

DIRECTIONS TO WRITERS OF MONOGRAPHS ON MIGRATORY FARM LABOR FROM
EDITORIAL BOARD

*1574
Walter*

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1. Consult bibliographies in project files and examine all material relating to assigned subject in files.
2. Writers after exhausting all material in project files should personally do research and request aid of assignment editor.
3. Labor history of crops is assignment. All other material should be used only as background. All available information throwing light on wages and working conditions should be included.
4. No arbitrary decision will be made as to length of monographs. All pertinent material should be included.
5. Monographs should be straightforward stories having continuity and not be mere necklace of quotations.
6. Identify sources, when they come from a particular point of view such as radical, reactionary, Republican, conservative, Hearst, etc.
7. Where wages for specific crop cannot be found after diligent research quote general farm workers' wage.
8. Should be complete cooperation between writers. If material on topics other than their own is found, should be referred to writer on subject or if unassigned to assignment editor.
9. When secondary sources are consulted, look up primary source and substitute for reference.
10. Document carefully and fully every factual statement.
11. Include evidence and quote directly and verbatim whenever material will add flavor of original reports.
12. It is permissible to state writer's opinion of evidence presented and in many instances material will require interpretation. In all such instances definitely identify material as writer's contribution.
13. Writers will turn in to Barry lists and descriptions of all books consulted that are not in project files.
14. Turn in first part of monograph while finishing balance so as to expedite editing and typing of final manuscript.
15. See sample on Bulletin Board of typewritten form to be followed.
16. References should be complete. Author's name, title (underscored), publisher, place and date of publication. Example of references:

Directions to Writers

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Curme, George O., History of the English Gerund, English Studien, Vol. 45, p. 349

Gercould, Katherine Fullerton, The Nature of Hokum, Harper's Magazine, Vol. 155, p. 285

Liquor in Canadian Politics (Editorial), Christian Science Monitor, Tues. July 19, 1928, p. 9

Bryce, James, The American Commonwealth, The Macmillan Co., London, 1888, Vol. II, p. 107

17. Headings or sub-heads should be eliminated.
18. Deleted material should have at least four periods
19. All quotations over two lines should be singled spaced, in "quotes" and indented.
20. Give economic explanation for events, influence of interest rates on growers etc. Studies should be finally put in a world setting and perspective.
21. Give geographical and climatic setting for story of each crop. Location of towns in the study of a strike is important.
22. Use Ibid. (underscore) when referring to the immediately preceding reference.
23. Use op. cit. when repeating a reference previously used in manuscript, giving authors name and page, if different number. Example: Taylor, Paul S, op. cit., p. 10.
24. Monographs should not be synonymous with dullness. Color is a prime necessity for manuscripts.