recurring items have been placed under a regular index heading—for example, editors' reports are indexed under *labor press*. Still other items have been split up into their component parts and each part has been placed under an appropriate heading. Thus, treasurers' reports may be referred to under such headings as *financial administration, union, and benefit plans, union*.

Sometimes the dates in a recurring item reference are enclosed in brackets: [Jun 1920-1931]. This indicates that the item appears irregularly during the period indicated.