

9. If connected with other business enterprises give particulars.

10. Details of vocation, profession or business.

[NOTE:—As the most essential part of a biography is the account of the subject's life work full details under this paragraph are desired. The Cyclopædia is not a Who's Who, but a collection of real biographies, constituting a history of American institutions, American industry and American achievement in terms of biography.]

- (a) If in a manufacturing or mercantile business, give the history of its development during the subject's connection with it, including figures showing its growth and standing in that period, and mention any distinguishing features.
- (b) If an author, give full titles of books, dates of publication and extracts from suitable critiques.
- (c) If an inventor, describe inventions and give numbers of patents and dates issued.
- (d) If a musician, artist or sculptor, give catalogue of important works, dates of production and some notices of the critics.
- (e) If a scientist, give particular lines of research and investigations, with results achieved.
- (f) If a physician or dentist, give account of practice and details of specialties.
- (g) If a lawyer or a judge, give titles of notable cases conducted or tried, involving new or unique questions of law.
- (h) If an architect or engineer, give list of important commissions or contracts with description of special features.
- (i) If a legislator, give committees on which served and important bills with which identified.
- (j) If a governor, give features of terms of office.
- (k) If a college president, give records of growth of institution and principal features of administration.
- (l) If a military or naval officer, give record of service.

11. Mention noteworthy incidents in business or professional career.

12. Give titles, with years of publication, of any books written by the subject and a brief, *selected* list of outstanding papers, with names and dates of publications in which they appeared.

*Give full names, not initials, for all persons mentioned.*

From the Librarian, Mechanics-Mercantile Library, San Francisco, Calif.—“The Mechanics Institute has been a subscriber of The National Cyclopædia of American Biography, since it was first published. Our set was destroyed in the fire of 1906 and one of our earliest orders afterwards was to have the set replaced.”

13. World War record.

14. Political affiliation and public positions held, with terms of offices.

15. Membership in professional and learned societies and clubs. If president of any of them give dates.

16. Honorary degrees, decorations, medals and awards, with years conferred.

17. Religious affiliation and activities.

18. Dominating characteristics; special tastes and gifts, and recreations.

19. When and where married. Wife's maiden name; full name, residence and vocation of her father. (If married more than once, give same facts for each case, with date of wife's or husband's death.)

20. Full names of all children, living and dead, with vocations and addresses of those who grew to maturity. Names and addresses of married daughters' husbands.

21. If the subject is deceased, exact date and place of death.

*Give full names, not initials, for all persons mentioned.*

From the Librarian, Library of Congress, Division of Accessions:—“Please increase our order to six copies and send us six copies hereafter of each volume as published.”