

HOW TO USE THE INDEX

DEFINITION OF COVERAGE

The *Index to Selected 1970 Census Reports* is a reference guide designed to facilitate easier use of reports from the 1970 Census of Population and Housing, and to enhance the user's understanding of the scope of census tabulations available in print, specifically in the following report series:¹

- PC(1) Population Volume I: Characteristics of the Population
 - PC(1)-A Number of Inhabitants
 - PC(1)-B General Population Characteristics
 - PC(1)-C General Social and Economic Characteristics
 - PC(1)-D Detailed Characteristics
- HC(1) Housing Volume I: Characteristics for States, Cities, and Counties
 - HC(1)-A General Housing Characteristics
 - HC(1)-B Detailed Housing Characteristics
- HC(2) Metropolitan Housing Characteristics
- HC(3) Block Statistics
- PHC(1) Census Tract Reports
- PHC(2) General Demographic Trends for Metropolitan Areas

These 1970 Census reports provide data for States, standard metropolitan statistical areas, cities, counties, county subdivisions, census tracts and other small areas. This index does not, on the other hand, include the "subject reports" in the PC(2) and HC(7) series, or other reports which provide national data but do not generally include data for States, cities, or smaller areas. Also excluded from this index are preliminary and advance reports which were superseded by final reports. Data available on computer summary tapes corresponding to the data indexed here are covered in the *Index to 1970 Census Summary Tapes*.²

This manual consists of three parts: introductory text, which should be read before proceeding to use the manual; the Cross-Reference Guide, an "index to the index" which is generally the first step in locating a subject; and the main body of computer-generated index entries.

¹ Most of these series include one report for each State, plus an additional U.S. Summary report. Exceptions: HC(2) and PHC(1) series consist of reports for each standard metropolitan statistical area; the HC(3) series consists of one report for each urbanized area.

² Complete bibliography is presented on page 27.

EXPLANATION OF INDEX ENTRIES

The main body of the index consists of an alphabetized listing of abbreviated table descriptions. The relationship between the index entries and the published data to which they refer is illustrated by the table in figure 1 and the discussion which follows.

Figure 1

Table 37. Household Relationship by Race, for Counties: 1970

Counties	Allegheny	Anne Arundel	Baltimore
Total persons, 65 years old and over			
Total persons, 65 years old and over	10 071	15 918	45 683
Head of family	3 730	5 564	15 432
Wife of head	1 824	2 892	8 392
Other family member	1 314	3 421	9 725
Not related to head	165	421	948
Primary individual	2 751	2 850	7 557
Inmate of institution	249	691	3 019
Other, in group quarters	38	77	610
White persons, 65 years old and over			
White persons, 65 years old and over	9 942	13 723	44 163
Head of family	3 685	4 764	14 882
Wife of head	1 808	2 587	8 153
Other family member	1 297	3 077	9 467
Not related to head	158	330	884
Primary individual	2 717	2 483	7 354
Inmate of institution	239	425	2 861
Other, in group quarters	38	57	582
Negro persons, 65 years old and over			
Negro persons, 65 years old and over	119	2 138	1 383
Head of family	44	780	523
Wife of head	16	301	221
Other family member	16	324	199
Not related to head	6	90	57
Primary individual	28	358	188
Inmate of institution	9	265	157
Other, in group quarters	—	20	48

This table may be analyzed in terms of its components: its universe, its stratifiers, its geographic referent, and its location.

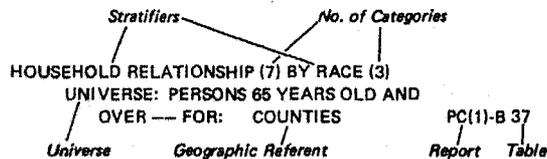
The **universe** of a table is the type of entities being counted. In figure 1, the data are numbers of persons, as opposed to housing units or families, but not all people: only those 65 years old and over. The universe is therefore specified as Persons 65 Years Old and Over.

Stratifiers are the variable attributes of the entities in the universe by which they are distributed into categories. There are two stratifiers in the example: Household Relationship and Race. Note that each of the seven relationship categories is repeated for each of the three categories of race, i.e., the two stratifiers are cross classified or cross tabulated by one another.

The **geographic referent** in the example is "counties," which is to say that there is a data summary for every county. The **location** is table 37, which appears in the

report *General Population Characteristics*, referred to here by its series numbers: PC(1)-B.

An index entry for the table in figure 1 would appear as follows:



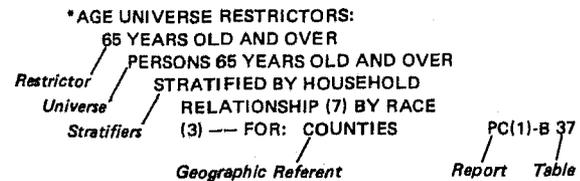
This entry includes each of the above named elements: each stratifier (with its number of categories in parentheses—explained in the next paragraph) connected by the term "BY" to indicate that the stratifiers are cross classified by one another in the table. The universe is explicitly stated, as are the geographic units covered, set off by "—FOR:". The table location, in terms of the series designation of the report and the table number within that report, will always appear in the right-hand column. While the data in figure 1 were taken from the PC(1)-B report for a specific State (Maryland) the index entry does not specify that, since parallel reports are published for all States and the user would select whichever State is of interest to him.

In this entry there is no listing of the exact categories: "Head," "Wife," "Other family member," etc., so the user must depend on the number in parentheses to indicate relative amount of detail for each stratifier. If one is looking for data on "wives of family heads," one would be more likely to find them in an entry with HOUSEHOLD RELATIONSHIP (7) than in other less detailed entries with HOUSEHOLD RELATIONSHIP (2) or (3). The number in parentheses is generally the number of unique categories. In this regard, note that the "total" line is not considered an eighth category of household relationship since the seven intervals account for the entire universe, whereas the total is considered a third category of race since it includes a residual of other races as well as white and Negro.

Since the index is an alphabetical listing of entries, the above example would appear grouped with other HOUSEHOLD RELATIONSHIP entries, following the entries for HOURS WORKED LAST WEEK, and preceding those for HOUSEHOLD TYPE. The index is completely cross-referenced and the table in the example would also appear under the heading of its other stratifier:

RACE (3) BY HOUSEHOLD RELATIONSHIP (7)
UNIVERSE: PERSONS 65 YEARS OLD AND
OVER — FOR: COUNTIES PC(1)-B 37

A third entry is also called for, associated with the stratifier AGE. Many census tables have as their universe simply all persons or all housing units. But in the example the universe is restricted to persons 65 years old and over. We will refer to 65 YEARS OLD AND OVER as a restrictor. The restrictor corresponds to what might be a category of the stratifier AGE. The same information as is in the example in figure 1 might have been presented as part of a larger table with a universe of all persons, stratified by age, by household relationship, by race—assuming 65 years old and over is one of the categories of age presented. So that the table in figure 1 can also be referenced with tables stratified by age, the following entry would also appear:



The asterisk sets off the beginning of a different kind of index entry. The first indented line gives the restrictor, the double-indented line gives the universe, and the triple-indented line lists the stratifiers followed by the geographic referent. In the main body of the index, this entry is present in a group including all other tables with the same universe, and followed by those entries for any other universe containing the restrictor "65 years old and over." If the universe had been "married persons 65 years old and over," the universe would have been associated with two restrictors and could have been referenced under MARITAL STATUS RESTRICTORS as well. Universe restrictor entries in the index appear at the end of other entries for the associated stratifiers, e.g., AGE UNIVERSE RESTRICTORS follows other entries for AGE.

In using restrictor entries one must remember that they are not the only references to data so restricted. Data for persons 65 years old and over, for instance, will appear in most of the entries with AGE as a stratifier as well as in the additional entries under the restrictor 65 years old and over.

For the purposes of this index, most "tables" in the reports have been subdivided into simpler units for indexing. A table entitled "Ethnic Characteristics" may be indexed as several parts corresponding to specific stratifiers: Nativity, Country of Origin, Spanish Heritage, and Mother Tongue. In this way each entry is allowed to be more specific and hence can be more easily compared with other tables offering slightly different subject matter. In some cases one set of data corresponding to an index entry will be imbedded in

another such unit of data. Means and medians are always separately indexed even though they appear to be part of an income or other distribution.

USE OF THE CROSS-REFERENCE GUIDE

Use of this alphabetical index requires familiarity with census terminology and, more specifically, with the terms used in the index. The user must know, for instance, that while he can find no entries for AGE OF STRUCTURE, he will find the listings he wants under YEAR STRUCTURE BUILT, the term used in census publications. Examination of the cross-reference guide, on pages 9 through 26 is the logical first step in looking up any variable in the index.

Structured in a fashion to parallel the main body of the index, the Cross-Reference Guide is an alphabetical listing of terms related to census subject matter. The user interested in a particular topic looks it up in the Cross-Reference Guide, which may indicate either an alternative wording or a substitute variable which he may consider. If the topic is in capital letters, it indicates a valid stratifier as it appears in the index; it is frequently followed by a list of restrictors which outline the universe restrictor entries associated with that stratifier. Many of the stratifiers have "See also:" references to related stratifiers which the user should also consider.

A variety of other notes also appear in the Cross-Reference Guide. Where applicable to a particular stratifier, supplementary reports and subject reports not referenced in the main body of the index are cited. Occasional notes indicate more complicated relationships among variables, special conditions affecting certain data, etc.

Many inquiries are phrased in terms of single data categories (e.g., "Where are there large populations of senior citizens?"). Since the index is oriented toward variables (stratifiers), it is necessary to generalize from the category to the variable before trying to look something up. Going from the category "senior citizens" to AGE, or from "doctors and lawyers" to OCCUPATION, will need to become a standard part of phrasing index inquiries. In many cases where the category-to-stratifier relationship is less obvious, entries in the Cross-Reference Guide can provide the link, for example, "Single-Family Housing Units—See: Units in Structure" and "Government Workers—See: Class of Worker."

The Cross-Reference Guide is thus a screening device for any inquiry into the main body of the index. The user learns what terms to look up, as well as what alternative references are available. In fact, browsing or reading through the Cross-Reference Guide provides a useful introduction to the types of subject matter available in census reports. A more methodical approach to using the Cross-Reference Guide in a specific request is summarized in the section "Step-by-Step Approach to the Index" on page 8.

GEOGRAPHIC AREAS

Finding Data for Specific Types of Areas

In every index entry the geographic unit or units for which data are provided are explicitly specified. The index is not, however, structured as an index to geographic areas. It is not, for instance, possible to find in one place a listing of all the data available for counties. The user must determine what subject matter is desired, look it up under the appropriate stratifier or stratifiers, then scan the listings for references designated "— For: Counties" or for a list of geographic units including counties.

There are two exceptions to this general rule. First, a few kinds of geographic units appear in only one report, most notably census tracts and blocks. Data for blocks can be adequately scanned by going directly to an HC(3) report, without consulting the body of this index at all. Data for townships and other county subdivisions are so few that the Cross-Reference Guide lists the only two references and, in general, what data they contain. Areas associated with only one or two reports are listed as part of table 1 on page 4.

The second exception is that data for the Nation, its regions and divisions require reference to table 3 in conjunction with the index entries. National, regional, and divisional data appear in U.S. Summary reports in most of the series indexed here, but the table numbering is not generally the same as for other reports in the same series. To locate specific data, look up the index references under the appropriate stratifier(s) and note those which qualify.³ Then use table 3 on pages 6 and 7 to locate the corresponding table numbers in U.S. Summary reports.

³ U.S. Summary report data for the Nation and for regions parallel the most detailed summaries in the corresponding regular reports, which are generally the tables provided at the State level. To simplify table 3, all PC(1), HC(1) and PHC(2) references which do not include State data are left out. Therefore, when listing index references prior to using table 3, note only those which include State data.

Table 1. GEOGRAPHIC AREAS

Geographic Areas Found in These Reports

Areas in several report series

- States
- Standard metropolitan statistical areas (SMSA's)
- Urbanized areas (UA's)
- Counties
- Places (includes all incorporated cities and unincorporated places meeting minimum population criteria)
- Towns in New England¹
- Metropolitan and nonmetropolitan areas
- Urban and rural areas
- Farm and nonfarm residence¹

Areas in only one or two report series

- Blocks¹ HC(3)
- Census tracts inside SMSA's PHC(1)
- Central business districts¹ PHC(1)
- Congressional districts¹ PC(1)-A
- County subdivisions (minor civil divisions, such as townships and census county divisions)¹ PC(1)-B, PC(1)-A

Areas only in U.S. Summary reports — See table 3.

- Nation
- Census Regions
- Census Divisions

Geographic Areas Not in the Reports Indexed Here

- Census tracts outside SMSA's²
- Enumeration districts and block groups²
- Planning areas³
- School districts³
- Traffic zones
- Wards¹
- Zip-code areas²

¹ Listings in the Cross-Reference Guide give important additional information for accessing these areas.

² Data are available on computer tape only. See the *Index to 1970 Census Summary Tapes* or the *1970 Census Users' Guide*.

³ Data for many "noncensus" local areas can be obtained by aggregating census tracts or blocks. See the detailed maps in PHC(1) and HC(3) reports.

Geographic Terms and Abbreviations

Area classifications are defined in the introductory text or appendix A of each of the indexed reports. Specific SMSA's, urbanized areas, counties and county subdivisions are further defined by maps in PC(1)-A and HC(1)-A, as are tracts in PHC(1). The most detailed maps available are in the HC(3) reports and cover areas slightly larger than urbanized areas, identifying blocks by number and locating tract, city, township and other boundaries.

Some geographic units are not conducive to being outlined on a map: those which refer to a type of area. Urban area and rural area refer to overall components of States or counties. Rural-nonfarm and rural-farm populations, while determined by subject matter, household-by-household, are generally presented as geographic components of a State. Metropolitan and nonmetropolitan areas distinguish the combination of all SMSA's in a State from everything else.

To conserve space, the phrases specifying geographic coverage have been considerably abbreviated. The most frequent abbreviation is of minimum populations; for example, PLACES 50,000+ indicates places of 50,000 or more population in 1970; PLACES 10,000-50,000 indicates places with between 10,000 and 50,000 population in 1970. All abbreviations are summarized in table 2.

Table 2. ABBREVIATIONS OF GEOGRAPHIC TERMS

CC's	central cities (of SMSA's or urbanized areas)
CC/REMAINDER	inside central cities and outside central cities
MCD/CCD	county subdivisions: minor civil divisions, and census county divisions where MCD's are not used.
METRO/NONMETRO	metropolitan (inside SMSA's) and nonmetropolitan (outside SMSA's) components
METRO/CC/NONMETRO	metropolitan: inside central cities and outside central cities; and nonmetropolitan components
PLACES 2500+	places with 2,500 or more population in 1970
SMSA's	standard metropolitan statistical areas
UA's	urbanized areas
U/R	urban area and rural area
U/RNF/RF	urban, rural-nonfarm and rural-farm areas
RNF/RF	rural-nonfarm and rural-farm components
TYPE OF RESIDENCE	generally a series of categories including urbanized area, other urban area and rural area, with further breakdowns discussed in the text.

The phrase STATE: BY TYPE OF RESIDENCE indicates that summaries are presented for the State,

urban area, urbanized area, central city area, urban fringe of urbanized areas, in places of 10,000+ outside urbanized areas, in places of 2,500-10,000, rural area, in rural places of 1,000-2,500, and other rural areas in the State; references in PC(1)-C substitute rural-nonfarm and rural-farm for the last two categories. RESIDENCE, TYPE OF is a stratifier covering similar categories, with several restrictors covering several unique type-of-area concepts.

NOTE ON RACE AND SPANISH ANCESTRY

Data for Persons of Spanish Ancestry

The 1970 census counted the Spanish-ancestry population in more than one way. Data collected in the census 5-percent sample identified persons of "Spanish origin or descent" as those who indicated that their origin or descent was Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish. Data collected in the census 15-percent sample identified persons of "Spanish heritage" in three different ways depending on the part of the country. In most States Spanish heritage was defined as persons of "Spanish language," i.e., persons with Spanish mother tongue and other members of their families. In five south-western States, Spanish heritage included persons of Spanish language plus anyone else who had a Spanish surname. In New York, New Jersey, and Pennsylvania, Spanish heritage was defined as persons born in Puerto Rico or persons with one or both parents born in Puerto Rico.

Most of the data for persons of Spanish ancestry in these reports are presented for the population as defined in the 15-percent sample and are indexed (1) under the stratifier SPANISH HERITAGE, where several pages list tables with universes restricted to the Spanish heritage population, and (2) under the stratifiers RACE and RACE OF HEAD, where most entries for PC(1)-C and PC(1)-D have the following four categories: Total, White, Negro, and Spanish Heritage. Spanish heritage is not a racial category, but is included under these stratifiers only to provide data corre-

sponding to that available for Negroes, the total white population, and other race groups.

Data for the Spanish-ancestry population as defined in the 5-percent sample include relatively few entries under the stratifier SPANISH ORIGIN OR DESCENT and under those RACE entries cross classified by 5-percent questions, including marital history, vocational training, disability, and employment status in 1965.

"Special Cases" of Race and Race of Head

Many tables in PC(1)-D provide data cross classified by race in the State summary but omit or limit racial categories in summaries for urban and rural components, SMSA's or places. Race and race of head stratifiers denoted "special case" indicate that complete race data appear only for the State summary.

SPECIAL CASE No. 1. For SMSA or place summaries, data are given for the total population; there is no summary for "white," but summaries are given for Negro or Spanish heritage if there are 25,000 or more Negroes or persons of Spanish heritage in the SMSA or place. Where urban, rural-nonfarm and rural-farm summaries appear, there are no racial breakdowns except (1) in the 16 States in the South region a Negro summary appears for any component with 25,000 or more Negroes and (2) in the five south-western States a summary appears for any component with 25,000 or more persons of Spanish language or Spanish surname.

SPECIAL CASE No. 2. Race categories—Total, White, Negro, and Persons of Spanish Heritage—appear for the State summaries, but do not appear in summaries for SMSA's or urban, rural-nonfarm, or rural-farm components.

In short, if one is looking for State data by race, the special cases needn't be of any concern. If one wants data for SMSA's with large Negro or Spanish heritage populations, special case No. 1 will suffice, but not special case No. 2.

Table 3. CORRESPONDENCE BETWEEN STATE REPORT AND U.S. SUMMARY REPORT TABLE NUMBERING

Instructions: 1. Find desired reference in the index. Make sure the entry specifies that data are given for the State (HC(2) and PHC(1) references excepted).
 2. Find block below for referenced report. Locate referenced table number in left column. Numbers in right-hand columns are table numbers in U.S. Summary.

HC(1)-A			
STATE REPORT Table No.	U.S. SUMMARY REPORT Table Nos. for--		
	United States	Regions, Divisions, States ¹	SMSA's, Places 100,000+ ¹
1	1,2	1,2	-
2	10	3	15
3	11	4	16
4	12	5	17
5	6,7	6,7	-
6	13	8	18
7	14	9	19

PC(1)-A				
STATE REPORT Table No.	U.S. SUMMARY REPORT Table Nos. for--			
	United States	Regions	Regions, Divisions, States	SMSA's
1	3	-	8-9,18	-
2	4	-	16	-
3	7	-	19	-
4	5	-	-	-
5	6	-	-	-
9	11	-	11	-
14	41	-	17,41	34

HC(1)-B			
STATE REPORT Table No.	U.S. SUMMARY REPORT Table Nos. for--		
	United States	Regions, Divisions, States ^{1,2}	SMSA's, Places of 100,000+ ^{1,2}
31	20,21	20,21	--
32	29	A:3	A:15
33	30	A:4	A:16
34	31	A:5	A:17
35	32	22	39
36	33	23	40
37	34	24	41
38	25,26	25,26	-
39	35	A:8	A:18
40	36	A:9	A:19
41	37	27	42
42	38	28	43

PC(1)-B				
STATE REPORT Table No.	U.S. SUMMARY REPORT Table Nos. for--			
	United States	Regions	Regions, Divisions, States	SMSA's, UA's, Places of 50,000+
16	47	59*	59*	66*
17	48	55*	60*	67**
18	48*	55**	60**	-
19	50,51	56	61,62,63**	-
20	52	63**	63**	-
21	53	57*	62,63**	-
22	54	58	64,65*	-

HC(2)
 Table numbering in U.S. report is identical to that of each SMSA report except that tables 19-26 (for persons of Spanish heritage) are omitted. Tables are repeated for the U.S. and each region, and for metropolitan: in central cities/outside central cities--and nonmetropolitan components of each.

HC(3)
 There is no U.S. summary report corresponding to the individual HC(3) reports. All data items in the HC(3) report can be found in HC(1) summarized for larger areas.

PHC(1)
 While there is no U.S. Summary report in the PHC(1) series, nationwide data for identical tables are presented in PC(S1)-29. Summaries are presented for the U.S. and each State. Table numbering is the same as for PHC(1) reports.

PHC(2)				
STATE REPORT Table No.	U.S. SUMMARY REPORT Table Nos. for--			
	United States	Regions	Regions, Divisions, States	SMSA's
1	1	1	2-5	10
3	7*	7*	6*	11,12*
4	8*	8*	-	-
5	16	16	13-15**	17**

PC(1)-C				
STATE REPORT Table No. ³	U.S. SUMMARY REPORT Table Nos. for--			
	United States ²	Regions	Regions, Divisions, States	SMSA's, UA's, Places of 50,000+ ³
40	140	140	140	183:185:187
41	141	141	141	184:186:188
45	68-74,76	-	-	-
46	75,77-81	-	-	-
47	82-84	-	-	-
48:59:70	85:96:107	130	142*	-
49:60:71	86:97:108	136*	143-147	-
50:61:72	87:98:109	131-2,136-7*	143,148-153	-
51:62:73	88:99:110	131,137**	154-157*	-
52:63:74	89:100:111	131,136,137*	158-160*	-
53:64:75	90:101:112	132,137*	161-164	-
54:65:76	91:102:113	133,138*	165-168*	-
55:66:77	92:103:114	134,138	169-172*	-
56:67:78	93:104:115	133,135**	173-177*	-
57:68:79	94:105:116	135,139**	178-181*	-
58:69:80	95:106:117	135,139**	182	-
91	119:125	-	-	-
92	120:126	-	-	-
93	121:127	-	-	-
94	122:128	-	-	-
95	123:129	-	-	-
96	118:124	-	-	-
97	119:125	-	-	-
98	120:126	-	-	-
99	121:127	-	-	-
100	122:128	-	-	-
101	123:129	-	-	-

See footnotes at end of table.

**Table 3. CORRESPONDENCE BETWEEN STATE REPORT AND U.S. SUMMARY REPORT TABLE
NUMBERING—Continued**

PC(1)-D					PC(1)-D—Continued				
STATE REPORT	U.S. SUMMARY REPORT Table Nos. for--				STATE REPORT	U.S. SUMMARY REPORT Table Nos. for--			
Table No.	United States	Regions	Regions, Divisions, States ⁴	SMSA 's, Cities of 250,000+ ^{4 5}	Table No.	United States	Regions	Regions, Divisions, States ⁴	SMSA 's, Cities of 250,000+ ^{4 5}
138	189	269*	322	348(369)	178	230	-	-	-
139	190	270	323	-	179	231	-	-	-
140	191	271	324	(370)	180	232	-	-	-
141	192	272	-	-	181	233	-	-	-
142	193	-	-	-	182	234	-	-	-
143	194	273	-	-	183	235	298*	-	-
144	195	-	-	-	184	236	299	-	-
145	196	274	325	-	185	237	-	-	-
146	197	275	326	-	186	238	300	-	-
147	198	-	327	-	187	239	-	-	-
148	199	276	328,329	349,350	188	240	301	-	-
149	200	277	-	-	189	241	302	-	-
150	201	278	-	-	190	242	-	-	363,364
151	202	-	330	-	191	243	-	-	-
152	203	279	331	351	192	244	303	-	-
153	204	280	-	-	193	245	304*	-	-
154	205	281	332	352	194	246	-	-	-
155	206	282	-	-	195	247	305	-	-
156	207	283	334	353	196	248	-	-	-
157	208	-	333	-	197	249	306	344	365
158	209	-	335	354	198	250	307	345	366
159	210	284	-	-	199	251	308	-	-
160	211	-	336	-	200	252	309	-	-
161	212	285	-	-	201	253	310	-	-
162	213	286	337	-	202	254	-	-	-
163	214	-	-	-	203	255	311	-	-
164	215	287	338,339	355,356	204	256	-	-	-
165	216	288	340	357	205	257	312	-	-
166	217	289	-	358,359	206	258	313	346	367
167	218	290	341,342	360,361	207	259	314	347	368(371)
168	219	291	-	-	208	260	315	-	-
169	220	292	343	362	209	261	316	-	-
170	221	293*	-	-	210	262	317	-	-
171	222,223	294*	-	-	211	263	318	-	-
172	224	-	-	-	212	264	219	-	-
173	225	295	-	-	213	265	320	-	-
174	226	-	-	-	214	266	321	-	-
175	227	296	-	-	215	267	-	-	-
176	228	297	-	-	216	268	-	-	-
177	229	-	-	-					

*Some detail of the State table is missing in the corresponding U.S. Summary.

**Substantial detail of the State table is missing in the corresponding U.S. Summary.

¹Stub is identical to State report table but type-of-residence cross classifier and percent distribution are omitted.

²Where table numbers are in the form A:3 the data are found in the U.S. Summary HC(1)-A report rather than in the U.S. HC(1)-B report.

³Table numbers separated by colons have identical stubs and differ only in type-of-residence cross classifiers.

⁴Data in the PC(1)-D U.S. Summary for Regions-Divisions-States and for SMSA's and cities of 250,000 population or more are highly abbreviated from the corresponding data for the total U.S., normally consisting of a single line of data (counts, medians, or a percentage distribution) for each geographic unit.

⁵Only three table Nos. apply to cities of 250,000+. Each is presented in parentheses. All other tables give data only for SMSA's of 250,000+.

STEP-BY-STEP APPROACH TO THE INDEX

Preliminary Questions

- a. Are you familiar with the kind of subject matter available in census reports? If not—
Browse through the Cross-Reference Guide.
Study the census questionnaire and respondent instructions; facsimiles of relevant parts are in the appendix B in all reports except PHC(1) and PHC(2); also in the *1970 Census Users' Guide*.
- b. Are you familiar with the way data are represented in this index? If not—
Reread "How to Use the Index," pages 1 to 8.
- c. What types of geographic units do you need data for and are these areas in census reports?
Check the list of areas in table 1, page 4.
If your type of units is not on the top list, i.e., it is not a standard census tabulation area, determine whether your area can be defined by aggregating small census areas such as blocks, tracts, counties, etc.

1. State your data requirements as completely as possible and list key words or phrases.

Make sure you are not asking two questions that should be asked separately. For example, finding age data and occupation data for a place should be treated as two separate inquiries. Finding the age distribution for doctors is a single inquiry involving the cross tabulation of age by occupation.

2. Look up each key word or phrase in the Cross-Reference Guide.

- a. If it is not there, think up alternative terms. Consider whether your concept is a category of some more general variable. For example, if you are looking for data for "senior citizens" think in terms of the more general variable "age," then look up age in the Cross-Reference Guide.
- b. Make a list of each Cross-Reference Guide listing you find in bold type (stratifiers). Check each "See" or "See also" term that seems related.
- c. Under every related stratifier check for restrictors that cover categories you are interested in and include them on your list.

3. Refer to entries in the index proper.

- a. If you are concerned with only one stratifier and not the interrelation of two variables, scan all of the entries listed.
Are the right geographic units listed?
Is the universe broad enough?
Does this entry have enough categories? (Give preference to an entry with a larger number of in parentheses after the stratifier name.)
- b. If the request involves two or more stratifiers that are cross tabulated, look up one stratifier, preferably one less likely to have many pages of entries to look through (e.g., avoid race, sex, and tenure, which cover many pages).
Note that entries for a given stratifier are arranged in alphabetical order of the other stratifiers which cross tabulate it. Thus, one can find in a group all entries for a particular pair of stratifiers, such as age by occupation.
If, in step 2c., above, you found relevant restrictors, look up the corresponding "restricted" universe entries. Scan the list of entries noting each usable universe, then carefully examine each entry under those universes if cross tabulation by specific stratifiers is required.
Follow the three steps above under 3a., checking for the right geographic unit, the right universe, and maximum categories.

4. Check the table(s) in the data reports to confirm that desired categories are present. If not, return to the index, looking for another breakdown, perhaps with more categories.

It may also be desirable to recheck concept definitions in the text of the referenced report (in its introduction or appendix B). If data are desired for the U.S., its regions or divisions, or if the U.S. Summary report is to be used as a compendium of data for all States and SMSA's, refer to table 3 on pages 6 and 7.