

HANDBOOK OF TRAVEL (from Scrapbooks in computer)

"George P. How, W.L. Smith and Prof. Willson of Harvard University were appointed a committee to arrange about compiling a Harvard Travellers Club book on travel dealing with all the subjects of value to its members."

(Continuation of Minutes of the Fellows Meeting, 11 April 1913. BookX p40 item46)

Some discussion on the proposed Handbook of Travel.

(Minutes of the Fellows Meeting, 20 November 1913. BookX p43 item48)

(Continuation of Minutes of the Fellows Meeting, 16 January 1914. BookX p48 item51)

(Continuation of Minutes of the Fellows Meeting, 20 November 1914. BookX p56 item56)

"The business discussed was the club handbook. Prof. William M. Davis had requested the Council by letter to accept his resignation as editor. It was voted to comply with this request. Dr Glover M Allen was considered as a possible editor and the Council decided in consideration of the thankless nature of the work to be done and the demand it would make upon his time that his services should be paid for by the Club..."

(Minutes of Council meeting, 31 October 1916. BookY p45 item50)

Some discussion on the proposed Handbook of Travel. To be at the printer in three weeks.

(Minutes of the Fellows Meeting, 15 November 1916. BookX p71 item69)

Review of second edition of Handbook of Travel. From the Geographical Journal, December 1935, page 555.

(Review of Handbook of Travel. Clip p3 item 3)

Vote to handover stock of Handbook of Travel to Harvard University Press.

(Continuation of Minutes of Council meeting, 18 February 1941. Min1 p96 item103)

Offering for sale copies of the Club History and the Handbook of Travel. Also, copies of Year Books beginning in 1938.

(Notice regarding copies of Club publications. Min4 p76 item77)

THE HANDBOOK OF TRAVEL

Another project that bore fruit was the preparation of a convenient pocket-size handbook corresponding in some degree to the Royal [Geographical] Society's Hints to Travellers, giving in condensed form information of a practical nature on many matters relating to travel. This was planned out by a committee of which Professor Davis was chairman and the preparation of the different chapters was assigned to various members. Naturally the correlation of so many separate parts and the varying size and nature of the apportionments caused infinite delay in the final preparation of the volume, which, however, was at length assembled and published by the Harvard University Press in 1917. A thousand copies were printed and the cost underwritten by three of the Club's members. It contained chapters on the methods of travel, medical care, the making and recording of observations, and the collecting and preserving of specimens of various kinds. The chapter on the determination of position, by Professor R. W. Willson, is accompanied by logarithmic tables and a clever device, fastened to the back cover, for use in making quick calculations. As an astronomer Professor Willson thought little of the passage of time and it was with difficulty that he finally found opportunity to prepare or even to correct the proof of his chapter, which is one of the most vital in the book. To the editor's relief, he at length appeared one day in mid-forenoon with the last of the proof in hand ready for a final "going over." So careful was he that every part of a calculation should appear in its proper place on the page, that he took infinite pains in arranging and re-arranging, until when it was at last satisfactorily accomplished, the editor and he looked at their watches in astonishment to find that it was long past mid-afternoon! But the book was a real contribution and a distinct success. The entire edition was sold within a few years and it is now quite out of print and perhaps to some extent, out of date. A second edition has been contemplated, but since the type of the first printing has long ago been broken up and many of the original contributors are dead, an entirely new book will have to be written, an undertaking which in the present year 1932 is again under consideration. A committee, of which Dr. George C. Shattuck is chairman, has been appointed, to discuss the preparation of a new edition, and if this is found desirable, to proceed with plans for its publication. Thus far, however, it is possible to report merely that the Committee has regarded the plan favorably and has made tentative plans for the preparation of the manuscript.

HARVARD
TRAVELLERS CLUB



Publication Announcement

TO THE MEMBERS:

For some time there has been a plan for the Harvard Travellers Club to issue a volume of suggestions or hints to Travellers. Recently at a meeting of the Fellows, after careful deliberation, it was voted to carry this out. The volume will be similar in some ways and yet different in others from already existing books. Its nature will be such that a man going off on an extended trip for some definite purpose will be able to get practical help on a variety of subjects. Its scope will not be of such a nature that it will be possible to outline or plan a special trip to the minutest detail. Anything so comprehensive would require too large and cumbersome a publication. Any one going into a given section of country would have to get specific information from other sources than this book. But, for instance, if a man who has gone off in order to survey the country finds a chance in camp to take notes on geology or to do some work in collecting and preserving some mammals or birds, or if he has had no experience in mountain climbing, he will find some practical help in the present volume. The book will be approximately 470 pages, and of such a size that it can be easily carried in the pocket for ready reference. Below is an outline of the various headings and subdivisions, opposite which will be found the number of pages allotted to each, and under each is a list of the men chosen to carry out the work.

The amount of space allotted is not final, but it is important to keep within the limits if possible. Some subjects may not need the number of pages assigned, and if so they can be utilized elsewhere.

This is the most important step the Harvard Travellers Club has ever undertaken, so it is strongly urged that the matter be taken seriously and that every one give all the time possible to it.

These committees are organizing committees only, and additions should be made by the members to include such men as they see fit who will be of assistance to them. The chairman will compile the information, which he will gather from his associates or from any members of the Club. It does not necessarily follow that the contributions shall come only from the members of the various committees, but if any one in the Club feels that he can help he should get in touch with the chairman and send in such information as will be useful. The chairman

will be in reality a sub-editor and will use any information or material that he deems best. He will hold such meetings as are necessary, at which the subject in hand will be discussed and thoroughly thrashed out.

It will be a great help if the men will do all they can this summer in making their plans so that early in the fall the compilation may be begun in earnest. At that time Professor William M. Davis, who has kindly consented to edit the work, will have returned. If there is any matter that is not clear to members of the various committees they will kindly communicate with Professor Roland B. Dixon, Westmorely Court, Cambridge, Mass.

Committee on Publication,

PROF. ROLAND B. DIXON, Chairman
 CHARLES R. CROSS, JR.,
 S. PRESCOTT FAY,
 DR. GEORGE P. HOWE,
 PROF. R. W. WILLSON.

I. The Paraphernalia and Methods of Travel.

A. OUTFIT.

	Pages allowed
a. Camp equipment (tents, cooking-kit, sleeping-bags, etc.)	30
b. Food (foods, rations, emergency foods, etc.)	20
c. Clothing (tropical, arctic, etc.)	15
d. Appliances (tools, knots, etc.)	15

Committee: W. B. Cabot, *Chairman*, C. R. Cross, Jr.,
 Prof. T. Lyman.

B. TRAVEL.

a. TRANSPORT.

- | | |
|---|----|
| 1. Horse | 15 |
| Committee: C. W. Furlong, <i>Chairman</i> , S. P. Fay. | |
| 2. Foot | 10 |
| Committee: Gerrit Forbes, <i>Chairman</i> ,
F. T. Colby, S. Kennedy. | |
| 3. Water | 15 |
| Canoeing, boating. | |
| Committee: J. W. Worthington, <i>Chairman</i> ,
Dr. J. L. Bremer. | |

b. TRAVEL.

1. Pathfinding, trailing	10
2. Mountain climbing	10
3. Snowshoeing	5
4. Signalling, blazing	5
5. Camp organization, fires, water, etc.	15
6. Emergency methods	5

Committee: W. B. Cabot, *Chairman*, Dr. G. P. Howe,
C. R. Cross, Jr.

C. MEDICINE AND HYGIENE.

a. Accidents, disease	50
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Committee: Dr. George C. Shattuck, *Chairman*,
Dr. W. J. Mixter, Dr. G. P. Howe.

II. Observations and Records of Travel.

A. MAPPING, SURVEYING.

a. Outfit	5
b. Use of instruments, etc.	10
c. Surveying, mapping, etc.	25

Committee: Prof. R. W. Willson.

B. ASTRONOMICAL OBSERVATIONS.

a. Observations	30
b. Tables	70

Committee: Prof. R. W. Willson.

C. PHOTOGRAPHY

Committee: Prof. H. W. Smith, John T. Coolidge, Jr. 15

D. SCIENTIFIC DATA, COLLECTIONS.

a. Meteorology. Prof. Robert DeC. Ward	15
b. Geography. Prof. William M. Davis	15
c. Geology	15
d. Natural History	25

Committee: Thomas Barbour, *Chairman*,
G. M. Allen, Dr. W. L. Smith.

e. Anthropology, archæology	20
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Prof. Roland B. Dixon, Dr. A. M. Tozzer.

f. Industry, commerce, etc.	5
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Prof. Roland B. Dixon, Dr. A. M. Tozzer.

PART I — 220 pages

PART II — 250 pages

470

S. PRESCOTT FAY,
SECRETARY

53 State Street, Boston,
June 16, 1914.

ANNOUNCEMENTS
OF HARVARD BOOKS
FOR THE AUTUMN OF 1935



HARVARD · UNIVERSITY · PRESS
PUBLISHERS OF THE LOEB CLASSICAL LIBRARY
CAMBRIDGE · MASSACHUSETTS

A STUDY IN HIGHWAY ECONOMICS

By WILFRED OWEN. Harvard Phi Beta Kappa Prize Essay for 1934. xi + 109 pages. 12mo. Cloth. \$1.25. [June 24, 1935]

The modern highway problem has resulted in a mass of heterogeneous, isolated studies, lacking in both system and interconnection. Mr Owen has therefore faced the primary necessities of bringing order into the chaos, of selecting the most dependable material, and of relating all this to other economic questions. He has considered, in remarkably interesting fashion, the methods of planning, constructing, and maintaining the best possible highway system at the lowest possible cost to the public; the way in which highway costs may be equitably distributed; and the methods by which payments may be collected. It is a study that will interest the general public as well as the highway engineer.



Science

HANDBOOK OF TRAVEL

Prepared for the Harvard Travellers' Club; edited by GEORGE CHEEVER SHATTUCK. xii + 510 pages. 12mo. Cloth. \$3.00. [April 2, 1935]

In response to continued demands the Harvard Travellers Club is now issuing a second, revised edition of its Handbook. Its purpose is twofold: first, to offer the prospective traveller a great variety of information which may be helpful to him while planning his expedition; and second, to provide a compact volume which will be useful in the field. It is divided into four sections: I. Methods of Travel; II. Camping; III. Recording and Collecting; IV. Hygiene, Medicine, and Surgery. Among the many topics are travel with pack-horses or mules, the reindeer trail, llamas as pack-animals, mountain climbing, canoes and their uses, camp and personal equipment

R.A.F. PENROSE, JR.
460 BULLITT BUILDING
PHILADELPHIA, PA.

✓
October 22, 1914.

Mr. S. Prescott Fay,
53 State Street,
Boston, Mass.

Dear Sir:

I have a postal card from you dated October 20, in which a reference is made to the proposed hand-book of the Harvard Travellers Club. This is the first that I have heard of the hand-book, and any previous notice to me must have miscarried, as I have not received it. I would be very greatly obliged to you if you could let me know something about the matter.

Very truly yours,

R.A.F. Penrose Jr.

Sent. 10/5/14



Nov. 24th 1914.

My dear Mr Orendorff;-

I forgot in my letter just mailed, to ask you to send as soon as possible, an extra copy of the circular in regard to the Handbook of travel, to Prof. Davis, addressing it to the Colonial Club, Cambridge. You had better send me a few extra ones if you have them, as I have requests for them every now and then.

Yours very truly

Roland B. Dixon.



DET KONGELIGE DANSKE
GEOGRAFISKE SELSKAB.

The Royal Danish
Geo. Soc.

Copenhagen

AMALIEGADE 33.
KJØBENHAVN K., DEN 10 - II - 1931.

TELEFON: PALÆ 3071

Nº 23 ✓

H.T.C. #1

The Harvard Travellers' Club
New Haven, Connecticut

Dear Sir:

The Royal Danish Geographical Society
begs you to do it a favour.

We are in search of your

"Handbook of travel

Prepared by the Harvard Travellers Club 1917"

and should be very thankful if you can find us a copy
of the book.

Thanking you in advance

I am

On behalf of the Committee

Yours truly

Major General *Castouier*



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Major General

Castouier

March 4, 1931.

Major General Castonier,
The Royal Danish Geographical Society,
Amaliegade 33,
Copenhagen, Denmark.

My dear General:

Due to the fact that your letter of February 10th was addressed to New Haven, Conn., and the Harvard Travellers Club is in Boston, Mass., there was some delay in receiving it for which I apologize.

I am very sorry to have to advise you that the Handbook of Travel "prepared by the Harvard Travellers Club 1917" is now out of print, but I will endeavor to locate a copy for you if possible.

With renewed expressions of regret, believe me

Yours very truly,

GAL-KAC

George A. Lyon,
Secretary.

XXXXXXXXXX 209 Newton St.,
Brookline, Mass.

March 4, 1931.

Dr. Edward Wigglesworth,
Museum of Natural History,
Berkeley Street,
Boston, Mass.

Dear Edward:

I have just replied to the letter of the Loyal Danish Geographical Society expressing regret at not being able to give them the Handbook. Do you know of any copies that are available? Perhaps we could pick one up somewhere.

It is interesting to note how everything gravitates to the most desirable centers eventually, isn't it?

I understand that many of the heads in the Aesculapian Room belong to Bob Cross, a member of our Club who died in 1915, and I have been told that these heads were originally given to the Harvard Travellers Club and not to the Harvard Club. Do you know anything about this? If we have a room in the new Geographic Building in Cambridge as is possible, they would be of value to us I should think.

Sincerely yours,

GAL-KAC

George A. Lyon.

E. WIGGLESWORTH
234 BERKELEY STREET
BOSTON, MASSACHUSETTS

#1 HTIC

March 5, 1931.

Mr. George A. Lyon,
Boston, Mass.

Heads

Dear George:

The Harvard Travellers Club Handbook is evidently very scarce. While I was secretary we had numerous inquiries for it but I never was able to locate a single copy. Everybody who has one hangs on to it with an iron grip. The only chance to get one would be to pick one up some day in a second-hand book shop. Or you might put a note on the next meeting notice asking any members who no longer had use for their copy to turn it in to you. A few years ago we appointed a committee to look into the advisability of republishing it. The Harvard University Press, contrary to our agreement with us, had destroyed the electros. We therefore found that it would be a very expensive proceeding to republish. As I remember it Glover Allen and Bill Cabot with one other member composed this committee. The third member may have been Tom Barbour.

In regard to the heads in the Aesculapian Room at the Harvard Club: It is my impression that the heads

Mr. George A. Lyon.

-2-

given by Bob Cross were given to the Travellers Club and not the Harvard Club. However this is only an impression. Other heads there were given by the Mixters and Francis Colby. There may be some record at the Harvard Club. A letter to them might give you the information whether or not they have any record of the heads belonging to them. If they have not, I would take it for granted that they belong to us.

There is one head and front legs of a bear over the mantelpiece that Doctor Mixer gave to the Harvard Club while I was treasurer. This is the only one that I know does definitely belong to the Harvard Club. I certainly think that if we have a room in the new Geographic Building, our heads should be there.

Sincerely yours,

Edward W. Nye

• Mr. George A. Lyon.

-2-

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Sincerely yours,

Edward W. Niles

Peking July 20. 1933

(42)

Famous Species
- Sverbeed
Henderson

Dear Mr Lyon

To be returned
to Lyon

Certainly I will never forget the charming evening of March 1. 1932 (also very sad on account of the fate of the Lindbergh baby!) - when I had the honor to be received by the Harvard Travellers Club and made an honorary member of it. Of course I would be delighted to contribute to the new edition of the Handbook of Travel, but I am afraid I am very incompetent at revising the section of Mr Bates on "Camel Travel in Africa", which as you say should be brought down to date. First of all I should have the original article in my hands, and being able to change it, and before it takes another 2 months before it could be seen. And I will be here at all sure that I will be here in 2 months from now - and it is not quite certain where I am going to be if not in Peking.

But the most important thing is that I have never been in Africa and have no experience whatsoever of expeditions except a journey through Baluchistan in 1906, where, however, the conditions are very different from those in Africa.

If the question had been about
"Camel Travel in Asia" it would
have been easy, as I have travelled
so much in this continent.

But, as I said before, my plans
are too unsettled, and as you do not
speak at all about Asiatic travels,
it would be of no use for me
to write about my experiences. But
if this is a mistake, I may perhaps
suggest a very brilliant writer
who knows a lot about camels and
who may be in Boston - anywhere
I know him he is in USA. viz.,
Mr Owen & Attimore who is a great
friend of mine and who has
written some fascinating books about
his long and important career
and his long and important career.

Finally I thank you most
heartily for thinking of me in such
a nice and flattering way. I hope
we shall meet again in some way
and that I shall have again the
opportunity to address the Travellers Club.
With kindest regards
Yours very sincerely

Owen Hedley

Barnes

Cobourg Ont.

Oct 24-1933

Cobourg, Ont.

Dr G C Schattuck

Harvard Medical School

Boston, Mass.

W. Barnes

Dear Dr Schattuck,

I reached home only yesterday after three weeks on the trail from Great Bear Lake hence only received your letter upon my arrival here. I regret very much the delay and hope that you will not be inconvenienced.

I suggested to Mr Lyon that he or yourself should use the material I forwarded in any way you considered best as your decision in that regard is quite all right.

Just one point in the notes from Dr. Haines article. At the end of the first paragraph "but if one plans to get on without nature aid, waddens are much better".

after having tried many combinations of woollen clothing, I have yet to find one that is satisfactory for travel in the barren as on the Arctic ice. Some combination of wool and dry tanned leather, such as moose hide etc might be made to serve, but in my opinion raunders or caribou skins (or other good fur) are essential to health and comfort in the north - whatever clothing is used it will require a certain amount of

attention and I do not think that the art
of caring for fur clothing is more difficult
to acquire than that of caring for woollen
or leather articles.

Re snow glasses - I am not quite clear on
just what was omitted in the sentence
quoted but the general idea is that the
glasses should be of the goggle variety with
frames fitting the face closely - The part touching
the face should not be of metal leather or
cotton as any of these promote frost bite
Either wool or felt is quite serviceable -
Goggles made of fine wire mesh, dark in
colour, with larger openings along the top
so placed that the reflected rays of the
sun cannot enter, are quite serviceable -
The openings along the top should be about
 $\frac{1}{8}$ inch each in diameter and circular
in form -

As to native goggles made from wood
as above - The main drawback to this
form of snow glass is that one cannot
see the ground close in front of the feet
This makes walking very difficult and
results in many "tumbles"

Every white man that I have known in
the north has given the native snow goggles
a trial but none have adopted them -

A foggle designed like a nature foggle
lent with a semi circular piece of coloured
glass set below the horizontal opening
so that a view of the ground may be obtained
would in my opinion be an improvement
on either of the nature or white man's
glass - It would have better ventilation
than the ordinary foggle and would also
give a view of the ground immediately
in front of the feet -

Re the article on "Hygiene and Diseases
of the Arctic" -

This article appeals to me very much
and should be of very great help to
persons travelling north.

I would suggest that a few minor
additions be made.

1st "Cold exhaustion"

In travelling in the far north when no
fuel is to be found every one should supply
himself with a snow knife (any knife
with a blade 10 to 14 inches long)

This should always be travellers carried when
travelling and should be the last article
of equipment to be abandoned.

An Eskimo when lost whether in a storm
or not builds, with the aid of his snow
knife, a shelter just large enough to

4
Crawl into, after sealing the seams between the snow blocks with snow he enters the shelter and closes the opening with a snow block leaving only ventilation enough to prevent suffocation -

This shelter should be built just as soon as one is no longer certain of his ability to locate his camp - Uncertainty - with its resultant worry together with the exertion of walking will almost certainly induce perspiration which will dampen the clothing - and thus add very greatly to the dangers of spending one or more days in an unimproved shelter without fire -

If one is properly dressed and is "dry" no danger is to be anticipated in spending one or more days in a small snow shelter especially if even a small amount of food is available.

2nd "Scurvy"

I would only suggest that the value of raw meat be stressed - should no other fresh food be available raw seal meat will effect a speedy cure -

To keep a supply of fresh food for medicinal purposes - potatoes

§

Onions and oranges may be frozen early in the winter and will be of great success if thawed rapidly, in hot water - at any time up to the next spring -

If there is any thing further that I can do in connection with the hand book I will be most happy to attempt it -

your truly

Lucretia

address

Box 115

Cobourg Ontario

901 FIFTH AVENUE

December 30, 1933

My dear George:

In reply to your communication of December 28th what you ask me regarding the best first class outfitter in New York is a somewhat difficult question to answer as there is no first class outfitter. By that I mean that London is a so much better place to outfit ^{than} no criterion exists. As good a place as any in New York is Abercrombie & Fitch, but such is not to be compared for one moment with ten or a dozen places in London. There is a firm in Philadelphia, Malis, where splendid covers for canoes, etc., can be obtained, hard, durable, water-proof stuff, as you may remember such were used in the canoes on the 1924-25 expedition. I have the address of Malis at Cambridge along with some others.

The wholesale department of Park and Tilford is the best one I know in New York for high class provisions and packing, but here again Park and Tilford is not for one instant to be compared to the Army and Navy Stores in London, and I should advise anyone starting from New York or even San Francisco to have their supplies sent out from London done by the Army and Navy Stores where there are men especially trained and have wide experience in the preparation of such work whereas with Park & Tilford one must supervise it oneself and there is the greatest difficulty in getting the proper material as regards the boxing and packing. ~~Nests of boxes~~ insofar as I know are not to be obtained in New York.

Venesta
In proceeding to South America, one should get one's hammocks there infinitely better than anywhere else as well as cheaper.

McIntyre may be an excellent man, and I dare say he is, but I do not know anything about him.

901 FIFTH AVENUE

- 2 -

I should not publish the names of any American firms in the Harvard Travellers Club handbook. What had best be done is to keep a list of outfitters, instrument makers, etc., etc., at the Harvard Travellers Club room in Cambridge where it may be consulted, or the inquirer may write to the Secretary of the Club for information.

There are, of course, along South Street harbor front in New York wholesale ship supplying firms that might do well by one, but my experience has always been that it was far better to get those things which one must procure before proceeding to where one was going, in London rather than New York.

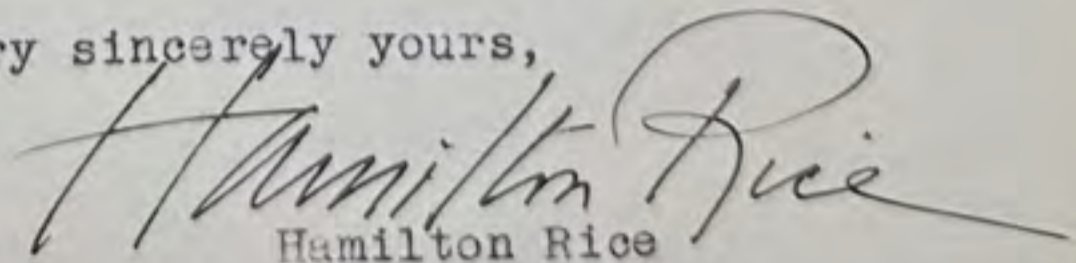
Now in regard to guns, rifles, ammunition, etc., there is no better man in this country to advise one on what to take and where to go to get one's armament than John C. Couzens. Perhaps you may know he has come to be considered, I believe, one of the best skeets performers in this country. He is the referee on matches on Long Island on skeets shooting and is very highly thought of both by amateurs and professionals who know the game.

This outfitting question is a very important one and may be put under six headings-

- ✓ 1 - clothing
- ✓ 2 - Food
- ✓ 3 - Arms and ammunition
- ✓ 4 - Camp equipment
- ✓ 5 - Instrumental equipment
- ✓ 6 - Medicinal and surgical equipment

In some of these things New York is good, but in others it is a most unsatisfactory place. There you are.

Very sincerely yours,


Hamilton Rice

Dr. George C. Shattuck
Boston, Mass.

HANDBOOK OF TRAVEL

Prepared by

THE
HARVARD TRAVELLERS CLUB

GEORGE C. SHATTUCK, *Editor*

Seal

Second Edition
Revised and Enlarged

CAMBRIDGE, MASSACHUSETTS
HARVARD UNIVERSITY PRESS

1934

title page

Tractors. Tractors with caterpillar tread can traverse almost any ground, but they are slow, uncomfortable, and subject to mechanical failure. The gasoline consumption is apt to be enormous. In general, therefore, the automobile is preferable. It can and does go almost everywhere. It is better to use one's legs for the few places where it cannot go than to slow down the whole expedition to a snail's pace for the sake of going everywhere in a vehicle.

SPECIAL FITTINGS

Trailers. The capacity of a car can be increased very greatly by adding a trailer. They are satisfactory where roads are not too rough, provided the pulling car has sufficient power. In spite of its good points, however, one can probably make better time with less trouble without a trailer than with one. A trailer must have pneumatic tires and springs, and be designed so as to tow well.

Minor alterations often make a stock car more serviceable and convenient. Truck bodies have admirable load capacity as furnished by the manufacturers. It is a good plan to add narrow boxes along the sides above the mudguards, to receive tools, lunch, cameras, etc., so that small articles in daily use can be reached in an instant without disturbing the load. The boxes should be divided into convenient lengths. Each one should have a hinged lid and a padlock; thus, one can be blocked by lashing excess cargo above it without obstructing all the other boxes on the same side. If the boxes can be detached, so much the better; they can then be carried on a foot or with pack animals. If an open-sided truck with a top is selected, it is well to enclose the sides and back with heavy iron wire grills, so the whole cargo can be safely locked.

In the case of a passenger body, tools can be carried in a locked box on the running board or on the front bumper where they are accessible, instead of going under the seat where there is never room enough. D-shaped rings of iron can be substituted for the pins in the door hinges, and stout wrought iron hooks can be riveted or bolted to the lower edge of the running board; both are used to attach ropes which hold rolls of bedding, gasoline tins, etc., onto and a padlock; thus, one can be blocked by lashing excess cargo above it without obstructing all the other boxes on the same side. If the boxes can be detached, so much the better; they can then be carried on animals. If an open-sided truck with a top is selected, it is well to

Tran Club file

John G. G. G.

file

INSTITUTE OF PARASITOLOGY

POSTAL ADDRESS:
MACDONALD COLLEGE P.O.,
QUE., CANADA.



McGILL UNIVERSITY
MONTREAL

Twenty-fourth
January
1934

Dr. G. C. Shattuck,
Harvard Medical School,
240 Longwood Avenue,
BOSTON, Mass.

Dear Dr. Shattuck:

I was the one to whom you spoke at Boston about diseases of Sledge Dogs, and since then have been collecting the small amount of data which we have on the subject: it is as follows:-

From the faeces collected in north-eastern Ontario we have identified the eggs of Hookworm, Whipworm, Opisthorchis, a Fluke, probably Paragonimus and what we believe to be a Bothriocephalus tapeworm.

From central Quebec, we have collected Hookworm and Opisthorchis eggs.

From eastern Baffin Island, in addition to the cestode and trematode-like eggs of north-eastern Ontario, we have found Toxascaris as well as Hookworm.

From dead dogs from Northern Quebec (the coast), we collected sufficient Ascarids and Hookworms to account for death or sickness.

As you probably know, Dr. J. R. West, Veterinary Inspector, Health of Animals Branch, Department of Agriculture, Canada, in the summer of 1932 went around the Canadian North-East Arctic on the ss. Ungava, collecting data and inoculating dogs in connection with epizootic disease which occurs there (Distemper), a précis of his work there appears on p. 46 of the Report of the Director General of the Veterinary Division, Canadian Department of Agriculture for the year ending March 31st, 1933.

24th January, 1934.

Dr. G. C. Shattuck.

There are several interesting stories connected with dog disease in the North-East Arctic; some may bear scientific investigation, some may not!

For instance, during an epidemic on the east coast of Hudson Bay, it was stated that the natives clipped the hair off the tails of some dogs and that these did not die.

In northern Ungava, the cycle is supposed to be four-yearly; first lemmings very numerous, then found dead in thousands, followed by disease among the white foxes, and then, disease among the dogs.

It is also believed that seal and walrus meat stored for under a year may cause disease, as in one case all the dogs in one area died except in one case where the walrus meat fed to them had been stored over a year.

At Keltie Bay, feeding of fish which had been caught in July and August and fed in February caused paralysis of hind and fore quarters of visiting dogs, but not to the dogs which were used to it.

Rock Cod, without seal meat, is supposed to make dogs very lean owing to worms.

We have some 40-odd garbage cans with Formalin scattered about Quebec and the North-East Arctic, in which we hope collectors will put dog and other intestines and will give you any further information when we have seen these next fall.

Dr. J. A. Allen, Animal Pathologist, Department of Game and Fisheries, Winnipeg, is, we believe, also working on diseases of sledge dogs.

You have probably seen Dr. C. Elton's paper on "Epidemics among sledge dogs in the Canadian Arctic and their Relation to disease in the Arctic Fox." Canad. Jl. Res. V, pp. 673-692, 1931.

Yours faithfully,

Thomas W. Emerson

Director.

Same letter (except last sentence) to
Fiala Outfits, Inc.,
47 Warren St., N.Y. City

Iver Johnson - Boston

February 26, 1934

and to Harvard Coöpn.

Abercrombie & Fitch Co.,
45th St. and Madison Ave.
New York City, N.Y.

Gentlemen:

Some years ago the Harvard Travellers Club of Boston published a small volume entitled "Handbook of Travel". This has been out of print for some years and the last single copy, I am told, was bought second-hand for \$30. The Club has had the volume thoroughly revised to bring it up-to-date and to incorporate much new material dealing with the recent developments in the use of motor cars and aeroplanes.

It is expected that the new edition of the book will be published this spring at moderate cost. The new book will be somewhat larger than the old one but will be kept down to handbook size.

Before making arrangements for publication, we want to get some idea as to the number of copies that might be sold and I should appreciate hearing from you as to whether you would like to handle the book and, if so, how many copies you might wish to take. I am not asking at this time for a definite agreement because I cannot quote you a price until the final arrangements for publication have been made. I merely wish some indication as to what you might wish to do in this matter.

I understand that you sold off the remaining copies of the first edition.

Very truly yours,

Chairman of the Editorial Committee.



FIALA OUTFITS, INC.

ANTHONY FIALA, President

47 Warren Street

New York City

Feb. 27, 1934



Surveying, Topographical and Navigation Instruments by
C. L. BERGER & SONS A. LIETZ CO.
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TO ANY PART OF THE EARTH.
OUTFITS FOR STEAMERS,
YACHTS AND SHIPS OF THE
AIR.

Dr. George Cheever Shattuck
Harvard Medical School
Boston, Mass.

Dear Sir:

Received your letter regarding the Harvard Travellers Club "Handbook of Travel" and we would be quite interested in it as we do a little business in outdoor books. If the book is not high priced we could probably use a dozen of them and probably reorder during the year. Of course, a good deal depends upon the context of this new edition.

The writer has been working on a book which would give information for outfitting explorers, somewhat on the plan of "Hints to Travellers" which had been published in the past by the Royal Geographic Society. But probably this handbook you are getting out will cover the field sufficiently so that my book will be unnecessary.

Hoping to hear from you when the book is out, we remain

Yours very truly

ANTHONY FIALA



ABERCROMBIE & FITCH Co.

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ASSOCIATED COMPANIES
VON LENGERKE & DETMOLD INC.
NEW YORK
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CHICAGO



February 27th,
1934.

JAMES S. COBB, PRESIDENT
F. H. SCHAUFFLER, VICE PRES.
OTIS L. GUERNSEY, VICE PRES.

Dr. George Cheever Shattuck,
Harvard Medical School,
Boston, Mass.

Dear Sir:

Replying to your letter of February 26th. We should be interested in only a limited number of copies of the "Hand Book of Travel".

The quantity to be ordered would depend upon the price and discount and whether or not you would be willing to consign copies to us.

Our book business here is chiefly sporting books and such travel books as we have are stocked on a consignment basis, payments made monthly on copies sold.

We find no record of having previously carried this book and the writer is not familiar with it's content.

Would you care to consign copies to us?

Very truly yours,

ABERCROMBIE & FITCH COMPANY.

R. P. Terrill
R. P. TERRILL, Mgr.
Book & Print Department.

RPT:P

HENRY S. THOMPSON, PRESIDENT
G. E. COLE, MANAGER

ESTABLISHED 1882

TELEPHONE
UNIVERSITY 6580

HARVARD COÖPERATIVE SOCIETY, INC.

PAID UP CAPITAL \$ 50,000

ADDRESS ALL COMMUNICATIONS TO THE SOCIETY
HARVARD SQUARE, CAMBRIDGE, MASS.

Mar. 6, 1934

Thanks

Dr. George Cheever Shattuck
Harvard Medical School
Boston, Mass.

Dear Sir:

We would be glad to take 25 copies of the
new edition of HANDBOOK OF TRAVEL on consignment when issued.

It is hard to say in advance how much the
students will be interested in this book but we will give it a window display
and feature it on our counters.

Very truly yours,

HARVARD COOPERATIVE SOCIETY, INC.

BY *H. Moriarty*

HCM:CH

J. LOVELL JOHNSON, PRESIDENT
W. O. JOHNSON, TREASURER

TELEPHONE LAFAYETTE 8515
CABLE "GUNDEALER"

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510 MAIN STREET
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304 MAIN STREET
WORCESTER

BOSTON, MASS., U. S. A.

March 7, 1934

Dr. George C. Shattuck,
Harvard Medical School,
Boston, Mass.



IVER JOHNSON BUILDING

Dear Dr. Shattuck:

We note what you say in yours of recent date,
regarding the "Handbook of Travel".

We shall be willing to take this book on sale,
but it would be almost impossible for us to
give any estimate of the number of copies that
could be sold. A great deal would depend on how
much money you cared to spend on advertising it.

We shall be glad to hear from you further on this.

Very truly yours,

IVER JOHNSON SPORTING GOODS COMPANY

A handwritten signature in dark ink, appearing to read "Stanley W. Wagoner". The signature is written in a cursive style with some flourishes.

DRH:MFA

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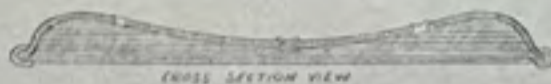
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Clothing, Packs

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THE IVER JOHNSON DOG MAT

Endorsed by Humane Societies, Leading Dog Fanciers and Veterinarians.

March 8, 1934

Harvard Cooperative Society, Inc.
Harvard Square,
Cambridge, Mass.

Gentlemen:

Thank you very much for your letter to me of March 6th concerning the Harvard Travellers Club "Handbook of Travel". I note what you say about featuring the book in a window display and I appreciate your courtesy in this matter. As soon as I have further definite information I shall communicate with you again.

Very truly yours,

COPLEY AMORY
1811 Q STREET
WASHINGTON, D.C.

Warm Springs, Georgia,
April 16, 1934.

Dr. George C. Shattuck,
Harvard Medical School,
Boston, Mass.

Dear Dr. Shattuck:

I mailed a check for one dollar to the Committee on the Handbook of Travel. The check was dated May 25, 1933 and has been paid to your Committee as shown by the endorsement on the back.

Again in October, 1933, I received a bill for the book. I wrote explaining that I had never received a copy of this book and to this letter of October, 1933 I have as yet had no reply.

I was, therefore, surprised to receive your communication dated February 21st, suggesting that I take copy of the second edition of the Handbook.

I am also surprised that I have had no acknowledgment of the receipt of my payment for a copy of the first edition nor answer to my letter in reply to a second communication of October, 1933, nor even a copy of the Handbook of Travel. If you will be good enough to write me a letter in explanation, I shall be greatly obliged.

Yours very truly,

Copley Amory

April 21, 1934

Mr. Copley Amory,
1811 Q. Street,
Washington, D.C.

Dear Mr. Amory:

I have just received your letter of April 16th in regard to the check which you sent on May 25, 1933 to the Committee on the Handbook of Travel. I am referring your letter to the Secretary, Mr. Thomas D. Cabot, 940 Old South Building, Boston, Mass., for reply inasmuch as the Committee has received no funds and has solicited none for the Handbook. All that we have done is to send out a postal card to members of the Club, asking them how many copies of the Handbook they would want, in order that we might have a general idea about how many should be printed.

A further notice will be sent out after arrangements have been made with the publisher because it will then be possible to set the price at which the book can be sold. This cannot be determined until publication has been arranged for and that, in turn, must wait until all revision of the manuscript has been completed.

you dollar The last paragraph of your letter speaks of having paid for the first edition. This was published in 1917 and has long been out of print. The second edition has, as above stated, not yet been printed. Doubtless you will hear from the Secretary in the near future.

Very truly yours,

G.C.Shattuck

Harvard Medical School
GEORGE CHEEVER SHATTUCK, M. D.
BOSTON, MASS.
May 8, 1934

REGISTERED MAIL
Handbook



Dear Tom:

I am sending you herewith my correspondence about sale of Harvard Travellers Club Handbook as follows: with Iver Johnson, Abercrombie & Fitch Co., Fiala Outfits, Inc., and Harvard Coöperative Society.

I am also enclosing, as you requested, the pledge cards which have been received from members of the Club.

Sincerely yours,

Mr. Thomas D. Cabot
940 Old South Building,
Boston, Mass.

S-N
enc

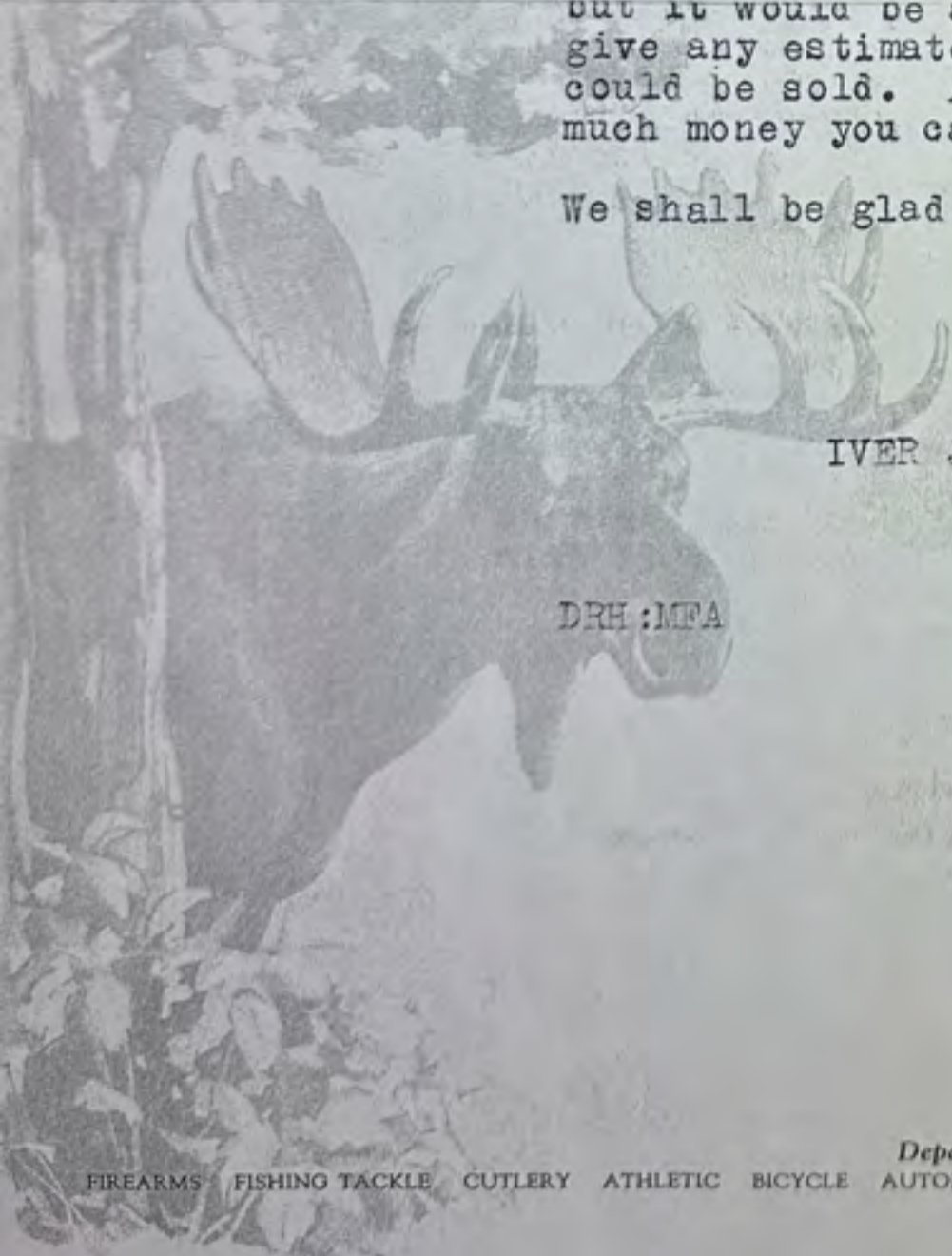
but it would be almost impossible for us to give any estimate of the number of copies that could be sold. A great deal would depend on how much money you cared to spend on advertising it.

We shall be glad to hear from you further on this.

Very truly yours,

IVER JOHNSON SPORTING GOODS COMPANY

DRH:MFA



CABLE ADDRESS
MULIER BOSTON



THE RIVERSIDE PRESS
Cambridge, Massachusetts

HOUGHTON MIFFLIN COMPANY
2 PARK STREET · BOSTON

May 17, 1934.



Mr. Thomas D. Cabot,
Harvard Travellers Club,
940 Old South Bldg.,
Boston, Mass.

Dear Mr. Cabot:

We are much interested in the Travellers Club HANDBOOK OF TRAVEL and are still engaged in working out a publication plan. At the moment we are having some estimates made at the Riverside Press and we think it advisable to wait until those came in before we attempt a definite proposal.

It seems reasonably clear that we can't undertake it at our own charges, but shall have to fall back on some protected arrangement. I infer that you have yourself had this in mind.

Cordially yours,

Ira Rich Kent

HOUGHTON MIFFLIN COMPANY

IRK:GR

CABLE ADDRESS
MULIER BOSTON



THE RIVERSIDE PRESS
Cambridge, Massachusetts

HOUGHTON MIFFLIN COMPANY
2 PARK STREET · BOSTON

RECEIVED



June 9, 1934.

ANSD

1934
JUN
11

Mr. Thomas D. Cabot,
Harvard Travellers Club,
940 Old South Bldg.,
Boston, Mass.

Dear Mr. Cabot:

Getting estimates from the Press is a more difficult matter at this time of year than at others, due, as Mr. Thompson may have told you, to the unusual pressure on that department in connection with the preparation of the Fall List.

The figures on the Harvard Travellers Club HANDBOOK OF TRAVEL have now come in, however, and I can report that if they are satisfactory to you, we shall be glad to undertake publication of the book on 20% commission, plus a publishing fee of \$100.00. The so-called commission plan contemplates the payment by the proprietors of all the costs of manufacture and paid advertising; we on our part to publish the book with our imprint, travel, store, and catalogue it and to receive commission on such copies as we ourselves sell. The edition so manufactured would be your property to be drawn upon as you might choose.

Our estimates are based on a book of 576 pages, stereotype plates, 27 line cuts and one half-tone, binding in Roxite smooth-finish cloth, gold stamping on shelf back and front cover, trimmed all round, printed back lining, jackets in one printing. We have estimated on an edition of 1,000 and also on one of 2,000 copies.

For 1,000 copies

stereotype plates	\$1862.00
engravings	102.80
press work and paper, including 27 line cuts	334.00
press work and paper one half-tone	12.00
press work and paper back lining	47.00
press work and paper jackets	11.00
binding	278.00
Total	<u>\$2646.80</u>
Cover dies extra.	

GEORGE CHEEVER SHATTUCK, M. D.
Harvard Medical School
BOSTON, MASS.
May 8, 1934

REGISTERED MAIL



Dear Tom:

I am sending you herewith my correspondence about sale of Harvard Travellers Club Handbook as follows: with Iver Johnson, Abercrombie & Fitch Co., Fiala Outfits, Inc., and Harvard Coöperative Society.

I am also enclosing, as you requested, the pledge cards which have been received from members of the Club.

Sincerely yours,

Mr. Thomas D. Cabot
940 Old South Building,
Boston, Mass.

S-N
enc

CABLE ADDRESS
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THE RIVERSIDE PRESS
Cambridge, Massachusetts

RECEIVED



HOUGHTON MIFFLIN COMPANY
2 PARK STREET · BOSTON

Mr. Thomas D. Cabot

June 9, 1934.

ANS'D

1934
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11

For 2,000 copies

stereotype plates	\$1862.00
engravings	102.80
press work and paper, including 27 line cuts	478.00
" " " " one half-tone	20.00
" " " " back lining	82.00
" " " " jackets	18.00
binding	520.00
Total	<u>\$3082.80</u>
Cover dies extra.	

It is usual to ask for a payment of approximately one-half the cost on the signing of the agreement, the remainder on the publication of the book.

Our advertising (newspapers, magazines, circulars) would be at your cost and direction.

We send you a dummy showing the proposed size, thickness, and quality of paper. Please return this to us.

If the proposal is satisfactory, let us know and we will draw up a memorandum of agreement covering the matter.

Sincerely yours,

Isa Rich Kent

HOUGHTON MIFFLIN COMPANY

P.S. Mr. Laughlin has suggested that a different title for the book be considered. Would THE EXPLORER'S HANDBOOK or something on that order appeal to you? The idea is, of course, to give the impression at once that the book is for travelling to places out of the ordinary.

H.M.Co.

IRK:GR

THE JORDAN & MORE PRESS

368 CONGRESS
S T R E E T



TELEPHONE
LIBERTY 0746

B O S T O N



ANS'D
1934
JUN
29

Mr. Thomas Cabot
Old South Building
Boston, Mass.

Dear Sir:

Below is a copy of a letter sent to Fellowcrafters, Inc. on June 22, 1934.

1715
1385
330

We are pleased to submit our quotation for printing and binding a book similar to the sample submitted us, bound in red cloth, stamped in gold. We are to furnish 27 line cuts 2 x 2 1/2". The book is to consist of 576 pages, trimmed size 4 1/4 x 6 7/8". It is understood that you are to furnish the dies for the cover.

1000 copies \$1385.00 2000 copies \$1715.00 3000 copies \$1890.00

If cuts are furnished by you prices would be as follows:

1000 copies \$1290.00 2000 copies \$1620.00 3000 copies \$1795.00

Cordially yours,
THE JORDAN & MORE PRESS,
Per *T. More*

MG Estimator.

Authors corrections - \$300.00 per hour
Proof reading - O.K.
Galley & page proof - O.K.
Drill covers or water proof - Drill 3/4 extra - waterproof cover ✓
Head bands - No extra - 1¢ per book figured in
Square ends - Probably cheaper - recommended rounded
Caslon Old Style - No extra
Sewn on Smythe stitching machine
Cuts - Geo. Edgell should recommend by an artist
Index - Get professional
P. suggest 1000 copies & keep type - Bind 500

RECEIVED

Harvard Medical School



GEORGE CHEEVER SHATTUCK, M. D.

~~520 COMMONWEALTH AVENUE~~

BOSTON, MASS.

June 5, 1934

RECEIVED



ANS'D

1934
JUN
6

ANS'D
Miss Norcross
c/o Mr. Thomas D. Cabot,
940 Old South Bldg., Boston.

Filed

Dear Miss Norcross:

Mr. Francis T. Colby sends word today that he will
take one copy of the Second Edition of the Handbook of Travel.

Very truly yours,

Elice B. Newell



THE SHERRILL PRESS

INCORPORATED

881 COMMONWEALTH AVENUE

BOSTON

June-26-1934

Thomas D. Cabot Esq.
Harvard Travel Club
294 Washington Street
Boston, Massachusetts

Dear Mr. Cabot:-

In regard to the publication of your Harvard Travel Club book I have taken occasion to go over your material very carefully and believe this will make a 576 page book.

While I have approximately made a facsim of your former edition

I am suggesting some changes that I think would make a more

convenient and durable book. I would like to discuss each

operation so as to show what we would propose to give you.

TYPE SET UP

I would suggest Caslon Olde Style and while it is near your former book I think will look better and a little easier

to read. Type measure 19 X 35 picas.

PRESS WORK

We will run this in 18-32 page forms, black ink giving ample time for proper makeready to assure evenness of page.

PAPER

I strongly recommend Athena Plate which is a hard durable paper of excellent color to the eye. This is a shade better paper than your former edition.

BIND

It seems to me that the Drill Canvas gives more durability, less soil and on account of its roughness will not slip and slide. This could be done in crimson, gray or white and stamped in black. You will note that I have suggested a square back rather than a round back this allowing for better packing in

(2)-cont.

pack or case. I also strongly recommend head bands for strength.

27 LINE PLATES

It is difficult to make exact price on these for this reason. If they are drawn all in one scale so that negatives could be made all at once there would be a distinct saving that is around \$60.00 for the lot. If everyone separate about \$95.00. Perhaps half could be done together somewhere around \$ 80.00. I would much prefer to make an exact price on receipt of copy, but in order to give a unit price have put it in my estimate at \$ 80.00.

	PRODUCTION COSTS	
	1000	2000
COMPOSITON	\$ 792.00	\$ 792.00
PRESSWORK	614.00	739.00
PAPER	120.00	229.00
BIND	268.00	468.00
27 ZINC LINE PLATES	80.00	80.00
	<u>1874.00</u>	<u>2308.00</u>

This makes unit cost on 1000 of \$1.874 and on 2000 of \$ 1.154. The above is like your former edition. In the event of

change to Drill cover add for:

1000 without head bands	\$ 10.00
1000 with head bands	20.00
2000 without head bands	20.00
2000 with head bands	40.00

There are certain other economies that could be made to possibly reduce the gross about \$ 100.00 but I feel a good honest durable book should be made.

The work if entrusted to my care will be made under my direct personal supervision.

Hoping to be favored with your order, I am,

Cordially,

Edgar B. Sherrill

UNIVERSITY PRESS

TOLMAN PRINT INC.
CAMBRIDGE, MASS.



June 29, 1934

Mr. Thomas Cabot
Harvard Travellers' Club
940 Old South Building
Boston, Mass.

Dear Mr. Cabot:

We have made up our estimate for setting type and printing and binding 1,000 of the Handbook of Travel to be handled in the same style as the last edition. Without a careful count of the manuscript it would not be possible to estimate accurately the number of pages the new volume may make but our estimate is based on approximately 592 pages in all, including front matter and chapter titles, etc.

We understand that there will be no tables and only possibly ten line engravings.

For paper we have estimated to use Warren's New New England English Finish 45 lb. which bulks 778 pages to one inch, sample of this paper herewith.

For the scale to be attached to inside back cover we suggest a thin Index Bristol to give strength to hold the eyelet attaching the celluloid strip. The printing and eyeletting is included in our prices.

We are submitting some samples of cloth which might be satisfactory for the covers. The cost, of course, will vary with the quality of cloth used and a variety of colors is obtainable in all the grades.

We suggest the use of one of the newer waterproof cloths, such as Arco (#4 Grade), in preference to the canvas as being very durable and more attractive. This cloth can be cleaned with a wet sponge when soiled and costs somewhat less than the canvas which increases the labor cost of making the covers. Our price for binding includes the cost of attaching the scale to the inside back cover, binding same as before except signatures would be folded in 32's and cover to be stamped on front and shelf back in imitation gold:

	1,000	2,000	(all bound in one lot)
#1 Minerva	22 $\frac{1}{2}$ ¢ ea.	21 $\frac{1}{2}$ ¢ ea.	
#2 DeLuxe	23 $\frac{1}{2}$ ¢	22 $\frac{1}{2}$ ¢	
#3 Common	23 $\frac{3}{4}$ ¢	22 $\frac{3}{4}$ ¢	
#4 Extra	24 $\frac{1}{2}$ ¢	23 $\frac{1}{2}$ ¢	
Canvas	26 $\frac{1}{2}$ ¢	25 $\frac{1}{2}$ ¢	(Two impressions of ink stamping - gold does not work satisfactorily on this cloth)

Thomas Cabot

June 29, 1934

Reinforced end leaves would add $1\frac{1}{4}\phi$ per copy.

The ten line engravings of minimum size (4 sq. in.) if made from copy requiring separate reductions would cost \$41.60. If larger than minimum some addition would be made to this price but on the other hand if all or several could be made, reducing from copy in the same scale, some reduction would be made from the price.

We do not know whether you expect later editions to be printed but in the event you had later printings some saving in presswork costs would accrue and you would avoid charges for holding type standing, if book were printed from electrotypes.

We are quoting two prices for printing:

- #1 direct from the type
- #2 from electrotypes, which would be your property

Cost of composition, presswork and paper:

1,000 copies	-	\$1750.00
2,000 copies	-	1970.00

Cost of composition, electrotypes, presswork and paper:

1,000 copies	-	\$2100.00
2,000 copies	-	2320.00

Very truly yours,

UNIVERSITY PRESS
Tolman Print, Inc.

By: *C. W. Temple*

LITTLE, BROWN & COMPANY
PUBLISHERS

34 BEACON STREET, BOSTON

ALFRED R. MCINTYRE, PRESIDENT
HERBERT F. JENKINS, VICE PRESIDENT
ROGER L. SCAIFE, VICE PRESIDENT
JOHN A. REED, VICE PRESIDENT
HENRY G. HALLADAY, SECRETARY
ROSS WHISTLER, TREASURER



July 11, 1934

Mr. Thomas Cabot
Godfrey L. Cabot, Inc.
294 Washington Street
Boston, Massachusetts

Dear Mr. Cabot:

Following our telephone conversation, I give you herewith the estimate on the cost of an edition of 1000 copies of the Harvard Travelers' Club HANDBOOK OF TRAVEL.

Set in accordance with the specifications of the old book, we figure the new manuscript will make approximately 632 pages.

Composition:

12 pages front matter	\$ 30.00
611 pages text including half titles	1069.25
5 pages 6 pt. tables	47.50
3 pages 6 pt. footnotes	11.40
1 page 8 pt. unruled	3.00
Lockup for Press	<u>185.00</u>
	\$1286.15

Presswork and Paper

On basis of 1000 copies from type @ $33\frac{1}{2}\text{¢}$ 335.00

Binding

Including folding - 20¢ per copy 200.00

Total cost of edition of 1000 copies \$1821.15

Mr. Thomas Cabot

-2-

July 11, 1934

The bulk of the sale, as you realize, would come from the membership of the Club. There would be comparatively little sale through the bookstores and it would not be in accordance with our policy to suggest publication under our imprint.

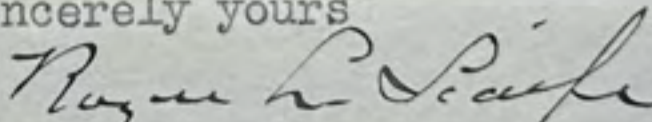
I do not believe that any regular publishing house can succeed in selling the book in any quantity and, therefore, I think the most economic method for the Club would be to have the book manufactured by a printer and that the Club arrange for its sale with one bookstore in Boston, one in New York and possibly one in two or three of the other civic centers.

I am sure that the Old Corner Bookstore would take the book on consignment and pay you on the sales at list price less either 25% or 33 1/3%; that the Putnam Bookstore in New York would do the same. If you decide on this plan, I shall be glad to help by seeing the Old Corner people and explaining the situation to them. When that has been done, the same arrangement can be brought to the attention of a few other bookstores.

If you accept the commission plan, then the books would be sold at 40% or 42% discount and you would be expected to spend the Club's money in advertising which I do not believe would pay.

Let me know if I can be of further assistance.

Sincerely yours



Roger L. Scaife
Vice President

RLS:MMS

77 Franklin Street
Boston, Massachusetts
July 1, 1934

Mr. John K. Howard
Gaston, Snow, Saltonstall & Hunt
Shawmut Bank Building
Boston, Massachusetts

Dear Kay:

I have sought propositions on publishing the Handbook from Houghton Mifflin Company, the Harvard University Press, and Little Brown & Company, who are both publishers and printers; and in addition have obtained printing prices from the Jordan & More Press, the Sherrill Press, and the University Press (not to be confused with the Harvard University Press). None of the publishers would undertake the risks of publishing. The first two offered propositions under which we would pay the cost of printing in their plants, which in each case ran more than twice the cost of printing in one of the independent print shops. We would then own the books until sold, and they would act as sales agent for the books on a commission basis (15% to 20%) which would cover the selling, shipping, billing, and collecting expense, and would include listing in catalogs, etc., but would not include direct advertising which would be for our own account. On account of the high printing cost, neither of these propositions seemed attractive to me.

I have, after some persuasion, received a proposition from the Harvard University Press which would permit us to get the book printed by one of the independent printers, the book to be identified as a publication of the Harvard University Press, and to be sold by them. They would charge us 15% of the list price of the book, and in return would have their salesmen push the book by calling on the principal book stores of Boston, New York, Philadelphia, Chicago, etc. The book would be listed in their catalog which is published twice a year, and would be listed on jackets of other related books which they publish. They would not undertake any direct advertising, except at our direction and expense. Their fee would cover all of the cost of packing and shipping the books, and of billing and collecting for them. I have tried to get excepted from this arrangement the books going to our own members, but they are unwilling to do this, but will wrap, ship, and bill the books ordered by our members. Roger Scaife

of Little Brown & Company suggests that the publication be under our own imprint, as he believes that we can sell the book about as well ourselves as any publisher can. I point out, however, that this will mean a lot of work for someone, as we have no good facilities for storing, wrapping, shipping, billing, and collecting, nor for sending out direct mail advertising, and receiving orders. I am inclined, therefore, to recommend the proposition of the Harvard University Press. Another reason for this is that they own the copyrights on the previous edition, and might not relinquish these if we go elsewhere.

On printing, the lowest price was offered by Jordan & More Press; the best printing samples by Sherrill Press. I think we can get the Jordan & More Press to do a satisfactory job for ~~\$1300~~ on an edition of 1,000 copies, \$1625 for 2,000 copies, or \$1800 for 3,000 copies. Sherrill would cost about \$400 more. The prices are not exact because no two printers have figured on exactly the same number of pages, number of zinc cuts, quality of bindings, etc., but they are relatively correct for a book of 600 pages (4½" x 7"), good grade of 40# paper, buckram or drill bindings, head bands, 10 zinc cuts, no jackets, and no half-tones. The type would be set as mono-type.

It would be my idea to have an edition of 1,000 copies, and to ask the printer to keep the type set up for a year, which he will do free. I recommend a price of \$3.00 each, which would net us \$2.55 when sold direct, or about \$1.90 when sold through a book store. Last winter there were 165 copies spoken for by members with no price named. I estimate that we will sell 200 copies to members, 200 copies through book stores, and 300 copies to members of other travel, mountaineering, museum, and outing organizations, whom ~~we could~~ circularize at a cost of about \$200. This would bring us in \$1450 net. These are guesses rather than estimates.

I have found it impossible to get a meeting of the Council on account of absences, and am, therefore, writing you for your ideas. Please let me know: (1) shall we employ an independent printer; (2) shall we get a publisher to handle the selling, or do it ourselves; (3) how large an edition shall we undertake; and (4) what price shall we put on the book to members and to others.

With best regards, I am

Yours very sincerely,

FREDERIC E. SNOW
THOMAS HUNT
JOHN C. RICE
HENRY ENDICOTT
WARREN MOTLEY
MERRILL GRISWOLD
JAMES C. REILLY
ROBERT H. HOLT
JOHN K. HOWARD
WILLIAM T. SNOW
EDWARD C. THAYER
F. T. HAMMOND, JR.
J. ALEX. LANE

ROY M. ROBINSON
JAMES W. FLOOD
L. P. MANNING
EARLE W. CARR

Shawmut Bank Building

Boston July 14, 1934



Thomas D. Cabot, Esq.
77 Franklin Street
Boston, Massachusetts.

Dear Tom:

Yours of July 13th just received. I know so little about printing that I cannot answer your first question. I agree with you on the second question, namely, that we are not equipped to handle the selling ourselves. On question three I should think an edition of 1,000 copies would be all that we should undertake. On the fourth, your price of \$3 seems to me to fit the bill. In other words, I have had very few original ideas.

In this connection, I have belonged to an organization called the National Travel Club for years, mainly because they publish a monthly called "Travel" which sometimes has interesting articles in it and the magazine goes with membership in the organization. Every once or twice a year they endorse a publication and circularize their membership in connection with it. Every member has the privilege of buying the book at slightly less than the general price to the public. Just how large their membership is I do not know, but I imagine that it is fairly large. It might be worth while seeing if something could be worked out with this organization to take some of our travelers hand books or use them at least to get the book before their membership. Their address is National Travel Club, 4 West Sixteenth Street, New York.

Sincerely yours,

J. K. Howard

JKH:R

P.S. We can get the lists of memberships of Room + Hooket, Wilder, Explorers, Camp Fire Clubs etc. + make up a mailing list of our own. It might pay to circularize before making a decision on your questions.
J. K. H.

77 Franklin Street
Boston, Massachusetts
July 16, 1934

Mr. S. Prescott Fay
10 Post Office Square
Boston, Massachusetts

Dear Pete:

I have sought propositions on publishing the Handbook from Houghton Mifflin Company, the Harvard University Press, and Little Brown & Company, who are both publishers and printers; and in addition have obtained printing prices from the Jordan & More Press, the Sherrill Press, and the University Press (not to be confused with the Harvard University Press). None of the publishers would undertake the risks of publishing. The first two offered propositions under which we would pay the cost of printing in their plants, which in each case ran more than twice the cost of printing in one of the independent print shops. We would then own the books until sold, and they would act as sales agent for the books on a commission basis (15% to 20%) which would cover the selling, shipping, billing, and collecting expense, and would include listing in catalogs, etc., but would not include direct advertising which would be for our own account. On account of the high printing cost, neither of these propositions seemed attractive to me.

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Roger Scaife of Little Brown & Company suggests that the publication be under our own imprint, as he believes that we can sell

the book about as well ourselves as any publisher can. I point out, however, that this will mean a lot of work for someone, as we have no good facilities for storing, wrapping, shipping, billing, and collecting, nor for sending out direct mail advertising, and receiving orders. I am inclined, therefore, to recommend the proposition of the Harvard University Press. Another reason for this is that they own the copyrights on the previous edition, and might not relinquish these if we go elsewhere.

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With best regards, I am

Yours very sincerely,

77 Franklin Street
Boston, Massachusetts
July 16, 1934

Doctor A. Hamilton Rice
901 Fifth Avenue
New York, New York

Dear Doctor Rice:

I have sought propositions on publishing the Handbook from Houghton Mifflin Company, the Harvard University Press, and Little Brown & Company, who are both publishers and printers; and in addition have obtained printing prices from the Jordan & More Press, the Sherrill Press, and the University Press (not to be confused with the Harvard University Press). None of the publishers would undertake the risks of publishing. The first two offered propositions under which we would pay the cost of printing in their plants, which in each case ran more than twice the cost of printing in one of the independent print shops. We would then own the books until sold, and they would act as sales agent for the books on a commission basis (15% to 20%) which would cover the selling, shipping, billing, and collecting expense, and would include listing in catalogs, etc., but would not include direct advertising which would be for our own account. On account of the high printing cost, neither of these propositions seemed attractive to me.

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Roger Scaife of Little Brown & Company suggests that the publication be under our own imprint, as he believes that we can sell

the book about as well ourselves as any publisher can. I point out, however, that this will mean a lot of work for someone, as we have no good facilities for storing, wrapping, shipping, billing, and collecting, nor for sending out direct mail advertising, and receiving orders. I am inclined, therefore, to recommend the proposition of the Harvard University Press. Another reason for this is that they own the copyrights on the previous edition, and might not relinquish these if we go elsewhere.

On printing, the lowest price was offered by Jordan & More Press; the best printing samples by Sherrill Press. I think we can get the Jordan & More Press to do a satisfactory job for \$1300 on an edition of 1,000 copies, \$1625 for 2,000 copies, or \$1800 for 3,000 copies. Sherrill would cost about \$400 more. The prices are not exact because no two printers have figured on exactly the same number of pages, number of zinc cuts, quality of bindings, etc., but they are relatively correct for a book of 600 pages (4 $\frac{1}{2}$ " x 7"), good grade of 40# paper, buckram or drill bindings, head bands, 10 zinc cuts, no jackets, and no half-tones. The type would be set as mono-type.

It would be my idea to have an edition of 1,000 copies, and to ask the printer to keep the type set up for a year, which he will do free. I recommend a price of \$3.00 each, which would net us \$2.55 when sold direct, or about \$1.90 when sold through a book store. Last winter there were 165 copies spoken for by members with no price named. I estimate that we will sell 200 copies to members, 200 copies through book stores, and 300 copies to members of other travel, mountaineering, museum, and outing organizations, whom we could circularize at a cost of about \$200. This would bring us in \$1450 net. These are guesses rather than estimates.

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With best regards, I am

Yours very sincerely,

July 13, 1934

Doctor George C. Shattuck
Harvard Medical School
Building D-1
Boston, Massachusetts

Dear George:

I have sought propositions on publishing the Handbook from Houghton Mifflin Company, the Harvard University Press, and Little Brown & Company, who are both publishers and printers; and in addition have obtained printing prices from the Jordan & More Press, the Sherrill Press, and the University Press (not to be confused with the Harvard University Press). None of the publishers would undertake the risks of publishing. The first two offered propositions under which we would pay the cost of printing in their plants, which in each case ran more than twice the cost of printing in one of the independent print shops. We would then own the books until sold, and they would act as sales agent for the books on a commission basis (15% to 20%) which would cover the selling, shipping, billing, and collecting expense, and would include listing in catalogs, etc., but would not include direct advertising which would be for our own account. On account of the high printing cost, neither of these propositions seemed attractive to me.

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Roger Scaife of Little Brown & Company suggests that the

publication be under our own imprint, as he believes that we can sell the book about as well ourselves as any publisher can. I point out, however, that this will mean a lot of work for someone, as we have no good facilities for storing, wrapping, shipping, billing, and collecting, nor for sending out direct mail advertising, and receiving orders. I am inclined, therefore, to recommend the proposition of the Harvard University Press. Another reason for this is that they own the copyrights on the previous edition, and might not relinquish these if we go elsewhere.

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I have found it impossible to get a meeting of the Council on account of absences, and am, therefore, writing you for your ideas. Please let me know: (1) shall we employ an independent printer; (2) shall we get a publisher to handle the selling, or do it ourselves; (3) how large an edition shall we undertake; and (4) what price shall we put on the book to members and to others.

With best regards, I am

Yours very sincerely,

77 Franklin Street
Boston, Massachusetts
November 20, 1934

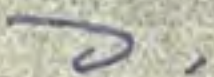
Mr. Francis T. Colby
Hamilton
Massachusetts

Dear Mr. Colby:

I understand from Doctor Shattuck that you have asked for reprints of the chapter you have written for the Harvard Travellers Club's Handbook of Travel, which is now under preparation.

The publishers feel that they cannot afford to furnish each author a large number of reprints, not because of the cost of printing, but because this would considerably diminish the already restricted market for a book of this sort. We think we can get a few reprints, not over ten, without charge. If you want more than this, we will have to make a price, which I am sure you will find unattractive, and we recommend that if you want more than this, you buy additional copies of the Handbook when it is published.

Yours very sincerely,


Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

July 16, 1934

Mr. George A. Lyon
P. O. Box 2287
Boston, Massachusetts

Dear George:

I have sought propositions on publishing the Handbook from Houghton Mifflin Company, the Harvard University Press, and Little Brown & Company, who are both publishers and printers; and in addition have obtained printing prices from the Jordan & More Press, the Sherrill Press, and the University Press (not to be confused with the Harvard University Press). None of the publishers would undertake the risks of publishing. The first two offered propositions under which we would pay the cost of printing in their plants, which in each case ran more than twice the cost of printing in one of the independent print shops. We would then own the books until sold, and they would act as sales agent for the books on a commission basis (15% to 20%) which would cover the selling, shipping, billing, and collecting expense, and would include listing in catalogs, etc., but would not include direct advertising which would be for our own account. On account of the high printing cost, neither of these propositions seemed attractive to me.

I have, after some persuasion, received a proposition from the Harvard University Press which would permit us to get the book printed by one of the independent printers, the book to be identified as a publication of the Harvard University Press, and to be sold by them. They would charge us 15% of the list price of the book, and in return would have their salesmen push the book by calling on the principal book stores of Boston, New York, Philadelphia, Chicago, etc. The book would be listed in their catalog which is published twice a year, and would be listed on jackets of other related books which they publish. They would not undertake any direct advertising, except at our direction and expense. Their fee would cover all of the cost of packing and shipping the books, and of billing and collecting for them. I have tried to get excepted from this arrangement the books going to our own members, but they are unwilling to do this, but will wrap, ship, and bill the books ordered by our members.

Roger Scaife of Little Brown & Company suggests that the publication be under our own imprint, as he believes that we can sell

the book about as well ourselves as any publisher can. I point out, however, that this will mean a lot of work for someone, as we have no good facilities for storing, wrapping, shipping, billing, and collecting, nor for sending out direct mail advertising, and receiving orders. I am inclined, therefore, to recommend the proposition of the Harvard University Press. Another reason for this is that they own the copyrights on the previous edition, and might not relinquish these if we go elsewhere.

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With best regards, I am

Yours very sincerely,

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Dear Carl: edition of 1,000 copies, \$1625 for 2,000 copies, or \$1800 for 3,000 copies. Sherrill would cost about \$250 more. The prices of I have sought propositions on publishing the Handbook of Travel from Houghton Mifflin Company, the Harvard University Press, and Little Brown & Company, who are both publishers and printers; and in addition have obtained printing prices from the Jordan & More Press, the Sherrill Press, and the University Press (not to be confused with the Harvard University Press). None of the publishers would undertake the risks of publishing. The first two offered propositions under which we would pay the cost of printing in their plants, which in each case ran more than twice the cost of printing in one of the independent print shops. We would then own the books until sold, and they would act as sales agent for the books on a commission basis (15% to 20%) which would cover the selling, shipping, billing, and collecting expense, and would include listing in catalogs, etc., but would not include direct advertising which would be for our own account. On account of the high printing cost, neither of these propositions seemed attractive to me. These are prices rather than estimates.

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With best regards, I am

Yours very sincerely,

July 16, 1934

Mr. Harold J. Coolidge, Jr.
70 Fairmont Street
Brookline, Massachusetts

Dear Harold:

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Roger ~~Spaife~~ of Little Brown & Company suggests that the publication be under our own imprint, as he believes that we can

sell the book about as well ourselves as any publisher can. I point out, however, that this will mean a lot of work for someone, as we have no good facilities for storing, wrapping, shipping, billing, and collecting, nor for sending out direct mail advertising, and receiving orders. I am inclined, therefore, to recommend the proposition of the Harvard University Press. Another reason for this is that they own the copyrights on the previous edition, and might not relinquish these if we go elsewhere.

On printing, the lowest price was offered by Jordan & More Press: the best printing samples by Sherrill Press. I think we can get the Jordan & More Press to do a satisfactory job for \$1300 on an edition of 1,000 copies, \$1625 for 2,000 copies, or \$1800 for 3,000 copies. Sherrill would cost about \$400 more. The prices are not exact because no two printers have figured on exactly the same number of pages, number of zinc cuts, quality of bindings etc., but they are relatively correct for a book of 600 pages (4½" x 7"), good grade of 40# paper, buckram or drill bindings, head bands, 10 zinc cuts, no jackets, and no half-tones. The type would be set as mono-type.

It would be my idea to have an edition of 1,000 copies, and to ask the printer to keep the type set up for a year, which he will do free. I recommend a price of \$3.00 each, which would net us \$2.55 when sold direct, or about \$1.90 when sold through a book store. Last winter there were 165 copies spoken for by members with no price named. I estimate that we will sell 200 copies to members, 200 copies through book stores, and 300 copies to members of other travel, mountaineering, museum, and outing organizations, whom we could circularize at a cost of about \$200. This would bring us in \$1450 net. These are guesses rather than estimates.

I have found it impossible to get a meeting of the Council on account of absences, and am, therefore, writing you for your ideas. Please let me know: (1) shall we employ an independent printer; (2) shall we get a publisher to handle the selling, or do it ourselves; (3) how large an edition shall we undertake; and (4) what price shall we put on the book to members and to others.

With best regards, I am

Yours very sincerely,

MIRAMAR
BELLEVUE AVENUE
NEWPORT, R.I.



July 18, 1934

My dear Cabot:

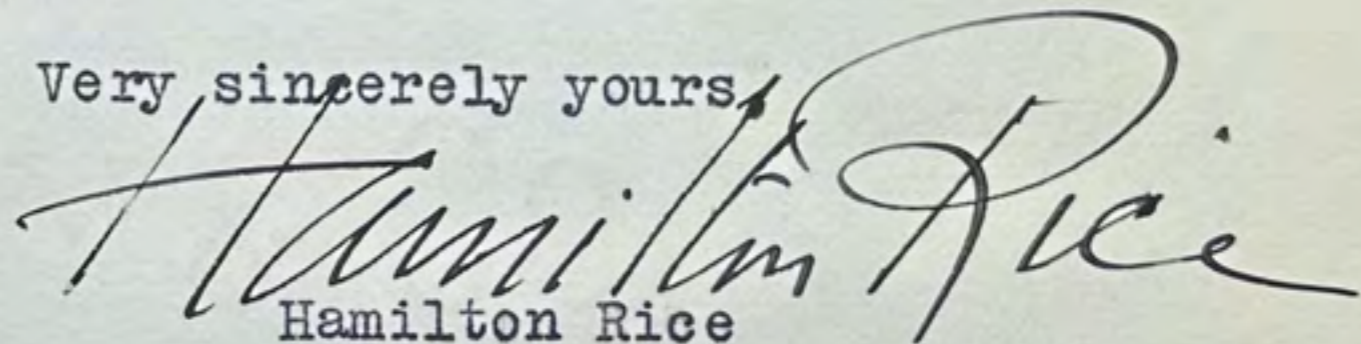
To acknowledge your's of July 16th just received and I have gone over very carefully what you say. It seems to me the best thing would be if possible to have the Harvard University Press attend to the whole thing. I have found them very satisfactory and were the printing and publishing to be entrusted to them, I feel that the work would be done in as good a way as is possible. Let them attend to everything such as the shipping, etc., orders for the same could come to the School which is next door, and I am inclined to think that a certain number of copies could be sold through the School, that is, the book could be seen at the Institute by the undergraduates enlisted in the various courses and the book recommended to them, which they could easily obtain by stepping next door, or having the office at the School do it for them. From the Harvard University Press circularization could be carried out, and also their catalogue published twice a year goes to all the important centers interested in such publications, not only in the U. S. but in Western Europe as well. In the end I cannot help thinking that this would be the most expeditious as well as economic method, next to which your idea of getting an independent printer to do the printing and then having the book go out as a publication of the Harvard University Press to be sold by them. Whether the publication was under our own imprint or that of the Harvard University Press seems to me not to matter very much. In either case it has to do with Harvard University, and that in itself is worth considerable. I think it is a good thing to give to the Harvard University Press as much as we can. It helps that organization, and that organization in return aids us. A mutual co-operation usually ensures success.

MIRAMAR
BELLEVUE AVENUE
NEWPORT, R.I.

- 2 -

I think your idea of 1000 copies is good. If we make it 500, I think the edition will be sold out in no time and there would be a clamor for more. Limiting it to 500 would give the book value, but on the other hand would defeat our own ends. It is a publication, of course, the demand for which will probably steadily though gradually increase. I think \$3.00 an admirable price for the book. It is, of course, worth more than that, but there is no use in putting a prohibitive price upon such a publication.

Very sincerely yours,


Hamilton Rice

Thomas D. Cabot, Esq.
Boston, Mass.

CARL T. KELLER
80 FEDERAL STREET
BOSTON



ANS'D
1934
JUL
19

Mr. Thomas D. Cabot
Godfrey L. Cabot, Incorporated
77 Franklin Street
Boston, Massachusetts

Dear Tom:

It is a very interesting and extremely well expressed letter of yours, dated July 16. I agree with your recommendations entirely, as expressed in the next to the last paragraph.

1. I would employ an independent printer.
2. I would accept the proposition of the Harvard University Press as to selling.
3. I do not feel that I know enough about it to recommend the size of the edition. Inasmuch as an extra thousand could be got at the rate of thirty two and a half cents apiece it would be my inclination to take the larger number. The reason I do not positively recommend such action is that I have not the faintest notion of how much of a demand there might be for such a book.
4. I believe that I would take the advice of experienced booksellers as to the price to be charged. My offhand opinion is that three dollars is too much. I don't mean that it is more than the book is worth but that people are apt to hesitate when books run over two dollars and a half apiece.

I state here and now, officially and publicly, that you have my full consent to go ahead and do as you see fit. You have demonstrated that your judgment is good, according to my standards.

Very sincerely,

Carl.

S. PRESCOTT FAY
10 POST OFFICE SQUARE
BOSTON, MASS.



July 18, 1934

Thomas D. Cabot, Esq.
77 Franklin Street
Boston, Massachusetts

Dear Tom:

In answer to your letter, I would like to summarize my conclusions on what you have proposed.

1. I think we should employ an independent printer.

2. We should get a publisher, such as the arrangement you can make with the Harvard University Press, to handle the selling as we have not the facilities ourselves.

3. I should think an edition of a thousand copies would be ample to start with, as long as the type can be set up for a year.

4. I should think the book could be sold to members for a price of between \$2 and \$2.50 and to others at \$3.00.

You have certainly gone into this very carefully and made it easy for us to express an opinion.

Sincerely yours,

Pete

SPF:F

GEORGE ARMSTRONG LYON
P. O. BOX 2287, BOSTON

OFFICE
10 POST OFFICE SQUARE

RESIDENCE
209 NEWTON STREET
BROOKLINE



July 19, 1934

Thomas D. Cabot, Esquire
c/o Godfrey L. Cabot, Inc.
77 Franklin Street
Boston, Massachusetts

Dear Tom:

I am glad the salmon reached you in good condition and that you enjoyed it.

I returned yesterday and find your letter of July 15, which I have read with much interest and agree with you in each of your recommendations or expressions of opinion. It does not seem to me that the ownership of the copyright by the H. U. Press affects the matter one way or the other, however.

With kind regards, and hoping to see you soon,

Sincerely yours,

GAL/G

Have you any word from Dr Strong?

RECEIVED



GEORGE CHEEVER SHATTUCK, M. D.
HARVARD MEDICAL SCHOOL
BOSTON, MASS.

Dear Tom,

It seems to me that the proposed edition of 1,000 copies is right for the handbook & I favor \$3.00 as the price even if the club does not get all the money back. I think a higher price might bring in less.
(3) I favor the ^{independent} private printer & H. H. Press proposal.

Your guesses as to sales are reasonable & I think & you have done a good job.

GCS

70 FAIRMOUNT
BROOKLINE, MASSACHUSETTS

July 20, 1934
RECEIVED
GODFREY L. CABOT INC. BOSTON
OFFICE
7-6-34
ANS'D
1934
JUL
21

Dear Tom,

Thanks for your bulky
letter of July 16th. I tried
to reach you by telephone
but learned that you are
cooling off this week in
Texas. I am on vacation &
get off to Squam Lake on
the 24th of July. All my
love to the museum will

2. be forwarded.

You are to be congratulated on all the work you must have put in getting estimates on the Handbook. I know what a devil of a job it is & how hard it is to sell any idea to a publisher. They usually ask you to pay for everything & they get what comes in if there are any sales. This means you pay for 2 thousand \$ for the privilege of having them put their name on the printing of your book. After much hunting

3.

70 FAIRMOUNT

BROOKLINE, MASSACHUSETTS

I found a really human publisher
in Thos. Y. Crowell Co. of N.Y.
but I don't think that would be
any value in going to them in
this case.

I have fairly definite ideas
in answer to your questions
& they are 1. By all means employ
the cheapest independent printer who
will do a good job especially if
The Harvard University Press will accept
his work as one of their publications,
& that it is outlined in your letter.
You & I know the difficulty of "handling"

4. This book outsells. We might arrange
with a book-store like The Old Currier
to do this for us, but they would
expect the regular $33\frac{1}{3}\%$ commission
whereas the H. V. Press only gets
15% on the direct sales. I know
they make but little effort to
push their books, nevertheless the
other service we get, & their name
would be worth the 15%.

I favor an edition of 1000 or
possibly 1200 if the extra cost of
printing the 200 additional would not
be much extra. I also think that
the general price should be \$3 but
that members who order directly

70 FAIRMOUNT
BROOKLINE, MASSACHUSETTS

from The H. V. Press should
be entitled to as many copies
as they care to buy at \$2.50.
There is much more chance of
their getting copies for friends
with this privilege & lower price.

I hope you can arrange this. The
press will kick thinking it will make
extra work, but all they need is
a copy of our membership list to
check the names of members orders
as they come in.

Is the arrangement for the Press
to get 15% on every copy sold or

6. on the whole edition? I hope it is
by the copy, & that for members
they will only charge you 15%
of \$2.50 the special price.

I believe the best possible
advertising is to send out 100 copies
to magazines & papers for review.

The Press should charge no commission
on these free copies but should mail
them out ~~to~~ before the edition
becomes available for general sale.

I think circulars other than penny postal
ones are a waste of money, & would
not figure on a budget more than \$75 for this
purpose when the time comes, instead of the
\$200. Hope this idea will help -

HARVARD UNIVERSITY

Cambridge, Massachusetts

August 3rd, 1934



Thomas D. Cabot, Esq.
77 Franklin Street
Boston, Mass.

Dear Mr. Cabot:

In confirmation of our recent conversation, I should like to put our understanding into writing.

The Harvard University Press will publish the Harvard Travellers Club "The Handbook of Travel" for a handling commission of fifteen percent of the list price of all copies distributed whether for review, for complimentary purposes, or for sale. It is understood that the Club will furnish us, free of all charges, the necessary stock. Accounts will be rendered on the 30th day of June as of the preceding 30th of April.

For our handling commission we shall store the books, insure them while they are in our premises, take care of orders from the trade and from individuals, send out and follow up review copies, collect accounts, make shipments, do all the necessary bookkeeping, take care of mailing and shipping, and in general perform all the ordinary duties of a publisher.

Without further charge we shall insert a descriptive listing of the book in two of our seasonal announcements, a listing by title in the next edition of our complete catalogue, and a listing in the next issue of the Publishers Trade List Annual. We shall also include a mention of the book on the jackets of other books which may appropriately carry such a mention. Any further advertising, whether in newspapers and magazines or by means of circulars, will be charged to the account of the book and the cost will be deducted from the receipts at the end of the financial year.

In the case of a specialized book of this sort, I would suggest that we grant the trade a twenty percent discount. Such wholesalers as the Baker & Taylor Company in New York City will be given a discount of forty percent. Our British agents, the Oxford University Press in London, will be given a discount of fifty percent.

But should be authorized

HARVARD UNIVERSITY

Cambridge, Massachusetts

OFFICE OF THE PRESS

Thomas D. Cabot - 2

No com. 1
In accordance with our custom, the Club will authorize us to give four complimentary copies to the Harvard College Library; it will also give us three or four copies for exhibition and other file purposes.

I trust that these arrangements will be satisfactory to your Committee. If so, a letter of acceptance will be sufficient contract between the Club and the Press.

Sincerely yours,

David T. Pottinger

DTP

THE JORDAN & MORE PRESS

368 CONGRESS
S T R E E T



TELEPHONE
LIBERTY 0746

B O S T O N

August 4, 1934.

Harvard Travelers Club
77 Franklin St.
Boston, Mass.

Attention of Mr. Thomas D. Cabot.

Dear Mr. Cabot:

There have been so many quotations and variations in the quantity desired of the book "Hand Book of Travel" that we find it necessary to cancel all quotations up to the present and give you this letter with all facts considered.

We are pleased to quote the following amounts on furnishing materials, printing, binding and delivering F.O.B. Boston, 1000 copies of the book.

600 pages, Trimmed size 4 1/4 X 6 7/8 inches, using 40 lb. book paper same as sample submitted to you, with Roxite waterproof Holliston Mills cloth in imitation gold on the cover, you to furnish all cover dies and illustration cuts.

1000	copies,	printed	only,	price	\$1,136.90
2000	"	"	"	"	1,286.90
3000	"	"	"	"	1,436.90

To the above prices add for binding as follows:

500	copies	ordered	in	one	lot	@	27¢	a	copy
1000	"	"	"	"	"	@	25¢	"	"
2000	"	"	"	"	"	@	22¢	"	"
3000	"	"	"	"	"	@	21¢	"	"

Author's alterations chargeable at \$2.00 per hour.

The storage charge for holding the type after three months time will be at the rate of \$5.00 a month. We will allow 1¢ off per book if no head bands are used.

If the number of pages do not vary more than 50 pages more or less than 600, we will charge or deduct at \$2.00 per page.

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Harvard Travellers Club

August 4, 1934

Jordan & More Press
368 Congress Street
Boston, Massachusetts

ATTENTION: Mr. T. More

Gentlemen:

We accept your quotation of August 4, 1934, for printing the Handbook of Travel. We hand you herewith the manuscript. Please print, fold and gather 1000 copies, and bind 500 copies in the first instance.

The make-up should be with a page similar to the enclosed except that Caslon Olde Style type shall be used. Please submit the galley proofs to Doctor George C. Shattuck, Harvard Medical School, Building D-1, Boston, when ready. Please submit a specimen page to Mr. Pottinger, Harvard University Press, 38 Quincy Street, Cambridge, for approval before setting up the rest of the type.

Yours very sincerely,



Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN
ENC

August 4, 1974

Doctor George C. Shattuck
Harvard Medical School
Building D-1
Boston, Massachusetts

Dear George:

I have turned over the manuscript of the Handbook of Travel to Jordan & More Press to print for us. They will submit galley proofs to you.

Am I right in believing that there are no more illustrations to go in the work other than those already in the manuscript, which are very few. If there are to be further illustrations, kindly advise at once, for we can save money by having cuts made before the type is set.

Yours very sincerely,

TDC:MN

copy to Northeast Harbor

THE JORDAN & MORE PRESS

368 CONGRESS
S T R E E T



TELEPHONE
LIBERTY 0746

B O S T O N

August 3rd, 1934



Harvard Travelers Club
77 Franklin St.
Boston, Mass.

Attention Mr. Thomas D. Cabot.

Dear Mr. Cabot:

We are pleased to quote the following on furnishing materials, printing, binding and delivering F.O.B. Boston, 1000 copies of the Hand Book of Travel....

1000 copies, 600 pages, trimmed size 4 1/4 x 6 7/8 using the 40 lb. book paper similar to sample submitted to you, with Roxite waterproof Holliston Mills cloth in imitation gold on the cover, you to furnish cover dies and all cuts - \$1370.00. This includes binding 500 copies at a time and the price on binding will hold good for one year. If bound in one order of 1,000 at a time, the price will be \$1345. If we bind only 500 and hold the folded and gathered sheets, the allowance will be \$130.00.

Author's alterations chargeable at \$2.00 per hour.

The storage charge for holding the type after three months time will be at the rate of \$5.00 a month. We will allow 1¢ off per book if no head bands are used.

If the number of pages do not vary more than 50 pages more or less than 600, we will charge or deduct at \$2.50 per page.

We will reprint 1,000 copies for \$370. and 500 copies for \$275. provided there are no changes in the type. These reprint prices we will hold for one year.

We wish to thank you for the opportunity of quoting on this work.

Sincerely yours,

THE JORDAN & MORE PRESS

By

T. Moore

Estimator



HOUGHTON MIFFLIN COMPANY

2 PARK STREET • BOSTON

August 22, 1934

Mr. Thomas D. Cabot,
C/o G. L. Cabot, Inc.,
77 Franklin St.,
Boston, Mass.

Dear Mr. Cabot:

Yes, John Phillipps talked with me about the guide book for the canoeable streams. It sounds exceedingly interesting and I'll be glad to see what we can do about publishing. The manuscript and your letter (which I see bears date of August 3) are here this morning.

Sincerely yours,

Harich Kent
HOUGHTON MIFFLIN COMPANY

IRK:GR

THE JORDAN & MORE PRESS

368 CONGRESS
S T R E E T



TELEPHONE
LIBERTY 0746

B O S T O N

August 24th, 1934.



Mr. Thomas Cabot,
77 Summer St.
Boston, Mass.

Dear Mr. Cabot:

Enclosed please find two sample proof pages of style of setting for the Handbook of Travel.

We understand that you want the book to be as thin as possible, so we set the type two picas wider than it was before. This keeps the margin about the same width, but allows the book to have fewer pages which will help to keep it thin. However, if you prefer wider margins we will have to set it one pica narrower. We understand the size of page desired is $4 \frac{3}{4} \times 6 \frac{3}{4}$. The former Handbook was $4 \frac{1}{4} \times 6 \frac{7}{8}$.

The ~~other~~ page of proof we are sending you is a proof of the way the body of the book will look.

We are sending practically this same letter with duplicate proofs to Dr. Shattuck, Mr. Pottinger and Miss Newell.

Will you please write us so that we may go ahead with the setting of the book.

Sincerely yours,

THE JORDAN & MORE PRESS.

BY

T. More
Estimator

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HARVARD TRAVELLERS CLUB

August 27, 1934

Mr. David T. Pottinger
Harvard University Press
Harvard University
Cambridge, Massachusetts

Dear Mr. Pottinger:

I have yours of August 3, and confirm our arrangement with you as outlined therein. We wish you, however, to confer with us before incurring any advertising costs for our account, and we reserve the right to change the discount arrangement to distributors upon proper notice. We presume that the 40% discount to Baker & Taylor and the 50% discount to the Oxford University Press are the usual discounts. They seem a little high to us, but we are not familiar with the book selling business, and are willing to adopt your suggestions for the present. The 20% discount to book stores seems to us quite moderate.

We agree that your handling commission shall be 15% of the list price of all copies distributed whether for review or for complimentary purposes, but we should hardly think it fair for you to charge us on the four complimentary copies to the Harvard College Library, and the four copies for your own exhibition and file purposes, since there will be no shipping or follow-up expense in connection with these.

Yours very sincerely,

D.

Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

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HARVARD TRAVELLERS CLUB

The Jordan & More Press
368 Congress Street
Boston, Massachusetts

August 27, 1934

ATTENTION: Mr. T. More

Gentlemen:

Answering your letter of August 24, and confirming our telephone conversation of today, please go ahead setting up the Handbook of Travel with the page $4\frac{3}{4}$ " x $6\frac{3}{4}$ ", and arranged as in the proof you have sent me. We understand this will cost no more per page than your quotation of August 4.

Please send the galley proofs to Doctor George C. Shattuck, Building D-1, Harvard Medical School, Boston. He will be back there by the 10th of September.

Yours very sincerely,

7,

Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

copy to Doctor Shattuck

THE JORDAN & MORE PRESS

368 CONGRESS
S T R E E T



TELEPHONE
LIBERTY 0746

B O S T O N

Sept. 13th, 1934.



Mr. Thomas Cabot,
Harvard Travellers Club,
77 Franklin St.
Boston, Mass.

Dear Mr. Cabot:

Last week Mr. Pottinger was away, so I talked to Mr. Smith at the Harvard University Press over the phone about the size of the page. He wasn't sure whether Mr. Pottinger would O.K. it, so I did not feel it safe to start work.

^{Miss} Mr. Newell, Dr. Shattuck's secretary, sent me a letter this morning enclosing some proofs I sent her. She said in her letter that the proof of the text was O.K. Dr. Shattuck wanted a small change on the title page.

We are sending another copy of proof, marked the same as the one enclosed with this letter, to Mr. Pottinger for his O.K. As soon as I hear from you, we will continue working on the type-setting. I took a chance yesterday and told the type-setters to go ahead on the setting, so if you have no objections to the type as it is, will you please call me up upon receipt of this letter. If there are any changes you would like to make, we will then be able to stop type-setting before it has gone too far.

Will you please return the okayed proof enclosed so that we may have it for our files.

Very sincerely,

THE JORDAN & MORE PRESS.

BY

T. More
Est.

TM/F
Enc.

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XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

HARVARD TRAVELLERS CLUB

September 15, 1934

The Jordan & More Press
368 Congress Street
Boston, Massachusetts

ATTENTION: Mr. T. More

Gentlemen:

In accordance with our telephone conversation, I approve the page layout returned herewith, but suggest that you be sure the left hand margin is sufficient to enable one to read the whole page readily without breaking the binding of the book.

I am also returning the proof of the title page which you sent to Mr. Pottinger. He has suggested some changes in type size, which please adopt, and send him a new proof, when completed. It will be necessary for you to have a cut made of the seal of the Harvard Travellers Club, which is to be inserted at the point marked "seal". (Mr. Pottinger evidently thought we intended to have the Harvard seal, which is not the case) The Harvard Travellers Club seal appears in the previous edition of the book, of which you have a copy. I am also enclosing a sample.

Yours very sincerely,

7.

TDC:MN
ENCS 3

GEORGE CHEEVER SHATTUCK, M. D.
HARVARD MEDICAL SCHOOL
BOSTON, MASS.

October 11, 1934



Mr. Thomas Cabot,
77 Franklin St.,
Boston, Mass.

Dear Tom:

The people who asked for reprints from
the Harvard Travellers Club Handbook were:

David Linder,
Farlow Herbarium, Cambridge

Francis T. Colby,
Hamilton, Mass.

Howard Palmer,
Box 527, Westerly, R.I.

and myself.

I have already made you an offer for 20 reprints of the
Medical Section (Part IV) at a rate which seemed to me
sufficiently high to make it worth while for the publisher
to provide them. May I suggest that you write to the
others explaining the situation and find out exactly what
they want to do under the circumstances.

Sincerely yours,

November 10, 1934

Mr. T. More
Jordan & More Press
368 Congress Street
Boston, Massachusetts

Dear Mr. More:

I haven't as yet received an answer to my letter to you of October 17 with regard to the cost of reprints of individual chapters of the Handbook of Travel. As I am quite anxious to get this matter settled, I would appreciate your advising me what the cost will be.

Yours very sincerely,

T.

TDC:MN

October 17, 1934

Jordan & More Press
368 Congress Street
Boston, Massachusetts

ATTENTION: Mr. T. More

Gentlemen:

Kindly let me know how much it would cost to have twenty-five extra copies of the medical section of our Handbook printed and bound in paper covers; also please give me a rough figure per page for reprints of other separate chapters. I find that several of the authors are demanding reprints of their individual sections.

Yours very sincerely,

J. M. A.

TDC:MN

77 Franklin Street
Boston, Massachusetts
November 20, 1934


Mr. Howard Palmer
Box 527
Westerly, Rhode Island

Dear Howard:

I understand from Doctor Shattuck that you have asked for reprints of the chapter you have written for the Harvard Travellers Club's Handbook of Travel, which is now under preparation.

The publishers feel that they cannot afford to furnish each author a large number of reprints, not because of the cost of printing, but because this would considerably diminish the already restricted market for a book of this sort. We think we can get a few reprints, not over ten, without charge. If you want more than this, we will have to make a price, which I am sure you will find unattractive, and we recommend that if you want more than this, you buy additional copies of the Handbook when it is published.

Yours very sincerely,


Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

November 20, 1934

Doctor George C. Shattuck
Building D-1
Harvard Medical School
Boston, Massachusetts

Dear George:

I have looked into the question of reprints, and find the Harvard University Press considerably opposed to our making any handout to the authors, since they are the best prospects for sale. However, your offer of \$1.50 apiece for twenty reprints of the Medical Section is so generous, that the Club certainly can't refuse it, and I don't believe the Harvard University Press will raise any kick. If they do, we will pay them their commission.

I have written Linder, Colby, and Palmer offering each of them not over ten reprints of his chapter.

Yours very sincerely,

T.

TDC:MN

HARVARD UNIVERSITY
FARLOW REFERENCE LIBRARY
AND
HERBARIUM OF CRYPTOGAMIC BOTANY



GODFREY L. CABOT, INC.
BOSTON OFFICE
ANS'D CAMBRIDGE, MASS., U.S.A.

November 21, 1934

1934 NOV 23 AM 8 46

Mr. Thomas D. Cabot
77 Franklin Street
Boston, Mass.

Dear Mr. Cabot:

In reply to your letter re reprints of the chapter on the preparation of botanical specimens, I must say that although I can well appreciate the attitude of the publishers in regard to letting loose a number reprints, I do not see how my having reprints would in any way influence the sale of the Handbook. In the first place, if any one I knew were going to the tropics, or anywhere in fact, I would suggest that they take along with them a guidebook that is as valuable as it seems the Handbook will be. The persons to whom the reprints would be sent would already be established in a given locality and not travellers or explorers. It is these persons that send in poorly prepared material for determination and wonder why we can not tell them the names. Every time one such individual is answered it means typing a pamphlet and I hoped that by procuring reprints I could save time.

As far as I am concerned, if the publishers would like to use a back page for advertising the book on the reprints, I am perfectly agreeable. Perhaps some of our correspondents would be tempted to buy the handbook for the other information, and thus the reprints could be use for propaganda at the same time. At all events, whether or not the publishers see the light of day or science, I would very much like to have the ten reprints that you say would be furnished.

Yours very truly,

David H. Linder
David H. Linder
Curator

77 Franklin Street
Boston, Massachusetts
November 20, 1934


Mr. David Linder
Farlow Herbarium
Cambridge, Massachusetts

Dear Mr. Linder:

I understand from Doctor Shattuck that you have asked for reprints of the chapter you have written for the Harvard Travellers Club's Handbook of Travel, which is now under preparation.

The publishers feel that they cannot afford to furnish each author a large number of reprints, not because of the cost of printing, but because this would considerably diminish the already restricted market for a book of this sort. We think we can get a few reprints, not over ten, without charge. If you want more than this, we will have to make a price, which I am sure you will find unattractive, and we recommend that if you want more than this, you buy additional copies of the Handbook when it is published.

Yours very sincerely,


Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

GODFREY L. CABOT, INC.
BOSTON OFFICE
ANS'D

1934 NOV 27 AM 8 42

Hamilton, Mass.
November 24, 1934

Mr. Thomas D. Cabot, Secretary,
Harvard Travellers Club,
77 Franklin Street
Boston, Mass.

Dear Mr. Cabot:

Thank you for your letter of November 20,
about the Harvard Travellers Club Handbook. I
think George Shattuck misunderstood me in regard to
the number of copies of my chapter that I wanted;
eight or ten will be amply sufficient, and one copy
of the Handbook as well.

I hope I have not caused you too much
bother.

Very truly yours,

Francis T. Colby.

FRANCIS T. COLBY

THE JORDAN & MORE PRESS

368 CONGRESS
S T R E E T



TELEPHONE
LIBERTY 0746

1934 DEC 4 AM 8 45

B O S T O N

Dec. 3rd, 1934.

Mr. Thomas Cabot,
Godfrey L. Cabot, Inc.
77 Franklin St.
Boston, Mass.

Dear Mr. Cabot:

Enclosed is a sample of the paper as the mill is now running it. On different runs from the mill the paper varies slightly and this is the sample they submitted to me as equal to what they are now running.

If you desire to make any change, will you please call me up immediately as I have already ordered this paper.

Very truly yours,

THE JORDAN & MORE PRESS.

BY

T. Moore

Estimator.

TM/F
Enc.

A.T.C.
file
HARVARD UNIVERSITY PRESS * CAMBRIDGE * MASSACHUSETTS

GODFREY L. CABOT, INC.
ANS'D 2.

PUBLISHING DEPARTMENT
38 Quincy Street



1935 FEB 9 AM 10 54
PRINTING DEPARTMENT
Randall Hall

February 8th, 1935

Thomas Cabot, Esq.
77 Franklin Street
Boston, Mass.

Dear Mr. Cabot:

Mr. Harold J. Coolidge has offered to lend us the membership list of the Boone and Crockett Club of New York and the Wilderness Club of Philadelphia for circularizing the new edition of the Handbook of Travel. Such circularizing is what we call "special advertising," for which you would have to pay the cost. The costs would be charged against the book and deducted from the proceeds of sales at our next accounting.

I don't know whether you want us to do any advertising of this sort or not. If you do, it might be well for us to get the lists from Mr. Coolidge so that we may have the envelopes all ready when the book comes out. We have found that the best kind of circular to start a book with, is a multigraphed letter. The cost of multigraphing, paper, envelopes, addressing, postage, and all other charges, amounts to about 3 1/3 cents apiece. In other words, the complete cost of a circular sent to one thousand prospects would be about \$33.00.

Sincerely yours,

David T. Pottenger

77 Franklin Street
Boston, Massachusetts
February 9, 1935

Mr. David T. Pottinger
Harvard University Press
36 Quincy Street
Cambridge, Massachusetts

Dear Mr. Pottinger:

The question of whether or not we will give contributors to the Handbook of Travel copies of their chapters keeps coming up. I have said no in every case, but am inclined to permit the Botanical and Zoological Departments at Harvard to have a hundred or so separates of their own chapters, as apparently it would be a very great convenience to them, and I don't think it would appreciably diminish the sale of the book. Other authors who want to give copies to friends I think should be asked to buy the whole book, but these departments of the University who can't be expected to buy copies of the book and want the reprints for scientific work have my sympathy.

Unless I hear from you I will assume you have no objection.

Yours very sincerely,

T. D. C.
M. N.

Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

77 Franklin Street
Boston, Massachusetts
February 9, 1935

Mr. David T. Pottinger
38 Quincy Street
C bridge, Massachusetts

Dear Mr. Pottinger:

Answering yours of February 8, we are interested in circularizing the new edition of the Handbook of Travel among the Boone and Crockett Club of New York and the Wilderness Club of Philadelphia, and will pay the cost of doing so.

Yours very sincerely,

T. M. N.

Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

HARVARD UNIVERSITY PRESS * CAMBRIDGE * MASSACHUSETTS

ODDREY E. CABOT, INC
BOSTON OFFICE
ANS'D _____ > _____

PUBLISHING DEPARTMENT
38 Quincy Street



PRINTING DEPARTMENT 14 AM 8 46
1935 FEB 14
Randall Hall

February 13th, 1935

Thomas D. Cabot, Esq.
77 Franklin Street
Boston, Mass.

Dear Mr. Cabot:

Thank you for your two letters of February 9th. I think you are wise to refuse offprints of articles in the Handbook of Travel. It would be wise, however, to permit the Botanical and Zoological Departments to have a hundred or so offprints of their own chapters; they probably would not do anything with them that would hinder the sale.

I shall get Mr. Coolidge to lend us the two Club books at once so that we can begin addressing envelopes for them.

In the meantime, I shall be glad to have from you at your convenience a note about the date of publication and the price.

Very truly yours,

David T. Pottinger

DTP

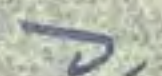
77 Franklin Street
Boston, Massachusetts
February 18, 1935

Mr. David T. Pottinger
Harvard University Press
Cambridge, Massachusetts

Dear Mr. Pottinger:

Answering yours of February 13, Jordan
and More say that the Handbook of Travel will be
finished surely by the first of April, and perhaps
by the middle of March. The price of the book
will be \$3.00.

Yours very sincerely,


Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

77 Franklin Street
Boston, Massachusetts
February 19, 1935

Jordan & More Press
368 Congress Street
Boston, Massachusetts

Gentlemen:

Please make up the following reprints from the chapters in the Handbook of Travel:

Four hundred of the Zoological Section of the chapter on "Collecting" to be sent to Mr. William E. Schevill, Museum of Comparative Zoology, Cambridge, Massachusetts;

One hundred and fifty of the Botanical Section of the chapter on "Collecting" to be sent to Mr. David Lindner, Herbarium of Cryptogamic Botany, 20 Divinity Avenue, Cambridge, Massachusetts;


Twenty-five of the Medical Section, to be sent to Doctor George C. Shattuck, Building D-1, Harvard Medical School, Boston, Massachusetts;

and

Six reprints of every other chapter.

Please make these up as separates, bound together without cover.

Yours very sincerely,


Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

THE JORDAN & MORE PRESS

368 CONGRESS
S T R E E T



TELEPHONE
LIBERTY 0746

THOMAS CABOT, INC.
BOSTON OFFICE

1935 MAR 7 AM 8 49

B O S T O N

March 6th, 1935.

Mr. Thomas Cabot,
Harvard Travellers Club,
77 Franklin St.
Boston, Mass.

Dear Mr. Cabot:

Enclosed please find a sample of Roxite Cloth for the cover of the Harvard Travel Book that the binder sent us today.

If you prefer a different finish or a different color, we will be glad to submit other samples. We believe the binder selected this because he probably has it in stock.

If this cloth is satisfactory, please let us know so we can start covering the books.

Very truly yours,

THE JORDAN & MORE PRESS.

By

T. More
Est.

TM/F

Yellowknife Bay N.W.T.
Mar. 7th 1936.

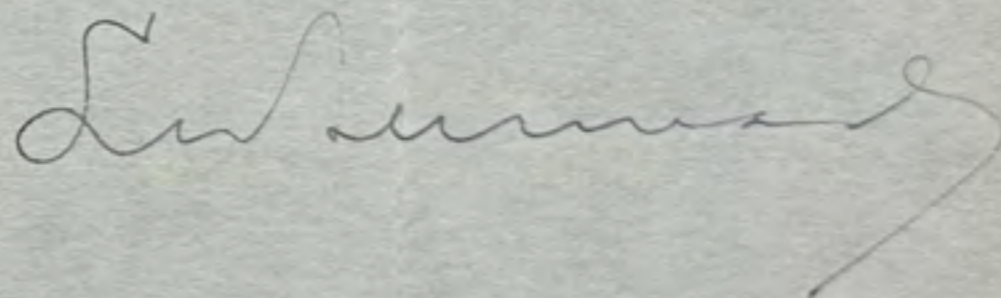
J. K. Howard, Esq.,
Secretary Harvard Travelers Club,
82 Devenshire St.,
Boston, Mass.

Dear Sir;

Thanks very much for your letter of 18th Ult., Am
afraid I will not be in Cobourg to receive the hadbook when
it arrives, but will acknowledge it as soon as I hear of its
arrival.

Thanking you for your attention to this matter,

Yours truly,

A handwritten signature in cursive script, appearing to read "L. J. ...".



NATIONAL RECOVERY ADMINISTRATION

WASHINGTON, D.C.

GODFREY L. CABOT, INC.
BOSTON OFFICE

1935 APR 15 AM 9 10

March 27, 1935

Mr. Thomas D. Cabot, Secretary
Harvard Travellers Club
2 Divinity Avenue
Cambridge, Mass.

Dear Sir:

I should like to have a copy of the new
edition of the Handbook of Travel. I am enclosing
a check for \$3.00.

Yours very truly,

Milton Katz
Milton Katz

3319 P St., N.W.
Washington, D.C.

THE JORDAN & MORE PRESS

GODFREY L. CABOT, INC.
BOSTON OFFICE

368 CONGRESS
S T R E E T



TELEPHONE
LIBERTY 0746

ANS'D _____

B O S T O N

1935 MAR 29 AM 8 42

March 28th, 1935.

Mr. Thomas D. Cabot,
The Harvard Travellers Club,
77 Franklin St.
Boston, Mass.

Dear Sir:

Enclosed find invoice for 1000 copies of the Handbook of Travel of which 500 copies were bound according to your instructions.

In speaking about this transaction, we hope that you will be especially kind to us in the way of sending us a quick remittance. We do not usually make such a request of our good customers, but consider this please. We started on this August 9th last year and have been working on it ever since, a total of over seven months, during which time we have had money tied up in this work and you know collections today are awfully hard and it is mighty slow getting money in to conduct business in an honorable way.

We gave you the price during the very worst of the depression and will say frankly that we think that you have certainly saved nearly thirty percent on the price on account of the depression. So won't you kindly give us a prompt liberal remittance.

Very truly yours,

THE JORDAN & MORE PRESS.

By *T. Moes*
Estimator

BM/F

77 Franklin Street
Boston, Massachusetts
March 29, 1935

Harvard University Press
38 Quincy Street
Cambridge, Massachusetts

ATTENTION: Mr. Smith

Gentlemen:

I enclose herewith a list of the
subscribers for the HANDBOOK OF TRAVEL.

Yours very sincerely,

Secretary to Mr. Cabot

MN
ENC

77 Franklin Street
Boston, Massachusetts
March 29, 1935

The Jordan & More Press
368 Congress Street
Boston, Massachusetts

ATTENTION: Mr. T. More

Gentlemen:

I have your letter of March 28 with enclosed bill, and cannot seem to check this against your quotation which was \$1370, less \$130 allowance on the books not bound, and less \$2.50 per page for the difference between 600 and the actual number of pages. Your charge, including binding the 500 copies and folding and gathering 545 copies (which were included in your quotation) amounts to \$1326.40. According to my calculations it should amount to \$1115, or less if you give us any allowance for the deficiency of more than 50 pages.

Kindly advise how you have figured your charges.

Yours very sincerely,

Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

THE JORDAN & MORE PRESS

FREY L. CABOT, INC.
BOSTON OFFICE

368 CONGRESS
S T R E E T



TELEPHONE
LIBERTY 0746

ANS'D

B O S T O N

1935 APR 2 AM 8 54

April 1st, 1935.

Mr. Thomas D. Cabot, Secretary,
Harvard Travellers Club
77 Franklin Street
Boston, Mass.

Dear Sir:

Replying to your letter of March 29th, it is evident to us that you based this letter on our letter dated August 3rd in which we quoted prices, but you will remember you had a talk with our Mr. Trenchard More and that agreement was changed so as to conform to our next letter dated August 4th.

The main point to be considered is this, it costs just as much to bind 526 pages as it does to bind 600 pages within such a small difference that it is hardly worth considering. Therefore when it came to the allowance for 526 pages in a book instead of 600 pages, the price per page allowance is automatically reduced. For instance if the book had only been 500 pages instead of 526 pages, then the allowance per page would have been less per page than we did allow per page on this bill. That difference is figured that way because binding 526 pages costs more per page than binding 600 pages per page.

Then it was understood that you were to furnish all cuts and cover dies. Of course such as we had to buy and pay for were charged to you. This amounts to \$79.14.

The author's alterations were clearly understood to be charged for and after you had made alterations amounting to nearly \$40.00 in cost, you subsequently made a lot more alterations.

It was agreed that we were to furnish you 500 bound copies and the rest in flat sheets. Of course the folding and gathering which you ordered cost us additional money and is worth \$54.50 as charged.

When all these points are considered, we feel sure that you will agree with us that our bill is correct. We want to show you that we are good fellows and will credit your account \$25.00, making the bill \$1350.04 though strictly speaking, we did not charge you a cent more than the agreement.

Very truly yours,

THE JORDAN & MORE PRESS.

By *BM*

Reprints

EM/P

P R I N T E R S

B I N D E R S

M A I L E R S

HARVARD UNIVERSITY PRESS * CAMBRIDGE * MASSACHUSETTS

GODFREY L. CABOT, INC.
BOSTON OFFICE
ANS'D _____



PUBLISHING DEPARTMENT
38 Quincy Street

1935 APR 3 3 PM 8 37
PRINTING DEPARTMENT
Randall Hall

April 2nd 1935

*Send copy
to Rose
& Sonja*

Thomas D. Cabot, Esq.
77 Franklin Street
Boston, Mass.

Dear Mr. Cabot:

When Mr. Smith showed the Handbook of Travel to two or three dealers in Boston yesterday, he found them reluctant to take any sizable stock at the discount of twenty percent which we had agreed upon with you. The Harvard CoOperative Society would like twenty-five copies, "on sale"; and the Old Corner Bookstore, to name only one shop in Boston, ought to keep it in stock and on display, but are not particularly interested at the low discount.

I wonder whether your financial arrangements are such that you could allow us to offer our regular discount of 33 1/3 percent on one to four copies; 33 1/3 plus five percent on five to twenty-four copies; and forty percent on twenty-five or more copies. If this can be done without seriously disturbing your arrangements, I would strongly recommend that you allow us to do it. I think the number of orders will probably be larger, and certainly they will come in faster at first.

Sincerely yours,

David T. Pottinger

DTP

3 copies to Geo. Farley?

H. T. Cabot File

LITTLE, BROWN & COMPANY
PUBLISHERS
34 BEACON STREET, BOSTON

GODFREY L. CABOT, INC.
BOSTON OFFICE
AMS'D _____

ALFRED R. MCINTYRE, PRESIDENT
HERBERT F. JENKINS, VICE PRESIDENT
ROGER L. SCAIFE, VICE PRESIDENT
JOHN A. REED, VICE PRESIDENT
HENRY G. HALLADAY, SECRETARY
ROSS WHISTLER, TREASURER



1935 APR 8 AM 9 08

April 6, 1935

Mr. Thomas D. Cabot
77 Franklin Street
Boston, Massachusetts

Dear Cabot:

I have your note of the 5th together with the carbon of the letter from Mr. Pottinger to you.

Publishers differ in their discounts to the booktrade. It is, however, customary to give about 40%. The discounts range from 1/3 on single copies to say 43% on quantities. When I wrote you, I suspected that the booktrade would do little more than stock the book and I still feel so, and I should doubt very much whether you will increase your sales by giving them a larger discount. On the other hand, bookstores cannot exist on 20% discount. It does not leave them margin enough for their overhead.

I think I would do one of two things: Either give them 1/3 discount or else simply ask them to carry the book in stock with a returnable privilege; in other words, send it to them on consignment on the 20% discount basis. You might come out better this way. Or, you might combine these two ideas, selling at 1/3 where the bookseller seems sufficiently interested to buy more than one copy and put it on his travel counter, and allowing the smaller stores the consignment plan, for, after all, I agree with you that your main sale will come from circular work and direct orders.

I assume that the price of \$1400 which you give me includes the composition as well as the printing of 1000 copies.

Sincerely yours

Roger L. Scaife
Roger L. Scaife
Vice President

Harold Coolidge

April 8, 1936

Mr. Harold J. Coolidge,
Museum of Comparative Zoölogy,
Cambridge, Mass.

Dear Harold:

I have your most flattering letter of April 6th about the Handbook and am delighted to know that you and others who have seen it think well of the book. But, my wife tells me that one of the members of the Women's Travellers Club, who is a great mountain climber, says that Palmer's chapter is out of date and that he even recommends a hitch which is now considered dangerous.

I hope that we shall not have many more criticisms of this kind.

Sincerely yours,

GEORGE CHEEVER SHATTUCK, M. D.
HARVARD MEDICAL SCHOOL
BOSTON, MASS.

GODFREY L. CABOT, INC.
BOSTON OFFICE

~~ANS'D~~ >

April 9, 1935

1935 APR 10 AM 8 55

Mr. Thomas D. Cabot,
77 Franklin St.,
Boston, Mass.

Dear Tom:

When I talked with you over the telephone about the Travellers Club Handbook, I suggested sending copies for review to the Geographical Review, published by The American Geographical Society, Broadway and 156th St., New York City and The Geographical Journal published by The Royal Geographical Society, Kensington Gore, London, S.W.7, England.

My wife told me that she thought that Mrs. Bates would very much appreciate receiving a copy so I sent her one from those which I have.

It is important, also, to send copies to contributors who are not members of the Club. This was agreed upon, I believe, before; but it is important not to forget it. The following contributors are not listed as members in the Club List received a few days ago and I also think that it would be a nice thing to send a complimentary copy to William Lord Smith, whose name was to be transferred to Honorary Membership although it is not so listed as yet. Please don't forget that this was to be done.

Contributors who are not Members

Maj. L. T. Burwash

William J. Clench

Seymour Hadwen

E. A. Hooton

Owen Lattimore

O. M. Miller

Alex. W. Moffat

J. H. Sandground

Andrea M. Taylor

Box 116 Cobourg Ontario

207 Fisher Ave. Brooklyn

Wm S. Ladd
254 St. > Duane Ave
N. Y.

Sincerely yours,

77 Franklin Street
Boston, Massachusetts
April 10, 1935

Mr. David T. Pottinger
Harvard University Press
38 Quincy Street
Cambridge, Massachusetts

Dear Mr. Pottinger:

Please excuse my delay in answering your letter of April 2. It is necessary that matters of this kind be taken up with a committee.

Although we are informed by others that the 20% discount which we agreed upon is unusually low, we hardly feel we can afford to increase this discount. We see no objection to placing the books with reputable retailers on a consignment basis, provided this is agreeable to you. We hope you can persuade the Harvard CoOperative Society, The Old Corner Book Store, and other large book stores to take the book on this basis, and give it a display. If not, kindly advise, and we will consider the matter further.

In order to induce additional orders from members we are distributing order cards with our meeting notice which goes out this week.

We have agreed to give the contributors' to the book who are not members of the Club complimentary copies. Please, therefore, send complimentary copies to the following:

Major L. T. Burwash ✓
Cobourg, Ontario

William J. Clench
Museum of Comparative Zoology
Cambridge, Massachusetts

Seymour Hadwen
Ontario Research Foundation
47 Queen's Park
Toronto, Canada

E. A. Hooton
Peabody Museum
Cambridge, Massachusetts

Owen Lattimore
129 East 52nd Street
New York, New York

O. M. Miller
c/o American Geographical Society of New York
Broadway at 156th Street
New York, New York

Alexander W. Moffat
207 Fisher Avenue
Brookline, Massachusetts

J. H. Sandground
Museum of Comparative Zoology
Cambridge, Massachusetts

Andrew M. Taylor
Boulder Farm
Tompkins Corners, New York

Yours very sincerely,

Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

2.


77 Franklin Street
Boston, Massachusetts
April 15, 1935

The Jordan and More Press
368 Devonshire Street
Boston, Massachusetts

Gentlemen:

We enclose herewith our check for \$1350.04, in full payment of your bill for printing 1045 copies of the HANDBOOK OF TRAVEL including the binding of 500 copies and folding and gathering 545 copies. We understand that you will hold the type pending further orders from us, and will send us a bill every six months covering all storage charges accruing thereon.

Yours very sincerely,


Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN
ENC

77 Franklin Street
Boston, Massachusetts
April 15, 1935

Harvard University Press
Randall Hall
Cambridge, Massachusetts

Gentlemen:

Please send one copy of the HANDBOOK
OF TRAVEL to

Mr. Milton Katz
3319 P Street, N. W.
Washington, D. C.

I enclose Mr. Katz' check for \$3.00 covering this.

Yours very sincerely,

Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN
ENC

~~Harvard~~ ~~Committee~~
MUSEUM OF COMPARATIVE ZOOLOGY
AT HARVARD COLLEGE
CAMBRIDGE, MASSACHUSETTS

April 15, 1935

My dear Dr. Shattuck _____

Travellers Club

In case the second printing of the Travellers Club Handbook ever takes place, it might be feasible to correct the slip on page 303. Prof. Davis's "Erklärende Beschreibung" should have been on page 293, in the bibliography of the chapter on geography. On the other hand Suess, now on page 293, properly belongs on page 303, under geology.

Yours truly,

W. E. Schwill

HANDBOOK OF TRAVEL - Shattuck

N. Y. Times, Times Square, NYC

Boston Transcript, 324 Washington St., Boston

cut - ARB

American Geographical Society, Broadway at 156th St., NYC

Natural History, American Museum of Natural History,
Columbus Ave. & 77th St., NYC

American Alpine Journal, 140 East 46th St., NYC

Appalachia, 5 Joy Street, Boston

National Geographic Magazine, National Geographic Society, Washington, D. C.

Publications
- Handbook

-2-

April 5, 1935

Doctor A. Hamilton Rice, will appreciate very
901 Fifth Avenue, give no.
New York City.

Dear Doctor Rice:

Yours sincerely,

TDC:A I enclose copy of a letter received
from Mr. Pottinger with regard to the sale of the
Handbook. I know you have had a good deal of experience
in selling books, and would appreciate very much your
advice as to what we should best do about this.

The printing of 1000 copies and
binding 500 has cost \$1350. plus \$50. for indexing.
Our members are taking 165 copies at \$3.00 apiece.
The arrangement with the Harvard University Press is
that we shall pay them 15% of the retail price for list-
ing in their catalog, shipping, billing and collect-
ing, and that we shall pay any direct advertising
costs ourselves.

The books have just been delivered
by the printer, and orders, so far received, will
be shipped this week.

We have not paid the printer's bill
yet. I am still trying to get a little chipped
off the extras for author's corrections, cuts, etc.
It is my plan to draw \$800. from the Savings Bank,
which represents the Life Membership Fund of the
Club, and pay the remaining \$550. out of current
funds, and to reimburse the Life Membership Fund
from time to time, with the proceeds from the
sale of the book.

As you can see, this is depleting our
treasury pretty severely and we must liquidate our
stock of books without too much delay. I have asked
one or two other members of the publication
committee what they would recommend, but they all
dodge the question on the ground that they know
nothing about the book selling business. Hence I

77 Franklin Street
Boston, Massachusetts
April 15, 1935

The Jordan and More Press
368 Devonshire Street
Boston, Massachusetts

Gentlemen:

We enclose herewith our check for \$1350.04, in full payment of ~~your~~ bill for printing 1045 copies of the HANDBOOK OF TRAVEL including the binding of 500 copies and folding and gathering 545 copies. We understand that you will hold the type pending further orders from us, and will send us a bill every six months covering all storage charges accruing thereon.

Yours very sincerely,



Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN
ENC

77 Franklin Street
Boston, Massachusetts
April 16, 1935

Mr. David T. Pottinger
38 Quincy Street
Cambridge, Massachusetts

Dear Mr. Pottinger:

What are you doing to get reviews of the HANDBOOK OF TRAVEL? I think review copies should be sent to the American Geographical Society, Broadway at 156th Street, New York, New York, for review in the GEOGRAPHICAL REVIEW; to the Royal Geographical Society, Kensington Gore, S. W. 7, London, for review in the GEOGRAPHICAL JOURNAL; to the American Museum of Natural History, Columbus Avenue and 77th Street, New York City, for review in NATURAL HISTORY; to the American Alpine Club, 140 East 46th Street, New York City, for review in the AMERICAN ALPINE JOURNAL; to the Appalachian Mountain Club, 5 Joy Street, Boston, for review in APPALACHIA; and to the National Geographic Society, Washington, D. C., for review in THE NATIONAL GEOGRAPHIC MAGAZINE.

Suitable letters should be sent with these. You may have some other suggestions as to where we should send copies for review.

Yours very sincerely,

Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

77 Franklin Street
Boston, Massachusetts
April 17, 1935

Mr. Seymour Hadwen
Ontario Research Foundation
47 Queen's Park
Toronto, Canada

Dear Mr. Hadwen:

I am directed by the Harvard Travellers Club to express its thanks for the help you have given in preparation of the HANDBOOK OF TRAVEL which it is publishing. A complimentary copy of the HANDBOOK is being forwarded to you, and you will soon receive several reprints of the chapter which you wrote.

Yours very sincerely,

Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

77 Franklin Street
Boston, Massachusetts
April 17, 1935

Mr. David T. Pottinger
Harvard University Press
38 Quincy Street
Cambridge, Massachusetts

Dear Mr. Pottinger:

Have you had any printed circular or prospectus of the HANDBOOK OF TRAVEL prepared for use in direct mail advertising, and to what list has this been sent? If you will send me a dozen copies of any such prospectus, I will see that they are distributed where they are likely to do the most good.

Yours very sincerely,

Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

77 Franklin Street
Boston, Massachusetts
April 17, 1935

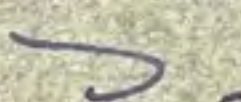
Harvard University Press
Randall Hall
Cambridge, Massachusetts

Gentlemen:

Please send a complimentary copy of the
HANDBOOK OF TRAVEL to

William Lord Smith
American Museum of Natural History
77th Street
New York, New York

Yours very sincerely,


Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

THE JORDAN & MORE PRESS

368 CONGRESS
S T R E E T



TELEPHONE
LIBERTY 0746

B O S T O N

April 17th, 1935.

Mr. Thomas Cabot,
Harvard Travellers Club
77 Franklin St.
Boston, Mass.

Dear Mr. Cabot:

In accordance with our telephone conversation,
we are returning to you a copy of the Handbook of Travel.

Our men in watching the order and keeping track
of it handled the book considerably and we want to repeat our
statement that we will be glad to rebind this book for you without
any expense to you. Of course, we think it is our duty to follow
your instructions in the matter.

Very sincerely yours,

THE JORDAN & MORE PRESS.

By *T. More*
Est.

BM/F

HARVARD UNIVERSITY PRESS ❖ CAMBRIDGE MASSACHUSETTS

GODFREY L. CABOT, INC.
BOSTON OFFICE

ANS'D 2

PUBLISHING DEPARTMENT
38 Quincy Street



1935 APR 22 AM 9 01
PRINTING DEPARTMENT
Randall Hall

April 18th 1935

Thomas D. Cabot, Esq.
77 Franklin Street
Boston, Mass.

Dear Mr. Cabot:

We have sent review copies of "The Handbook of Travel" to the magazines listed in your letter of April 16. I have taken the liberty of adding the New York Times and the Boston Transcript because both these newspapers have a wide circulation and will bring us publicity among people who are not experts in the field. Besides these, I do not think of any others.

Review copies of our books intended for the British Empire are sent out by our London agents, the Oxford University Press. It is very probable that they will add a few to the "Geographical Journal." We can depend upon them to exercise intelligence and discretion.

Sincerely yours,

David T. Pottinger

DTP

HARVARD UNIVERSITY PRESS * CAMBRIDGE * MASSACHUSETTS

GODFREY L. CABOT, INC.
BOSTON OFFICE
ANS'S _____

PUBLISHING DEPARTMENT
38 Quincy Street



1935 APR 23 8 37
PRINTING DEPARTMENT
Randall Hall

April 22nd, 1935

Thomas D. Cabot, Esq.
77 Franklin Street
Boston, Mass.

Dear Mr. Cabot:

I am getting a prospectus ready for advertising "The Handbook of Travel" and shall let you have some copies of it very shortly.

Sincerely yours,

David T. Pottinger

DTP

GEORGE CHEEVER SHATTUCK, M. D.
HARVARD MEDICAL SCHOOL
BOSTON, MASS.

April 24, 1935

Name of man who has travelled in Finland and who knows about REINDEER

for possible use in connection with another edition of the

Harvard Travellers Club Handbook

Mr. Rockwell Kent

c/o Colston Leigh,

521 Fifth Ave., New York City.

Ontario Research Foundation
43-47 Queen's Park
Toronto 5,

GODFREY L. CABOT, INC.
BOSTON OFFICE
ANS'D _____

1935 APR 26 AM 8 44
April 24, 1935.

Thomas D. Cabot, Esq.,
Secretary, Harvard Travellers Club,
77 Franklin St.,
Boston, Massachusetts,
U. S. A.

Dear Mr. Cabot,

I am very pleased indeed with the little book you sent me and wish to thank you very much for it. In the parts of the handbook which relate to some of the things I know about, I notice certain parts which might be improved upon in case a new edition is published.

In a short time I am expecting to get reprints of an article on the sled dogs of the eastern Arctic, which relates to a trip I made last summer. I will send you this article when it appears in June.

A short time ago I noticed in our local paper that a Dr. Shattuck had died in Boston, and I am wondering if I have been unfortunate enough to lose a friend. I did not like to write directly to Dr. Shattuck in case something had happened.

With many thanks again, I remain,

Yours sincerely,

Geymore Halliwell

Department of Pathology
and Bacteriology

P.S. *Would you please let me know about Dr. Shattuck.*

S. H.

SH/RM

77 Franklin Street
Boston, Massachusetts
April 26, 1935

Mr. Seymour Hadwen
Ontario Research Foundation
43-47 Queen's Park
Toronto 5, Canada

Dear Mr. Hadwen:

Thank you for your letter of April 24 to Mr. Cabot. I am sure he will be very glad to receive the reprint of your article on the sled dogs of the eastern Arctic.

Mr. Cabot is, at the moment, in a hospital in New Hampshire as a result of breaking his leg last weekend. He will probably be moved down to a Boston hospital next week, and I am holding your letter until then.

With regard to the last paragraph of your letter, the Dr. Shattuck who died was not the Dr. George C. Shattuck who is a member of the Harvard Travellers Club.

Yours very sincerely,

M. N.

Secretary to Mr. Cabot

MN

Ontario Research Foundation
43-47 Queen's Park
Toronto 5.

Reus M.N

May 2nd, 1935.

Miss Mary C. Norcross,
77 Franklin St.,
Boston, Mass.

Dear Miss Norcross,

I am delighted to hear that Dr. George C. Shattuck
is in the land of the living. Thank you very much for the
information and I shall write to ^{him} you very shortly.

Yours very truly,

Seymour Hadwen.

Director, Department of
Pathology & Bacteriology.

SH/RM

THE METROPOLITAN MUSEUM OF ART

NEW YORK

OFFICE OF THE REGISTRAR

May 13, 1935

Harvard University Press,
Randall Hall,
Cambridge, Mass.

detached ml

Gentlemen:

You will find enclosed three dollars in bills to cover cost of "The Handbook of Travel" prepared for the Harvard Travellers Club by Dr. G. C. Shattuck. I wish to express my very great delight at the excellence of the information in this volume and its forms of presentation. It will be an invaluable aid to me and to hundreds of others, I hope thousands, for a long time to come. It makes me proud to be a member of the Club responsible for the book.

As a member of the Library ^{Committee} of the Explorers' Club, 10 East 72nd Street, New York, N.Y. its Chairman, Mr. J.A. Allis suggested that I ask for a complimentary copy of the book for our Library. We have absolutely no funds for buying publications, but are dependent on gifts. Our Club has over five hundred members and the Library is much used. I feel that a compilation of this sort would reach an extremely wide public, the sort of public, which would include many prospective buyers. Undoubtedly, the book would be reviewed in our Club Bulletin.

Yours very sincerely,

W. Stephen Thomas

Assistant Registrar,
Metropolitan Museum of Art



HARVARD UNIVERSITY PRESS * CAMBRIDGE * MASSACHUSETTS

GODFREY, CABOT, INC.
BOSTON OFFICE
ANS'D _____

PUBLISHING DEPARTMENT
38 Quincy Street



1935 MAY 18 AM 8 35
PRINTING DEPARTMENT
Randall Hall

May 17th, 1935

Thomas D. Cabot, Esq.
77 Franklin Street
Boston, Mass.

Dear Mr. Cabot:

I am enclosing for your attention a letter just received from Stephen Thomas who recently ordered a copy of the Handbook of Travel. Would you return this letter to me with a note as to whether or not the Harvard Travellers Club would present a copy of the book to the Explorers' Club?

Very truly yours,

W. W. Smith

WWS

Encl.

77 Franklin Street
Boston, Massachusetts
May 20, 1935

Mr. J. A. Allis
Explorers' Club
10 East 72nd Street
New York, New York

Dear Mr. Allis:

At the request of Mr. W. Steven Thomas
we are having the publishers send a complimentary
copy of the HANDBOOK OF TRAVEL to you for your
library with the understanding that it will be
reviewed in your Club Bulletin.

Yours very sincerely,

T

Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN

copy to Harvard University Press

77 Franklin Street
Boston, Massachusetts
May 20, 1935

Mr. W. W. Smith, Jr.
Harvard University Press
38 Quincy Street
Cambridge, Massachusetts

Dear Mr. Smith:

Answering yours of May 17, please send a complimentary copy of the HANDBOOK OF TRAVEL to the Explorers' Club, 10 East 72nd Street, New York, New York, attention Mr. J. A. Allis. I am writing Mr. Allis as per enclosed carbon copy.

Yours very sincerely,

T.D.C.

Thomas D. Cabot, Secretary
Harvard Travellers Club

TDC:MN
ENC

HARVARD UNIVERSITY PRESS ❖ CAMBRIDGE ❖ MASSACHUSETTS

PUBLISHING DEPARTMENT
38 Quincy Street



PRINTING DEPARTMENT
Randall Hall

June 27th 1935

Miss Alice B. Newell
Harvard Medical School
Boston, Massachusetts

Dear Miss Newell:

I am enclosing a list of review copies of the Handbook of Travel that we sent out, and a list of the review copies that the Oxford University Press (our British agents) have sent out.

Thus far, we have had notices only from the Harvard Alumni Bulletin and the Boston Transcript. This is not surprising, however, because all reviewing is very slow these days, and we cannot hope for much until at least five or six months have passed.

We have had an acknowledgement of receipt from every magazine to which we sent a review copy, so that we know none of these copies have gone astray.

Sincerely yours,

David T. Pottinger

DTP

Encl.

— which one?

July 1, 1935

Mr. John K. Howard
Shawmut Bank Building
Boston, Massachusetts

Dear Kay:

You are probably wondering why I haven't been around to see you. I have been trying to get hold of Orendorff and now find that he has been in bed with nervous indigestion. He promises to come in as soon as he is well enough.

I have paid the Harvard Travellers Club bills, and have received several checks which I have deposited, one of which was for \$566.29 from the Harvard University Press, being the proceeds from the sale of HANDBOOKS to date. The treasury is thus in strong condition.

The only other thing I think of that should be done, if you have not already attended to it, is to notify the members elected at the last Council Meeting of their election, and to bill them for initiation fees. I presume you haven't yet any bill forms, and I suggest, therefore, that we postpone billing them until October first when their dues for 1935 will be payable.

Yours very sincerely,

→

TDC:MN

77 Franklin Street
Boston, Massachusetts
July 1, 1935

Harvard University Press
Cambridge 38
Massachusetts

Gentlemen:

We thank you for yours of June 30 with enclosing check for \$566.29 covering proceeds from 235 copies of the HANDBOOK OF TRAVEL sold for \$683.10, less expenses of \$116.18. Kindly let us have an itemized statement to show how you get these figures. We understood the sale price was \$3 per copy from which you were entitled to deduct 15% plus direct advertising costs.

Yours very sincerely,
HARVARD TRAVELLERS CLUB

TDC:MN

77 Franklin Street
Boston, Massachusetts
July 1, 1935

Harvard University Press
Cambridge 38
Massachusetts

Gentlemen:

We thank you for yours of June 30 with enclosing check for \$566.29 covering proceeds from 235 copies of the HANDBOOK OF TRAVEL sold for \$683.10, less expenses of \$116.18. Kindly let us have an itemized statement to show how you get these figures. We understood the sale price was \$3 per copy from which you were entitled to deduct 15% plus direct advertising costs.

Yours very sincerely,
HARVARD TRAVELLERS CLUB

TDC:MN

GODFREY L. CABOT, INC.
BOSTON OFFICE

HARVARD UNIVERSITY PRESS * CAMBRIDGE * MASSACHUSETTS

1935 JUL 5 AM 9 26

PUBLISHING DEPARTMENT
38 Quincy Street



PRINTING DEPARTMENT
Randall Hall

July 3rd, 1935

Thomas D. Cabot, Esq.
77 Franklin Street
Boston, Mass.

Dear Mr. Cabot:

As requested in your letter of July 1st, we are giving below the details of the net proceeds of \$566.29 from the sales of 235 copies of the Handbook of Travel.

Very truly yours

Harvard University Press

O. S. Fogg

302

#268
78
53

131
235

366

CEF

337.75
58.95

3.50

275.30

235 copies sold		\$ 683.10
Less: Handling on 255 copies (20 complimentaries)	114.75	
Copyright	2.06	116.81
	<hr/>	<hr/>
		\$ 566.29

July 10, 1935

Mr. John K. Howard,
55 Congress Street,
Boston, Mass.

Dear Kay:

Enclosed is a letter from the Harvard University Press, with attached inquiry from Czechoslovakia for a review copy of the "Handbook".

I never heard of this astronomical society and wouldn't think we had much to gain by a review, but if you can find they are worth while, I would see no objection to mailing them a free copy. The fact that they show a picture of their observatory would somehow indicate that they need advertising.

I am still unable to get Orendorff into Town, but will bring over the files and records when I can.

Yours sincerely,

TDC:A

Encl.

July 17, 1935

Mr. John K. Howard
Shawmut Bank Building
Boston, Massachusetts

Dear Kay:

We arranged to have six reprints made of every chapter of the HANDBOOK OF TRAVEL which were sent free to each of the respective authors. We also had twenty-five copies of the Medical Section made for George Shattuck for which he offered to pay (if I remember correctly) \$1.50 apiece. We also had four hundred copies of the Zoological Section on "Collecting" sent to Schevill, for which he said he was willing to pay the printing cost (Jordan and More have already billed him for the paper covers put on these), and we had one hundred and fifty copies of the Botanical Section on "Collecting" sent to Mr. David Linder. I believe he was also willing to pay the cost of printing.

I now have a bill for \$18 from Jordan and More covering all of these reprints. How do you think we ought to handle this? If the Club treasury can stand it, I would be inclined to pay it, and not bill any of it to Shattuck, Schevill, and Linder. Considering all the work Shattuck did, it seems rather unreasonable to bill him for his twenty-five reprints, and I understand neither Schevill or Linder can well afford even the small cost of printing their reprints. If you want to distribute this bill, let me know, and I will get Jordan and More to allocate the costs over the various jobs. If not, I will have a check made out.

I am still unable to get in touch with Orendorff.

Yours very sincerely,

>

TDC:MN

copy to Mr. George Lyon

September 5, 1935

Harvard University Press
Cambridge
Massachusetts

Gentlemen: Attention: Mr. Pottinger

If my memory serves, I turned over to you the names of all those members of the Harvard Travellers Club who wanted copies of the Handbook of Travel, but as I am no longer secretary of the club, I have turned over my files to Mr. John K. Howard and am unable to confirm this.

Today in cleaning out some of our records, we ran across the enclosed postcard orders. If there are any of these which have not been filled, please let me know. I am also sending a list in pencil of members who ordered orally. I believe these were included in the list sent you, but would appreciate your confirmation of my memory.

Yours very sincerely,



Vice-President
77 Franklin Street
Boston, Massachusetts

TDC:DD

September 10, 1935

Mr. George W. Robinson
Art Room, Widener Library
Cambridge, Massachusetts

Dear Mr. Robinson:

I have yours of September 9 and haven't forgotten. I am sorry to report, however, that the sale of the "Handbook of Travel" has not been up to expectations. I am no longer secretary of the club and haven't the latest figures, but the last time I looked into the matter, less than two hundred fifty copies had been sold. Apparently, this is the kind of book that sells very slowly, but unlike a popular novel, it continues to sell for a long time.

I hardly feel that I could recommend to the club that they add to your compensation now, but when they have sold enough copies to cover the cost of printing, I will be very glad to do so.

Yours very sincerely,

Vice-President

TDC:DD



September 11, 1935

Dear Kay:

If I remember correctly, we paid Mr. George Robinson fifty dollars for indexing the "Handbook of Travel" and promised him an additional payment if and when the publication proved a financial success.

He has written in asking "how about it" and I have written him as per enclosed copy.

Yours very sincerely,

James D. Cole

Vice President
77 Franklin Street
Boston, Massachusetts

TDC:DD

Mr. John K. Howard
c/o Gaston, Snow, Saltonstall & Hunt
National Shawmut Bank Building
Boston, Massachusetts

Outre-Mer

Revue Générale de Colonisation
1, RUE DE L'EGLISE
VINCENNES (SEINE)

September 24th 1935

GODFREY L. CABOT, INC.
BOSTON OFFICE
ANS'D _____

1935 OCT 4 AM 8 37

Harvard University Press
Cambridge
Massachusetts.

U. S. A.

*Received
Harvard
Library*

Dear Sirs,

We should be very grateful, would you be so kind
as to present us with a copy of:

Handbook of travel. Prepared for the Harvard
travellers club. Edited by George Cheever Shattuck.

for review in the "Bibliographie" of our Journal.

Yours very truly,

OUTRE-MER

See at Harvard Library whether
this Bib is any good.

Haines



W. ARMSTRONG PRICE
CONSULTING GEOLOGIST

Sept. 21, 1935.

P. O. BOX 112
CORPUS CHRISTI, TEXAS

The Harvard Traveller's Club,
Harvard University,
Cambridge, Mass.

Gentlemen:

I enclose my check for three dollars, which I understand is
the price of the new edition of your HANDBOOK.

Please send me a copy and bill me for any difference on
account of postage.

Very truly yours,

W. Armstrong Price



October 10, 1935

Dear Kay:

I enclose a letter from Outre-Mer sent me by the Harvard University Press. I guess it is your duty to decide to whom we should send complimentary copies. I don't know these people and, therefore, have no opinion as to whether or not they deserve a copy.

Yours very sincerely,

TDC

TDC:DD

Mr. John K. Howard
c/o Gaston, Snow, Saltonstall, Hunt & Rice
Shawmut Bank Building
Boston, Massachusetts

Enc.

P.S. Walter Wood has returned from Alaska. I haven't seen his stuff, but he got up MT. Steel 16,400 ft. + and did some extensive & intensive surveying. I think he would give a pretty talk if you can use him.

GEORGE CHEEVER SHATTUCK, M. D.
HARVARD MEDICAL SCHOOL
BOSTON, MASS.

January 10, 1936

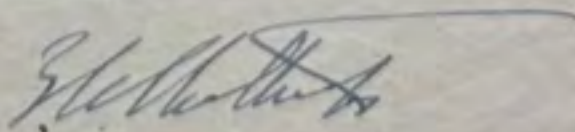
Mr. John K. Howard,
82 Devonshire St.,
Boston, Mass.

Dear Kay:

Not long ago I received reprints of various chapters of the Harvard Travellers Club "Handbook of Travel" and these I distributed to the authors, sending along with the material a postal card asking for an acknowledgment and whether a complimentary copy of the Handbook had been received.

In this last matter I made a mistake in asking the question of all contributors,- whereas the intention had been to send complimentary copies only to non-members. There is enclosed a list of the replies and the postal-cards. Sorry to have balled this up. Can I help to untangle it? I think it is important to be certain that complimentary copies were sent to non-members. ^{7 received.} This ^{about sending the} information you probably have in the records.

Sincerely,



GEORGE CHEEVER SHATTUCK, M. D.
HARVARD MEDICAL SCHOOL
BOSTON, MASS.

January 10, 1936

Contributors to Handbook of Travel who have received Complimentary Copies

Cabot, T.D.
Clench, W.J.
Hadwen, Seymour
Hooton, E.A.
Ladd, William S.
Miller, O.M.
Moffat, Alex
Sandground, J.H.
Taylor, Andrew M.
Tozzer, Alfred M.
Shattuck, G.C.

Contributors to Handbook of Travel who have not rec'd Complimentary Copies

Allen, Glover ✓
Arnold, Weld ✓
Barbour, Tom ✓
Colby, Francis ✓
Darlington, P.J. Jr. ✓
Fay, S. Prescott ✓
Iselin, Columbus ✓
Kennedy, Sinclair ✓
Linder, David ✓
Loveridge, Arthur ✓
Phillips, John ✓
Schevill, W.E. ✓
Worthington, John ✓

Contributors who question whether they rec'd a Complimentary Copy

Send it - bill him
Forbes, Alex. (would like one more and would be willing to pay for it)
Lattimore, Owen (he is now in Peiping; his secretary is writing to him)
Mixer, Dr. Jason (will look to see if he has rec'd one)
forget Smith, William Lord (does not state on his postal card if he rec'd it)
Wulsin, F.R. (does not know if he ever rec'd a complimentary copy)

Contributors not heard from by return Postal-Card

? Burwash, Maj. L.T.
Palmer, Howard ✓
Field, Wm. B. Osgood, Jr. ✓

Reprints and postal card not sent to Bruce Hopper? ✓

Deceased contributors: Davis, Dixon, Howe, Bates, Thorndike, Ward.

82 Devonshire Street
Boston, Massachusetts.
January 22, 1936

Harvard University Press
Cambridge, Massachusetts.

Dear Sirs:

Will you kindly let me know if a complimentary
copy of the "Handbook of Travel" has been sent to
Major L. T. Burwash?

Very truly yours,

John K. Howard, Secretary

JKH:R

*Copy sent
2/18/36*

Major L. T. Burwash,
Cobourg,
Ontario, Canada



82 Devonshire Street
Boston, Massachusetts.
January 22, 1936

Dr. George Cheever Shattuck
Harvard Medical School
Boston, Massachusetts.

give to member.

Dear George:

This will acknowledge receipt of your letter of January 10th which has just come to hand on account of my absence for a short time.

If the intention was to send complimentary copies to only non-member contributors, it would seem to me that we could simply forget those contributors who have answered that they have not received a complimentary copy and who are members. I have checked that list against the membership list and find that all of those whom you listed as not having received complimentary copies are members. Unless I hear to the contrary from you I will do nothing further about them.

I take it that unless we hear further from the contributors who did not know whether they had received a complimentary copy or not that we need do nothing further about them. Of the contributors noheard from, the only one who is not a member is Major L. T. Burwash. I am writing the University Press to see if they have a record of his having been sent a complimentary copy and if not, if you will send me his address I will see that a copy is sent to him. He seems to be the only one on your list who is not a member from whom we have either heard that they have not received a copy or from whom we have not heard. Do you approve of this method of handling the matter?

Sincerely yours,

J K Howard

John K. Howard, Secretary

*OK see above
J.K.H.*

82 Devonshire Street
Boston, Massachusetts.
January 22, 1936

Dr. George Cheever Shattuck
Harvard Medical School
Boston, Massachusetts.

Dear George:

This will acknowledge receipt of your letter of January 10th which has just come to hand on account of my absence for a short time.

If the intention was to send complimentary copies to only non-member contributors, it would seem to me that we could simply forget those contributors who have answered that they have not received a complimentary copy and who are members. I have checked that list against the membership list and find that all of those whom you listed as not having received complimentary copies are members. Unless I hear to the contrary from you I will do nothing further about them.

I take it that unless we hear further from the contributors who did not know whether they had received a complimentary copy or not that we need do nothing further about them. Of the contributors not heard from, the only one who is not a member is Major L. T. Burwash. I am writing the University Press to see if they have a record of his having been sent a complimentary copy and if not, if you will send me his address I will see that a copy is sent to him. He seems to be the only one on your list who is not a member from whom we have either heard that they have not received a copy or from whom we have not heard. Do you approve of this method of handling the matter?

Sincerely yours,

John K. Howard, Secretary

Harvard University Press, Randall Hall, Cambridge, Mass.

January 23, 1936

Dear Sir:

In reply to your inquiry of the 22nd, we wish to report that a complimentary copy of the "Handbook of Travel" was sent on April 11, 1935 to Major L. T. Burwash, Cobourg, Ontario, Canada.

Very truly yours,

Secretary to Mr. Pottinger

From
L. T. Burwash

Yellowknife NW 3

Feb 7 - 1936

Dear Mr. Shattuck

Thanks very much for your letter of December 20. This only reached me yesterday. Thanks also for your enclosures & so far I have not received a copy of the Handbook and I am sure it will be a real addition to my reference books on travel - I hope to come east shortly so my best address is Cobourg Ont. Please mark it "L. T. Burwash"
Enjoying 67° below today
L. T. Burwash

82 Devonshire Street
Boston, Massachusetts.
February 18, 1936

Major L. T. Burwash
Coburg, Ontario.

Dear Sir:

Your card of February 7th to Dr. Shattuck re
copy of "Handbook of Travel" has been referred to me.

A copy of the "Handbook" is being forwarded to
you today to the above address. Will you kindly
acknowledge receipt of it.

Very truly yours,

Secretary

JKH:R

82 Devonshire Street
Boston, Massachusetts.
May 18, 1936

Harvard University Press
Cambridge, Massachusetts.

Dear Sirs:

Please send one copy of the "Handbook of Travel"
to Mr. George Peabody Gardiner, Jr., 10 Post Office Square,
Boston, and bill him for same.

Very truly yours,

John K. Howard, Secretary

JKH:R

82 Devonshire Street
Boston, Massachusetts.
May 29, 1936

Harvard University Press
Cambridge, Massachusetts.

Dear Sirs:

Will you kindly send a copy of the Handbook
of Travel to Dr. Morton C. Kahn, Cornell University
Medical College, Department of Public Health, 1300
York Avenue, New York, with the compliments of the
Harvard Travellers Club?

Very truly yours,

John K. Howard, Secretary

JKH:R

HARVARD UNIVERSITY PRESS ❖ CAMBRIDGE ❖ MASSACHUSETTS

PUBLISHING DEPARTMENT
38 Quincy Street



PRINTING DEPARTMENT
Randall Hall

June 2nd, 1936

Mr. John K. Howard
82 Devonshire Street
Boston, Massachusetts

Dear Mr. Howard:

This is to acknowledge your letter of May 29. We have sent a copy of the Handbook of Travel with the compliments of the Harvard Travellers Club, to Dr. Morton C. Kahn, in accordance with your instructions.

Very truly yours,

A handwritten signature in cursive script, which appears to read 'W. S. Mudge'.

WWS

DEPARTMENT OF PUBLIC HEALTH
CORNELL UNIVERSITY MEDICAL COLLEGE
1300 YORK AVENUE
NEW YORK, N. Y.

June
T h i r d
1936

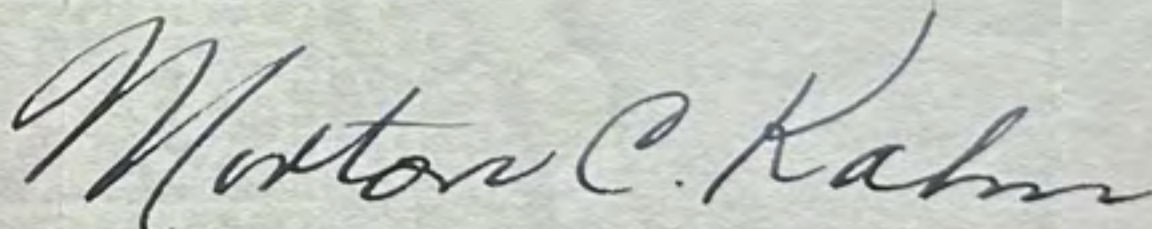
Mr. John K. Howard, Secretary
Harvard Travellers Club,
82 Devonshire Street,
BOSTON, MASS.

Dear Mr. Howard:

I have just received a splendid volume compiled by
Dr. Shattuck and his associates, entitled "HAND BOOK OF TRAVEL".
I am reading it with a great deal of interest - it is certainly
a most useful compilation of knowledge and should find its way
to all interested in exploration. Please be assured of my
gratitude for your kindness in sending me this book.

With all good wishes, I am,

Sincerely yours,



Morton C. Kahn, Associate Professor
of Public Health & Preventive Medicine.

HARVARD UNIVERSITY PRESS

CAMBRIDGE 38



MASSACHUSETTS

GODFREY L. CABOT, INC.
BOSTON OFFICE

ANS'D _____

June 22nd 1936

1936 JUN 26 AM 8 26

Dear Sir:

Enclosed please find our check for \$ 273.50 in payment of proceeds for the year ending April 30, 1936 on the following book :

THE HANDBOOK OF TRAVEL

130 copies sold
Less: Expenses

337.75

64.25

273.50

Very truly yours,

HARVARD UNIVERSITY PRESS

W. Rugg
Treasurer

GODFREY L. CABOT, INC.

TELEPHONE
LIBERTY 1871



CABLE ADDRESS
CHANDERYAR, BOSTON

June 26, 1936

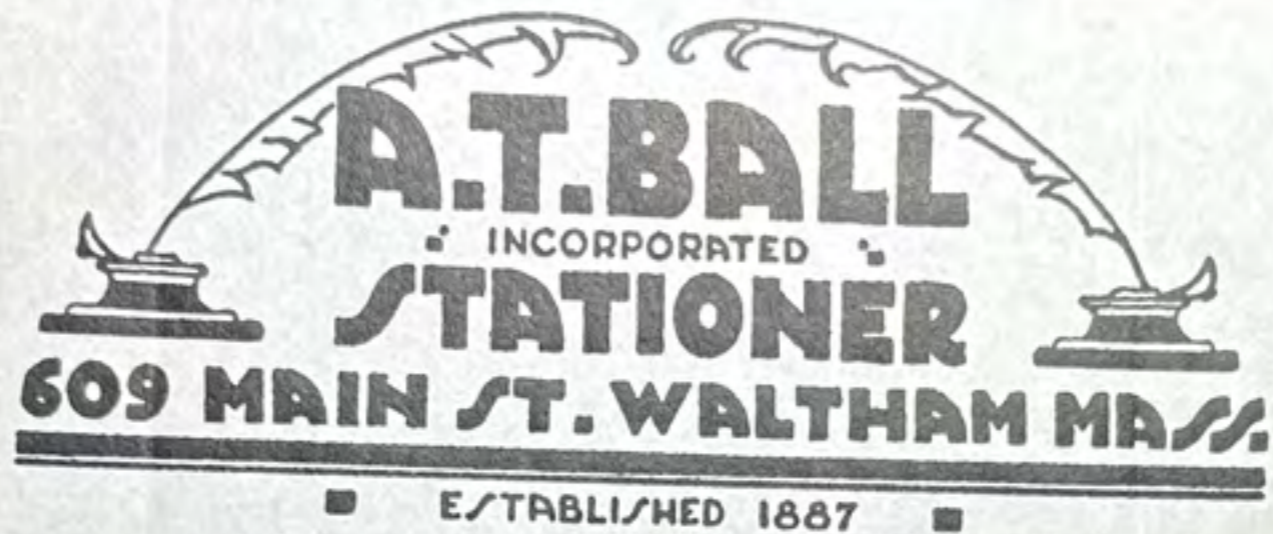
Mr. John K. Howard
82 Devonshire Street
Boston, Massachusetts

My dear Mr. Howard:

I am enclosing a check to the Harvard Travellers Club which was sent to Mr. Cabot, but which I believe should go to you.

Yours very truly,

Dorothy Davis
Secretary to Mr. Cabot



July 3, 1936

Harvard Travel Club,
Harvard University,
Cambridge, Mass.

Gentlemen:

I am interested in getting a copy of your recent booklet by Frederic H. Curtiss, "A Little Book on Travel Books."

Would you be willing to write me the cost and where I can obtain?

Also may I have a complete list of your publications.

Yours sincerely,

A. T. Ball

HARVARD UNIVERSITY PRESS ❖ CAMBRIDGE ❖ MASSACHUSETTS

PUBLISHING DEPARTMENT
38 Quincy Street



PRINTING DEPARTMENT
Randall Hall

July 8th 1936

Mr. John K. Howard
82 Devonshire Street
Boston, Massachusetts

Dear Mr. Howard:

Our bound stock of the Handbook of Travel has been reduced by sales to 42 copies. I believe there are five hundred unbound copies in the hands of your printer. Can you arrange to have the balance of the edition bound and delivered to us not later than the first week in August?

Very truly yours,

W. W. Smith

WWS

82 Devonshire Street
Boston, Massachusetts.
July 22, 1936

Mr. A. T. Ball
609 Main Street
Waltham, Mass.

Dear Sir:

Your letter of July 3d has been forwarded to me from the University.

I am forwarding your inquiry to Mr. Frederic H. Curtiss, Federal Reserve Bank, Boston.

The only publication we have is a "Handbook of Travel" \$3. per copy, which contains valuable information for long distance traveling, especially in out of the way places.

Very truly yours,

Secretary

JKH:R

Frederic H. Curtiss
30 Pearl St.
Boston, Mass.

July 23, 1936

Mr. S. R. Howard, Secretary
Harvard Traveller's Club
82 Devonshire Street
Boston, Mass.

Dear Sir:

In the absence of Mr. Curtiss, who is abroad at the present time, I beg to acknowledge receipt of your letter of the 22nd stating that Mr. A. T. Ball, of Waltham, has made an inquiry as to where a copy of Mr. Curtiss' book "A Little Book on Travel Books" may be obtained and the price.

I have written Mr. Ball that copies of this book may be obtained from the publisher, T. O. Metcalf & Co., 152 Purchase Street, Boston, and that the price is \$2.

Yours very truly

Elizabeth C. Dorman

Secretary to Mr. Curtiss

82 Devonshire Street
Boston, Massachusetts.
July 24, 1936

Mr. W. W. Smith
Harvard University Press
Cambridge, Mass.

Dear Mr. Smith:

Your letter of July 8th just received on my return from vacation. I have ordered the binding of the remaining 500 copies of the "Handbook of Travel" and requested the printers to ship them to you at their earliest convenience.

Very truly yours,

John K. Howard, Treasurer

JKH:R

82 Devonshire Street
Boston, Massachusetts.
July 24, 1936

Messrs. Jordan & More Press
368 Congress Street
Boston, Massachusetts.

Dear Sirs:

Will you kindly bind the remaining 500 copies of the "Handbook of Travel" and deliver them to the Harvard University Press, 38 Quincy Street, Cambridge, Mass, as soon as possible? They have requested that they be delivered during the first week in August.

As per your telephone conversation of yesterday I understand that the cost of binding the remaining 500 copies will be \$110.

Very truly yours,

John K. Howard, Treasurer

JKH:R

GEORGE CHEEVER SHATTUCK, M.D.

Harvard Medical School

Boston, Mass.

December 18, 1936

Handbook of Travel (Prepared for the Harvard Travellers Club
(and edited by George Cheever Shattuck

Second Edition, Revised and Enlarged, Harvard University Press,
Cambridge, Massachusetts. 1935.

- - - - -

ERRATA AND ANNOTATIONS

- (1) For acetphenetidin: pp. 398, 401, 402, 406, 450, 484, 490 and 492, read Acetylsalicylic acid (Aspirin). The former cannot safely be used in the dosage recommended in the text and intended for the latter.
- (2) For carbasone: pp. 415, 484 and 491, read carbarsone. Since publication, one death has been reported from the use of this drug. Therefore, it may be advisable to halve the dosage recommended in the text.
- (3) Rocky Mountain Spotted Fever: Prevention. A vaccine is now available which prevents infection in most instances. It can be obtained by applying to the Director of the United States Public Health Service Laboratory, Hamilton, Montana.
(p.419)
- (4) A better formula for Eucalyptus Ointment (pp. 486 and 491) is:
- | | |
|------------------------|-----|
| Oil of Eucalyptus..... | 10% |
| Paraffin | 5% |
| Petrolatum | 85% |

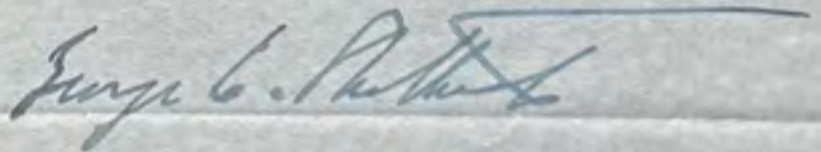
GEORGE CHEEVER SHATTUCK, M. D.
HARVARD MEDICAL SCHOOL
BOSTON, MASS.

December 19, 1936

Dear Kay:

I have just discovered a serious error in my Drug Section of the Harvard Travellers Club "Handbook of Travel." It is important that this should be brought to the notice of all who have the Handbook insofar as this is possible. At the same time I should like to make another unimportant correction and to add two useful notes. I am, therefore, enclosing a sheet embodying the proposed errata and annotations with the request that you take steps to have this printed on a slip to be inserted in all unsold copies and mailed to all purchasers who can be reached.

Sincerely yours,



Mr. John K. Howard,
82 Devonshire St.,
Boston, Mass.

S-N

enc

HARVARD UNIVERSITY PRESS ♦ CAMBRIDGE ♦ MASSACHUSETTS

DAVID T. POTTINGER
Associate Director



EXECUTIVE OFFICES
38 Quincy Street

December 29, 1936

Mr. John K. Howard, Secretary
Harvard Travellers Club
82 Devonshire Street
Boston, Massachusetts

Dear Mr. Howard:

The cost of printing 500 errata slips for the Handbook of Travel would be \$5.70; the charge for printing 1,000 would be \$7.00. There would be an extra charge of 80 cents for laying the slips in the 500 copies we now have in stock, or of \$2.20 if you wish to have them pasted in, OK.

It would be impossible for us to send the slips to purchasers of the book, as we could reach only a small part of them. We could, however, if you wish, mail them to the members of the Travellers Club, if you supply the list. *No.*

We are keeping the copy for the Errata and Annotations Slip, and shall await your instructions.

Very truly yours,

Helen N. French
Secretary to Mr. Pottinger

82 Devonshire Street
Boston, Massachusetts.
December 30, 1936

Mrs. Helen H. French
Secretary to Mr. Pottinger
Harvard University Press
Cambridge, Mass.

Dear Madam:

In answer to your letter of December 29th re the Errata and Annotations Slip, kindly print 500 errata slips for the Handbook of Travel, and have them pasted in the 500 copies you now have in stock. I understand the total cost of same will be \$7.90.

Kindly send me several copies of the slips for my files, and any surplus you may have after completing the copies you have on hand.

Very truly yours,

John K. Howard, Secretary

JKH:R

82 Devonshire Street
Boston, Massachusetts.
December 30, 1936

Dr. George C. Shattuck
450 Warren Street
Brookline, Mass.

Dear George:

Enclosed please find copy of letter just received from the Harvard University Press re the Errata and Annotations Slip. I have approved the printing of the 500 extra slips and the pasting of them into the books that they have left. I see no practical way of covering the books that are already out so am giving no orders on them.

Sincerely yours,

Encl.
JKH:R

John K. Howard, Secretary

82 Devonshire Street
Boston, Massachusetts.
December 21, 1936

Harvard University Press
38 Quincy Street
Cambridge, Massachusetts.

Dear Sirs:

Attention Mrs. French

Enclosed please find Errata and Annotations Slip for
the Handbook of Travel.

In accordance with the telephone conversation of this
afternoon, will you kindly tell me what it will cost to have
sufficient slips printed for insertion in all unsold copies,
and mailed to all purchasers who can be reached, specifying
the approximate number of slips it will be necessary to print.

An early reply will be appreciated.

Very truly yours,

John K. Howard, Secretary

Encl.

GEORGE CHEEVER SHATTUCK, M. D.
HARVARD MEDICAL SCHOOL
BOSTON, MASS.

January 4, 1937

Mr. John K. Howard, Secretary
Harvard Travellers Club,
82 Devonshire St., Boston.

Dear Kay:

OK.

Replying to yours of December 30th about errata slips, I should much prefer to have 1000 slips printed rather than 500. I would suggest that errata slips, as well as being pasted into the copies remaining on hand, be also sent out to members of the Club with the next notice. Many of these members have copies of the book and they could be notified that additional slips are available for those who have bought more than one copy. The additional cost of printing would be only \$1.30 and no increase of postage should be required for sending slips in this way. If any of the book-stores have stocks on hand, they could also be furnished with slips to put in these copies before selling them.

Ask Publishers

Please send back to me once more my manuscript so that I can look it over again before printing and be sure that it is what I want.

Sincerely yours,

G. Cheever Shattuck

HARVARD UNIVERSITY PRESS ❖ CAMBRIDGE ❖ MASSACHUSETTS

DAVID T. POTTINGER
Associate Director



EXECUTIVE OFFICES
38 Quincy Street

January 6, 1937

Mrs. Rice
C/o Mr. John K. Howard
82 Devonshire Street
Boston, Massachusetts

Dear Mrs. Rice:

In accordance with your telephone request of this morning, we are returning the copy for the errata slip for the Handbook of Travel. We shall await new instructions from you before doing anything about this matter.

Very truly yours,

(Mrs.) Helen H. French

Secretary to Mr. Pottinger



82 Devonshire Street
Boston, Massachusetts.
January 7, 1937

Dr. George C. Shattuck
25 Shattuck Street
Boston, Massachusetts.

Dear George:

Your letter of January 4th Received.

In accordance with your request I will have 1,000 errata slips printed, and have slips pasted into the copies remaining on hand. I will also try to have copies sent to any book-stores that have stocks on hand. The next Club notice goes out today and since the errata slips are not printed I cannot send them with this notice, but will send them with the next notice.

I am returning your manuscript herein. If you find it is correct, return it and I will see that it is printed at once.

Sincerely yours,

John K. Howard, Secretary

Encl.
JKH:R

*Thank you. Have made
one change - the ms.
HJ*

82 Devonshire Street
Boston, Massachusetts.
January 7, 1937

Dr. George C. Shattuck
25 Shattuck Street
Boston, Massachusetts.

Dear George:

Your letter of January 4th Received.

In accordance with your request I will have 1,000 errata slips printed, and have slips pasted into the copies remaining on hand. I will also try to have copies sent to any book-stores that have stocks on hand. The next Club notice goes out today and since the errata slips are not printed I cannot send them with this notice, but will send them with the next notice.

I am returning your manuscript herein. If you find it is correct, return it and I will see that it is printed at once.

Sincerely yours,

□

John K. Howard, Secretary

Encl.
JKH:R

82 Devonshire Street
Boston, Massachusetts.
January 11, 1937

Harvard University Press
38 Quincy Street
Cambridge, Massachusetts.

Dear Sirs: Attention Mrs. H. H. French

I am returning herein the Errata and Annotations Slip for the Handbook of Travel.

Please have 1,000 copies printed, 500 copies pasted in the books you now have in stock, and if you know of any bookstores that have stocks on hand, would appreciate your mailing copies to them for insertion in the books, sending the surplus to me here at this address for mailing to the members of the Club.

I understand that the charge for printing 1,000 copies is \$7., pasting 500 copies in the stock on hand an additional \$2.20, making a total of \$9.20.

Very truly yours,

□

John K. Howard, Secretary.

JKH:R

Sent 2/10/37

CARL T. KELLER
80 FEDERAL STREET
BOSTON

February 8, 1937

Mr. J. K. Howard,
Secretary, Harvard Travellers Club,
55 Congress Street,
Boston, Massachusetts.

Dear "K":

I have two copies of the
"Harvard Handbook of Travel", and I
would like to have another of these
little Errata slips to paste onto the
back .

Sincerely,

Carl T. Keller

CTK:DHJ

FREDERICK R. WULSIN
163 GEORGE STREET
PROVIDENCE, R. I.

Leam
2/19/37

Feb. 18, 1937

Mr. John K. Howard
82 Devonshire St.
Boston, Mass.

My dear Mr. Howard:

I am writing you as secretary of the Travellers Club. In the last notice a slip of errata and annotations for the "Handbook of Travel" was enclosed. I bought about eight copies all together, and should like to have the same number of these slips, so that I can mail them to the various people who have the book.

Thanking you in advance, I am

Sincerely yours,

Frederick R. Wulsin

FWR:mel

NOTE: To members having copies of the "Handbook of Travel" Enclosed is an Errata and Annotations Slip to be pasted in your copy. If you know of any who have copies of the book, kindly advise the Secretary and Errata slips will be forwarded to them.

Please address all mail to Secretary's Address
82 Devonshire Street, Boston, Massachusetts

JOHN K. HOWARD, SECRETARY
Hubbard 3180

BROOKLINE

The following possess Harvard
Travellers' Club Handbooks

Thomas P. Mandell
South Hamilton, Mass.

Warren O. Taylor
71 Mt. Vernon St., Boston

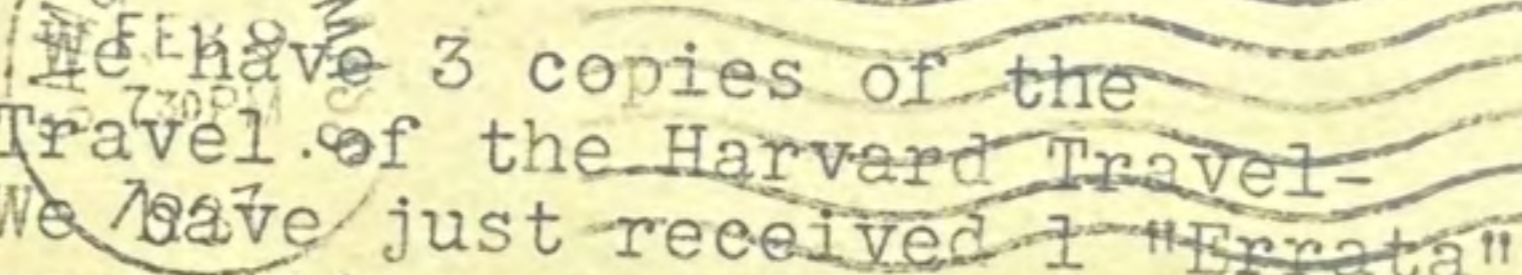
Robert F. Bradford
106 Coolidge Hill, Cambridge

J. Macaulay Smith
Mockingbird Valley, Louisville
Kentucky

Sent 4/5/37

Sent 2/18/37

Dear Sirs:

We have 3 copies of the Handbook of Travel of the Harvard Travelers Club. We have just received 1 "Errata" sheet, and are writing to ask if we could have 2 more copies of this sheet, so that each book may have the correction.

Yours very truly,
Dept. Tropical Medicine.
Harvard Medical School.

J
-
J

HARVARD UNIVERSITY PRESS

CAMBRIDGE 38



MASSACHUSETTS CABOT, INC.
BOSTON OFFICE
ANS'D _____

June 15th 1937

1937 JUN 24 AM 8 51

Harvard Travellers Club

Dear Sir:

Enclosed please find our check for \$ 145.30 in payment of proceeds for the year ending April 30, 1937 on the following book :

HANDBOOK OF TRABEL

85 copies sold

\$ 202.75

Less: Expenses

57.45

\$ 145.30

Very truly yours,

HARVARD UNIVERSITY PRESS

W. Rugg
Treasurer

HANDBOOK OF TRAVEL

Statement September 24, 1937

Sales - 473 copies		\$ 1271.35
Less:		
Advertising	\$ 15.31	
Handling	<u>233.55</u>	<u>248.86</u>
Net Proceeds		<u>\$ 1022.49</u>

Proceeds Paid:		
6/30/35	\$ 566.29	
6/30/36	273.50	
6/16/37	<u>145.30</u>	
Total Paid	\$ 985.09	
Accrued since 4/30/37	<u>37.40</u>	
Total Proceeds	<u>\$ 1022.49</u>	

Received (bound)		997
Sold	473	
Free	76	
Consigned	5	
On hand	<u>461</u>	
	1015	

November 9, 1937

Mr. George A. Lyon,
P.O. Box 2285
Boston, Mass.

Dear George:

Having received yours of
November 6th about the file of the Harvard
Travellers Club Handbook correspondence,
I have been over what remains of my file and
have sorted out a few letters which I think
might be useful to anyone undertaking a subse-
quent revision. That person, however, will
not be me! It seems to me that the best plan
would be to send them to the Secretary for
filing if he thinks it worth while ^{to keep them} and you may
think well to do the same with your correspondence
or some part of it. I only ask that you do not
send it to me. Many thanks, however.

Sincerely,

HARVARD UNIVERSITY PRESS to HARVARD TRAVELERS CLUB

Report of Proceeds from Sales for Period of May 1, 1939 to April 30, 1940

	Copies Sold	Compli- mentary	Sales Receipts	Handling Sales	Comps. Comps.	Advtg. & Expenses	Total Charges	Net Proceeds
Handbook of Travel	56	1	130.35	25.20	.45		25.65	104.70

MUSEUM OF COMPARATIVE ZOÖLOGY
AT HARVARD COLLEGE
CAMBRIDGE, MASSACHUSETTS

June 26, 1940

Mr. Gardiner Fiske
141 Milk Street
Boston, Massachusetts

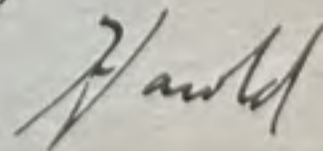
Dear Gardie:

The newly elected member of the Travelers Club that you asked me to check up on has spent a considerable amount of time doing archeological work in the interior of Honduras. Teddy Kidder tells me that he is a fine fellow, and I think we should take his word on this point.

I enclose a copy of a letter just received from Mr. Pottinger of the Harvard Press, dealing with the subject of the Handbook of Travel. I am also sending a copy of this letter to Henry Hall. I should favor making the suggested arrangement with the Harvard Press according to the terms of the letter. This will clear up our financial responsibility; it may well increase the distribution of the Handbook; we will be sure that the Handbook will remain in print for some years to come; and if there should be an enlarged new edition the Press would make some royalty arrangement with us so that we could have a part of any profits that they might make in a successful venture. If you can tell me how much money we have to have back to clear up our indebtedness on the Handbook, I should be much obliged. I had an idea it amounted to about \$1.00 a copy, which would make \$340.00.

With best luck,

As ever,



Enclosure
HJC:cm

June 27, 1940

Harold J. Coolidge, Esq.
Museum of Comparative Zoology
of Harvard College
Cambridge, Massachusetts

Dear Harold,

In acknowledging receipt of your letter of June 26th, I want to say that Mrs. Rice will be back next week and I will clean up the new membership situation then. I have already talked to Dr. Mixter regarding his candidate, and he is going to advise me. I take it that your man will be swell, and I thought so anyway.

I will also look up regarding the funds next week and let you know. There is no further change in the situation. Mrs. Rice has made me a card catalogue of the members, and we are going to get together on the questionnaire for the next yearbook, and work on it when times are quiet during the summer, the same as she did the last one. I will write you again next week.

Yours Sincerely,

Gardiner H. Fiske

154 COOLIDGE HILL
CAMBRIDGE, MASSACHUSETTS

July 3, 1940

Dear Gardie:

I notice that H. Corbridge
in a letter to Mr. Pottinger H. O. Press
mentions that the \$340. which they would
pay us for the remaining Handbook of Travel
would go into our permanent fund. Our
permanent fund is the trust fund. Why
don't you keep the \$340. in the regular
bank account until next fall. Once it
gets in the trustees' clutches, we can
never get it back again. All cheques

from H. O. Brown while I was President
were deposited in the regular Club account.

At the first Council meeting in the
fall we can review that entire
situation and decide what to do

Sincerely,
Yours

Henry S. Hally

The National Rockland Bank

OF BOSTON

Deposited by

Harvard Travelers Club

BOSTON July 9, 1940

Please describe BOSTON checks by name of BANK; all others by name of CITY OR TOWN WHERE THEY ARE PAYABLE.

Payment is guaranteed by the depositor of items on this ticket.
Please endorse all checks.

In receiving items for deposit or collection, this bank acts only as depositors collecting agent and assumes no responsibility beyond the exercise of due care. All items are credited subject to final payment in cash or solvent credits. This bank will not be liable for default or negligence of its duly selected correspondents nor for losses in transit, and each correspondent so selected shall not be liable except for its own negligence. This bank or its correspondents may send items, directly or indirectly to any bank including the payor, and accept its draft or credit as conditional payment in lieu of cash; it may charge back any item at any time before final payment, whether returned or not, also any item drawn on this bank not good at close of business on day deposited.

DOLLARS CENTS

BILLS

SPECIE

CHECKS ON 53-60

340 —

“ “ “

17 40

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357 40

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JUL 9 1940
TELLER NO. 2

C O P Y

HARVARD UNIVERSITY PRESS CAMBRIDGE MASSACHUSETTS

June 25, 1940

Mr. Harold J. Coolidge
405-B Museum of Comparative Zoology

Dear Mr. Coolidge:

Since you talked with me the other day we have been further considering the matter of the Handbook of Travel. Even now, I think I can only repeat what I wrote to Mr. Hall on November 13, 1939.

I told Mr. Hall that, unless the cost is extremely high, we should be glad to purchase from the Travelers Club the 340 copies of the Handbook we now have on hand, at a price which represents the difference between the original cost of manufacture for the whole edition and the amount you have already received from sales. In this way you will be able to return to your permanent funds the amount temporarily withdrawn for the Handbook. We will undertake to keep the volume in print for a reasonable number of years. I suppose the Club would be willing to make slight revisions in some of the papers (such as the one on Aviation) that might be hopelessly out of date by the time we are ready to print a new edition.

At the moment I would prefer not to say anything about a royalty because we are now assuming all the risk, and we may find the sale negligible. If, however, we do make a success of the venture, we shall be glad to talk definite royalty terms.

Sincerely yours,

(signed) David T. Pottinger

DTP-F

June 29, 1940

Mr. David T. Pottinger
Harvard University Press
Cambridge, Massachusetts

Dear Mr. Pottinger:

Thank you for your letter of June 25. I have taken up the matter of the sale of the remaining copies of the Handbook of Travel to the Harvard University Press with the officers of the Travellers Club, and I am authorized to accept the arrangement proposed in your letter.

I understand that the price, which represents the difference between the original cost of manufacture for the whole edition and the amount that we have received from sales, would come to \$1.00 a copy. The \$340.00 that we would thus receive will be returned to our permanent fund to be used to pay off the loan which was made to finance the Handbook.

The Travellers Club wants to have it distinctly understood that you will undertake to keep the volume in print for a reasonable number of years. I am confident that you could count on our fullest cooperation in the preparation of necessary revisions, and furthermore, if you make a success of the venture, which I hope very much you will, we shall be glad to discuss royalty terms.

In view of the fact that I am leaving shortly for military camp, I would appreciate your confirming this letter by writing to our secretary, Mr. Gardiner Fiske, 141 Milk Street, Boston. The check for the purchase of the books should also be sent to him. I am mailing him a copy of this letter which I am writing to you.

With high hopes for a wide sale of this unique Handbook,

Sincerely yours,

HJC:cm

Harold J. Coolidge, Jr.

DAVID T. POTTINGER
Associate Director



EXECUTIVE OFFICES
38 Quincy Street

July 5, 1940

Mr. Gardiner Fiske
141 Milk Street
Boston, Massachusetts

Dear Mr. Fiske:

I am enclosing two checks, the first for \$17.40, which represents the net proceeds due you for the sale of copies of the Handbook of Travel between May 1 and July 1, 1940. This now closes out the old account on the basis of our acting as publishing agents for the Harvard Travellers Club.

The second check is for \$340, which, in accordance with Mr. Harold J. Coolidge's letter dated June 29, 1940, releases to the Harvard University Press the complete ownership of the present stock of the Harvard Travellers Club Handbook of Travel, together with all the rights, both literary and publishing.

The Harvard University Press, in taking over the Handbook of Travel, agrees to keep the volume in print for a reasonable number of years. If a second printing is required, we shall expect the Harvard Travellers Club to cooperate with us in the preparation of necessary revisions. If the venture turns out a success, so that we recover our investment, we shall be glad to confer with you about the possibility of giving the Club a royalty on sales after that point.

Sincerely yours,

David T. Pottinger

DTP-F
Encls. (2)

141 Milk Street
Boston, Massachusetts
July 24, 1940

Mr. David T. Pottinger
Harvard University Press
Cambridge, Massachusetts.

Dear Mr. Pottinger:

I acknowledge receipt of your favor of July 5th and checks of \$340 and \$17.40 for the sale of the Harvard Travellers Club "Handbook of Travel".

In accordance with Mr. Coolidge's letter we release to you the complete ownership of the present stock of the "Handbook" with all rights, both literary and publishing, which you agree to keep in print for a reasonable number of years.

The Harvard Travellers Club will do the best it can to revise this in any way you may suggest, in case of a second edition being necessary.

We will discuss the question of royalties on that point at some subsequent date.

Very truly yours,

Gardiner H. Fiske, Secretary

GHF:R

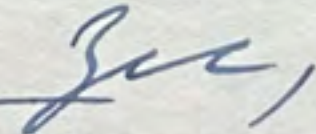
cc. to Mr. Harold Coolidge

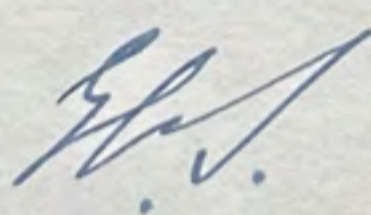
GEORGE CHEEVER SHATTUCK, M. D.
HARVARD MEDICAL SCHOOL
BOSTON, MASS.

June 5, 1943

Dear Tom:

I am enclosing some correspondence about material for use in the Harvard Travellers Club Handbook, which has been in my files since the last revision. In the event that there should be another edition, I believe this material should be put with that which you have in your office. Your secretary informed me yesterday that there is a file of such correspondence and papers at your office.

Sincerely, 



Mr. Thomas D. Cabot
77 Franklin Street
Boston, Mass.

enc

77 FRANKLIN STREET

BOSTON

November 1, 1945

Mr. Roger L. Scaife
Harvard University Press
38 Quincy Street
Cambridge 38, Massachusetts

Dear Roger:

Thank you for yours of October 31 calling my attention to the low stock of the Handbook of Travel and raising the question as to whether the book should be reprinted. I agree that much of the material would have to be modernized. In fact, the airplane has so revolutionized the problem of reaching remote regions and maintaining oneself there that I think a complete rewrite would be in order. The Army must have a large fund of information on the use of the airplane for maintaining remote outposts, but I imagine much of this is restricted for reasons of military security. Some of the Army's medical information might also be restricted. I think it would be very difficult at this time to get together all of the important information which should go into a new edition.

I think the helicopter is promising enough so that it might antiquate within a very few years anything we might say on transport. Accordingly, I feel that it is not timely for us to attempt to prepare any new edition. The two previous editions have certainly fulfilled a very useful purpose. Some day, some future Council of the Club will publish a third edition, but unless, when it meets, the present Council disagrees with me, I think the present edition should be sold out and the volume allowed to remain out of print for a while.

If my memory serves, we didn't have bound up all of the copies of the present edition and I wonder if it is possible that you have any unbound copies. Doubtless somewhere in my files here there is information about this, but it would be hard to dig it out and if you have it convenient, perhaps you will inform me about this.

Yours very sincerely,

(signed) Thomas D. Cabot

TDC:DD

Copies to Messrs. Fiske, Hall, Lyon, Shattuck

~~max to~~ - 8.01

SCANNED

~~8.01~~

7.14

not yet scanned.
Do so and
add to
7.14

MEMO RE "HANDBOOK OF TRAVEL"

PRINTED BY JORDAN & MORE PRESS - LAST 500 COPIES ARE NOW
BEING BOUND AT A COST OF 22¢ PER COPY. ORIGINAL PRICE
QUOTED FOR 500 COPIES WAS 27¢ PER COPY.

AS I UNDERSTAND IT WE HAVE NO CONTRACT WITH HARVARD UNIVERSITY
PRESS FOR HANDLING THE SALE OF THESE BOOKS, BUT THE ARRANGEMENT
IS A HANDLING COMMISSION OF FIFTEEN PER CENT OF LIST PRICE OF
ALL COPIES DISTRIBUTED WHETHER FOR REVIEW, COMPLIMENTARY PURPOSES
OR SALE. ACCOUNTS RENDERED JUNE 30th AS OF PRECEDING APRIL 30th.
THEY WILL STORE, INSURE BOOKS, TAKE CARE OF ORDERS FROM TRADE AND
INDIVIDUALS, SEND OUT AND FOLLOW UP REVIEW COPIES, COLLECT ACCOUNTS
MAKE SHIPMENTS, ETC.

Circular from the Editor of the Handbook to Contributors

It is requested that completed manuscripts should be sent to the Editor not later than March 31, 1915. In case delay to a later date seems probable, the author is requested to notify Professor R. B. Dixon, Chairman of the Publication Committee, Peabody Museum, Cambridge, as early as possible.

It is not necessary that manuscripts should be elegantly typewritten, but it is earnestly requested that they should be submitted in form to go without change to the printer. The attention of authors is therefore requested to the following suggestions:-

The first page of a manuscript should contain its title, name of author, and a correct table of contents, corresponding to the subdivisions and sectional headings in the text.

The second page should repeat the title and the author's name, and add the first subdivision, and then go on with the text.

Subdivisions of an article should be numbered and given subtitles, inserted at the proper places in the text.

Sectional or paragraph headings should be underlined in the text.

A list of 5, 10, or 15 important books or articles should be given at the end of the article and headed "Reference Books". This list should give, for books, the author's name with initials, full name of book, place and date of publication; and for special articles, the author's name with initials, full title of article, and (in abbreviated form) the periodical in which it is published, with volume, year, and first and last pages of article, all properly punctuated; for example, Proc. Boston Soc. Nat. Hist., XXVI, 1902, 332-339.

Reference in the text to any source included in the list of Reference Books should be made by inserting, after the name of the author cited, the year of his publication and the page of the reference; thus,

"It is explained by Woolson (1907, 336), that..." References to a source not included in the list of books should be made by asterisk and foot-note, in which the source cited should be completely stated, as explained in the preceding paragraph; and the citation should be followed by "See page....", to indicate the page referred to, if so desired. These foot-note citations should be headed "Foot-note", and copied in the MS. on the line next following the line in which the citation is made (not at the foot of the MS. page).

All quotations should be verbatim, except that omissions may be indicated by dots...., and insertions should be enclosed in square brackets [].

All quotations, citations, titles, etc. should be verified by comparison with their source after the final MS. has been prepared; and when thus verified they should be marked V in the left margin of the MS.

It is urgently requested that explanatory foot-notes be avoided as far as possible. Their content can nearly always be placed to advantage in the text. Italics, hyphenated words, and capital letters should be sparingly used.

If illustrations are to be included, they should accompany the MS. If they are to be copied from some other book, permission for such use should be first obtained from the author or publisher. If they are original, they should be drawn in firm smooth jet-Black lines on smooth white paper, and should be of about double the linear scale on which they are to be reproduced. If they include any lettering, capital letters, about double (one eighth of an inch or ^{a little} higher) the reproduction size can be cut out of a white title page of an otherwise unused pamphlet, and pasted on the Drawing; any letters will serve as well as those at the beginning of the alphabet. Hand-printing should be avoided, unless it can be done with professional excellence. The titles of illustrations should not be printed or written beneath them; each drawing should be a number, and corresponding numbers, with titles, should be added to the table of contents.

The Editor begs leave to remind the authors that the honorable ignorance of our future readers should be constantly borne in mind. Our Handbook is not intended for experts but for inexperienced Travellers. "Put yourself in the place of the uninformed reader" is good advice to the experienced Traveller, who may be less experienced as an author.

W. M. Davis,

Editor.

31 Hawthorne St.,
Cambridge, Mass.



June 22, 1938

Dear Mr. Rice:

Thanks for the cards.

Enclosed cheque for Harvard University Press for \$54.53 is for year ending April 30, 1938 as follows.

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Sales - 34 copies 73.25

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Handling on 7 complimentary copies .90

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Sincerely yours

Henry H. Hall



2 February 1981

A limited supply--about a dozen each--of the following titles has been discovered in the Club's files, and by direction of the Council copies are offered for sale to the membership on a first-come basis. Proceeds will be used to offset the cost of the new Year Book now in preparation. All are in new condition though they are perhaps not quite as bright as when issued. Members wishing copies should write the Secretary enclosing a check for the proper amount. The History is priced at \$15, the Handbook at \$25; the two together \$35. All prices postpaid.

HISTORY OF THE HARVARD TRAVELLERS CLUB 1902-1932 (published 1933) 119 pp.
Founding and early history of the Club; various endeavors; the Club Medal; Ladies' Night; exhibitions; "Practical Talks"; list of meetings; list of officers and members.

HANDBOOK OF TRAVEL prepared for the Harvard Travellers Club and edited by George C. Shattuck (2nd edition 1935) 510 pp.
Fascinating compendium of information: Notes on poisonous plants; llamas as pack animals; arctic clothing and sleeping gear; snake-bite and its treatment. Contributions by many distinguished members past and present. Complete with a "graphic traverse table" with a movable celluloid radius!

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Robert B. Stephenson Secretary
Harvard Travellers Club
Box 413 Astor Station
Boston, MA 02123

*I enclose a cheque for \$35
for both books. Thanks very much.*

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Boston 02108

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