

The Archives of the Wellesley Index to Victorian Periodicals include editorial work papers, research documents, and early drafts of the material published in Volumes I-V. It also includes similar but unpublished material relating to a number of incompletely indexed, and unpublished periodicals. The Index Archives consists of the following parts:

I. Contributors File [often referred to as "cc" or "contributors' cards"]

The contributors file consists of 13 drawers of 3 x 5" cards with information on contributors to Victorian periodicals. They are arranged alphabetically by the name of the contributor.

The cards contain the code(s) representing the name of the periodical(s) and the entry number(s) used by the Index for the article(s) attributed to that person by the editors. It contains both published and unpublished authors and attributions. In some cases a "clean copy" slip was made for the typing of the abbreviated entries in Volume V of the Index. These "clean copy" slips usually precede the other card(s) for that contributor.

Codes or symbols used on Contributors' Cards:

1. **Cards of contributions with unpublished attributions are marked with a colored flag.** [The colors of the flags have no significance]. Cards of contributions with published attributions are marked with red Roman numerals to indicate in which volume(s) of the Index they appeared.
2. Information bracketed or underlined in green was published in Volumes 1 - 4 of the Index.
3. Information bracketed or underlined in red was published (often in shortened form) in Volume 5 of the Index. Red +'s were staff check-off's relating to manuscript preparation.
4. The abbreviated names of standard bibliographic sources consulted are indicated at the top right of the card. [For the full title of these standard sources see the Short Title card file or the section on abbreviations and short titles in the relevant Index volume.] A dash next to one of these sources on the Contributors' Card means that source contained no, or no helpful, information on that contributor.
5. Some notations, such as "Palmer," "E.C. [Eileen Curran]," "Dailey," "H.D. [for Harold Daily]", refer to reports by long-term and very productive researchers. These reports are in a separate reports file.
6. The notations "App" and "C&A" refer to the Appendix of Corrections and Additions in volumes of the Index.

7. Names of periodicals are abbreviated. Sometimes the abbreviation used for a periodical was changed. The List(s) of Periodical Code Names gives the full titles of all periodicals worked on by the Index. Each volume of the Index contains a key to code names of periodicals included in that volume; Volume 5 contains a cumulated list of code names of published periodicals.

8. Entry numbers sometimes were changed when the editor belatedly subtracted or added an item or a category of entry to the indexing of a periodical. To avoid changing a long sequence of code numbers an additional item was often inserted by adding an "a" to the previous code number. Deletions made at the manuscript stage of a volume were accommodated by keeping the code number and, in Part A, simply printing "No entry." Changed entry numbers in some cases reflect merely clerical correction.

When an attribution was changed, either by being attributed to another author or becoming a "blank" [i.e. unattributed], the entry number was crossed out on the contributor card.

9. When the editors decided not to publish the information on a Contributors' Card the card says "OUT," and/or its contents are crossed out.

II. Attributed Articles File

This file consists of 73 drawers of 3 x 5" cards with information on articles in Victorian periodicals whose author(s) have been identified and published in the Index. It is the alphabetical collation of Part B and appendices of corrections and additions of Volumes I - V of the Index.

The cards in this file are arranged according to the following pattern:

1. Alphabetically by author
2. Within each author, alphabetically by the full name of the periodical in which articles by that author appeared
3. Within each periodical the pattern follows that used in Part B of Index volumes:
 - a. Articles and stories are filed in numerical sequence according to the entry number. Articles or stories which are a series, that is, articles in parts, installments, or chapters, are an exception: all parts of such series are kept together and filed under the first entry number of the series.

b. Categories such as "Note," "Notice," "Poem," "Translation," "Edited," or "See" follow the article cards.

Along with the periodical code name and entry numbers the cards give the full title and pagination of the article and the authors signature, if any. Besides the attribution and its evidence, they may include unpublished work notes. In some cases a "clean copy" slip was made for the typist as part of the work on Volume V.

Codes or symbols used on Attributed Article Cards:

1. Information bracketed or underlined in green was published in Volumes 1 - 4 of the Index. The specific volume number is not given.

2. Information bracketed or underlined in red was published in Volume 5 of the Index.

3. Names of periodicals are abbreviated. Sometimes the abbreviation used for a periodical was changed. The List(s) of Periodical Code Names gives the full titles of all periodicals worked on by the Index. Each volume of the Index contains a key to code names of periodicals included; Volume 5 contains a full list of code names of periodicals published in the Index.

4. Entry numbers sometimes were changed when the editor belatedly subtracted or added an item or a category of entry to the indexing of a periodical. To avoid changing a long sequence of code numbers an additional item was often inserted by adding an "a" to the previous code number. Deletions made at the manuscript stage of a volume were accommodated by keeping the code number and, in Part A, simply printing "No entry." Changed entry numbers in some cases reflect merely clerical correction.

When an attribution was changed, either by being attributed to another author or becoming a "blank" [i.e. unattributed], the entry number was crossed out on the contributor card. When numbering on the attributed article cards does not agree with those on the contributor's card, it means that changing the latter was overlooked. The published numbers in Volumes I-V of the Index are the authoritative ones.

5. When the editors decided not to publish certain information on a Attributed Articles Card it is marked "OUT," and/or it is crossed out.

6. If the editor(s) changed the attribution, the first attribution on the card is barred out and the new name put in. The card is filed under the new name only.

III. There also is a separate list, prepared by the Index staff, of contributors of article(s) attributed, but not published in the Index. This list is arranged alphabetically by the name of the contributor. If the contributor's name is starred, he does not appear as a contributor in Volumes I-V of the Index.

IV. Researchers Reports

This part of the Archives consists of four file drawers of folders of notes by researchers on material consulted, copies of source material (sometimes with annotations), and correspondence. The folders are arranged alphabetically by the name of the Victorian author, library, or researcher. General folders for a particular letter of the alphabet precede folders for particular entries under that letter.

V. Index to Research Reports:

This Index to Research Reports was begun in 1966 after the publication of Vol. I of the Index. It includes no reports submitted prior to 1966. De Groot's, Morgan Library, Yale University Library, and New York Public Library reports were not included in this index.

The Index to Research Reports consists of 5 drawers of 3x5" cards which refer people to portions of the Research Reports files [see above/below]. The index is divided into the following sections:

- a. cards filed alphabetically by Victorian author
- b. cards filed alphabetically by the name of the periodical
- c. Eileen Curran's research slips
 1. alphabetically by Victorian author
 2. alphabetically by the name of the periodical
 3. "work done"

Eileen Curran's slips are actual research reports, not merely references to reports in the reports file. Within the divisions of the file Eileen Curran's slips are in random order. Some of Eileen Curran's slips may be found with the relevant attributions in the Attributed Articles File.

VI. Correspondence File:

These three drawers of correspondence are arranged alphabetically by name of correspondent. They contain correspondence between the Index editors, scholars, researchers, and libraries. Sometimes notes or source materials (with annotations) are included. Only the Curran correspondence is indexed in the index to research reports. There are references to items in this file on attributed articles card(s), but there is no index or guide to the contents of the correspondence file.

VII. Unpublished Indexing File:

This consists of 14 drawers of 3x5" article cards arranged alphabetically by name of periodical, and within each periodical chronologically [that is, by article number] as they would have appeared in a Part A of an Index volume. Guide cards or tabs usually separate the cards for issues/volumes of each periodical. The cards contain the name of the periodical, article number, complete article title, signature of contributor, if any, page numbers, and work notes. In some cases cards containing research suggestions or directives may precede, or work cards on authors, topics or pseudonyms follow, the Part A indexing card(s). [There often seems to be no discernible order within the work cards or work done cards which file after the Part A cards for a particular periodical.] Other work papers may be found under the periodical's name in the file of Periodical Work Folders-- Unpublished. Sometimes there are "extra" cards [see description of "blanks"], discards or cancels, and note cards gathered by author or subject and collected towards the possibility of attribution.

The research assistants or assistant editors who were principally concerned with research on partially indexed periodicals are:

British Critic: Esther R. Houghton [N.B. There are two typescript copies of the indexing of British Critic for Part A, and several drafts of an introductory essay on British Critic.

British Magazine: Esther R. Houghton

Christian Remembrancer: Esther R. Houghton

Cochrane's Foreign Quarterly Review: Esther R. Houghton

Foreign and Colonial Quarterly Review: Eileen Curran

Foreign Review: Eileen Curran

New Quarterly Review: Eileen Curran

Church Quarterly Review: cards made out--little work done

English Review: Esther R. Houghton

Eclectic Review: Mary Ruth Hiller

Month: Joseph Altholz; Esther R. Houghton

Parliamentary History and Review: no work done on the cards

Tait: (Vol. 26 [Dec/55], 27-32 o.s., 22-28 n.s.) Elizabeth Falsey; Michael Hyde

VIII. "Blanks" file:

This is 12 drawers consists of 3x5" cards of:

- a. "blanks:" entries which were unattributed in the published volumes of the Index;
- b. "cancels:" cards for an attribution once made, but later canceled; and cards superseded by revised or "clean" cards.
- c. "extras:" cards created in the process of doing the Index but not needed by the typist either because they have been replaced by a fresh, more legible card, or

because their information (transcribed from the actual page of the periodical) has been shortened into a new format for inclusion in Part B.

"Extras" occur in entry items made up of separately authored parts, with or without sub-titles. Sub-titles are rarely published; instead, the author gets a "Notice" in his Part B bibliography. Individually made out attributed articles cards for authors of such Notices will be found in the Attributed Articles File. The first card of the original entry for such an item will be found, usually in the Attributed Articles File, under the author of the first notice. The rest of the original entry cards usually end up as "extras" in the file of blanks, cancels, and extras.

The Blanks file is arranged numerically by Index volume. Within the section for each Index volume, cards are filed alphabetically by periodical, then by entry number. Parts of a series, that is, articles in parts, installments, or chapters are an exception: all parts of such series are kept together and file under the first entry number of the series. "Cancels" and "extra" cards as well as some work cards and notes may be filed in with the "blanks" in numerical order, or in a separate section at the end of the cards for a particular periodical.

IX. Work Done File:

This file consists of 5 drawers of 3x5" cards and 1 folder [currently in Reports file under "Work Done"] of information on the sources consulted in preparing the Index, and on the location of copies [photocopies or microfilms] made by researchers/Index staff. A notation is made if the source contained nothing pertaining to periodicals being researched by the Index.

The cards are arranged alphabetically, usually by the author of the book consulted but occasionally by the name of the Victorian writer being researched. The material in the file drawer contains records of sources checked in the first eight years of the Index [before the quantity of material necessitated recording this information on 3x5" cards]. Some of the information from this file drawer has been transferred to cards.

X. Short Title File:

These 2 drawers of 3x5" cards serve as an index to all the abbreviations and short titles used in the Index. [The section of Abbreviations and Short Titles in each volume of the Index contains only those used in that particular volume.] Red roman numerals on these cards indicate in which volume(s) of the Index that abbreviation/short title is used. The cards may also give the library location of that item, or if there is a report in the reports file on it. A red check indicates that the bibliographic information on the card has been checked for accuracy.

XI. Oscar Maurer File:

These 6 boxes of cards document work done in the late 1950's and early 1960's by Professor Oscar Maurer of the University of Texas. Professor Maurer gave these notes to the Houghtons. Some pertain to periodicals not worked on by the Index.

The first section (3 boxes of 3x5" cards) of cards are filed alphabetically by the name of the Victorian author, and contain author, title and bibliographic data on sources consulted by Maurer.

The second section (3 boxes of 4x6" cards), notes on periodicals, are divided into two groups: those worked on by the Index and those that were not [labeled "Additional monthlies and quarterlies"]. Within each group the cards are arranged alphabetically by the name of the periodical. At the beginning of this file is a section of cards labeled "Anonymity" on the general matter of anonymous versus signed authorship.

The Index staff has added article numbers to some of these cards and flagged others where they have added a note. There are occasionally larger or smaller pieces laid into this file.

XII. Mary Ruth Hiller's Work Cards for EcR [Eclectic Review] and NMM [New Monthly Magazine]:

This is one file drawer. There is also Eclectic Review material in Periodical Work Folders--Unpublished; New Monthly Magazine was published in Vol. III.

XIII. Periodical Work Folders:

[?] file drawers of work papers on periodicals. These include notes by Index editors, researchers and staff; copies of source materials (sometimes annotated), theses and other work by scholars on particular authors/periodicals; correspondence of Index editors or researchers; progress reports on stages of work on a periodical with notes on when tasks were completed; drafts of and corrections to drafts of Index text; and lists and/or bibliographies.

These folders are in two sections: those for periodicals whose indexing has been published in the Index; and those for periodicals not completed and published. Within each section folders are arranged alphabetically by the name of the periodical. **[at the moment those for the periodicals covered by Vol. IV, and those in boxes for Tait's, Edinburgh Mag. & DUM are separate, but they should be interfiled where they would normally fall.]**

At the beginning of the section on the Dublin University Magazine is a folder labeled "Rosetta Stone" which contains

Walter Houghton's cumulative notes on the complex publishing history of this periodical. Also included in the records for this periodical are Jean Slingerland's notes on which part(s) of the work on this periodical had been done/supervised by Walter Houghton and which part(s) she had done.

XIV. Pseudonyms and Initials File:

These 5 drawers of 3x5" cards serve as an index both to identified and still unidentified initials and pseudonyms of contributors. The file includes all initials and pseudonyms encountered by Index staff. The cards list [by periodical code name and item number] each contributor's identified articles, and the volume(s) of the Index, if any, in which that item appeared. These cards do not usually give the evidence for or source of this identification; that is to be found in Part A of the Index volume. This file contains some clean slips created to aid the typist. They are filed before the cards from which the information was taken.

This file is divided as follows:

- a. An author's section with the pseudonym or initials arranged alphabetically by the first letter or initial, word, or phrase, followed by pseudonyms which are Greek letters [transliterated and filed in the order of the Greek alphabet], or other symbols [such as *, **, a pointing finger, etc.].
- b. A section filed alphabetically by the full name of the periodical in which the initials or pseudonym were found.

XV. Several file drawers of Houghton administrative files on the production of the Index [lists, directives, reviews, correspondence with Wellesley, NEH, RSVP, etc.]

XVI. various research materials that we will need to review to see which stay with the archives of the Index.

WORK TO BE DONE:

1. At end of description do good list of examples of editorial hands. Do only ONE set of these.
2. Check all card files to make certain that all cards indicate what are filed by. In unpublished indexing file ones for MO [Month] lack filing designator.
3. Remove paper clips/rubber bands/scotch tape from all parts of the files. Decide what to do about the pieces of bad photocopier paper in the Reports and periodical work folder files.
4. Do list of abbreviations of names of people or libraries used in Reports file and elsewhere.
5. Check what happened to "location of reports" section in between the author and periodical sections of the index to research reports. [according to my notes Betty was working on these--did she clear them all out or do they need to be described?]
6. regularize the alphabetical arrangement of the periodicals in the unpublished indexing file. They are slightly out of sync now, but Jean Slingerland said this was more because of how the spacing in the drawers fell, and for the convenience of the staff, rather than for any other reason.
7. Review and modify folder headings in periodical work folders file. I had talked with Jean Slingerland about this in April, and she may have begun to do this. Where is more than one folder for a periodical they need better titles/subtitles as current ones are unclear. I thought she could help me with this, but the proofs came shortly thereafter and I doubt she has gone

back to it. She did not have much enthusiasm for doing this, and said she wanted to save her budget for proofing Vol. V.

8. Review books, copies of source materials and other remaining material to see if they should stay with archives of Index.

[Postscript: This finding aid was prepared by Wilma Slaight, Archivist of Wellesley College, in 1989. This copy was obtained in August 2012 from the current Archivist, Ian Graham, by Patrick Leary, President of the Research Society for Victorian Periodicals.]