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# Editing Principles: Using the Indexes

Users of this microfilm edition will be able to locate documents by referring to Indexes A and B. Index A primarily includes correspondence and miscellaneous written documents. It is arranged alphabetically by correspondent in the case of letters, or by name of company or individual. Jointly written letters are indexed by each writer or recipient. Index B contains mostly speeches and oral legal arguments and is arranged alphabetically by speech topic or by name of legal case. A speech may be listed more than once if more than one topic is involved, e.g., Army Appropriation and Black Soldiers. Drafts of speeches are also included in Index B. Occasionally, targets filmed with the document provide names, dates, and other information that do not conform with data in the indexes; the information in the indexes is correct (see **Errata on Film and Documents Not Filmed**, pp. 31–33).

Since the indexes are inextricably connected with the editing principles adopted for this project, these principles are explained below.

## **SERIES I: GENERAL CORRESPONDENCE AND MISCELLANEOUS DOCUMENTS**

### INDEX A, SAMPLE 1

05/1102 2 Browning, Orville H.> 08 02 67 Wash LS 2p+Encs,Env DNA

#### **Reel and Frame**

05/1102 = Reel 5, frame 1102. Frame number indicates the first page of the document.

#### **Direction of Correspondence**

1 = From TS; 2 = To TS

?1 or ?2 = uncertainty as to whether document was sent to or received by TS

– = Nondirectional document, such as a property deed, signed by TS

### **Names of Correspondents**

A question mark (?) before the last name or after the first name indicates uncertainty as to its spelling. Angle brackets indicate the following:

- Orville H.> = first name supplied by the editors, e.g., Orville for O. in the signature
- <Browning = last name supplied by the editors, e.g., Browning for a letter signed simply Orville
- <Browning,Orville H.> = both names supplied by the editors

Names are generally listed as spelled by the writer, with the exception of women whose names later changed after marriage and are listed by their last married name or as they appear in the National Union Catalog (NUC), if applicable. Thus, Vinnie Ream appears as <Hoxie, Vinnie Ream. Individuals who spelled their names more than one way are listed according to the more frequent spelling. Each signer or addressee's name is supplied in cases of joint letters.

Personal titles have been omitted except when the first name is missing and the title could provide some clue as to the identity of the writer or recipient, e.g., Burghardt, Miss. The designation Jr or Sr may have been added, with an angle bracket, to distinguish one correspondent from another, e.g., Stevens, Thaddeus Jr>. Periods have been dropped from Jr and Sr for reasons of space.

Letters with no signature and closing with a pen name, such as "Patriot," are indexed alphabetically by pen name at the beginning of the index. Letters with no signature are indexed No Signature.

TS's letters to unidentified persons appear as Dear Sir, Dear Editor, etc. If no salutation exists, the letter is indexed under No Addressee.

Letters from organizations are listed by both organization name and individual signer. Occasionally the order of words in an organization's title has been rearranged in order to index it with organizations with similar titles, e.g., PA Citizens rather than Citizens of PA.

Letters to or from newspapers are listed by city, e.g., Lanc Eve Express, Eds.; letters to or from railroad companies are listed under RR, e.g., RR, Cleveland & Mahoning.

### **Date**

08 02 67 = 8 February 1867, the date the letter was written

Angle brackets are added when any part of the date is supplied by the editors, e.g., <08>02 67. Double question marks (??) are added when the date is unknown. If an undated letter has been dated shortly before or after a certain date, the date is listed as <-08 02 67> or <+08 02 67>.

All undated letters appear at the end of the month or year that has been assigned to the letter. Any correspondence bearing two dates is entered under each date but with the same frame number to indicate that the letter is one document. A postscript (PS) written on the same date is not noted. If the enclosure to a letter consists of another letter written to TS, it is accessioned separately, giving the reel and frame number where it begins.

### **Place**

Wash = Washington, DC, the place where the letter originated

The place of origin appears within angle brackets, e.g., <Wash>, if the place is not written on the letter but the writer is known to have been at that place on that date. If the writer gives only a street address and no city but the city has been ascertained by the editors, the city name is provided within angle brackets. If the place of origin of a letter is not given and cannot be determined, N.P. (no place) appears. If the place is given but is not legible, a ?? appears.

Well-known cities, such as Philadelphia, Atlanta, Boston, or London appear without states or countries. All other cities or towns with no state designation are located in Pennsylvania, e.g., Mechanicsburg. States or countries, if missing from the address, have been added, e.g., Oakville MD. If the state or the city cannot be determined, e.g., Hillsboro, it appears as either Hillsboro OH? or Hillsboro ?? Postal code abbreviations have been used for all states. In a few cases, a place has been given its modern spelling, e.g., Pittsburgh instead of Pittsburg, PA. Places in U.S. territories are given the name of the state in which they are presently located.

### Document Type

LS = letter signed; other category abbreviations are given below (see **Abbreviations**, pp. 17–18).

### Document Length and Other Information

2p+Encs,Env = two pages plus enclosures and envelope

Pages refer to the number of pages in the original printed document, including the title page of pamphlets. For newspaper documents, which may have been reformatted for reading ease, the page number refers to the number of microfilm frames. Additional details about the document appear following the page length (see **Abbreviations**, pp. 17–18). This column also notes when a letter is only a recommendation or an introduction with no other information (e.g., see TS letters to Stanton and Lincoln).

### Repositories

The final column lists the name of the repository or source of the original or best extant copy of the document. NUC repository abbreviations are used. Thus, the Thaddeus Stevens Papers collection at the Library of Congress is listed simply as DLC. All other holdings there bear the name of the collection, e.g., DLC-Web for DLC Webster (see **Repositories**, pp. 27–29). Printed source abbreviations are given in **Abbreviations**, pp. 18–20.

## SERIES II: SPEECHES AND RESOLUTIONS

### INDEX B, SAMPLE 1

10/0374 RR,N Pacific 23 05 64 Wash HR 483 Sp 1p B Gl

### Reel and Frame

Since a speech may contain more than one topic, the reel and frame numbers indicate the point at which TS first speaks on the topic listed, not necessarily the beginning of the document.

**Date and Place**

This information is generally the same as for written documents, as explained above (see Index A, Sample 1).

**Topic**

RR,N Pacific = Speech topic

Topics appear alphabetically by subject. Words sometimes have been rearranged to produce groupings by topic category, such as RR (railroad), in the above example. Subject entries have been edited for consistency to enable the user to find virtually everything on a given topic, and cross-references have been added to facilitate comparisons and linkages, e.g., 13th Amendment, see Emancipation. If several substantive topics are covered in a given speech on the same occasion, each topic will appear in a separate index entry according to the frame number in which each topic begins. Titles in quotes, e.g., “Tax Bill,” are those appearing on the documents, usually TS speeches, supplied by TS or the publisher.

**Bill or Report Number**

Information on the bill or report number is included to provide detail and to trace TS’s role in any given piece of legislation. For example, from 1866 to 1868 the House considered several Reconstruction bills, bearing the same name but different numbers, in one session.

**Speech Type**

Most speeches are listed simply as Sp; Pamphlets and Drafts (Pamp, AMs) have been accessioned separately.

**Type of Action**

The column following the number of document pages indicates any special notations regarding that speech, in the above example, B = bill introduced. To provide users with the full history of a piece of legislation, an entry for the date on which TS first introduced it also is included. No notations indicate an average or longer length speech of some substance. Short speeches, up to a few sentences in length, are labeled Rem for remarks. Brief remarks of a procedural nature only, such as “I move to table the resolution,” even when continued over several pages, are labeled Proc (see **Abbreviations**, pp. 17–18).

**Source**

The last column lists the repository or publication that is the source of the document (see **Repositories**, pp. 27–29; **Abbreviations**, pp. 18–20).

**SERIES III: LEGAL ARGUMENTS AND LEGAL AND BUSINESS PAPERS**

## INDEX A, SAMPLE 2

12/0023 – Maria Furnace 15 06 25 Adams Co D 54p DLC

Almost all legal and business documents are found on Reel 12 in Series III, represented by 12/.... in the reel and frame number entry. Legal papers may appear singly or, for the

convenience of the user, in groupings according to business ventures, legal cases, or bank books. In this example, all papers pertaining to TS's Maria Furnace have been collected and indexed according to the date and place of the first document in the grouping. Here, the Maria Furnace grouping is part of a larger grouping entitled "Paxton-Stevens Business," which begins at an earlier date. When there are well-defined subgroups, as in this case, or multiple sources of documents, each is given an index entry.

## INDEX B, SAMPLE 2

12/3396 CmmnwltH v Lightner — 05 45 H'burg Sp 1p Agt Sum 9 W&S

Dating is sometimes approximate for legal arguments that may have been recorded only by court session or month at the time the decision was issued, not when TS actually argued the case. Following the number of pages, any additional information is given such as Note, Deed, Check, or Agt Sum (argument summary), as in the above example. While the reel and frame numbers point to TS's speech, additional pages often have been filmed to provide context and complete the document. The last column refers to the volume number (when applicable) and the source in which a legal case can be located (see **Abbreviations**, p. 20).

## **SERIES IV: CONGRESSIONAL COMMITTEE MINUTES**

### INDEX B, SAMPLE 3

12.4/42 Impeachment Mgrs Comm 26 05 68 Wash Sp 1p Sum DNA

All documents in this series are on Reel 12, represented by 12.1, 12.2, 12.3, and 12.4 in the reel number column; the digit following the slash (/) refers to the frame number within the section. In Section 12.2, the frame numbers are quite faint, as in the original microfilm. Also, since there are more than one hundred frames in this section, there is space for only the last two digits in the index entries. Users therefore may find it easier to locate documents in Section 12.2 by following the chronological order.

For all Series IV minutes, index entries indicate the dates when TS was present at the recorded meetings. All committee minutes are summaries of the proceedings rather than verbatim transcripts of participants' remarks.

### TECHNICAL NOTE

Users may occasionally encounter a half frame followed by the full frame. Such an occurrence merely indicates a splice, and readers should proceed to the next frame.