APPENDIX A.

INSTRUCTIONS TO ENUMERATORS CONCERNING THE RETURN OF OCCUPATIONS AT THE CENSUSES OF 1870, 1880, 1890, AND 1900.

CENSUS OF 1870.

OCCUPATION.

The inquiry "Profession, Occupation, or Trade," is one of the most important questions of this schedule. Make a study of it. Take especial pains to avoid unmeaning terms, or such as are too general to convey a definite idea of the occupation. Call no man a "factory hand" or a "mill operative." State the kind of a mill or factory. The better form of expression would be, "works in cotton mill," "works in paper mill," etc. Do not call a man a "shoemaker," "bootmaker," unless he makes the entire boot or shoe in a small shop. If he works in (or for) a boot and shoe factory, say so.

Do not apply the word "jeweler" to those who make watches, watch chains, or jewelry in large manufacturing establishments.

Call no man a "commissioner," a "collector," an "agent," an "artist," an "overseer," a "professor," a "treasurer," a "contractor," or a "speculator," without further explanation.

When boys are entered as apprentices, state the trade they are apprenticed to, as "apprenticed to carpenter," "apothecary's apprentice."

When a lawyer, a merchant, a manufacturer, has retired from practice or business, say "retired lawyer," "retired merchant," etc. Distinguish between fire and life insurance agents.

When clerks are returned, describe them as "clerk in store," "clerk in woolen mill," "R. R. clerk," "bank clerk," etc.

Describe no man as a "mechanic" if it is possible to describe him more accurately.

Distinguish between stone masons and brick masons.

Do not call a bonnet maker a bonnet manufacturer, a lace maker a lace manufacturer, a chocolate maker a chocolate manufacturer. Reserve the term Manufacturer for proprietors of establishments: always give the *branch* of manufacture.

Whenever merchants or traders can be reported under a single word expressive of their special line, as "grocer," it should be done. Otherwise, say dry goods merchant, coal dealer, etc.

Add, in all cases, the class of business, as wholesale (wh.), retail (ret.), importer (imp.), jobber, etc.

Use the word Huckster in all cases where it applies.

Be very particular to distinguish between farmers and farm laborers. In agricultural regions this should be one of the points to which the Assistant Marshal should especially direct his attention.

Confine the use of the words "glover," "hatter," and "furrier" to those who *actually make*, or make up, in their own establishments, all, or a part, of the gloves and hats or furs which they sell. Those who only sell these articles should be characterized as "glove dealer," "hat and cap dealer," "fur dealer."

Judges (state whether Federal or State, whether probate, police, or otherwise) may be assumed to be lawyers, and that addition, therefore, need not be given; but all other *officials* should have their profession designated, if they have any, as "retired merchant, governor of Massachusetts," "paper manufacturer, representative in legislature." If anything is to be omitted, leave out the office, and put in the occupation.

As far as possible distinguish machinists as "locomotive builders," "engine builders," etc.

Instead of saying "packers," indicate whether you mean "pork packers" or "crockery packers," or "mule packers."

The organization of domestic service has not proceeded so far in this country as to render it worth while to make distinction in the character of work. Report all as "domestic servants."

Cooks, waiters, etc., in hotels and restaurants, will be reported separately from domestic servants.

The term "house-keeper" will be reserved for such persons as receive distinct *wages* or *salary* for the service. Women keeping house for their own families or for themselves, without any other gainful occupation, will be entered as "keeping house." Grown daughters assisting them will be reported without occupation.

You are under no obligation to give any man's occupation just as he expresses it. If he cannot tell intelligently what he *is*, find out what he *does*, and characterize his profession accordingly.

The inquiry as to Occupation will not be asked in respect to infants or children too young to take any part in production. Neither will the doing of domestic errands or family chores out of school be considered an occupation. "At home" or "attending school" will be the best entry in the majority of cases. But if a boy or girl, whatever the age, is earning money regularly by labor, contributing to the family support, or appreciably assisting in mechanical or agricultural industry, the occupation should be stated.

CENSUS OF 1880.

OCCUPATION.

In the column numbered 13 is to be reported the occupation of each person 10 years of age and upwards.

The inquiry "profession, occupation, or trade," is one of the most important questions of this schedule. Make a study of it. Take especial pains to avoid unmeaning terms, or such as are too general to convey a definite idea of the occupation. Call no man a "factory hand" or a "mill operative." State the kind of a mill or factory. The better form of expression would be, "works in cotton mill," "works in paper mill," etc. Do not call a man a "shoemaker," "bootmaker," unless he makes the entire boot or shoe in a small shop. If he works in (or for) a boot and shoe factory, say so.

Do not apply the word "jeweler" to those who make watches, watch chains, or jewelry in large manufacturing establishments.

Call no man a "commissioner," a "collector," an "agent," an "artist," an "overseer," a "professor," a "treasurer," a "contractor," or a "speculator," without further explanation.

When boys are entered as apprentices, state the trade they are

apprenticed to, as "apprenticed to carpenter," "apothecary's apprentice." Students or scholars should be reported under those names.

When a lawyer, a merchant, a manufacturer, has retired from practice or business, say "retired lawyer," "retired merchant," etc. Distinguish between fire and life insurance agents.

When clerks are returned, describe them as "clerk in store," "clerk in woolen mill," "R. R. clerk," "bank clerk," etc.

Describe no man as a "mechanic," if it is possible to describe him more accurately.

Distinguish between stone masons and brick masons.

Do not call a bonnet maker a bonnet manufacturer, a lace maker a lace manufacturer, a chocolate maker a chocolate manufacturer. Reserve the term "manufacturer" for proprietors of establishments; always give the *branch* of manufacture, as cotton manufacturer, woolen manufacturer, etc.

Whenever merchants or traders can be reported under a single word expressive of their special line, as "grocer," it should be done. Otherwise, say dry goods merchant, coal dealer, etc.

Use the word "huckster" in all cases where it applies.

Be very particular to distinguish between farmers and farm laborers. In agricultural regions this should be one of the points to which the Enumerator should especially direct his attention.

Confine the use of the words "glover," "hatter," and "furrier" to those who *actually make*, or make up, in their own establishments, all, or a part, of the gloves and hats or furs which they sell. Those who only sell these articles should be characterized as "glove dealer," "hat and cap dealer," "fur dealer."

Judges (state whether Federal or State, whether probate, police, or otherwise) may be assumed to be lawyers, and that addition, therefore, need not be given; but all other *officials* should have their profession designated, if they have any, as "retired merchant, governor of Massachusetts," "paper manufacturer, representative in legislature." If anything is to be omitted, leave out the office, and put in the occupation.

The organization of domestic service has not proceeded so far in this country as to render it worth while to make distinction in the character of work. Report all as "domestic servants."

Cooks, waiters, etc., in hotels and restaurants, will be reported separately from domestic servants, as "cook in hotel," etc.

The term "house-keeper" will be reserved for such persons as receive distinct *wages* or *salary* for the service. Women keeping house for their own families or for themselves, without any other gainful occupation, will be entered as "keeping house." Grown daughters assisting them will be reported without occupation.

You are under no obligation to give any man's occupation just as he expresses it. If he can not tell intelligibly what he *is*, find out what he *does*, and characterize his profession accordingly.

The inquiry as to occupation will not be asked in respect to infants or children too young to take any part in production. Neither will the doing of domestic errands or family chores out of school be considered an occupation. "At home" or "attending school" will be the best entry in a majority of cases. But if a boy or girl, whatever the age, is earning money regularly by labor, contributing to the family support, or appreciably assisting in mechanical or agricultural industry, the occupation should be stated.

CENSUS OF 1890.

PROFESSION, TRADE, OR OCCUPATION, AND MONTHS UNEMPLOYED.

16. *Profession, trade, or occupation.*—This is a most important inquiry. Study these instructions closely, and in reporting occupations avoid the use of unmeaning terms. A person's occupation is the profession, trade, or branch of work upon which he chiefly depends for support, and in which he would ordinarily be engaged during the larger part of the year. General or indefinite terms which do not indicate the kind of work done by each person must not be used. You are under no obligation to give a person's occupation just as he expresses it. If he can not tell intelligibly what he *is*, find out what he *does*, and describe his occupation accordingly. The name of the place worked in or article made or worked upon should not be used as the sole basis of the statement of a person's occupation. Endeavor to ascertain always *the character of the service rendered or kind of work done*, and so state it.

The illustrations given under each of the general classes of occupation show the nature of the answers which should be made to this inquiry. They are not intended to cover all occupations, but are indicative of the character of the answers desired in order to secure, for each person enumerated, properly descriptive designations of service rendered or work done by way of occupation and as the means of gaining a livelihood.

Agricultural pursuits.—Be careful to distinguish between the *farm laborer*, the *farmer*, and *farm overseer;* also between the *plantation laborer*, the *planter*, and *plantation overseer*. These three classes must be kept distinct, and each occupation separately returned.

Do not confuse the *agricultural laborer*, who works on the farm or plantation, with the general or day laborer, who works on the road or at odd jobs in the village or town. Distinguish also between *woodchoppers* at work regularly in the woods or forests and the laborer, who takes a job occasionally at chopping wood.

Make a separate return for *farmers* and *planters* who own, hire, or carry on a farm or plantation, and for *gardeners*, *fruit growers*, *nurserymen*, *florists*, *vine-growers*, etc., who are engaged in raising vegetables for market or in the cultivation of fruit, flowers, seeds, nursery products, etc. In the latter case, if a man combines two or more of these occupations, be careful to so state it, as *florist*, *nurseryman* and *seed-grower*.

Avoid the confusion of the *garden laborer*, *nursery laborer*, etc., who hires out his services, with the proprietor gardener, florist, nurseryman, etc., who carries on the business himself or employs others to assist him.

Return as *dairymen* or *dairywomen* those persons whose occupation in connection with the farm has to do chiefly with the dairy. Do not confuse them with employees of butter and cheese or condensed milk factories, who should be separately returned by some distinctive term.

Return *stock-herders* and *stock-drovers* separately from *stock-raisers*.

Do not include *lumbermen*, *raftsmen*, *log-drivers*, etc., engaged in hauling or transporting lumber (generally by water) from the forest to the mill, with the employees of lumber yards or lumber mills.

Fishing.—For *fishermen* and *oystermen* describe the occupation as accurately as possible. Be careful to avoid the return of fishermen on vessels as sailors. If they gain their living by fishing, they should be returned as "fishermen," and not as sailors.

Mining and quarrying.—Make a careful distinction between the *coal miners* and *miners of ores;* also between miners generally and *quarrymen*. State the *kind* of ore mined or stone quarried.

Do not return *proprietors* or *officials* of mining or quarrying companies as miners or quarrymen, but state their business or official position accurately.

Professional pursuits.—This class includes *actors*, *artists* and *teachers of art*, *clergymen*, *dentists*, *designers*, *draftsmen*, *engravers*, *civil engineers* and *surveyors*, *mechanical* and *mining engineers*, *government clerks* and *officials*, *journalists*, *lawyers*, *musicians* and *teachers of music*, *physicians*, *surgeons*, *professors* (in colleges and universities), *teachers* (in schools), and other pursuits of a professional nature. Specify each profession in detail, according to the fact. These are cited simply as illustrations of these classes of pursuits.

Distinguish between *actors*, *theatrical managers*, and *showmen*.

Make a separate return for *government clerks* occupying positions under the national, state, county, city, or town governments from clerks in offices, stores, manufacturing establishments, etc.; also distinguish *government officials*.

Return *veterinary surgeons* separately from other surgeons.

Distinguish *journalists*, *editors*, and *reporters* from *authors* and other *literary persons* who do not follow journalism as a distinct profession.

Return separately *chemists*, *assayers*, *metallurgists*, and other scientific persons.

Domestic and personal service.—Among this class of occupations are comprised *hotel keepers*, *boarding-house keepers*, *restaurant keepers*, *saloon keepers*, and *bartenders*; *housekeepers*, *cooks*, and *servants* (in hotels, boarding-houses, hospitals, institutions, private families, etc.); *barbers* and *hairdressers*; *city*, *town*, and *general day laborers*; *janitors*, *sextons*, and *undertakers*; *nurses* and *midwives*; *watchmen*, *policemen*, and *detectives*. Specify each occupation or kind of service rendered in detail, according to the fact. The above are given only as examples of the occupations which would naturally be included under this general class of work.

Distinguish carefully between *housekeepers*, or women who receive a stated wage or salary for their services, and *housewives*, or women who keep house for their own families or for themselves, without any gainful occupation. The occupation of grown daughters who assist in the household duties without fixed remuneration should be returned as "*Housework—without pay.*"

As stated under agricultural pursuits, do not confuse *day laborers*, at work for the city, town, or at odd jobs, with the agricultural laborer, at work on the farm or plantation or in the employ of gardeners, nurserymen, etc. State specifically the *kind* of work done in every instance.

Clerks in hotels, restaurants, and saloons should be so described and carefully distinguished from *bartenders*. In many instances bartenders will state their occupation as "clerk" in wine store, etc., but the character of the service rendered by such persons will readily determine whether they should be classed as "bartenders" or not.

Stationary engineers and *firemen* should be carefully distinguished from *engineers* and *firemen* employed on locomotives, steamboats, etc.

Soldiers, *sailors*, and *marines* enlisted in the service of the United States should be so returned. Distinguish between officers and enlisted men, and for civilian employees return the kind of service performed by them.

Pursuits of trade and transportation.—Distinguish carefully between *real estate agents*, *insurance agents*, *claim agents*, *commission agents*, etc. If a person is a real estate agent and also an auctioneer, as is often the case, return his occupation as *real estate agent and auctioneer*.

Return accountants, bookkeepers, clerks, cashiers, etc., separately, and state the kind of service rendered, as *accountant—insurance; bookkeeper—wholesale dry goods; clerk—gas company; cashier—music store.*

Do not confound a clerk with a salesman, as is often done, especially in dry goods stores, grocery stores, and provision stores. Generally speaking, the persons so employed are to be considered as salesmen, unless the bulk of their service is in the office on the books and accounts; otherwise they should be returned as *salesman—dry goods; salesman—groceries*, etc.

Stenographers and *typewriters* should be reported separately, and should not be described simply as "clerks."

Distinguish carefully between *bank clerks*, *cashiers in banks*, and *bank officials*, describing the particular position filled in each case. In no case should a *bank cashier* be confounded with cashiers in stores, etc.

Distinguish between foremen and overseers, packers and shippers, porters and helpers, and errand, office, and messenger boys in stores, etc., and state in each case the character of the duties performed by them, as *foremen—wholesale wool house; packer—crockery; porter—rubber goods; errand boy—dry goods; messenger boy—telegraph.*

State the kind of merchants and dealers, as *dry goods merchant*, *wood and coal dealer*, etc. Whenever a single word will express the business carried on, as *grocer*, it should be so stated.

In the case of hucksters and peddlers also state the kind of goods sold, as *peddler—tinware.*

Distinguish *traveling salesmen* from salesmen in stores, and state the kind of goods sold by them.

Return *boarding* and *livery-stable keepers* separately from *hostlers* and other stable employees.

Distinguish also between *expressmen*, *teamsters*, *draymen*, and *carriage and hack drivers.*

Steam railroad employees should be reported separately, according to the nature of their work, as *baggagemen*, *brakemen*, *conductors*, *laborers on railroad*, *locomotive engineers*, *locomotive firemen*, *switchmen*, *yardmen*, etc.

Officials of railroad, *telegraph*, *express*, and *other companies* should be separately returned and carefully distinguished from the employees of such companies.

Boatmen, *canalmen*, *pilots*, *longshoremen*, *stevedores*, and *sailors* (on steam or sailing vessels) should be separately returned.

Telegraph operators, *telephone operators*, *telegraph linemen*, *telephone linemen*, *electric-light men*, etc., should be kept distinct, and a separate return made for each class.

Manufacturing and mechanical pursuits.—In reporting occupations pertaining to manufactures there are many difficulties in the way of showing the kind of work done rather than the article made or the place worked in. The nature of certain occupations is such that it is well nigh impossible to find properly descriptive terms without the use of some expression relating to the article made or place in which the work is carried on.

Do not accept "maker" of an article or "works in" mill, shop, or factory, but strive always to find out the particular work done.

Distinguish between persons who tend machines and the unskilled workman or laborer in mills, factories, and workshops.

Describe the proprietor of the establishment as a "manufacturer," and specify the branch of manufacture, as *cotton manufacturer*, etc. In no case should a manufacturer be returned as a "maker" of an article.

In the case of apprentices, state the trade to which apprenticed, as *Apprentice—carpenter*, etc.

Distinguish between *butchers*, whose business is to slaughter cattle, swine, etc., and *provision dealers*, who sell meats only.

Distinguish also between a *glover*, *hatter*, or *furrier* who actually make or make up in their own establishments all or part of the gloves, hats, or furs which they sell, and the person who simply deals in but does not make these articles.

Do not use the words "factory operative," but specify in every instance the kind of work done, as *cotton mill—spinner; silk mill—weaver*, etc.

Do not describe a person in a printing office as a "printer" where a more expressive term can be used, as *compositor*, *pressman*, *press feeder*, etc.

Make the proper distinction between a *clock* or *watch* "*maker*" and a *clock* or *watch* "*repairer.*" Do not apply the word "jeweler" to those who make watches, watch chains, or jewelry in large establishments.

Avoid in all cases the use of the word "mechanic," and state whether a *carpenter*, *mason*, *house painter*, *machinist*, *plumber*, etc.

Do not say "finisher," "molder," "polisher," etc., but state the article finished, molded, or polished, as *brass finisher*, *iron molder*, *steel polisher*, etc.

Distinguish between *cloak makers, dressmakers, seamstresses, tailoresses*, etc. In the case of *sewing-machine operators*, specify the work done.

Other occupations.—When a lawyer, merchant, manufacturer, etc., has retired from practice or business, say *retired lawyer, retired merchant*, etc.

The distinction to be made between *housewives, housekeepers*, and those assisting in *housework* has already been stated under "DOMESTIC AND PERSONAL SERVICE." For the large body of persons, particularly young women, who live at home and do nothing, make the return as "No occupation." With respect to infants and children too young to take any part in production or to be engaged in any stated occupation, distinguish between those at home and those attending school. For those too young to go to school, or who for some reason did not attend school during the census year, write the words *At home*, and for those who attended school during some part of the school year write the words, *At school—public*, or *At school—private*, according to the kind of school. If taught by a governess or tutor, it should be so stated. The *student* at college or engaged in special studies should be reported separately from *scholars in public or private schools*.

The doing of domestic errands or family chores out of school hours, where a child regularly attends school, should not be considered an occupation. But if a boy or girl, whatever the age, is earning money regularly by labor, contributing to the family support, or appreciably assisting in mechanical or agricultural industry, the kind of work performed should be stated.

17. *Months unemployed during the census year (June 1, 1889 to May 31, 1890).*—If a person having a gainful occupation was unemployed during any part of the census year it should be so stated in months and parts of months. If, as may often happen, a person was unemployed at his usual occupation for some time during the census year and yet found other temporary employment for some part or the whole of the time, this fact should be clearly stated. For instance, a person's occupation may be that of "Farm laborer," at which he may have had no employment for three months during the census year. During two of these three months, however, he may have worked in a shoe shop, so that, so far as actual idleness is concerned, he was only out of work one month. In all such cases, where the non-employment returned in answer to Inquiry 17 does not represent actual idleness as regards the person's usual occupation given in answer to Inquiry 16, indicate the number of months unemployed at occupation by inserting the figures, in parenthesis, after the name of the occupation itself. In the case just cited, and as shown in the "illustrative example," the answer to Inquiry 16 would appear as "Farm laborer (3)" and the answer to Inquiry 17 as "1." For all persons not engaged in gainful occupations the symbol "X" should be used.

CENSUS OF 1900.

OCCUPATION, TRADE, OR PROFESSION.

153. NOTE.—*The following instructions concerning the return of the occupation, trade, or profession in column 19 do not, in the main, form a part of the instructions contained in the portfolio or the instructions printed at the bottom of the illustrative example. These instructions are very important, however, and must be not only read but studied carefully.*

154. *Column 19. Occupation.*—This question applies to every person 10 years of age and over who is at work, that is, occupied in gainful labor, and calls for the profession, trade, or branch of work upon which each person depends chiefly for support, or in which he is engaged ordinarily during the larger part of the time. (See paragraph 223.)

155. This is a most important question. In reporting occupations avoid the use of general or indefinite terms which do not indicate the *kind of work done*. You need not give a person's occupation just as he expresses it. If he can not tell intelligibly what he *is*, find out what he *does*, and describe his occupation accordingly. Endeavor to ascertain always *the kind of work done*, and so state it.

156. Indicate in every case the kind of work done or character of service rendered. Do not state merely the article made or worked upon, or the place where the work is done. For example, the reply "carriage builder," or "works in carriage factory," is unsatisfactory, because men of different trades, such as blacksmiths, joiners, wheelwrights, painters, upholsterers, work together in building carriages. Such an answer, therefore, does not show what kind of work the person performs.

157. Return every person according to his own occupation, not that of his employer. For example, describe a blacksmith employed by a manufacturer of carriages as a carriage blacksmith and not as a carriage builder, or a cooper employed by a brewery as a cooper and not a brewer, etc.

158. If a person has two occupations, enter the more important one, that is, the one from which he gets the more money. If you can not learn that, enter the one in which he spends the more time. For example, describe a person who gets most of his income by managing a farm, but also preaches, as a "farmer," but if he gets more income from his preaching, describe him as a "preacher" and not as a farmer.

159. Sometimes you will find a person engaged in one occupation, but claiming a different one. This will be common in certain resorts for invalids. Such persons often take up for the time occupations different from those followed at home. For example, you may find a clergyman canvassing for books or a physician herding cattle. In such a case ask from which occupation the person gets the more money or to which he gives more time during the year.

160. If a married woman has a gainful occupation, return the occupation accordingly, whether she does the work at her home or goes regularly to a place of employment, and whether she is regularly or only occasionally so employed. For example, "milliner," "dressmaker," "nurse," etc.

161. In farming sections, where a farm is found that is under the management or supervision of a woman as owner or tenant, return the occupation of such woman as "farmer" in all cases.

162. Report a student who supports himself by some occupation according to the occupation, if more time is given to that, but as a student, if more time is given to study. Thus report a student who does stenographic work as a student unless more of his time is spent in stenography. Report a salesman in a grocery store, who attends a night school as "salesman, groceries," because most of his day is spent in the store. (See paragraph 219.)

163. Many a person who does not follow any occupation still has an income. In that case indicate the source of the income. Report a person whose income comes from the rent of lands or buildings as "landlord." Report a person who receives his income, or most of it, from money loaned at interest, or from stocks, bonds, or other securities, as a "capitalist."

164. Abbreviations.—The space in column 19 is somewhat narrow, and it may be necessary to use the following abbreviations (but no others):

Agric., for agricultural.	*Mfr.*, for manufacturer.
Agt., for agent.	*Prest.*, for president.
Asst., for assistant.	*R. R.*, for railroad or railway.
Co., for company.	*Sch.*, for school.
Comsn., for commission.	*Secy.*, for secretary.
Dept., for department.	*Supt.*, for superintendent.
Fcty., for factory.	*Teleg.*, for telegraph.
Insur., for insurance.	*Telph.*, for telephone.
Merch., for merchant.	*Trav.*, for traveling, or traveler.
Mfg., for manufacturing.	*Treas.*, for treasurer.

165. The illustrations given under this head show the nature of the answers which should be made to this inquiry. They are not intended to cover all occupations, but are merely examples of the answers desired in order to secure a proper description of the character of the service rendered or kind of work done by each and every person engaged in gainful labor.

AGRICULTURAL PURSUITS.

166. Do not confuse a *farmer* with a *farm laborer*. If a person works on a farm for a stated wage (in money or its equivalent), even though he may be a son or other relative of the person who conducts the farm, he should be entered as a *farm laborer*, and not as a farmer. On the other hand, if a person owns or rents a farm, or operates it with or for another person, for a fixed share of the products, he should be entered as a *farmer*, and not as a farm laborer. Enter the older children of a farmer (who work on the farm) as farm laborers, except when a father and son (or sons) jointly operate the farm for fixed shares of the product. (See paragraph 300.)

167. Do not confuse a *day laborer* at work for the city, town, or at odd jobs with a *farm laborer* at work on the farm or plantation or in the employ of gardeners, nurserymen, etc. Do not say simply "*laborer*," but state in every case the *kind* of work done, as *day laborer*, *farm laborer*, *garden laborer*, etc. If a person is a *laborer* in a mill, workshop, or factory, specify the fact, in addition to the word laborer, as *laborer* (*cement works*), etc.

168. Distinguish between a *wood chopper* at work regularly in the woods or forests and an ordinary laborer who takes a job occasionally at chopping wood.

169. Distinguish between a *farmer* or a *planter* who owns, hires, or carries on a farm or plantation, and a *gardener*, *fruit grower*, *nurseryman*, *florist*, or *vine grower*, etc., who is engaged in raising vegetables for market or in the cultivation of fruit, flowers, seeds, nursery products, etc.

170. Avoid the confusion of the *garden laborer*, *nursery laborer*, etc., who hires out his services, with the proprietor gardener, florist, nurseryman, etc., who carries on the business himself or employs others to assist him.

171. Return as a *dairyman* or *dairywoman* any person whose occupation in connection with the farm has to do chiefly with the dairy. Do not confuse such a person with an employee of a butter and cheese or condensed milk factory, who should be separately returned by some distinctive term.

172. Return a *stock herder* or *stock drover* separately from a *stock raiser*.

173. Do not include a *lumberman*, *raftsman*, *log driver*, etc., engaged in hauling or transporting lumber (generally by water) from the forest to the mill with an employee of a lumber yard or a lumber mill.

FISHING.

174. For a *fisherman* or *oysterman* describe the occupation as accurately as possible. Be careful to avoid the return of a fisherman on a vessel as a sailor. If he gains his living by fishing, he should be returned as a "fisherman," and not as a sailor.

MINING AND QUARRYING.

175. Make a careful distinction between a *coal miner* and a *miner of ores;* also between a miner and a *quarryman*. State the *kind* of ore mined or stone quarried.

176. Do not return a *proprietor* or *official* of a mining or quarrying company as a miner or quarryman, but state his business or official position accurately.

PROFESSIONAL PURSUITS.

177. Specify each profession in detail, according to the fact, as follows: *Actor*, *artist or teacher of art*, *clergyman*, *dentist*, *designer*, *draftsman*, *engraver*, *civil engineer or surveyor*, *mechanical or mining engineer*, *government clerk or official*, *journalist*, *lawyer*, *librarian*, *musician or teacher of music*, *physician*, *surgeon*, *professor* (in college or university), *teacher* (in school), or other pursuits of a professional nature.

178. Distinguish between an *actor*, a *theatrical manager*, and a *showman*.

179. Return a *government official*, in the service of the national, state, county, city, or town government, by the title of his office, if that is the occupation upon which he depends chiefly for a livelihood; otherwise by his usual trade or profession.

180. Distinguish between a *government clerk* occupying a position under the national, state, county, city, or town government and a clerk in an office, store, manufacturing establishment, etc.

181. Return a *veterinary surgeon* separately from another surgeon.

182. Distinguish a *journalist*, *editor*, or *reporter* from an *author* or other literary person who does not follow journalism as a distinct profession.

183. Return a *chemist*, *assayer*, *metallurgist*, or other scientific person by his distinctive title.

DOMESTIC AND PERSONAL SERVICE.

184. Specify each occupation or kind of service rendered in detail, according to the fact, as *hotel keeper*, *boarding-house keeper*, *restaurant keeper*, *saloon keeper*, or *bartender; housekeeper*, *cook*, or *servant* (in hotel, boarding-house, hospital, institution, private family, etc.); *barber* or *hairdresser; janitor*, *sexton*, or *undertaker; nurse* or *midwife; watchman*, *policeman*, or *detective*. The above are given only as examples of the occupations which would naturally be included under this general class of work.

185. Return as a *housekeeper* a woman who receives a stated wage or salary for her services, and do not confuse her with a woman who keeps house for her own family or for herself, without any gainful occupation, or with a grown daughter who assists in the household duties without pay. A wife or daughter who simply keeps house for her own family should not be returned as a housekeeper in any case. (See paragraph 218.)

186. A *clerk* in a hotel, restaurant, or saloon should be so described and carefully distinguished from a *bartender*. In many instances a bartender will state his occupation as "clerk" in wine store, etc., but the character of the service rendered by such a person will readily determine whether he should be classed as a "bartender," or as a "clerk."

187. A *stationary engineer* or *fireman* should be carefully distinguished from a *locomotive engineer* or *fireman*.

188. A *soldier*, *sailor*, or *marine* enlisted in the service of the United States should be so returned. Distinguish between an officer and an enlisted man, and for a civilian employee state the kind of service performed by him.

PURSUITS OF TRADE AND TRANSPORTATION.

189. Distinguish carefully between a *real estate agent*, *insurance agent*, *claim agent*, or *commission agent*, etc.

190. If a person combines two or more of these occupations, as is often the case, return the occupation from which he derives the larger share of his income.

191. Return an accountant, bookkeeper, clerk, cashier, etc., according to his distinctive occupation, and state the kind of service rendered, as *accountant—insurance; bookkeeper—wholesale dry goods; clerk—gas company; cashier—music store*.

192. Do not confound a clerk with a salesman, as is often done, especially in dry goods stores, grocery stores, and provision stores. Generally speaking, a person so employed is to be considered as a salesman, unless most of his service is in the office on the books and accounts; otherwise he should be returned as *salesman—dry goods; salesman—groceries*, etc.

193. A *stenographer* or *typewriter* should be reported as such, and should not be described simply as a "clerk."

194. Distinguish carefully between a *bank clerk*, *cashier in bank*, or *bank official*, describing the particular position filled in each case. In no case should a *bank cashier* be confounded with a cashier in a store, etc.

195. Distinguish between a foreman and overseer, a packer and shipper, a porter and helper, and an errand, office, and messenger boy in a store, etc., and state in each case the character of the duties performed by him, as *foreman—wholesale wool; packer—crockery; porter—rubber goods; errand boy—dry goods; messenger boy—telegraph*.

196. State the kind of merchant or dealer, as *dry goods merchant, wood and coal dealer*, etc. Whenever a single word will express the business carried on, as *grocer*, it should be used.

197. In the case of a huckster or peddler also state the kind of goods sold, as *peddler—tinware.*

198. Distinguish a traveling salesman from a salesman in a store, return the former as a "*commercial traveler*," and state the kind of goods sold by him.

199. Return a *boarding* or *livery stable keeper* separately from a *hostler* or other stable employee.

200. Distinguish also between an *expressman, teamster, drayman,* and *carriage and hack driver.*

201. A steam railroad employee should be reported according to the nature of his work, as *baggageman, brakeman, conductor, railroad laborer, locomotive engineer, locomotive fireman, switchman, yardman,* etc.

202. An *official of a railroad, telegraph, express, or other company* should be returned by his title and carefully distinguished from an employee of such company.

203. Return a *boatman, canalman, pilot, longshoreman, stevedore,* or *sailor* (on a steam or sailing vessel) according to his distinctive occupation.

204. A *telegraph operator, telephone operator, telegraph lineman, telephone lineman, electric-light man*, etc., should be reported according to the nature of the work performed.

MANUFACTURING AND MECHANICAL PURSUITS.

205. In reporting this class of occupations there are many difficulties in the way of showing the kind of work done rather than the article made or the place worked in. The nature of certain occupations is such that it is well-nigh impossible to find properly descriptive terms without the use of some expression relating to the article made or place in which the work is carried on.

206. Do not accept "maker" of an article or "works in" mill, shop, or factory, but strive always to find out the particular work done.

207. Do not use the words "factory operative," but specify the kind of work done, as *cotton mill—spinner; silk mill—weaver*, etc.

208. Avoid in all cases the use of the word "mechanic," and state whether a *carpenter, mason, house painter, machinist, plumber*, etc.

209. Do not say "finisher," "molder," "polisher," etc., but describe the work done, as *brass finisher, iron molder, steel polisher*, etc.

210. Distinguish between a person who tends machines and the unskilled workman or laborer in mills, factories, and workshops.

211. Describe the proprietor of the establishment as a "manufacturer," and specify the branch of manufacture, as *cotton manufacturer*, etc. In no case should a manufacturer be returned as a "maker" of an article.

212. In the case of an apprentice, state the trade to which apprenticed, as *Apprentice—carpenter*, etc.

213. Distinguish between a *butcher*, whose business is to slaughter cattle, swine, etc., and a *provision dealer*, who sells meats.

214. Distinguish also between a *glover, hatter*, or *furrier* who actually makes in his own establishment all or part of the gloves, hats, or furs which he sells, and a person who simply deals in but does not make these articles.

215. Do not describe a person in a printing office as a "printer" where a more expressive term can be used, as *compositor, pressman, press feeder*, etc.

216. Make the proper distinction between a *clock* or *watch* "*maker*" and a *clock* or *watch* "*repairer.*" Do not apply the word "jeweler" to those who make watches, watch chains, or jewelry in large establishments.

217. Distinguish between a *cloakmaker, dressmaker, seamstress, tailoress*, etc. In the case of a *sewing-machine operator*, specify the kind of work done.

NONGAINFUL PURSUITS.

218. If a person is attending school write "at school." No entry in column 19 should be made, however, for a lawyer, merchant, manufacturer, etc., who has retired from practice or business; nor for a wife or daughter living at home and assisting only in the household duties without pay (see paragraph 185); nor for a person too old to work, or a child under 10 years of age not at school.

219. The doing of domestic errands or family chores out of school hours, where a child regularly attends school, is not an occupation. But if a boy or girl, above 10 years of age, is earning money regularly by labor, contributing to the family support, or appreciably assisting in mechanical or agricultural industry, the kind of work performed should be stated. (See paragraph 162.)

220. In the case of an inmate of an institution or home, such as a hospital, asylum, home for the aged, soldiers' home, penitentiary, jail, etc., no entry is required in column 19 unless the inmate is actually engaged in remunerative work for which he receives a stated wage in addition to his board. The occupation of an officer or regular employee of such institution or home, however, is to be entered in this column, the same as for all other persons having a gainful occupation.

221. *Column 20. Months not employed.*—The object of this question is to get the number of months (or parts of months) in the census year (June 1, 1899 to May 31, 1900) during which each person having a gainful occupation was not employed. For those who have no gainful occupation, leave the column blank.

222. The law does not contemplate that this question shall apply solely to the principal occupation in which the person may have been engaged during the year, but it is the intent to find out the number of months (or parts of months) during which a person ordinarily engaged in gainful labor was not employed at all.

223. A return is required in columns 19 and 20 for each and every person 10 years of age and over who was engaged in gainful labor during any part of the census year (June 1, 1899 to May 31, 1900, inclusive), or who is ordinarily occupied in remunerative work but during the census year was unable to secure work of any kind. In the latter case enter his customary occupation, as carpenter, bricklayer, etc., in column 19 and the figure "12" in column 20 to show that although he had an occupation or trade, he was not employed at all during the year at that or any other kind of work.