

The Advent Sabbath

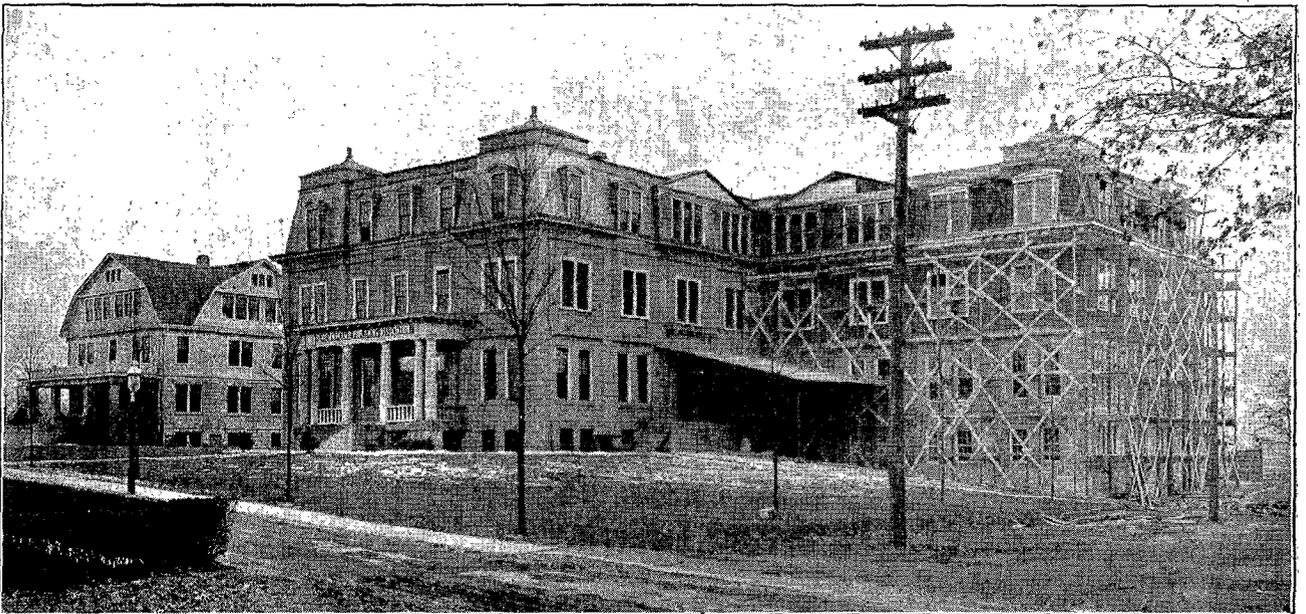
Review and Herald

THE FIELD IS THE WORLD

Vol. 97

Takoma Park, Washington, D. C., Thursday, January 15, 1920

No. 3



HOME OF THE REVIEW AND HERALD, SHOWING THE NEW ADDITION AS IT APPEARS ON THE DATE OF GOING TO PRESS

“Years ago the Lord gave me special directions that buildings should be erected in various places in America, Europe, and other lands, for the publication of literature containing the light of present truth. He gave instruction that every effort should be made to send forth to the world from the press the messages of invitation and warning. Some will be reached by our literature who would not be reached in any other way. From our books and papers bright beams of light are to shine forth to enlighten the world in regard to present truth.”—*Testimonies for the Church*, Vol. VIII, p. 87. Written September 26, 1901.

The Publishing Work "Revived"

IN these interesting days a wonderful thing is happening, which, had it been recorded in the Scriptures among the mighty works of God for his people anciently, would rank among the miracles of divine power. I refer to the growth during the last few years, of the Seventh-day Adventist publishing work.

Two Prophecies

For several years now there have been rather prominently before us two directly opposite statements, or prophecies, relating to our publishing work. The first was made by Mrs. E. G. White about twenty years ago, when she stated that the Lord had shown her that "the publishing work" was "to be revived." The second was made a few years later by one of the most prominent men who has left the movement. He said: "The work of Seventh-day Adventists is rapidly going to pieces."

Few of our people, perhaps, know the details of the incident in which the above statement by Sister White was first made. It was in the year 1900, when the writer was principal of the Avondale School in Australia, and Sister White was living at "Sunnyside," near the school. Early one morning she sent for me to come to her house. On arriving, I found she was greatly interested in a matter that had been presented to her during the night. There had passed before her a vision of the future of our publishing work.

Summing up this wonderful testimony which later appeared in part in her writings, it was this:

"The publishing work is to be revived. The work is to be reorganized in all lands, and put upon a sound working basis similar to the work here in Australia. You and others [mentioning their names] who have been called away from the publishing work to other lines, should return to the work to which you were called, and the Lord will stand by you and help you until his promise has been fulfilled."

That experience, next to my conversion, was the crowning incident of my life. It was the parting of the ways in the choosing of my life-work; and the influence of that experience, together with the assurances given, has been the helm, as it were, of my little bark as it was tossed among the breakers on the turbulent seas of the succeeding years of reconstruction. That prophecy has stood the test.

But how about that other statement, "The work of Seventh-day Adventists is rapidly going to pieces"? This prophecy came at the time when our publishing work was at its lowest ebb; when the total value of the sales of literature by the denomination for one year amounted to less than a quarter of a million dollars; when large publishing houses, that had been filled with commercial work, were being swept away by earthquake and fire, and others were moving from the cities into the country, and reducing their work to the small limits of denominational publishing. And there were few leaders in the field.

It seemed then that God's promise was not being fulfilled; but there it stood, a mighty rock in a desert land, a star of hope to the believer.

One of the Pieces

Just then came that observation, which was also a prophecy, "The work of Sev-

enth-day Adventists is rapidly going to pieces." Now let us look at those wonderful figures presented so many times by Brother H. E. Rogers in his statistics, and by the Publishing Department on its "stove pipe" chart. Here they are,—the sale of literature by decades from the beginning of the movement:

1845-1854.....	\$ 2,500
1855-1864.....	17,500
1865-1874.....	73,000
1875-1884.....	371,000
1885-1894.....	3,969,000
1895-1904.....	3,144,000
1905-1914.....	14,095,000

Total, first seven decades, \$21,672,000.00

1915-1919, One-half Decade, by Years

1915.....	\$2,174,591.94
1916.....	2,181,340.27
1917.....	2,937,422.88
1918.....	3,416,500.00
1919 (est.)..	5,000,000.00

Total for half decade.....\$15,709,855.09

Grand total.....\$37,381,855.09

This is one of many illustrations that might be given of the way the work of Seventh-day Adventists is "going to pieces." This is one of the "pieces." The reader will not fail to study this record of progress, and in doing so will not fail to discover the following interesting comparisons:

1. The sale of literature during the last five years is nearly three fourths as great as during the preceding seventy years.

2. The sale of literature during the last five years is greater than during the preceding ten years.

3. The sale of literature during the last year (1919) is greater than the total sales during the first fifty years of the movement (1845-1894). This third comparison is emphasized by the fact that the first fifty years included that time of prosperity in book selling commonly referred to as "the good old times."

Further evidence that the word of God is true and that the word of man is unreliable, might be piled up in figures upon figures. Two or three items briefly told must suffice:

"The Present Truth"

Five years ago the present month, the first number of the *Present Truth* was issued as an extra of the REVIEW AND HERALD. The sale of the first two numbers in a few weeks reached 2,500,000 copies. Now the little sheet has become a regular periodical, with its own name and standing. During 1919 it was issued monthly, the printing orders amounting to more than six million copies, an average of 500,000 copies per issue.

The World's Crisis Series

Soon after the outbreak of the war, a lady colporteur wrote to the Review and Herald office, asking that the subject matter of one or two numbers of *Present Truth* be put up in book form, paper covers, to sell for 25 cents. In case the request was granted, she asked us to book her order for 1,000 copies. Within thirty days from that morning the first book, "The World's Crisis," was ready for shipment. Since that time many such little

books have been published by our leading publishing houses in America, and many editions have been printed abroad in foreign languages. During the year 1919 the Review and Herald brought out two of these books, "World Peace" and "Epidemics." "World Peace," issued only ten months ago, has had a sale from our publishing house alone of 491,000 copies. "Epidemics," issued only three months ago, has already had a sale from our office alone of more than 200,000 copies.

Book Sales

The book sales during the last year from our office alone have passed the \$1,000,000 mark,—a gain of more than \$300,000 over last year. The size of these figures can hardly be realized. Glancing back over the figures presented by the statistical secretary of the General Conference, I notice that during the year 1900 the total sales of literature by the denomination, including both books and periodicals, amounted to \$250,000. It hardly seems possible that the sale of literature by the denomination in all lands in 1900 was only one fourth as much as the sales of our book department alone in 1919, and \$50,000 less than the gain in our book department in 1919, as compared with 1918; but that is the fact. We can hardly realize the meaning of such figures as these.

May the Lord help us to be of good cheer, and to push forward with him in the work to the final triumph. Other things are uncertain. The world is in perplexity, nations are uncertain of their future, business is unstable, men's hearts are failing them for fear, but the work of the Lord moves steadily onward both in the midst of revolution and in lands of comparative peace. What a privilege, in a day like this, to be connected with such a movement!

EDWIN R. PALMER.

The Advent Review and Sabbath Herald

GENERAL CHURCH PAPER OF
THE SEVENTH-DAY ADVENTISTS

Devoted to the Proclamation of "the Faith which was once delivered unto the saints."

VOL. 97 JANUARY 15, 1920 No. 3

Issued every Thursday by the
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Takoma Park, Washington, D. C.

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Two Years.... 4.75 Three Years.... 7.00

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The Advent HOLY BIBLE THE FIELD IS THE WORLD And Sabbath **REVIEW AND HERALD**

"Here is the Patience of the Saints: Here are they that keep the Commandments of God, and the Faith of Jesus." Rev. 14: 12.

VOL. 97

TAKOMA PARK, WASHINGTON, D. C., JANUARY 15, 1920

No. 3

With the Editors and Proof-Readers

The Editor and His Readers

FRANCIS M. WILCOX

WILL CARLETON, in his "Farm Ballads," describes in the following words the editor and his tribulations:

"The editor sat in his sanctum,
His countenance furrowed with care,
His mind at the bottom of business,
His feet at the top of a chair,
His chair arm an elbow supporting,
His right hand upholding his head,
His eyes on his dusty old table,
With different documents spread:
There were thirty long pages from Howler,
With underlined capitals topped,
And a short disquisition from Growler,
Requesting his newspaper stopped."

This description does not wholly fit the editor of the REVIEW AND HERALD. In the first place, he does not sit in his sanctum in the position described. In the second place, while he receives many long pages, none of them come from Howler, neither do any short disquisitions come from Growler, because if these classes exist to any considerable extent among the readers of the REVIEW, their howls and growls are not loud enough to reach the editorial sanctum.

The work of the editor of the REVIEW is a pleasant work, and yet one not free from a sense of respon-

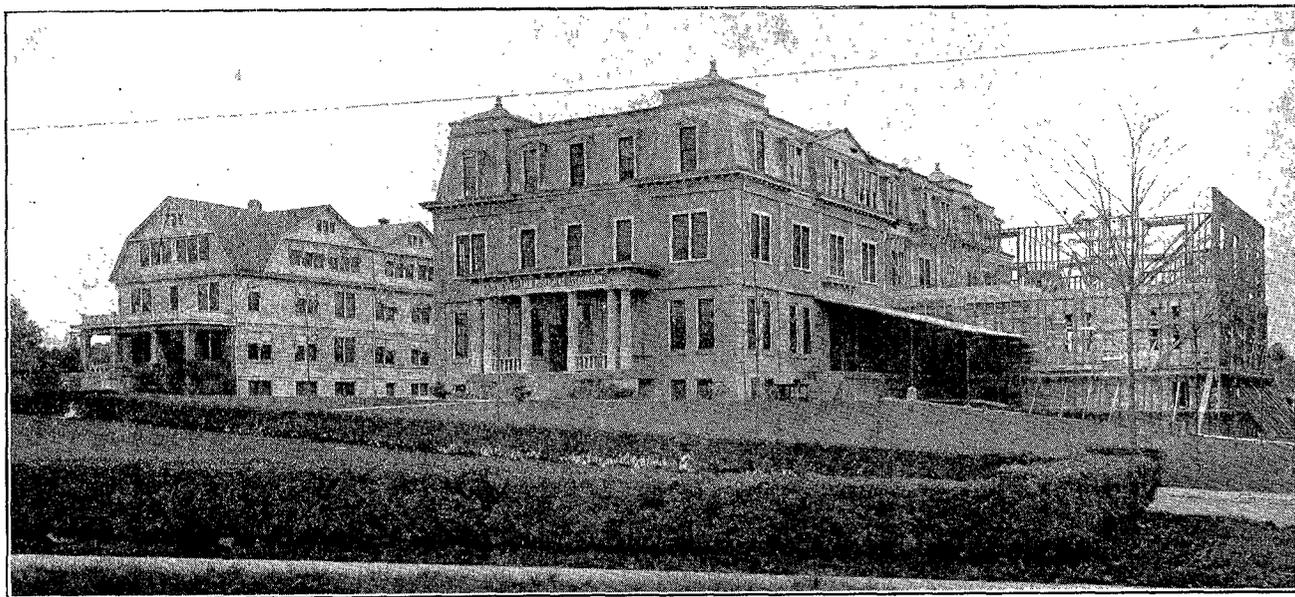
sibility nor divested of care and anxiety. When one realizes that what he says, and what he permits others to say, goes into 30,000 homes and may be read by several times this number of persons, he feels that the utmost care should be used that the right things shall be said, and said in the right way. It is this consideration, perhaps, more than all others, which gives concern to the editor of any paper.

In the relation of the editor to his readers, his work may be divided into two principal parts: (1) That which deals with manuscript offered for publication; (2) that which relates to his correspondence with the readers of his paper. A brief consideration of these two phases may be of interest.

Manuscript

Our church paper is always blessed with a wealth of contributions. Our contributors are found in every part of the world. These contributions consist of two general classes of articles:

First, reports of the progress of this movement. The REVIEW is the great newspaper of the church, and chronicles the advance of the message in every part of the world-wide field. These reports, aside from some technical changes, such as Miss Steward has described in her article on "Proof-Reading," are published without material alterations. And they



REVIEW AND HERALD PUBLISHING HOUSE

Showing New Addition in Process of Construction. General Conference Building to the Left.



OFFICE OF THE EDITOR OF THE "REVIEW"

are always welcome to the editor. He knows that in the same manner in which these reports thrill his heart, so the hearts of the readers will be thrilled as they read them. Reports constitute the real pulse of this movement. They give assurance of its living, active vitality, demonstrating that the Second Advent Movement, far from disintegrating, is a vital, progressive entity, reaching out into all parts of the world.

Second, general articles. The general articles offered the REVIEW for publication are many and varied. Some are exegetical, treating Biblical and doctrinal topics. Others are inspirational, designed to incite the church of Christ to greater earnestness and faithfulness. They range all the way from the discussion of the most profound questions of religion and philosophy to the most trivial details of everyday thought. Some are long and others short, some plainly and neatly written, and others in such hieroglyphics that they are hard to decipher. Some are generously left to the discretion of the editor as to their use; others are accompanied oftentimes by letters longer than the articles themselves, giving reasons why they should be printed. All these must be read and reread. Some of them will be found written in so concise and logical a form that they at once commend themselves for publication. Others are long, rambling, and illogical. We recall one manuscript which we received some time ago on the subject of prophecy, consisting of 114 pages of foolscap, solidly written, with hardly a break for subhead or paragraph.

All these articles are formally acknowledged, with the statement that they will be examined, and if found available will be used as soon as space will permit. They are then placed in our manuscript files to await their turn for publi-

cation, or some special demand which may arise for discussion of the topics with which they deal. Some of these articles may never be used. Some may await publication for many months, when there will arise an issue in some locality to which the message they give is particularly applicable.

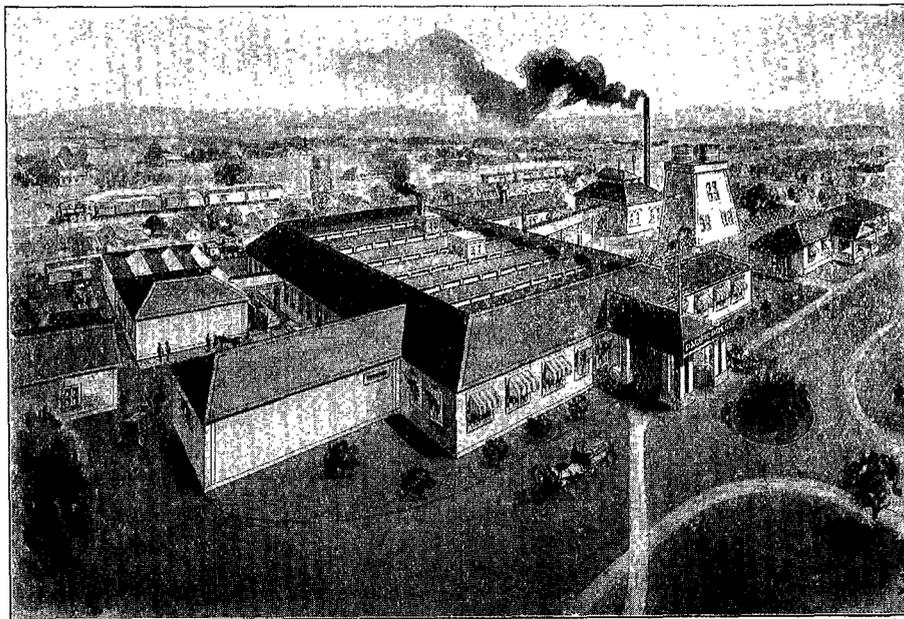
It falls to the editor to take the articles suitable for publication and mold and shape them for use in the paper. He eliminates a paragraph or sentence here, changes an expression there, transposes parts to preserve logic of argument or continuity of thought, eliminates defects and deformities, etc. His work is usually appreciated, particularly if to the mind of the writer the article is improved, but he has a thankless task to perform for the one who feels that his article is a production of literary art,

and that a change of a word or sentence mars the logic of its argument or the beauty of its expression.

The editors of the REVIEW appreciate these contributions,—the long ones and the short ones, the well-written ones and the ones poorly written. They appreciate the spirit which inspires them,—the desire to speak a word for Christ and to advance the interests of his work in the earth, which moved the hearts of the writers; and by no word would they discourage a single contributor. Even if they cannot at once use some of the articles, they say to all, Write again, and may God inspire your pen and give you a message for his church.

Correspondence

Like the contributions sent to the REVIEW, the letters written to the editors are varied in their character. Many, as we have said, accompany articles. Some letters express appreciation of the message borne by the REVIEW. Others dissent from positions taken by editors or writers. Some letters criticize the editors for being too aggressive in some policy advocated; others express censure for conservatism.



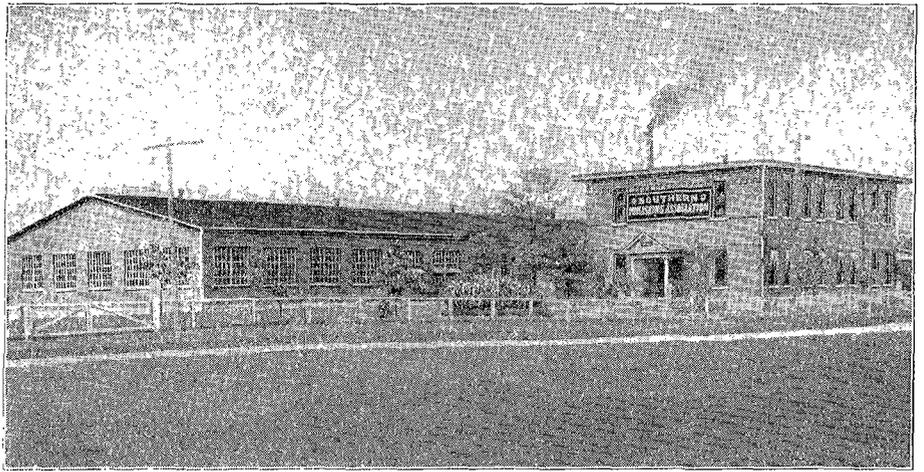
MAIN OFFICE OF PACIFIC PRESS PUBLISHING ASSOCIATION, MOUNTAIN VIEW, CALIF.

Many desire information regarding theological problems. Some ask the editor to explain such questions as where Cain got his wife, what the seven thunders uttered, and many other knotty problems which are supposed to fall within the range of the editor's knowledge. Regarding many of these questions we must confess absolute ignorance. Many come asking us to be arbiter in some difficulty between brethren, to decide what discipline the church shall administer to an erring brother, to advise as to the selling of property, the making of investments, the building of a home, a church, etc. This class of questioners we invariably refer to their conference officers, or to brethren who can sit down and talk with them personally regarding their difficulties.

Some ask us to secure patents on some invention which they feel will bring great revenue to the cause; others are entitled to pensions, which they desire us to secure from Congress. Much as we may sympathize with these correspondents in their desires, we are quite powerless to help them, and advise them to secure some attorney to look after their patent interests, and to appeal for help to their Congressional representatives in securing pensions.

Another class of letters from the field draw most largely upon our sympathy. They come from our isolated brethren and sisters, who are deprived of the privilege of church association, from the sick and the afflicted, from the discouraged and heartbroken, from penitents seeking the way back to the Father's house. We seek, so far as time and opportunity will permit, to minister to these the comfort found in the precious promises of the word of God.

But we are glad to hear from all who write. The editor of the REVIEW, just so far as lies within his finite power, stands ready to help every reader in the attainment of his hopes and plans. Hence his mail, even if it is made up of all sorts, is always welcome.



SOUTHERN PUBLISHING ASSOCIATION, NASHVILLE, TENN.

It keeps him in touch with the field, and enables him the more intelligently to minister to the needs of the field through the columns of our church paper.

As with woman's work, the work of an editor is never done. No paper goes out but that he looks over its finished pages and wishes he could have made it in some parts stronger and better. His work falls far short of his ideal, and yet he does the best he can, and for comfort he must turn to the One who judges every man by the motives and purposes of his heart, and ask him to make perfect that which has been wrought in weakness.

* * *

Planning a Monthly

A. O. TAIT

THE leading object in the preparation and circulation of our magazines is to touch the heart with the living presence of Christ, that the reader may learn the joy of everlasting salvation and be filled with the blessed hope of the soon-coming Christ, thus entering into the blessedness of everlasting life and joy. Therefore the planning of the magazine from month to month is of primary importance, because it has such far-reaching results.

The hearts of men are filled with distress and perplexity, as was clearly foretold by the Master; therefore the great door of hope must be held wide open before their minds, that they may not sink in despair. He who is charged with the responsibility of planning any of our magazines must live among real, live men; he must know their sentiments, their troubles, and their difficulties, that he may prepare a message that will meet their situation from a broad and not from a narrow viewpoint.

Our various writers have differing talents. Some of them are able to present one subject clearly and convincingly; others can present other phases of the message to the best advantage; or a writer may be peculiarly circumstanced,—he may be passing through special experiences that enable him at that particular moment to present an exceptionally strong and convincing article. Therefore there must



MRS. FANNIE D. CHASE, Editor of the "Youth's Instructor"

be the closest touch with writers in all parts of the world, so that special opportunities may be seized and the strongest productions procured for our message-laden magazines.

In the light of an ever-increasing experience, we must study again and again what Christ and the apostles and prophets teach concerning these days in which we live. We must study these things over and over again, availing ourselves continuously of the light thrown upon the Scriptures by the Testimonies of the Spirit of God. It is only by keeping pace with the ever-advancing message that our editors and magazine writers can produce an up-to-date magazine, vibrant with the life and power of the everlasting gospel which is now sounding the judgment hour in all parts of the world.

Those who are planning our magazines must see clearly where the world is stumbling; they must recognize the delusions and the false teachings of the time, and seek faithfully to have messages prepared by able men and women—messages that will turn the searchlight of prophecy and the clear rays of salvation and gospel hope upon the darkness and the deception of the hour.

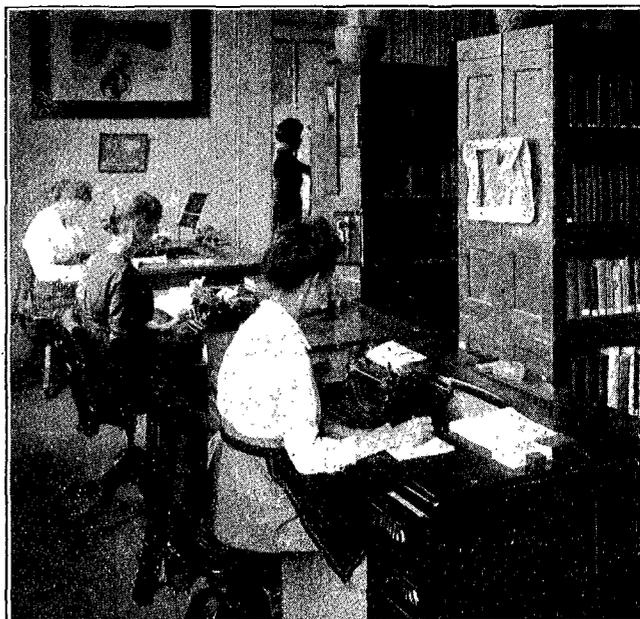
A warm-hearted message, freighted with the love of God and filled with courage from on high, is the only thing that will meet the needs of men in these awful times; and all should join in praying that the editors of our magazines may be so guided in wisdom that they will constantly meet the mind of God.

* * *

Contributions and Contributors

ARTHUR W. SPALDING

THE daily mail is a gold mine to the editor—often as disappointing, sometimes as great in reward. He comes to it every morning with an eagerness born of a deathless hope, looking (in the miner's phrase)

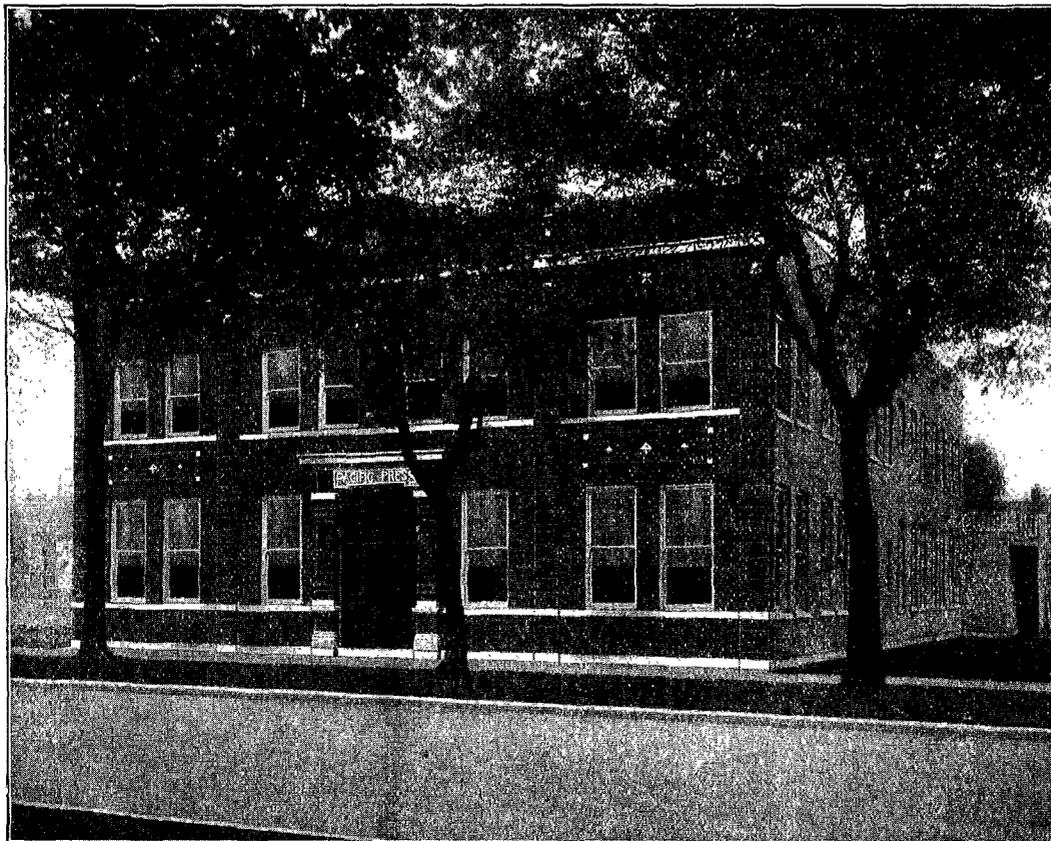


VIEW IN THE EDITORIAL LIBRARY

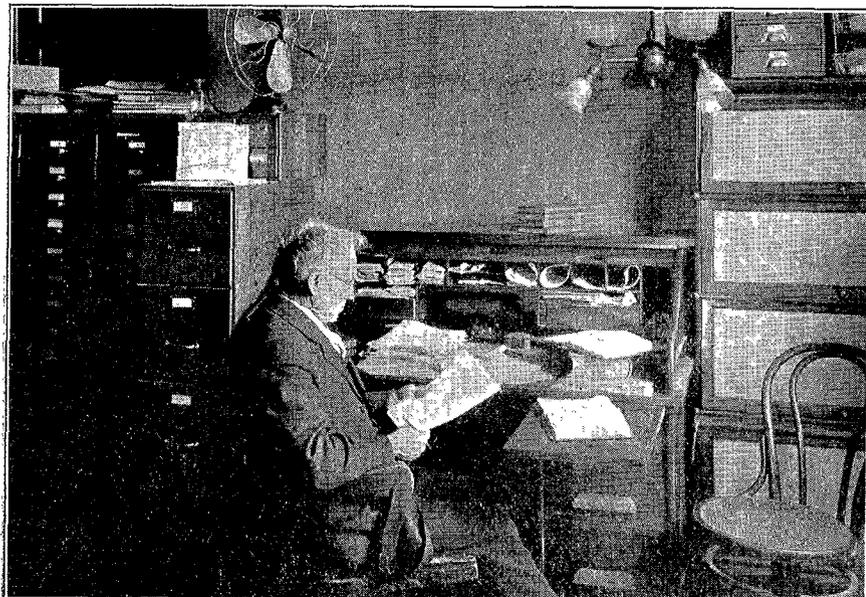
for "good pay dirt." Once in an age he is rewarded with a real "bonanza nugget," sometimes he strikes a "paying streak" that "pans out" fairly well, most often he is disappointed with nothing but sand and gravel.

Contrary to common impression, the editor is not a savage despot waiting to pounce upon the timid contributor's offering and tear it limb from limb. He is, indeed, a philanthropist in intention, anxious to please and help the writer, and especially the new writer; but in his policy he is obliged to recognize the eternal triangle,—the writer, himself, and the public. What the writer may think superb may not in the editor's judgment appeal at all to the public; and even what the editor may like he must have

the judgment to consider from the viewpoint of its influence upon his readers. The editor's criticisms will, it is true, be determined by his own temperament, education, and experience; and two brothers in the same craft, differently constituted and trained, might not sustain each other's decisions—fortunately for the writing profession. Yet on the whole we are warranted in saying that the representative editor, when his digestion is good, stretches more than one point in favor of the contributions and the contributors that come to him.



INTERNATIONAL BRANCH OF THE PACIFIC PRESS PUBLISHING ASSOCIATION
AT BROOKFIELD, ILL.



ELDER C. P. BOLLMAN, Secretary of the Book Committee

The Seventh-day Adventist editor has a very distinct program, but it should not be narrow. With all his fellow workers, he has the duty and the desire to give the gospel message in its proper setting for this last generation of men. We find necessary a profound study of the truth itself and of the varied conditions which we face in men of all shades of belief, experience, and education. To reach men of these different classes, we cannot resort to ridicule or denunciation; we have to win men who are already deluded; and it is a fact that very few people who thoroughly believe in any cult are ever convinced by argument against their faith. Too often, indeed, the writer who attempts this is not sufficiently acquainted with his subject; and perhaps no one who opposes error can be sufficiently acquainted with it to present a convincing refutation. His argument nearly always seems to the believer in the cult to be special pleading, more or less ignorant and very much biased. And the more vigorous and cutting it is, the more resentment is aroused and the farther away is driven the soul that ought to be saved.

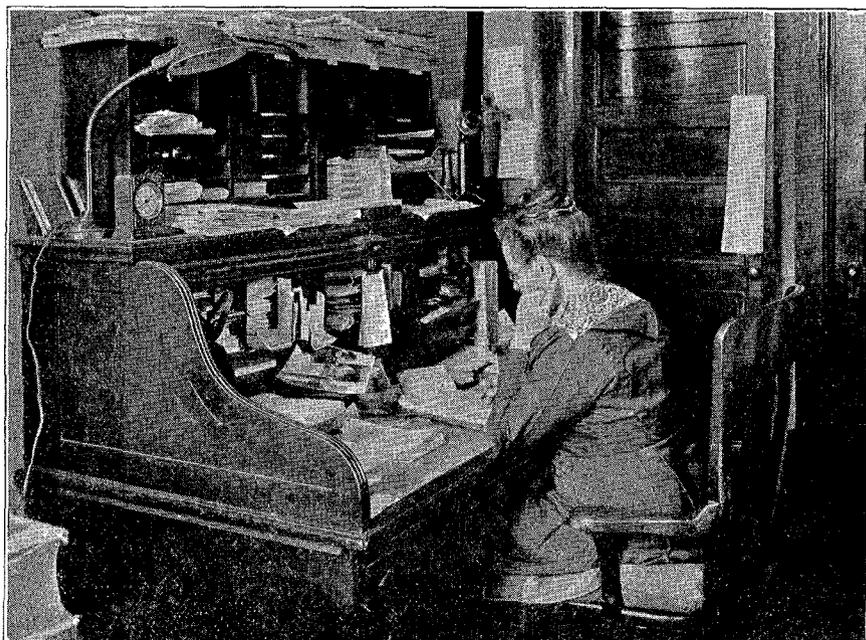
One thing we can do, and that is to know truth and to teach truth in a positive way. This is the most successful means of combating error. If we ourselves know by experience and by study the depths of the truth of the atonement, we shall be able to cut the ground from under any plan of salvation by works. And the truth can be so convincingly and pleasingly told that it attracts rather than repels the one deluded by error. So also, if the Sabbath is to us not merely an opponent of Sunday, but an essence of the salvation we have received into our lives, our testimony will convict thousands who would have risen in arms against an attack upon their rest day. If we have been delivered from fear through the life of Christ, we shall have something more to present than a dogma of the sleep of the dead. If the purity and self-control of the Spirit

of God have entered our lives, there will be a power in our testimony as to temperance which no statistics could possibly give. And so with every truth.

I think I may say that every Seventh-day Adventist editor is looking for this kind of contributions. I think our writers are coming more to this point of view. We all recognize that it is a conception of truth which can come to every one of us, editors and writers alike, only through experience. To attempt to write what we have only imagined, not lived, will be very unconvincing both to editors and to readers. First, then, comes a deepened experience, afterward a power to write. Upon this deeper experience waits the greater power of our magazines and papers.

That is the first essential. After it comes literary workmanship. The better equipped an author is in the science of language and the art of writing, the more attractive can he make his product. And surely the truth of God is deserving of the best there is in the art of writing. Those who would write should seek constantly better to prepare themselves by study of principles and laws, by observation of the best writers of the day and of bygone masters, for the work they have in hand.

Manuscripts are treated tenderly in the editor's office, despite the provocation many of them offer. Most writers today (but not all) know these simple rules: Write on only one side of the sheet; space the lines widely; typewrite if possible; state on first page the number of words in the article; sign your name as you want it used. A few rhetorical rules must be, consciously or unconsciously, observed: Know your subject thoroughly, and outline it before you begin to write, to make sure of balance; come to the point surely and with due speed, placing your climaxes well; quote little, and when you quote, quote correctly, and give references; use simple language and as simple a style as the subject permits, choos-



MISS MARY A. STEWARD, Head Proof-reader

ing your words with care for purity, propriety, precision, and power. And don't assume to be an oracle, a prophet, or an apostle; be yourself.

Finally, if your manuscript is rejected, take it sweetly, revising it according to suggestions if any are given, or resigning it to the fate of most manuscripts if there is no hope. What you want and we want is the wide acceptance of truth, not the recognition of writers. It is Mordecai, not Haman, who will at last be the one whom the King delighteth to honor.

* * *

Why We Clip

FANNIE D. CHASE

SOME have the idea that a periodical, to be of the most value, must contain all new matter, no reprints, no selections, being allowed. But the large circulation of the *Literary Digest* is a happy refutation of this idea. This magazine owes its value largely to the fact that it quotes from such varied and numerous sources.

The New Testament has more than 1,500 quotations, direct and indirect, from the Old Testament, an average of more than fifty-five for each of its books. The late Dr. Arthur T. Pierson says: "The New Testament is largely framed in the dialect of the Old, and again reminds us of the joints and bands and ligaments which make the body one." This fact increases the value of both the Old and the New Testament.

Before the war a weekly paper, *Every Week*, was very popular, and increased tremendously in favor with each issue. One of the most instructive and appreciated departments of *Every Week* was a section devoted to indirect selections. An explanatory note said:

"We read 300 magazines and papers each week, and in this department give you the best of them all."



L. I. CAVINESS, Associate Editor

This is usually the meaning of selections. The editors have read much and have chosen the best for you. A large publishing house furnishes its editors with a generous selection of magazines and papers, far more than any one home will provide for itself. Then are not the publishing house and the editors doing their readers a great favor when they pass on to them some of the very best material produced by the thinking men and women of the day?

Original matter is not necessarily the most helpful nor the most interesting. Usually matter of the most value is that written by specialists. Our writers are giving their attention largely to certain lines of thought and action, and few of them are prepared to give as helpful suggestions along some other important lines as are specialists outside our list of contributors. Shall we not have the best that can be found?

Original matter will of course predominate in any periodical, but the happy commingling of original and selected matter is most likely to produce the combination that pleases, instructs, and inspires.

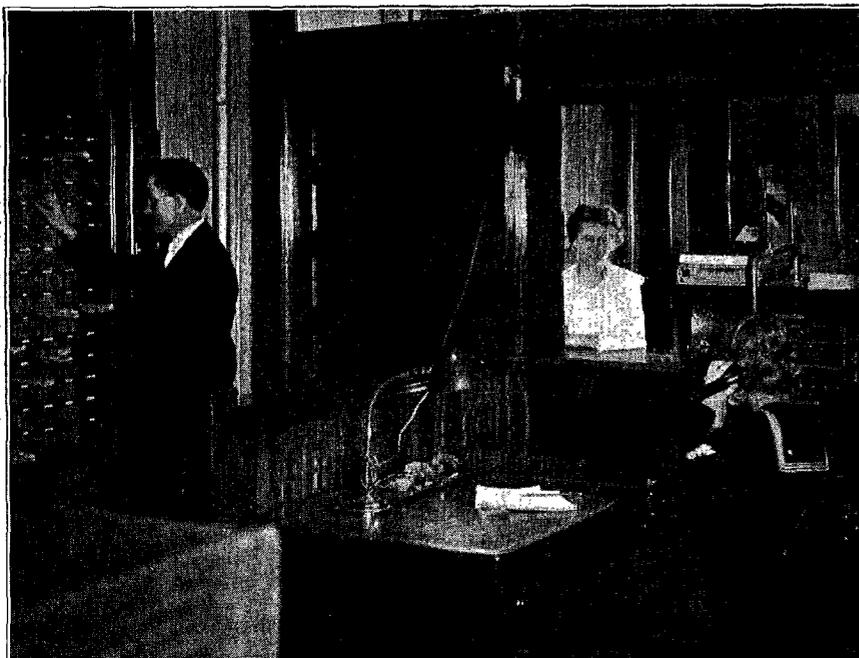
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The Foreign Magazines

STEEN RASMUSSEN

SINCE the first copy of the faithful old sentinel, *Present Truth*, more than seventy years ago, made its silent and yet trumpet-sounding appearance, scores of other periodicals have followed in its train, all heralding the threefold message of Revelation 14.

It was not until the year 1872 that the first foreign periodical made its appearance in the form of the Danish monthly, *Advent Tidende* (Advent Tidings), at Battle Creek, Mich. This little sheet was the forerunner of many other periodicals in scores of foreign lan-



MAIN ENTRANCE AND TELEPHONE EXCHANGE



E. L. RICHMOND
Superintendent and Assistant Manager

guages. It was no easy task in those days to produce a foreign periodical. There were great obstacles to be overcome, particularly in the way of typesetting, as either the editor or some one not acquainted with the language had to set the type.

When at a later date the editor of this little journal moved to Scandinavia, and there in the city of Christiania started another periodical, the perplexities multiplied in the new field. On a certain occasion, when the ink was not of the proper mixture, Elder J. G. Matteson had to hang his papers on his wife's clothesline, that they might dry overnight. Pioneers in other fields have encountered similar experiences and hardships.

But these vision- and courage-filled men struggled on, and now we have a wonderful assortment of periodicals and magazines in scores of languages, and in some instances they are having a circulation of tens of thousands of copies every month. We shall confine ourselves, however, in this article to the foreign magazines that are issued by the International Branch of the Pacific Press, Brookfield, Ill.

Previous to the year 1915, periodicals were issued in this country by us as a people in but five languages. A remarkable change has come since the International Branch was removed from College View, Nebr., to Brookfield. Ten foreign magazines have been added to the list since 1916.

It is no small achievement every quarter to produce from eight to twelve magazines in as many languages, besides the regular weekly and monthly periodicals in four other languages, not making mention of the tracts and the subscription and trade books that are constantly being produced. This will be so much more evident when we state that some of the editors and translators of these magazines live more than a thousand miles from

the publishing house and are engaged in other lines of gospel work. It means that all manuscripts and proofs must be handled through the mails.

It will readily be seen that delays are unavoidable. When during the war the manuscript and proofs on the French magazine passed between us and our French editor, they had to pass the Canadian border, where the watchful censor at times held them up for a considerable length of time. Never, however, was a sentence or a word changed by him, and the magazine was published, notwithstanding the delays.

The foreigners in our land are a mixed multitude. In social ideals, political convictions, and religious beliefs they greatly differ. We must deal with Protestants, Roman Catholics, Greek Catholics, Moslems, infidels, atheists, etc. It

requires no little thought, and painstaking care to prepare a magazine that will appeal to each individual nationality with its special peculiarities. Not only must these questions be taken into consideration as regards the matter presented in the articles, but equally great caution must be exercised in regard to the illustrations used in the paper.

It is a remarkable fact that in all the languages in which these magazines are issued the Lord has provided us with efficient and skilful translators and editors. Several of these are men employed in the ministry, and they, because of their constant contact with the people, know what will appeal to the reader. They also know how undue prejudice can be avoided.

When the editorial work has been done, there is the typesetting. It would be impractical and too expensive for the publishing house to employ men in all these languages as long as only a few publications appear in the respective languages. Endeavors are therefore made to secure men who understand more than one language. In this respect the pub-



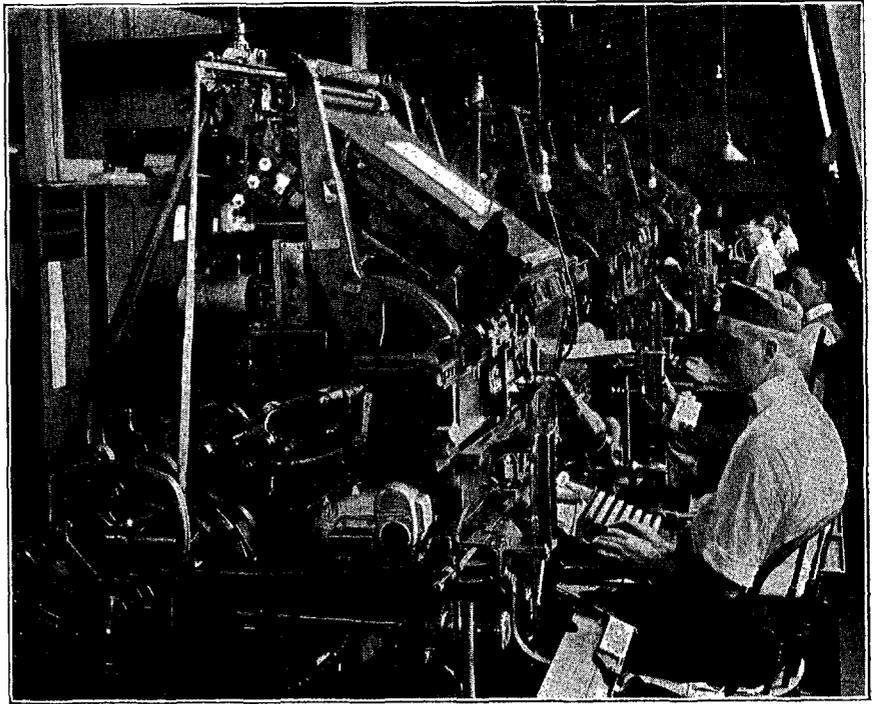
A VIEW IN THE ARTROOM

lishing house has also been quite successful. But even then the type is very often set by men who understand hardly a word of the matter they handle, yet because of the wonderful linotype machine, and the interest the linotype operators have in this work, the composing department has been able to meet all the demands made upon it. One of the linotype operators has handled as many as nine languages, and the magazines have, as a rule, been finished on time.

Finally, the circulation of these magazines to all parts of the country is of course the great objective. To every man has been appointed his work. While some persons are adapted to selling larger books, others can sell magazines with greater success. The one who sells our magazines is doing as important a work as the one who sells the larger subscription books. Magazines are popular in our day; therefore our foreign magazines fill a place in the spread of the truth that no other kind of literature does. To reach the masses of foreign-language-speaking people in our cities, no other kind of literature lends itself so favorably to general distribution as our foreign magazines.

A remarkable interest is being taken by conference leaders and workers in scattering these truth-filled messengers everywhere, and we believe that if our people in general realized what a gigantic task it is to produce all these magazines, they would treasure this literature so as to give it a circulation many times greater than it now has. Think of printing an edition of 5,000 magazines in a language whose representatives in this country number 4,000,000! If all took hold and helped, we should print not only 5,000 but 15,000 or 25,000.

We believe the day is not far distant when this will be accomplished, for the work of God will never be finished here or anywhere else till God's people arise



THE LINOTYPES

The "Review" Operator in the Foreground

and take the message in some form to all our fellow men, whatever their language may be.

* * *

Book Editing

CALVIN P. BOLLMAN

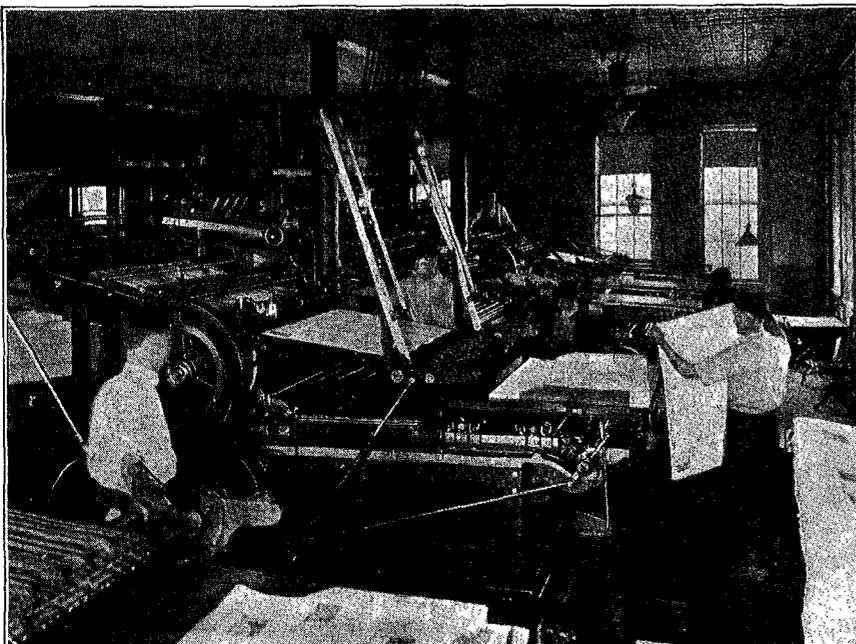
BOOKS as well as periodicals must be edited. And as a book is more permanent in its nature than a newspaper or a magazine article, it follows that the work of editing the book requires greater care and involves more responsibility than editing periodical matter. But of course all editorial work is important, and none of it should be carelessly done.

Each of our larger publishing houses has not only its Board of Management, with its officers, but also a Book Committee, with a chairman and a secretary.

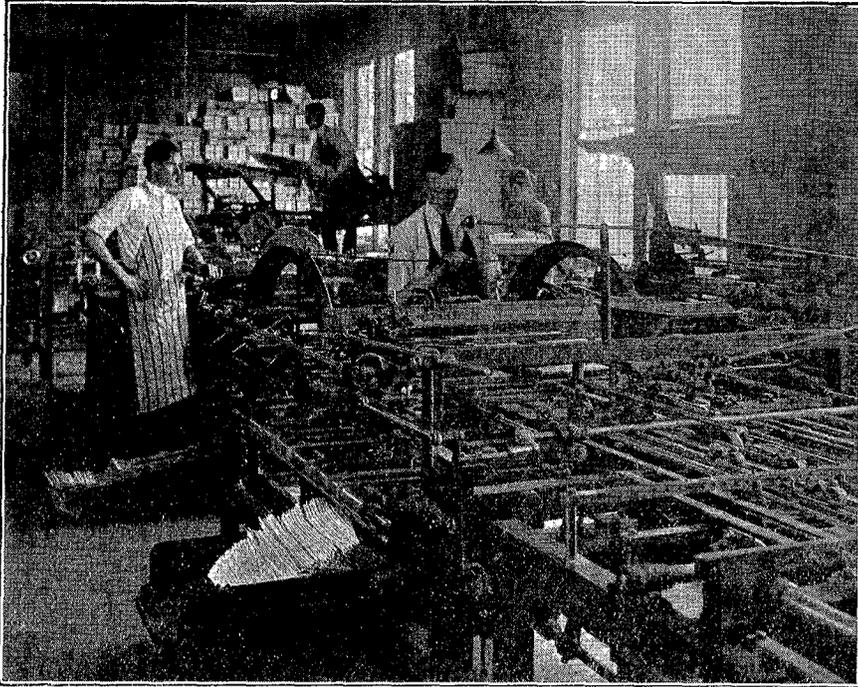
The members of the Board of Management are selected with reference to their business ability, and their acquaintance and touch with the field that is especially served by the particular house with which they are connected.

The members of the Book Committee are chosen with reference to their literary ability, their broad acquaintance with books in general, and especially with our own literature and with everything that goes to make up a useful and successful tract, pamphlet, or book.

When a manuscript, whether for tract or book, is received, no matter to whom it is sent, it is brought before the Book Committee, with brief information concerning its scope and purpose. A Reading Committee is then appointed, consisting of from three to five members, whose duty it is to read carefully the manuscript submitted, and to report to the full committee their individual findings.



THE CYLINDER PRESSROOM



FOLDING MACHINE WORKING ON THE "REVIEW"

Of course these reports, especially if they are all in substantial agreement, have great weight with the full committee; but if for any reason the several members are not fully satisfied, others are asked to read the manuscript, until in some cases almost the entire Book Committee have become acquainted with the matter upon which they are to pass judgment.

If for any reason the full committee passes upon a manuscript unfavorably, the author is notified by the secretary that "the manuscript has been examined, and has not been found suitable for our use."

But in case the manuscript is approved, if the house is without a regular book editor, an Editorial Committee is appointed, charged with the responsibility not only of putting it in shape for the type-room, but of having charge of it until the matter is finally ready for the press. Usually the chairman of this Editorial Committee is editor in chief of that particular book, and his decisions and marks are, in a general way, final.

Ordinarily the members of a Reading Committee do not take time to verify the quotations made in the manuscripts upon which they pass. The questions they ask themselves are something as follows: Is the subject treated in a reasonably interesting way, so that if printed the book would find readers? Is the subject made clear? Will this particular presentation be likely not only to convince the mind of the reader, but also to touch his heart and bring him nearer to God?

These questions having been answered in the affirmative, first by the Reading Committee and then by the Book Committee as a whole, the Editorial Committee takes up not only the book as a whole, but each chapter, each paragraph, each sentence, and indeed each word. The editor does not undertake to rewrite the matter, but while preserving the author's individual

style, he endeavors (1) to clear up anything that is not already perfectly plain; (2) to strengthen anything that is weak; (3) to brighten up whatever may be commonplace or prosy; (4) to see that the facts cited are really facts, that is, that they are true; (5) to see that everything pertaining to the book is as nearly as possible up to date; and (6) to make clear and to strengthen, if need be, any doctrinal points treated in the book.

It is surprising sometimes to see how much the change of a single word will strengthen a sentence, or how even the transposition of a phrase will help to clear up a statement not easily understood by one not acquainted with the whole system of present truth.

The book editor takes nothing for granted, nor does he allow authors to quote doubtful authorities, or to state as facts things that it

is impossible to verify as such. He can sometimes introduce a more apt quotation or a better rendering of a text of Scripture, or give more recent statistics than any available to the author. Sometimes he must eliminate a statement, local as to either time or place, that if not already out of date soon would be. All these things it is the book editor's duty to do, but he must do them so as to preserve the author's style and the continuity of his treatment of his subject.

There is one thing, however, that no editor ought to do, and which the careful editor will not do; namely, he will not so change the author's thought as to make him say something he does not mean, and which possibly he does not believe. The editor's legitimate work is not to rewrite but to retouch, something as the photographer does, so that the author's thought, not the editor's, shall be seen.

Much more might be said, for the subject is a broad one, but this will suffice to show something of the nature and scope, not only of the work of a book editor, but also of the Book Committee.



SEWING MACHINES

In the Proofroom

MARY ALICIA STEWARD

ONE not familiar with the details of a printing plant could hardly guess the amount of labor that is behind every book, tract, or paper sent out. I speak only of the work done in the proofroom.

There are nine of us, and we are a busy hive of workers. The volume of work that goes through our hands is almost staggering. Today as I write there are lying on my desk proofs of two books in the making; copy for four leaflets for the Missionary Volunteers; copy for two numbers of *Present Truth*; while two journals—*Liberty* and the *Church Officers' Gazette*—are just finished, and three more—*Life and Health*, *Educator*, and *Sabbath School Worker*—are in process. Then there are the REVIEW and the *Youth's Instructor*, which come every week.

"This is the proofroom, where they stick in the commas," is a frequent introduction vouchsafed us as a company of visitors is ushered in.

And so it is; for we do put in commas according to our own sweet will and the rules of the masters; but that is one of the least of our duties, as you will see.

In most if not all of our publishing houses the proof-readers are required to do much literary editing. This makes our work much more difficult than usually falls to the lot of the proof-reader; for we must not only see that our proof is "like copy," but must challenge the copy in every detail. A certain class of corrections—those pertaining to grammar and rhetoric, spelling, capitalization, punctuation, style of type, etc.—a proof-reader is at liberty to mark according to his best knowledge; but those pertaining to statement of fact, doctrine, or statistics must be verified or referred to the editors or authors for settlement. And the style of the author must never be eliminated from his production. It is always the privilege of a proof-reader to query anything that seems to him incorrect.

Proof-readers must be "to the manner born;" they cannot be made. That is, a proof-reader must have certain qualities and characteristics in order to make a real success of the work. For instance, one should have an instinct for errors. He must be a

good critic; he must have infinite patience in working out details, and an infinite capacity for taking pains. And he must have good taste and some artistic ability, to know when a page or job of printing looks right.

Proof-reading is a more or less mechanical process; yet there is enough to interest one if he makes a business of it. There is no end to the amount of study he can put into his work in keeping up with the styles of the best printing offices, and perfecting himself in all branches of learning; for, as has been said, "A proof-reader needs to know everything." One authority on printing has this outline of a good proof-reader's qualifications:

"A thorough proof-reader, in addition to a general and practical acquaintance with typography, should understand clearly the grammar and idiomatic structure of his mother tongue, and have, as it were, an encyclopedic knowledge of the names, times, and productions of its writers, as well as an entire familiarity with the Bible especially. . . . He should be, in fact, a living orthographical, biographical, bibliographical, geographical, historical, and scientific dictionary, with some smattering of Hebrew, Greek, Latin, French, Spanish, Italian, and German. Yet all these accomplishments are valueless unless he also possess a keen and quick eye, that, like a hound, can detect an error almost by scent. There are eyes of this sort, that with a cursory glance will catch a solitary error in a page.

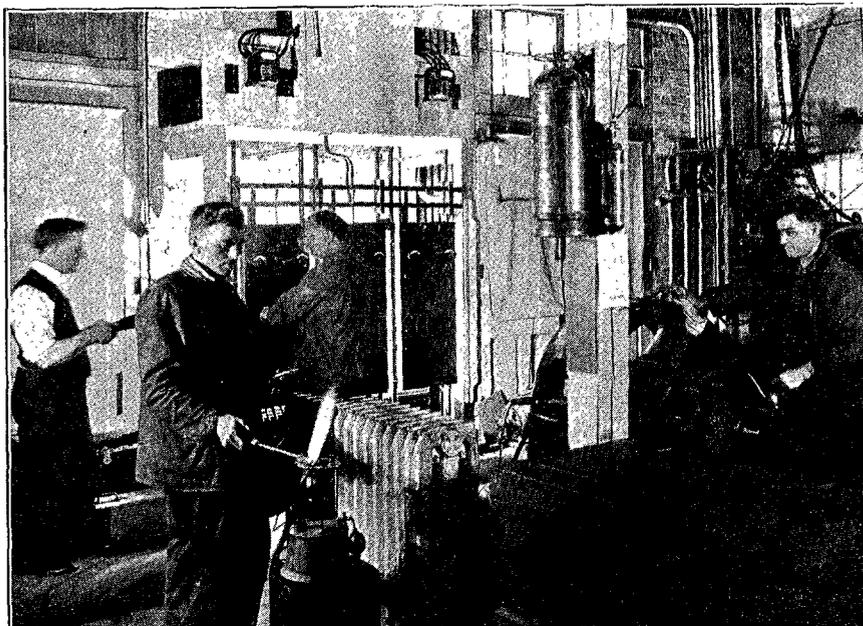
"The world is little aware how greatly many authors are indebted to a competent proof-reader for not only reforming their spelling and punctuation, but for valuable suggestions in regard to style, language, and grammar, thus rectifying faults which would have rendered their works fair game for the critic."

"What an easy job those girls have! I wish I could sit down and just read all the time;" "I'd like to sit here all day and do nothing," are remarks often heard. O yes, it looks easy; but listen! Those girls get so tired sitting all the time that they acquire lumbago, sciatica, neuritis, round shoulders, crooked spines, headache, neckache, backache, eyestrain,—all the ills of a sedentary life. And they are using those good brains of theirs to make some one perhaps less gifted appear what he is not—a good writer.

It is not only commas that must be put in or taken out, but capitals, and verbs, and prepositions, and pronouns, and slang, and unworthy propaganda, and questionable statements, and sometimes wrong doctrine, injudicious expressions, illogical conclusions, wrong quotations.

The mentioning of quotations will bring a smile to the face of any one of those girls, they have so many of them to verify; for it is a law of our office, like the laws of the Medes and Persians, that every reference must be looked up and every quotation verified if it is possible to find the original from which it was copied. And not one writer in a hundred can quote even a text of the Bible accurately. By "accurately" I mean not only in words, but also in punctuation, capitalization, and spelling. A little leaflet which once came to me, of twenty-five pages of manuscript copied from printed copy, when compared with the original was found to contain seventy-five errors, not counting those in punctuation or capitalization.

And it is quite the exception with us to find any quotation right



THE POWER HOUSE

in every particular. A word will be left out or put in or changed to suit the writer's sentence; or the reference will be wrong. O how many hours we spend hunting for a quotation, perhaps of only a few lines or words, when the book or volume or page is given wrong, or not at all! If it is not to be found in our library, we may have to go to the public library, the Library of Congress, or to some private residence, to find and verify it. But is it not worth while? If we could only induce our writers to slip a reference in the margin by the quotation, even if it is not to be printed, it would save many dollars to the Review and Herald office. And after giving a reference, why not glance at it again, to make sure it is correct?

Then when the "copy," as we call the manuscript that is to be printed, is prepared, it must be set in type and the proof read and corrected, perhaps several times, before it is printed. It may be interesting to follow one issue of the REVIEW from editor to reader.

The "copy" comes to us partially prepared by the editors. It is then read for correction by one person, sometimes by two. Every text or reference to the Bible is verified by the version quoted, and every other quotation is verified by the original if it is possible to find it. Every proper noun must be looked up and verified by map or postal guide, dictionary or encyclopedia. Then a record is made of each article, with the number of pages and the author, and the copy goes to the typeroom. When it comes back with the first proof, the galley is read over by one person, and again by another while the one who looked it over first reads from the "copy."

A duplicate set of first proofs, with all the errors marked, goes to the editors, and our proof goes to the typeroom for correction. It soon comes back with a clean proof, and is revised and filed away to wait for the editor's proof. When that comes, his corrections are transferred to our proof, and it is sent out again for correction.

The editor meantime has been pasting up his dummy of the new paper, with all the articles and illustrations in place, and the paper is ready to be "made up."

Next it comes to us in page form, and is revised from the last corrected proofs. Then the pages are read by at least two proof-readers, and also by the editors, whose corrections are transferred to our pages and the proofs sent out for further correction.

After these corrections are made, the pages come in with clean proofs, and they are revised and corrected until they are O. K.

Then comes the press proof, revised from the O. K. proofs. But sometimes they are not quite O. K.; then corrections have to be made on the press, which is a bothersome, dirty job, and nobody likes it.

And even after the press is well on its way, there may come a "smash," and then more or less of our work must be done over again. Alas for us if this happens on the night shift, when no proof-reader is at hand to look after it! Many a strange error happens in this way. Of course such things are usually discovered by some one and made right before the



IN THE BOX FACTORY

whole edition is run off, but the poor proof-reader gets the blame every time. Mistakes are made, alas! too many of them, for we are not infallible; but we do try to have everything just right.

Journals and monthly magazines follow the same plan as the weekly papers. A book follows about the same route until it reaches the page stage, where, if it is to be plated, it veers off to the foundry instead of to the press. Then when the plates are made, they must be examined for poor metal and broken letters.

Books require more work than papers, because the literary standard is higher. There is also more routine to be watched, as signature numbers, paging, running titles, numbering of chapters and sections, number and titles of illustrations, etc. And there is the adjustment of pages to a certain length. That means the adding or cutting out of a word or phrase to make or eliminate a line, according as the pages are long or short, for no page must begin with a short line at the end of a paragraph, or end with the first line of a paragraph, if it can be avoided. Adjustments are also needed here and there to fit matter around cuts. O there is no end of the things a proof-reader must look after, from commas to the finest kind of literary editing, and even the truth of statements made; for sometimes those "squinting" constructions that looked all right to the author are found capable of another interpretation which he did not mean at all; and we must make him say what he meant to say, and nothing else.

And so we go on quietly, year after year, using up our good gray matter for the benefit of some one else, and all with never a thought of credit or even of thanks; nay, more often with only blame for what we did or did not do to some one's manuscript.

And yet proof-reading is pleasant work. For one who enjoys language study, there is real satisfaction in seeing the product of another's pen take on shape and classic mold as he blue-pencils here and there, transfers a phrase nearer its chief, knocks a verb into its proper tense, or changes a plural pronoun after an "each" or an "every."

And when the work is done in connection with a cause in which he himself is personally interested, he forgets the critics just around the corner, and throws himself heart and soul into the perfecting of that which passes through his hands as if it were his own.

This will give you some idea of the problems that the proof-readers have to meet and solve every day.

The Mechanical Processes

Through the Factory with the Superintendent

ELLSWORTH L. RICHMOND

MANY of the readers of the REVIEW have paid our office a visit and learned something of the work in the factory. The greater number of our friends, however, have never had an opportunity to take a trip through a printing office similar to the one we have here.

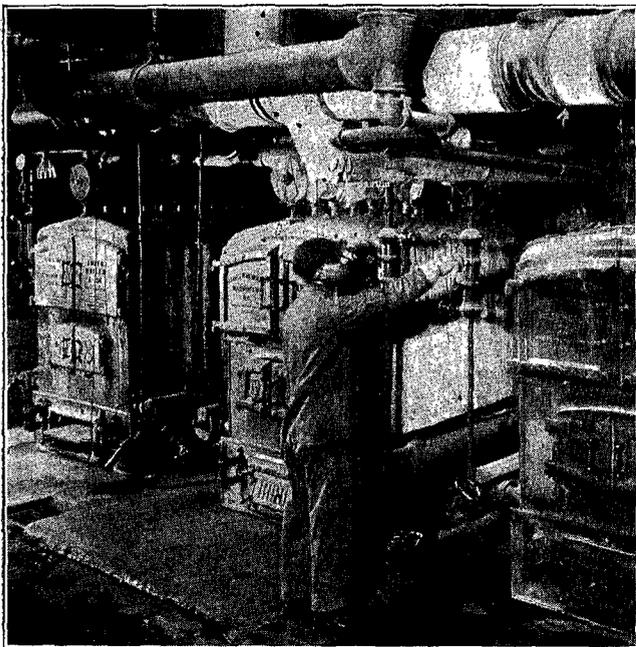
Instead of making a tour from one department to another, it may be more interesting to follow the various processes as nearly as we can from the beginning to the end. Before doing so, we should get a general view of the arrangement of the departments.

After crossing a well-kept lawn, surrounded by a neat hedge, you enter the front door, and find yourself at an information desk and telephone exchange. The young lady in attendance will answer your questions, and direct you to any department.

At the right of the entrance is the book department, with the stock of finished books and the shipping-room immediately in the rear. At the left of the entrance are the offices of the treasurer and the superintendent, while at the end of the hall, occupying the back half of the first floor, is the cylinder pressroom.

Ascending to the second floor, we find the periodical department, the mailing-room for periodicals, and the bindery.

Reaching the third floor, at the head of the stairs is the office of the general manager, in whose room the Board and House Committee meetings are usually held. Immediately in connection are several editorial-rooms, the large library, and the proof-reading department. A little farther back on the same floor are the composing-room, the art department, and the campaign circulation department.



HEATING PLANT



DIPPING BOOKS IN THE MARBLING PAN

Going down to the basement, we find there the three low-pressure steam boilers for heating the building, and a large coal bin adjoining. The remainder of this floor space is used as a storeroom for the various kinds of paper and other stock used in manufacturing. Here also are stored many thousands of unbound books, called "signatures," for binding as needed. In connection with the stockroom is a large paper cutter capable of cutting a sheet fifty-six inches in length.

To the rear of the main building is the power house, with the engineer in charge. The principal machines of the factory are operated by individual electric motors, the current being received from a power company in the city of Washington. Still beyond the power house is a fireproof vault, constructed of concrete and steel, for the safe-keeping of printing plates, engravings, drawings, and photographs. These are all carefully indexed, so that anything desired can be secured in a few minutes.

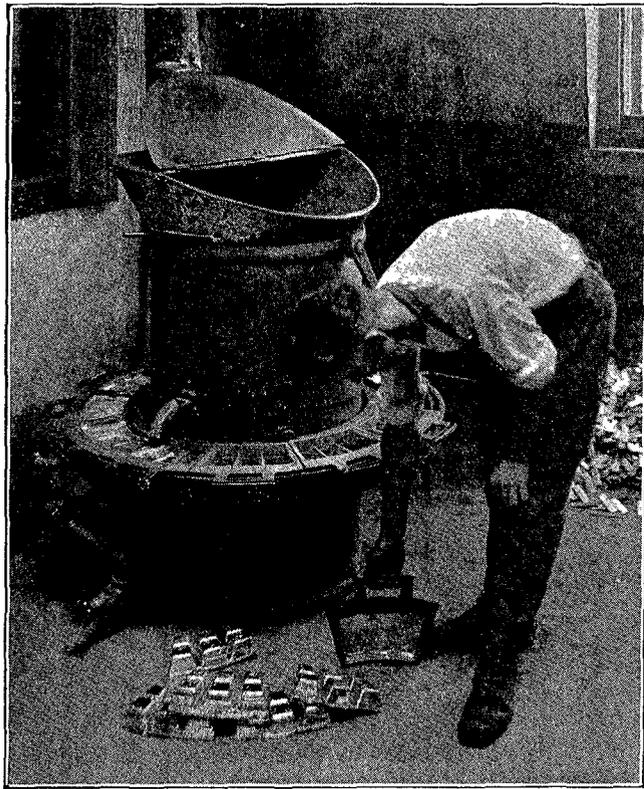
The garage for motor trucks is a separate fireproof building facing a side street; and the box factory and lumber storage is the last building to the rear. A hook-and-ladder truck and a hose cart for the use of our fire department, composed of our own men, are also housed on the premises.

How the Work Is Done

When an order is issued from any of the three circulation departments for a piece of work, a job ticket, bearing a serial number, is made out in the superintendent's office, so that every individual who does any work in connection with the order, may charge the time put in to this particular job number. We issue approximately 120 job tickets every month. The quantity of these tickets issued is comparatively small for the number of employees, but our work is so largely on editions of books that sometimes one ticket represents an expenditure of several thousand dollars for labor and material.

In the Composing-Room

Work on the greater portion of the orders starts with the composing-room, where the properly prepared and edited copy is first handled on one of the four linotypes, upon each of which one man will set



MELTING FURNACE
"Pigs" of Metal in the Foreground

as much type as five or six men could by hand. As we watch the operator manipulate the keyboard, we are surprised at the speed he acquires. Every time a key is touched lightly, a matrix, which is made of a piece of brass of irregular shape, containing the form of a letter, drops down through a channel and is carried to an assembler, while wedge-shaped space bands are placed between the words. When a line is complete, it is carried over in front of the mold, the space bands are automatically raised to tighten the line of matrices, and the hot metal is forced through a channel into the mold, forming the line properly and depositing it in a tray, or "galley." These lines, or "slugs," are very accurately made to the standard height of the individual types that are used in every printing office in the world. There should not be, and seldom is, a variation equal to the thickness of a sheet of paper such as is used in printing the REVIEW. The work of the machine does not stop here; it returns the matrices to their proper places in the magazine, or storage case, for use over again. The various adjustments are so accurate that foreign substances getting into the machine, or anything going wrong, will stop the operation.

The "slugs" are taken from the linotype in strips of eighteen or twenty inches, and a proof, or impression, is taken of them so that a comparison may be made with the original copy, line by line, and errors marked for correction. A single mistake in one of the slugs means that the whole line must be reset.

After the linotype slugs have been used and discarded, they are melted in a furnace built for the purpose, the dross burned out, and the clean metal recast into small blocks called "pigs." This makes it convenient for use in the linotypes again.

In the Proofroom

Not only must the proof-readers go over the galley and page proofs several times before the forms go to the press for printing, but the editors must read

them carefully. One set of proofs is pasted in page form to guide the men in putting the pages together. The illustrations to be used are placed in this "dummy." Then the pages are made up, after which they are arranged in their proper order and locked in a chase; or, in other words, fastened in a steel frame with metal "quoins," or wedge-shaped contrivances permitting of considerable pressure. This enables the workman to place the form on one of the large cylinder presses.

In the Pressroom

When the first impression is taken from one of these forms, there may, for one reason or another, be inequalities that must be leveled up by putting paper on the under side. Usually a sheet is marked out and patches of thin paper cut out and placed on the cylinder. This patching must be continued until all the letters show up properly, and is called "making ready" the form.

The paper for printing comes down through the automatic feeder; and the press produces from 1,500 to 1,800 impressions an hour, according to the quality of the work, the kind of paper, and other conditions that govern the operation. The pressman needs to give constant attention to the work so that everything will run properly and not cause loss or damage. In our office, eight large cylinder presses and one Kelly automatic are kept busy producing books and periodicals.

In the Bindery

From the pressroom the sheets are usually taken to the second floor for folding, which is also done by machinery. After the sections, or "signatures," of the book are folded, they are placed in a row on the gathering board, where they are assembled into complete books, to be sewed or wire-stitched, as the case may be. A machine for gathering will be installed early in the year. The reader will better understand some of the operations after examining the accompanying illustrations.

Books that are bound in paper have the covers glued on before trimming. Those books that are to be bound in cloth or leather, with stiff board covers, are usually run through the book compressor and reduced to the smallest possible thickness before they are trimmed.

One of the most interesting operations to the visitor in the bindery is the marbling. This means put-



OFFICE OF THE STOCK KEEPER

ting the various designs, in color on the edges of the leaves. The marbler has a large tray, or, more correctly speaking, a tank, which contains a liquid bath of such specific gravity that the colors when sprinkled upon the top will remain there and not sink to the bottom, as would ordinarily be the case. The colors are sprinkled on in the portions needed to secure the color of edge that will harmonize with the cover of the book. A preparation is mixed with the colors that causes them to spread and leave no place for white spots to appear in the design. White spots may be put on if desired, but usually the entire surface of the three trimmed edges of the book is covered.

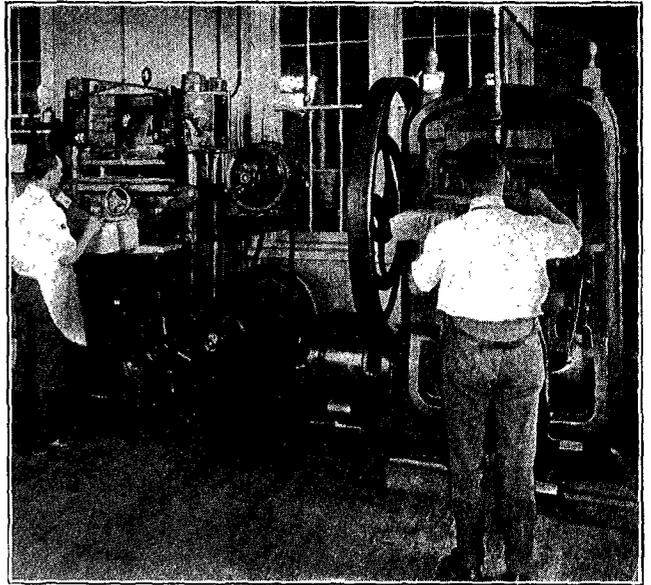
From this point the books are passed to the forwarding table, where they acquire three coats of flexible glue, as well as the back linings. Before the second coat is applied, the books are run through a rounder and backer, which gives the backs an oval shape and makes the front concave (see below).

While some workers are doing this, others are cutting cloth and leather and binder's board for making cases, or covers. The material is run through a machine that places glue on one side of it, and a guide or gauge is used so that the boards are placed exactly the same distance apart each time, and when the edges are turned in, the covers are of the same size for any particular book.

When these covers are properly dried, they are taken to the goldroom, where an embossing machine stamps the lettering and the required design. Some of these designs are stamped in ink and others in gold leaf or various colors of foil. In order to stamp the gold or metal, the cover needs to be sized with a thin preparation applied with a sponge, so that when the stamp is heated to the proper temperature and the pressure applied, the metal will adhere to the cloth or leather.

Now that morocco leather is so scarce and high in price, we use a heavy grade of cowhide on many of our books. This leather is purchased with a smooth finish, and one of the large embossing machines is used to put a "grain" of any pattern desired on the surface. It makes a satisfactory binding.

When the cases are made and stamped, the books are passed on to the "casing-in" table, where the outside flyleaves of the book are pasted and the book



A CORNER OF THE STAMPING-ROOM
Here Leather Is Grained

is placed inside the cover. These books are then left to dry under pressure, in a standing press.

When the books are removed from the presses after remaining there for several hours, the girls at the near-by table inspect them for the third time during the process of manufacture. They are wrapped, marked, and sent to the shipping-room for storage, or for shipment to fill orders.

The process in printing periodicals is much the same as for books, up to the point of completing the folding. The text pages are inserted in the cover, where a cover is used, and the fine wire which holds the sheets together is put in at the stitching machine. The trimming of the edges makes them ready for delivery to the mailing-room, where the papers are wrapped and sent to the post office in sacks labeled for the State or section to which they go.

Nearly forty of our workers are taking studies at the Washington Missionary College; those who are unable to attend during the day are accommodated in the night school, which was organized last year. We have nearly two hundred employees in the main office, besides the men who are working on the addition now in course of construction.

* * *

In the Art Department

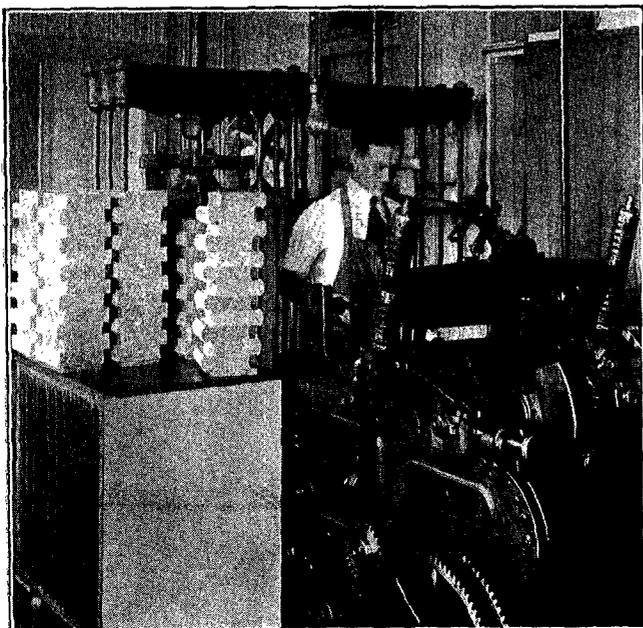
SANFORD M. HARLAN

THERE are doubtless many readers of the Review who do not understand how the drawings and photographs which illustrate our books and papers are prepared for publication. In this brief article, we shall endeavor to give merely a general idea of the work of the Review and Herald art department, where some of these illustrations are produced.

We shall ask our readers to pay us a mental visit. They will find that the art department occupies a large, well-lighted room on the south side of the third floor. It is divided into the artroom and the photographic studio.

The Artroom

The artroom contains the artists' drawing desks, the assistant's desk, and the file of illustrations. Here the artists design covers, headings, and general illustrations for our books, periodicals, and magazines.



ROUNDING AND BACKING MACHINE
Right-hand Pile Has Already Been Run Through the Machine

These are done both in pen and ink, and in "wash" (black and white water color). Here photographs are retouched, grouped, or otherwise prepared for the photo-engraver. One of the artists devotes a part of his time to photographic work, taking pictures in the studio, also going out into the surrounding country to get pictures for covers and special articles. The assistant, who is illustration librarian, also assists in photographic work.

File of Illustrations

The Review and Herald has about fifty thousand illustrations in the form of "cuts" (half-tones, zinc etchings, electrotypes, etc.) and "copy" (wash drawings, paintings, pen drawings, photographs, prints, negatives, etc.). These are kept in a fireproof vault outside the main building. Each "cut" has stamped upon it the number of the drawer in which it is kept. This number appears on the index card in the art-room. A proof of the "cut," the full title, and a list giving the names of the publications in which the "cut" has been used, appear on this card; the date of the publication is given when it is used in a magazine or a periodical, the page number when it is used in a book. These cards are kept in a steel filing cabinet, and are indexed and cross-indexed under about twenty-five arbitrary divisions, each division being divided and subdivided many times, so that any card can be instantly located when wanted.

The drawings, photographs, and photographic negatives are filed away in much the same manner as the "cuts."

Every card in the artroom file of illustrations has an exact duplicate in the fireproof vault. Thus two complete files are kept.

When the manager or an editor desires to illustrate an article or book, the one in charge is able to produce, in a few moments, every illustration on the subject desired. Should these be insufficient, new ones can be purchased or made without danger of duplicating.

Photographic Studio

The west end of the art department is fitted up as a photographic studio. It contains six windows and a skylight. Here portraits of our leading workers, passport photographs of our missionaries, and group photographs of delegates to conventions, etc., are taken. This room also contains a copying camera, with electric-lighting apparatus, for photographing flowers, fruit, dishes of food, books, etc., and for copying drawings, photographs, prints, and documents. Adjoining the studio are two photographic darkrooms, a developing-room and a printing-room. This latter room contains the enlarging and lantern-slide camera. Besides a view camera, a press graflex camera is used for outside work, such as photographing landscapes, harvest scenes, school groups, parades, etc.

Photo-Engraving

The Review and Herald does not have, at the present time, a photo-engraving department. Considerable work has been done for the house by a former employee in the photo-engraving department operated by the Review and Herald when in Battle Creek. A large portion of our engraving, however, is done by firms in Washington, D. C., Philadelphia, and elsewhere. This engraving consists in producing half-tones and line engravings from the photographs and drawings which we send them.

The Half-Tone Process

A half-tone is a relief block which will print a large number of dots of equal density but of unequal size. When viewed from a suitable distance, the dots are individually invisible, but compose to give gradations of light and shade.

This result is obtained by interposing between the diaphragm of the camera and the negative — for the half-tone process is a photo-mechanical one — a glass screen covered with intersecting engraved lines. Screens are ruled with lines varying from 50 to 400 to the inch. The lower rulings give very coarse reproductions, and are used for newspapers. The higher rulings yield very fine impressions, and are employed only for the best work.

The picture, using a suitable screen, is taken on a wet collodion or a special dry gelatine plate.

From the negative a positive is made upon a copper or zinc plate, suitably coated with a sensitive film. The usual practice is to coat the polished metal plate with a mixture of water, albumen, fish glue, ammonium bichromate, chromic acid, and ammonia; the plate is then dried and, when cooled, exposed under the negative. This mixture becomes more or less insoluble in water, according to the intensity of the light falling upon it.

The positive is now rinsed in water, and is sometimes stained with an aniline dye in order to render the film more visible. Next it is developed in a stream of water until the surface of the metal is visible between the dots, the last traces of the soluble gelatine being removed with warm water. After drying, the plate is evenly heated until the dots of gelatine mixture turn chocolate color, when the plate is allowed to cool gradually. This is known as "burning in." The plate, if necessary, is now touched up, and the back, sides, and margins varnished in order to protect them from the acid: when the varnish is dry, the plate is etched in a weak solution of nitric acid if the metal is zinc; if the metal is copper, it is usually etched with a solution of iron perchloride.

On taking a proof, there is almost certain to be lack of contrast; the plate is then fine-etched, by which means a considerable improvement can be made; and by covering certain parts with an acid-resisting substance ("stopping out"), it is possible to fine-etch locally.

The plate may now pass through the hands of an engraver, who removes any blemishes, as far as is possible, improves the high lights, and so on; in fact, a skilful engraver can improve the plate considerably.

After the plate is trimmed and the superfluous metal cut out by means of a routing machine, it is firmly nailed to a wooden block.

This process is used principally for the reproduction of photographs, and for pencil and wash drawings.

Line Engravings

A process somewhat similar to the half-tone process is used for making line engravings, except that no screen is used. The sensitive film which is placed on the polished zinc, and some of the chemicals and substances used, are different.

This process is used for the reproduction of drawings done in pen and India ink.

We trust that the REVIEW readers will obtain from this and other articles in this paper, a feeling of real acquaintanceship with the publishing work, and with our publishing house in particular.

Management and Circulation

The Management of a Printing Office

EDWIN R. PALMER

THERE are few positions more interesting or more desirable, I believe, than that of manager of a Seventh-day Adventist publishing house at this period of time in the closing work of God in the earth. This thought has been impressed upon me especially during the last few years, when all things earthly were being shaken and were becoming unstable, while the work of God has been growing stronger day by day.

The Privilege of This Service

At a large publishing house like the Review and Herald, it has seemed to me that the pulsations of this movement are felt more in detail than in any other place. A field secretary enlists an extra score of colporteurs; we must increase our output to supply the extra demand. A church is organized for systematic missionary work with the *Present Truth*; our presses must turn out the papers one by one. A union conference reorganizes its work, setting new forces in motion, and increases the distribution of literature an extra \$50,000 or \$100,000 in a year; every item of that literature must be manufactured, one tract, one paper, one book, at a time. There is not a forward movement anywhere that is not communicated to the publishing house in the form of an irresistible demand for supplies. Therefore while our responsibilities are very great, our privileges are also great, for which we thank God daily.

Compared with Commercial Business

The privilege and responsibility are doubtless greater in a denominational publishing house like this than in a commercial printing office. In a business concern of the world a manager must be strong on four principal points at least:

1. He should understand the printing business.
2. He should be a leader of men.
3. He should be able to develop efficiency at every point of the business.

4. He should be a practical, successful business man. In a denominational publishing house a manager should be all this and much more; in fact, it is of primary importance,

1. That he have the spirit of an evangelist.
2. That he have active sympathy with the spirit of all departments of this movement.
3. That he understand the needs for literature in the work of the evangelist, the colporteur, the home-missionary, the foreign worker, and of all others who have any part in proclaiming the message.
4. And most of all, though hardest to define, he should be able, in the selection and training of workers and in the spirit of his daily leadership, to bring into the publishing house the spirit of devotion and sacrifice and love for the work which characterizes the best type of workers in the field.

A Servant of the Movement

The publishing house should be so managed as to make it a watchful, attentive servant of the needs of the field in which it is located. It is not to shape policies, nor direct the literature work in the field. That responsibility rests upon the conference organizations, through the Publishing Department; but the most perfect co-operation on the part of the publishing house, with the field, is necessary.

The manager of a publishing house, assisted by the heads of the office departments, must keep his fingers constantly on the vibrating pulse of the field work, and be able to discern, and even to anticipate, the needs, so that the people who do the work may have the literature they want and the general public have "meat in due season."

Selection of the Office Force

At the time of writing this article the Review and Herald office force consists of 186 persons. These workers have been "hand picked," one at a time. We are constantly watching and making inquiry, looking out for those having talent and consecration necessary to such a work, and one by one they are being brought to the office, and trained for positions requiring skill and devotion.

Not much is heard of these workers by name. I have thought that sometime I would write an article for the Review, introducing to our readers the members of the office force, many of whom have given their lives to this department of service, and some of whom have been with us from twenty to forty years.

The names of ministers and writers often appear in periodicals. Field secretaries often meet in conventions and are well known. Colporteurs' names appear often, and we love to read their reports. But every publication that these workers distribute is made by laborers who are equally devoted. They



OFFICE OF THE GENERAL MANAGER

pray together every morning in little companies throughout the factory, and work hard all day that the field laborers may be promptly supplied with the necessary literature. Their names do not appear prominently in the lists of workers, but we know that their names appear on the records in heaven, where those who work behind the scenes, unnoticed, are recognized and will be rewarded by the Father in heaven, the same as others who are better known here in the Master's vineyard. Among the most important duties of a publishing house manager is the selection of these workers.

The Education and Training of the Office Force

This matter of education and training is no small or unimportant task. Men and women having capacity for growth must constantly be given opportunity which will enable them to take on additional responsibilities. This is necessary, not only because of the growth of the publishing work in our office, but also because our growing work in foreign fields is constantly making demands upon us.

Just across our lawn, less than one hundred feet from my window, are the ever-watchful eyes of the General Conference secretaries, whose duty it is to search out men and women who can be sent abroad to fill important positions in publishing houses and elsewhere.

During the last year alone, seven of our best workers have been sent abroad. Six others are under definite appointment, and at least six more are in training, expecting to be called soon.

Opportunities for Growth and Education

A publishing house office affords many opportunities for education and training, provided the manager keeps the necessity for this constantly before his mind, and is willing to sacrifice temporarily the needs of his institution in order to make frequent contributions of workers to needy fields.

First, each employee should be placed where his natural talent and devotion can be used to best advantage. Then month by month and year by year his work should be carefully watched, and he be advanced, or transferred to different departments, if desirable, to give him the best possible training.

The office co-operates with every employee also by paying a part of the tuition expense of all who will complete courses in the night school at the Washington Missionary College, or take lines of work offered by the denominational correspondence school. As employees develop, responsibility is placed upon them; and they are led to expect that if they make satisfactory progress, they will in due time be called for service abroad.

Special Training for Missionaries

In addition to this general training, arrangements have been made with the Foreign Mission Board of the General Conference to select printers, stenographers, and bookkeepers, and place them in the Review and Herald office for special training. Our office pays the salary of all such workers, thus relieving the General Conference of expense. These workers are held as "minutemen," subject to the call of the General Conference.

Daily Meeting of House Committee

One of the most important factors in the management of the Review and Herald office is the daily meeting of heads of departments in the manager's office, where items of business, letters, and problems of management and discipline are all discussed freely. This daily interchange of counsel leads to a clear understanding by the head of each department, of the work and responsibility of all other departments. The natural result is harmony, co-operation, and strength.

Meetings of the Book Committee

The Book Committee is made up of a large number of men selected from the Review and Herald and General Conference offices. This committee has two primary responsibilities:

1. The examination of manuscripts submitted for publication.
2. The development of plans for new literature to be prepared by our own editors or by other writers who may be selected.

The work of this committee had assumed large proportions during the last few years, when so many new publications were necessary to meet rapidly changing issues. "Bible Readings for the Home Circle," with a circulation of more than 30,000 copies a year in our territory; "Our Day in the Light of Prophecy," with a circulation of more than 70,000 a year; the World's Crisis Series, each of which has had a circulation ranging from 200,000 copies to 1,000,000 copies; the new "Source Book," "The Hand That Intervenes," and many other publications, the sale of which constitutes more than three fourths of the total book business of the Review and Herald office, have been brought out during the comparatively brief period of the writer's management of this office. The responsibility of bringing out this new literature and of illustrating it properly, is assuming larger proportions each year.

Board Meetings

The manager's office, shown in one of the accompanying cuts, is the place of meeting of the Review and Herald Board. This board is made up of six employees of the Review and Herald office, four leading men of the General Conference office, and three union conference presidents. Nine of the thirteen members are members of the General Conference Committee. This board has frequent meetings, to consider all phases of the publishing house work, and



PASTING UP DUMMY FOR "PRESENT TRUTH"

its co-operation with the General Conference and with our foreign fields.

Wage Adjustments

The manager must give careful study to the wages paid employees. In these trying times, when the cost of living is high, justice should be done all these faithful workers, from the boy who sweeps the floors to the president of the association. As the workers develop experience, and as changes occur in their living conditions, it is necessary for the manager to keep in close touch with the situation.

Our employees are paid in harmony with the wage scale of the General Conference. It has been reported that our wage is higher than that of the conferences and men in the fields. This is not the case. Our workers are paid on precisely the same scale as that adopted by the General Conference for both home and foreign fields.

Purchase of Materials

It is necessary to keep in close touch with the markets of the world, in order that we may buy paper, leather, cloth, binder's board, and many other materials at the best prices possible. Our superintendent often makes trips to Philadelphia, New York, Boston, and to many other cities, in the effort to secure materials as cheaply as possible.

I find that some of our good people have felt that a publishing house ought to be different from a worldly office in the matter of prices. It is thought by some that while firms of the world raise their prices from time to time, this should not be done in a denominational publishing house. A moment's reflection will serve to correct this impression. We are not manufacturers of raw materials. We must buy in the markets of the world, and are subject to their prices. Paper which we used to buy for \$3.40 a hundred, now costs \$9.65 a hundred. Leather which we purchased six years ago for 15 cents a foot, now costs from 50 to 75 cents a foot. Lumber for boxes which cost \$24 a thousand feet in 1914, now costs \$55 a thousand; and so on through the whole list, the average increase in the cost of materials being about 120 per cent above 1914. But our work has grown so rapidly in recent years that it has not been necessary to increase retail prices in proportion to the cost of materials, as has been done in the world generally. For this we have great cause for thanksgiving.

Co-operation with All Field Movements

In closing this general statement which only touches upon the duties and responsibilities of management, I might sum up the whole question in the statement that it is the primary duty of the manager of a publishing house to see that his institution co-operates as perfectly as possible with all evangelical movements in the field. To this end we solicit the prayers of God's people. We also desire suggestions and information from field workers, which might in any way help us to understand the needs. Our interests are the same as yours. Our spirit of sacrifice and love for this message is, I trust, the same as in all other departments of the world-wide work.



MEETING OF THE HOUSE COMMITTEE

Left to right: E. L. Richmond, superintendent; R. T. Dowsett, treasurer; J. W. Mace, manager book department; H. H. Rans, manager Canadian Publishing House; E. R. Palmer, general manager; L. W. Graham, manager periodical department.

The volume of our publishing work is increasing with wonderful rapidity. We daily thank God for his goodness and for his power as manifested in this closing work, and we trust that through his grace the workers of the Review and Herald office may be found standing in their allotted place until the work is done.

* * *

The Treasury Department

RICHARD T. DOWSETT

WHAT do they do in the treasury department? Well, they are working from morning till night, dealing with the financial side of the institution, and they have much to do with figures. Some folks, in a pleasant way, call them "figureheads." This is not altogether out of place; for while we have adding machines and a calculator, when our beloved Brother Reavis from the *Present Truth* department comes in with a long list of figures to be added, that paper having grown to such proportions that the limits of the mechanical adding machine are reached, the list is turned over to one of the human "figureheads," and soon Brother Reavis has his total, and speedily withdraws with a pleasant, "Thank you." And when the bright-eyed little —— (I was going to say the word given to the boy beginning his apprenticeship in the typeroom) comes to the treasury window, and says his pay check does not seem to include pay for all the time he worked the preceding week, another "figurehead," who has a complete record of every hour and minute worked by the 186 employees, takes his check and refigures the boy's time. It is soon seen by comparison that the boy left his work a half hour before quitting time on Thursday, and had forgotten all about it. He cheerfully returns to his work, fully satisfied that his pay check included pay for all the time put in.

It is no small task to record accurately the time of the 186 employees, charge each hour and fraction of an hour to the proper job worked upon by the employee, and on Monday have the pay roll ready and the pay checks passed out before 4:30 P. M. (Each Monday the employees are paid for the preceding week's work.)

The treasury department cannot shut its window and close down for a month's vacation. If the checks should fail to make their appearance on a single Mon-

day, great inconvenience might be caused some of our workers. Usually a smile is forthcoming from all who appear before the treasury window, and we would not have it otherwise. The high cost of living affects editor, manager, treasurer, bindery worker, and janitor, and the treasury department must "help out" whenever possible.

Each week's pay roll averages more than \$3,000, making the yearly amount upwards of \$160,000. In addition to this large sum, a far greater amount is spent in buying various kinds of paper, cloth, leather, ink, gold, glue, wire, coal, and numerous other supplies.

The advance in price of all commodities we use, forces the management to study carefully every economy to enable the treasury department to meet the monthly bills which must be paid. The weekly pay roll and the monthly settlement of all bills are as sure as "taxes and death," and must be reckoned with. The treasury department must have the money ready.

Right here, while thanking our dear readers for what they have done, let us emphasize the importance of each one's promptly paying for all books, tracts, and papers. It is a small matter to the individual, yet it means much to us. We are very happy to tell you that our blessed Saviour, the divine Financier, and the heavenly accountants, have a tender, watchful care over their earthly work, and the cash has always been at hand to meet our bills when they have come due.

You may be interested in a few figures. During 1919 we paid for paper, cardboard, etc., \$143,993.43; for leather, cloth, etc., \$47,987.78; for glue, \$1,446.70; ink, \$3,669.94; fuel, \$2,739.43; and for postage to carry the printed page by mail (all freight charges extra), \$11,715.95.

The treasury department is in touch with all the world. We have an open account with each tract society throughout the United States and Canada. In addition we are actively connected with each of our union mission stations throughout the world. Our missionaries go to the far corners of the earth,—north, south, east, and west. They want the good old REVIEW to follow them, to keep them in touch with the progress of the message. As their work develops, literature is needed; so accounts are established with them, and the treasury department is under obligation to keep the accounts active.

Those employed in the treasury department are happy in their work, and are pleased to be accountants for God. They realize that tremendous responsibilities rest upon them to use every penny aright and for the advancement of God's closing work. They solicit the earnest prayers of every brother and sister, so that, when called to stand before the heavenly Auditor, his approval can be given to the work done, and the workers in the treasury department, with all the REVIEW family, may be privileged to enter through the pearly gates into the heavenly city.

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"THERE is no great and no small
To the God who maketh all."

A Visit to Our Book Department

JOSEPH W. MACE

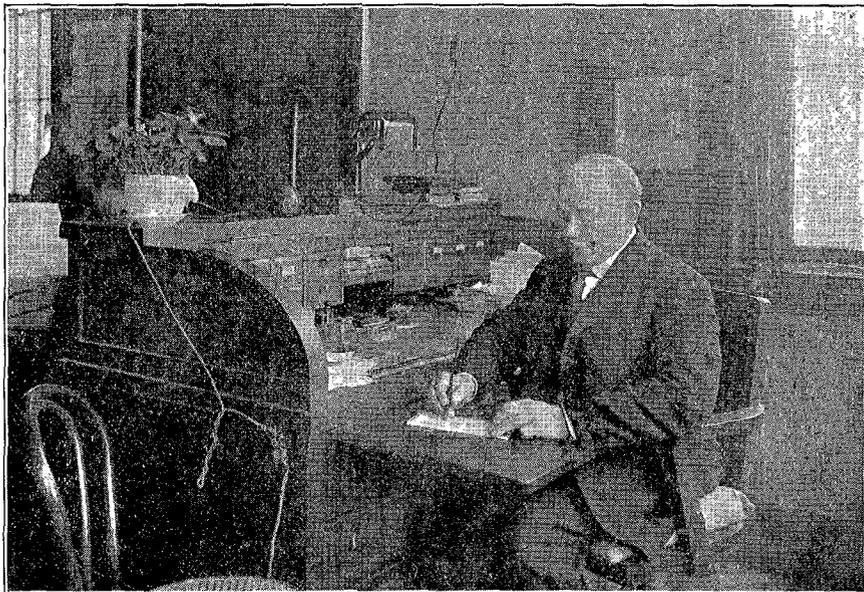
IF you should enter the front door of the Review and Herald building and turn to your right, you would find yourself in the book department. While listening to the click of the typewriters, and noting that all employees were intent on their work, you would realize that they have plenty to do and that they were working to do it as fast as possible.

This department has had to "speed up" from year to year as the business has developed and grown. The records of 1904 show that the total business for that year amounted to only \$63,100, while the business for 1918 was more than ten times that amount, or \$648,836.20. This is wonderful, is it not? And the magnitude of the work has taken hold of the employees, who are all enthusiastic about its growth.

The room you will enter, is a small one in which to transact so much business, but there are five persons at work,—the manager, the assistant manager, an entering and billing clerk, and two stenographers and stock clerks. To this office every day come letters and orders from all over the world, from the strong publishing houses and their branches in this country, and from the smaller foreign houses and the mission fields beyond. These orders cover a wide range of requests, from carload lots of books for some strong union to a single copy for some mission worker, or information concerning publications that can be secured from commercial houses.

These orders are entered, double checked, and sent to the efficient stock man, who gathers the different items together, and packs them, as the case may warrant, in packages, bundles, or boxes. Those put in boxes are securely packed. If for foreign shipment, the boxes are carefully lined with oiled paper and fastened with wire. Everything must be carefully double checked, and securely packed in wooden cases made by our own box maker, who is kept busy all the time making enough boxes for our use.

Then after the orders are filled, they come back to the front room again, and the items are billed out, the business is cleared up, and the department is ready for another day's work. This is the way it goes every day, a constant stream of orders for books and tracts, and behind it all, the factory is constantly



OFFICE OF THE TREASURER

urging on its helpers, so that they may not fail to produce the publications fast enough for all the orders to be filled on time. Of course this is the problem, and at times it is a great problem for the factory to solve. Four large union conferences, represented by the branch offices, order all their subscription-book supplies from this office, and hundreds of canvassers are taking orders every day for books that this department must supply. So every week there comes to us from the field the total of sales of all the books in every binding, and this is our guide in preparing stock for future orders.

But filling orders is not the only business of this department. Every new book or new tract that comes from the manufacturing department must be given publicity, so that every one may know about it and help to distribute it, as there may be need. So this is also a bureau of information with regard to the publications. You might call it the advertising department, and we try to keep the attention of the readers of the REVIEW AND HERALD centered on the different publications by means of notices in that paper, by personal letters, and by circular advertising. This advertising goes around the world, and as a result our orders come from everywhere. For instance, during July, orders were received from the following countries: Australia, Spain, Brazil, Argentina, Central America, England, Switzerland, India, Korea, Malaysia, the Philippines, Scandinavia, and South Africa.

We are glad to be in touch with these publishing centers in the mission fields; and from the letters that come to us, we gather inspiration and enthusiasm, as we learn what God is doing all over the world with the printed page. A year ago a young man from this department offered himself to China, and a few weeks ago Brother Chester Rogers, one of our clerks, was called to the same field to assist Elder I. H. Evans. Another one of our helpers will soon go to Canada as tract society secretary. So our workers partake of the spirit of the work they are doing. And this is as it should be.

We feel to rejoice in the prosperity of this work, and are glad that we have been connected with it in this closing message. In this office we feel that what we are doing is just as truly soul-saving work as what is done by the canvasser as he goes from door to door; and we take courage from the decision of David, "As his part is that goeth down to the battle, so shall his

part be that tarrieth by the stuff: they shall part alike." 1 Sam. 30:24.

We are trying to make our work efficient, not alone commercially but conscientiously efficient. We are handling our business promptly, so that there may be no handicap for the agent or the worker, due to our delays.

We invite you all to visit us; and if this is not possible, remember that we are trying our very best to serve you as you would like to be served.

* * *

When You Order the "Review"

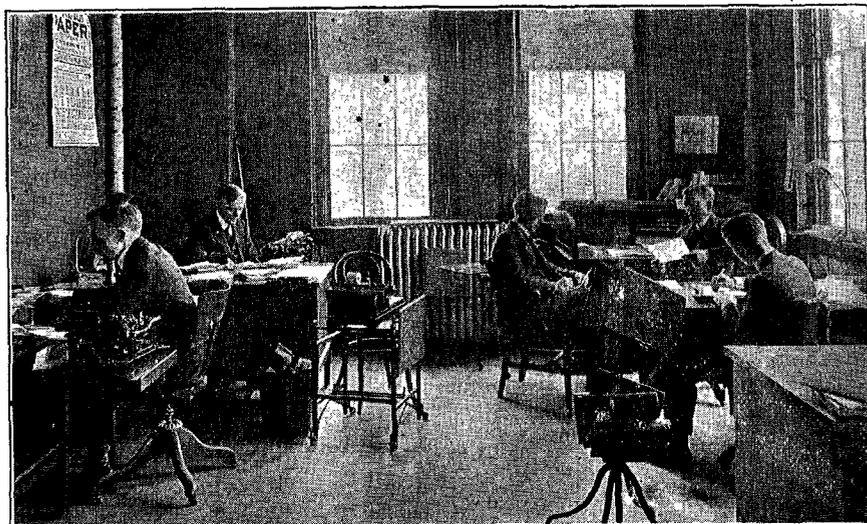
LYMAN W. GRAHAM

WHEN you order the REVIEW, you send your order direct to your conference tract society, or hand it to the church missionary secretary or to some other agent, to forward for you, or possibly you may send direct to the office of publication. Whichever method you adopt, the probability is that you think very little of the matter excepting to watch for the change in the date on the wrapper of your paper. Let us follow this order, and learn how it is handled after reaching the Review and Herald office.

All mail matter arriving at the Review and Herald goes direct to the office of the assistant manager, where it is opened and sorted for the various departments. Cash mail, before going to the proper department, is given a number, and the amount is registered on the daily cashbook.

Mail intended for the periodical department goes direct to the desk of the head of that department. Here it is looked over and the letters separated for the attention of the different assistants. One assistant makes a record each day of the number of orders received for each periodical. These records enable us to determine whether orders are coming in as well as they did the same month a year ago, and whether renewals are being received as promptly as they should be.

After the record is made, your REVIEW order goes to the list clerk who handles the REVIEW. Let us suppose that the particular order which we are watching is a yearly subscription for Mrs. B. F. Williams, Holyoke, Mass. When the clerk gets this order, the first thing she does is to refer to our list to see if Mrs. B. F. Williams, Holyoke, Mass., is already a subscriber. If the name is on the list, a record is made on the order, extending the subscription one year in advance of the date of the present expiration. A little mark is also made which indicates that this order is a renewal. The stencil for the old subscription is then removed from the list and a new one cut and inserted. If the name of Mrs. B. F. Williams is not found on the REVIEW list at Holyoke, search is made through recent expirations to see if the subscription has just expired and the stencil containing this name recently removed. If it is found that the name has just been taken from the list, and the subscriber has missed only one or two numbers, these missing numbers are sent and the subscription extended one year. If the



A BUSY SCENE IN THE BOOK DEPARTMENT

name of Mrs. B. F. Williams is not found on the list or among the recent expirations, it is considered a new subscription, and the name is placed in the list for one year.

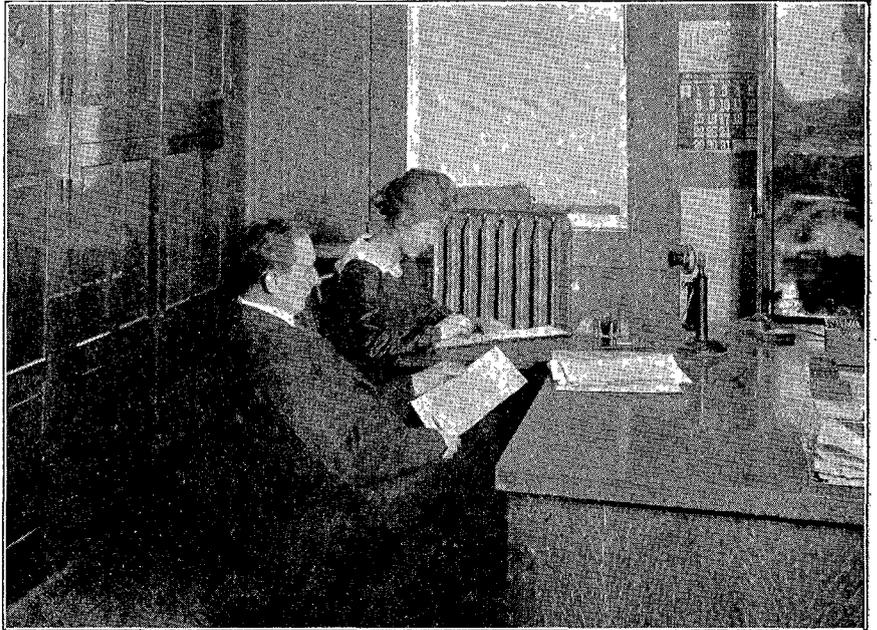
It may happen that instead of finding the name of Mrs. B. F. Williams on the REVIEW list, the clerk finds that a copy of the REVIEW is going to Mary H. Williams, Holyoke, Mass. Not being personally acquainted with the subscribers, the clerk does not know whether Mary H. Williams and Mrs. B. F. Williams are the same person or not, or whether they are in the same family. It might be that they are sisters-in-law, or mother-in-law and daughter-in-law, living in separate homes, so that each would desire the REVIEW. Or it might be that the two names refer to the same person, and that in renewing, the initials of the husband were given instead of the name to which the paper had been going. In an instance of this kind the only thing the clerk can do is to consider that Mary H. Williams and Mrs. B. F. Williams are different persons, and that two REVIEWS are wanted. How necessary it is, then, to send in the renewal with exactly the same name and initials as the present subscription, or if a change is made, to call attention to that change!

After the subscription has been compared with the list and the date of expiration given, if the subscription goes to a State where we have a sufficient number of subscribers to make it necessary to route the papers according to the United States railway mail routes, the number of the railway route is also added.

The order is now ready to have the stencil cut. The stencil contains the name and address of the subscriber, and in the lower left-hand corner the date of expiration is given, with the initials of the tract society from which the order is received, and the tract society order number. This helps us in locating an original order, if it is ever necessary to do so. In the lower right-hand corner of the stencil, underneath the address, is given the railway route number on subscriptions going to States where it is necessary to give this information. After the stencil is cut, it is sent to the addressing machine, where it is inked. This process forces the proper amount of ink into the stencil perforations, so that afterward a copy is easily made. A proof of the stencil is made and sent back to the desk of the list clerk. This proof is carefully compared with the original order to see if any mistake was made in cutting the stencil. If no mistake was made, the stencil is placed in the list. If a mistake was made, a new stencil is cut.

Each week the stencils are all run through the addressing machine to stamp the names on the wrappers. The wrappers are fed through the addressing machine from a roll; and after they are stamped, a knife cuts the wrappers from the roll the desired length.

After the wrappers are stamped, those for each State are subdivided according to the number of papers going to the different post offices. If there are sufficient papers going to one post office to weigh twelve and one-half pounds (about one hundred RE-



OFFICE OF THE PERIODICAL DEPARTMENT

IEWS), these are put in a bag and labeled with the name of the particular post office, as New York City, Chicago, Los Angeles, etc. If there are twenty-five papers, but of less weight than twelve and one-half pounds, going to a post office, all the papers for that particular office are tied together in a bundle, with the name of the post office tied on the bundle in such a way that the mail clerks can easily see to which post office the bundle is addressed. If there are from six to twenty-four papers going to a post office, such papers are wrapped in one or two bundles, with the name of the post office on the wrapper containing the papers. Not more than twelve papers can be placed in one post-office wrap, but we are permitted by the Government to send two wrapped bundles to the same post office.

When this sorting has been finished, the wrappers are given to the clerks who wrap the papers. These clerks become experts in the work, some wrapping more than four hundred copies an hour. The clerks must be watchful, to see that only the papers going to a certain post office are placed in that particular bundle, or "tie-out." Satisfactory work in wrapping papers can never be done by those who are careless in their work.

In States where the papers go to 100 or more post offices, separations of the papers are made in accordance with the route separations of the railway mail service. For instance, in the State of Iowa the route separation No. 19 embraces all post offices on the Rock Island Railroad from Davenport to Des Moines. All post offices routed over this railroad between these two places are tied in a bundle together, with a proper label tied in such a way that it can be readily seen by the railway mail clerk. This bundle is then placed in the Iowa bag. Separating in this way facilitates the handling of the papers by post-office clerks, and it enables our subscribers to receive their papers somewhat quicker than if they were not thus separated.

Our list of subscribers is kept alphabetically by States. The subscriptions in each State are subdivided alphabetically according to the post offices within the State. Subscriptions at each post office are kept alphabetically according to the names of the subscribers. It can thus be readily seen that if

a subscriber should write, "Please change my REVIEW to 801 Winter St., Terre Haute, Ind.," unless the subscriber were living in Terre Haute, it would be impossible for us to make this change, because we would not know where to locate the old subscription. Thus, if you change your post-office address, be sure to give both the old and the new address.

Sometimes a person who is to be away from home for a time leaves a change of address with the postmaster, intending to have only first-class mail forwarded. It frequently happens, however, that the postmaster will, upon receipt of the next copy of the REVIEW, send us a regular form card asking us to change the address to the one which was left with him. It is better to have your mail forwarded by a member of the family; but if it is necessary to leave a forwarding address with the postmaster, be sure to state that you do not wish to include second-class matter.

In a large degree the handling of periodical work in a satisfactory way lies with the list clerk. The list clerks for the Review and Herald Publishing Association are experienced and careful to a high degree. One clerk may handle as many as 50,000 pieces of mail in the course of a year. Compared with the amount of mail matter handled, the mistakes which are made are very few indeed. "Carefulness" and "accuracy" are the watchwords with these clerks. But if perchance some little error should creep into their work, the Review and Herald is only too glad to make corrections, if we are notified. We greatly regret any inconvenience that these mistakes may have caused.

In giving this little sketch of how your REVIEW order is handled after it reaches our office, we do so with the hope that our subscribers will get a better idea of the method and system which it is necessary to adopt in handling periodical orders.



MAILING THE PERIODICALS

The Campaign Department

D. WEBSTER REAVIS

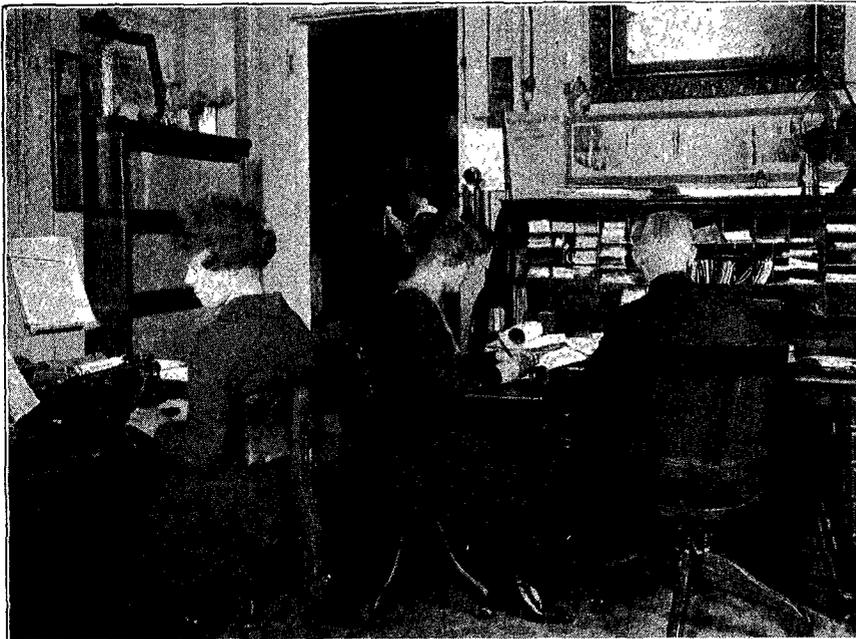
THE campaign department of the Review and Herald Publishing Association handles *Present Truth* and the Temperance and Anti-Tobacco Annuals. It also devotes some of its surplus energies to training stenographers, and supplies other departments with extra stenographic help in times of special need.

Its office force varies as to the number of workers employed. As a general thing it has from three to five stenographers, one billing and stencil clerk, and two order and mailing clerks. At times it requires additional help in its mailing room to get the millions of copies of *Present Truth* promptly counted and wrapped in the regulation mailing packages.

The work of this department has been so systematized through experience that all individual orders, with rare exceptions, and sometimes individual orders for two or three hundred thousand copies of *Present Truth*, are filled the same day they reach the department, and all these orders are personally acknowledged within a few days after being filled.

Stenographers in this department take dictation, ranging from five to fifty one-page letters daily. They regard the preparation of 3,000 circular letters as a mere trifle, and the writing and mailing of a personal letter to all our tract societies as a bit of real pleasure in the pleasing duties of the day.

Printing orders were issued by this department during the year 1919 for 6,510,992 copies of *Present Truth*, besides the usual number of copies for the annual circulation of the Temperance papers. During the year 1919 more than \$7,000 was donated for the free circulation of *Present Truth*. The interest throughout the country in *Present Truth* indicates that this department, though the youngest of all the departments, in time is to become one of the leading features of the work of the Review and Herald Publishing Association.



OFFICE OF THE CAMPAIGN DEPARTMENT

Our Publishing Houses Abroad

Our Publishing Houses the World Around

L. L. CAVINESS

WE have in the United States, as our readers know, three English publishing houses,—one in the East, one in the South, and one in the West.

In addition to these we have the publishing plant for literature for the blind, and another house publishing foreign literature, situated near Chicago. This latter plant is operated as a branch of the Pacific Press Publishing Association.

To the south of us, in Mexico, is a publishing house for that field of 16,000,000 people. This makes six publishing houses in North America. Two new ones are to be established,—one in the Canal Zone, Panama, as a branch of the Pacific Press; and the other in Canada, which, for a time at least, will be operated under the supervision of the Review and Herald Publishing Association. When these plants are all in operation, it will give us eight publishing houses on the North American Continent.

Turning to South America, we find two houses,—one in Brazil and the other in Argentina.

Passing over to Europe, we find houses established in Spain, Great Britain, Finland, Germany, Switzerland, Norway, Sweden, and Bohemia—a total of eight houses.

In Asia we have publishing houses in Japan, Malaysia, the Philippines, India, China, and Korea—a total of six.

Australia and the great continent of Africa have only one each.

Thus we have at present in operation, twenty-three publishing houses the world around, with two more to start operation in the very near future.

According to the figures of the statistical secretary, H. E. Rogers, the sale of denominational literature for 1918 was almost \$3,500,000. This literature was issued in 94 languages, in the form of 600 bound books, 383 pamphlets, and 1,738 tracts. A copy of each of these, the books being in the cheaper binding, would cost, in the aggregate, \$758.48. The assets of these houses amount to more than \$2,500,000.



Seventh-day Adventist Printing Office and Chapel, Shanghai, China

In addition to these publishing houses, a number of our educational institutions have printing plants, and in each, considerable literature is brought out.

The figures for the number of persons engaged in literature work, as given in the 1918 report, were 853 persons in the production and 1,874 in the circulation, making a total of 2,729 persons engaged in the publishing work.

Last summer we wrote out to the publishing houses throughout the world, requesting them to send us something for publication in this number of the REVIEW. We regret that we have not heard from more of our foreign houses, but know that our readers will be glad for the reports from the foreign houses that appear in this number, and the views which accompany them.

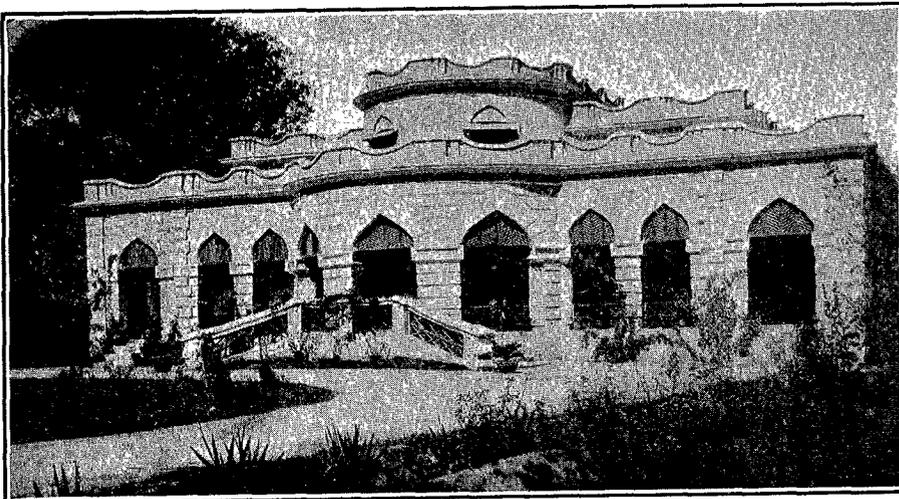
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The Publishing Work in Chosen

L. I. BOWERS

QUITE different from the modern printing plant of America, with all its fast-running machinery and fine equipment, is the Signs of the Times Press in Seoul, Chosen; and yet, as the truth-filled literature is produced and sent out as a life-saver, one cannot but assent to the fact that the means to the end is not the principal thing, but that the end itself is the thing to consider. Seeing souls saved through reading the printed page is ever our goal. Although the means are still far from perfection, yet with such an inspiring goal we cannot but do our utmost with what we have, striving constantly to better the means in the hope that thereby the results will be proportionately increased.

The readers of the REVIEW, and especially those who are



India Union Mission Office and Publishing House



Korean Magazines on the Way to the Post Office

more or less familiar with the printing trade, will be interested to know the actual conditions under which we work in our plant in Chosen. You are the men and women who are making the investment. You are the ones who gave us an operating fund last year, when the Thirteenth Sabbath Offering was taken up for the publishing houses in the East. At that time we were looking to you for help which was so imperative, and were not disappointed. Now you look to us to know what is being done. In a previous number of the REVIEW appeared many reports of what was being done and of interesting experiences; now I wish to give, in a brief way, from the factory end, *how* it is being done.

The few pictures accompanying may help to visualize the work over here at the present time. Our staff is made up of two foreigners and twelve natives.

"Signs of the Times" Magazine

There are really two languages in Chosen,—the spoken language and the language of literature. The former all know, and the majority read it in their own native script. The language of literature is confined to the Chinese characters, and is read only by the more educated, although the aspirations of the people seem to lead them to study the Chinese characters and acquire as much as possible. Therefore, unless literature is printed in the Chinese characters, it does not appeal to the educated and better class; while on the other hand, unless it is printed in the native script, the less educated cannot read it.

At first we printed our magazine in the native script only. Later it was changed so that it was printed mostly in the Chinese; and at the present time we have succeeded in putting out a magazine that all can read, by using the Chinese characters and placing beside these, in small type, their equiva-



The Korean Publishing House

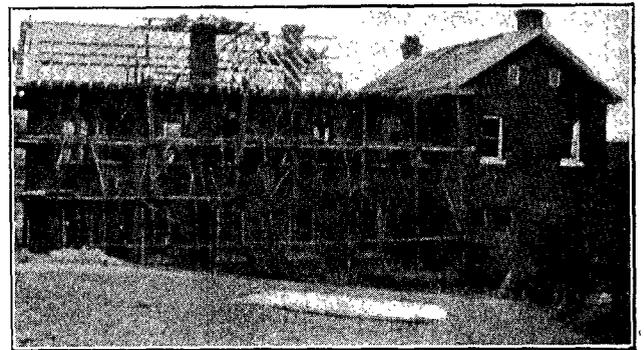
lent in the native script. In this way the magazine can be read by all.

To do this it is necessary to carry an assortment of about eight thousand Chinese characters and several hundred of the native script. It is a very different proposition from typesetting where an alphabet is used. What portion of this assortment could a linotype handle? And yet, with this large assortment, not a single month passes but that new type must be purchased, either new characters that we do not have, or an extra supply of what is already in stock. The capital tied up in this large assortment of type is \$2,000 or more. We are dependent upon the type foundries for our supply. The type is made of very soft metal, and has such a complication of fine lines that it wears out in about three years. Hence the expense of the type upkeep is a very large item.

At the present time the monthly edition of the *Signs* magazine is a little more than five thousand copies. The accompanying picture shows a cartload of these truth-filled papers ready to be taken five miles to the post office in Seoul.

Press Problems

A small Japanese cylinder press does all our work except our job work. It does fairly well for printing magazines (at least it does good work according



View of the Addition to the Korean Publishing House

to the present standards of the country), but it is not suitable for book printing. Early this year the Australian Union Conference donated a large Wharfedale press to this field, and sent it free of cost to this house. With this addition, we should be in a position to do first-class book work. As yet the only power to run the machinery is an old three-horsepower gasoline engine, which is not strong enough to carry this large press. In place of this engine a five-horsepower motor will be installed very soon. This will have sufficient power to carry all the machinery. A request has been sent to the Mission Board to grant us the money for this necessary expense. In the meantime, a portion of our operating fund will be used for this emergency until such time as it can be supplied by the general conference.

Another press problem is that of composition rollers. There are no roller manufactories here, as in the States, and consequently we, with all other printers, are obliged to make our own rollers. In the past this procedure has brought anything but satisfactory results, and at the same time has been a heavy expense, as the rollers had to be recast very often. A few weeks ago a shipment of roller composition was received from the States. This is all mixed and ready to be melted and poured into the roller cast. Our rollers should now last six months without being recast. So another problem has been solved.

Book Work

Last year we printed "The World War." As we planned on only one edition, of 5,000 copies, the book was printed direct from type. In just twenty-five days from the time the copy was received by the typesetters, the complete book was printed and ready for the colporteurs.

This year plans were made to get out an abridgment of "Patriarchs and Prophets." But this being a work that does not grow old or get out of date, it was decided to make stereotype plates, and thus facilitate matters in the printing of the second edition. As we have no stereotyping outfit, we were obliged to carry all the type, after it was set up and in pages, five miles by cart to Seoul, to an outside firm, wait from one to four days (according to the movements of the East), and bring it back, distribute, and reset, only to repeat the process over and over again, which has now extended into a period of about six months since the typesetting began. We must print other books soon, but we cannot attempt that work in this way. The truth must be produced with greater speed in order to keep up with the increasing demand. Then there remains a choice of but three ways, to run a large edition from type; to reset type in a year or so; or to get a small stereotyping outfit of our own. The first two of these processes are ex-



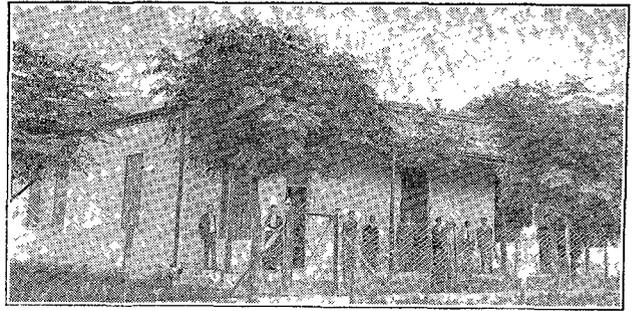
Korean Publishing House Workers

pensive. For instance, should a large edition be printed at one time, it would more than tie up all our small operating fund in stock. It is evident that we cannot do this. Then, too, in case the book did not sell well in the field, the house would be at a complete loss. The second plan, that of resetting type, is also evidently a very expensive proposition. Not only so, but we should have constantly to keep an extra staff of typesetters to do the work, as it is not very desirable to hire helpers for extra work and then let them go as soon as that particular job is completed.

The edition of "Patriarchs and Prophets," after it is printed, must be sent to Seoul to be bound. The next edition we should do in our own publishing house, but as yet we have no binding facilities.

The only really satisfactory way — and it will be good business economy too — is to have a small stereotyping outfit. This is not only indispensable in the production of books, but will be of great value in all our work. As previously stated, our type is very soft; so could it be arranged to put the matter first into stereotype plates and print from them, it would practically keep our type in good condition, and save hundreds of dollars a year.

We need stereotype plates for book work; we need them for standard tracts; and we need them even for



Buenos Aires Publishing House

the magazine work. We need them chiefly to save on type upkeep expense, which is more than \$600 a year; and, which is of almost equal importance, we need them to keep the work going rapidly. Even with our \$2,000 worth of type, it takes considerable figuring to keep the press work and the type work in just the right relation to each other. Often in the midst of getting out our magazine it is necessary to send up to the editor and have the "dummy" of a portion of the magazine made up so that it can be printed, thereby releasing type for the remaining portion of the magazine or for the typesetters to use in putting up our church paper. All this would easily be eliminated if we had a stereotyping outfit.

The Lord is doing a mighty and quick work in the earth; and he is doing it in Chosen. We need facilities which will enable us to keep up to the demand.

To meet the demands of the growing publishing work over here, we have passed on a request to the General Conference for a motor, and a small stereotyping outfit has been suggested. Our next need will be for binding supplies.

It gives us courage over here to know that there is a band of loyal people in the homeland who are ready and willing to answer the needs of the mission fields. And we are confident that when you know just what is most needed in order to strengthen the work, you will be ready to help. It is in this way that our interest, help, and prayers are united to the work of Christ and the speedy carrying of the gospel of the kingdom to all the world.

* * *

Barcelona Publishing House

L. EDWARD BORLE

THE work of the Barcelona Publishing House was started in the fall of the year 1910, on the ground floor of a rented house in the suburbs of the city. It was at first conducted as a branch of the Latin Union Publishing House (Gland, Switzerland), and had a very small beginning.

Its first publication was the monthly *Señales de los Tiempos* (Signs of the Times), which had pre-



Seventh-day Adventist Publishing House and Workers, Watford, England

viously been printed occasionally by the Spanish Mission. In order to start the colporteur work, some books and tracts were purchased from the Pacific Press, and in 1911 it printed its first book, a translation of "His Glorious Appearing." Twenty thousand copies were printed at that time, and later, in 1913, another edition of 10,000 copies.

While waiting for the coming out of "Daniel and the Revelation," to keep up the colporteur work, a quantity of Spanish "Coming King" was received from the Pacific Press. The first yearly balance sheet showed a net gain of \$738.04.

During 1912 the first large-edition book, Elder L. R. Conradi's "Daniel and the Revelation," was printed—an edition of 15,000. From the start the house endeavored to do business with our sister institutions in South America and the islands of the Pacific; thus most of these books were sent there.

The "Guia Practica" (Practical Guide) made its appearance the following year, with an edition of 15,000 copies; other editions, of respectively 10,000, 13,500, and 12,000, were printed every other year, making a total of 50,500 copies. Since the beginning of the war, 20,000 "Armageddon" have seen the light; and two editions, or 35,000 copies, of "Heralds of the Morning" have been printed.

Our progress has been slow, but we are thankful to notice that, with the Lord's blessing, it has been continuous. The first three years' operations showed a net gain of \$4,639. At its summer session in 1915, the Latin Union Conference voted to have the Barcelona office operate under its own name, separate from the Gland Publishing House. The net gains of the previous years were returned to it, with a gift of \$3,071. Thus it was launched, with the modest capital of \$10,230.

Without any other financial help, it has since endeavored to supply the needed literature for its own field, and to do business with other publishing houses in South America and the Pacific islands. During the war especially, with so small a working capital, the difficulties met were almost beyond its power to meet; yet it has been able to stand its ground, and is still plodding away. The net gains of the last three years, 1916-18, brought its capital to \$17,755.66. This is partly due to the generosity of the Latin Union Conference, which kept on its pay roll the manager of the institution. For this, and for God's blessing on our work, we are grateful.



A. B. Cole and the Office Force, Japan

We are still in the same old building where we started in 1911; it is only a storeroom, with a small office. Our staff of workers is small indeed: two workers most of the time, and occasionally three. Our printing and binding is still done in outside offices. Last year and the present year (1919) have been especially trying, on account of the constantly renewed strikes, lockouts, and boycotts. For this reason, and for lack of funds, we have not been able to meet satisfactorily the needs of our own field, and still less those of our foreign friends; we feel exceedingly sorry for this. The need of a printing plant of our own is sorely felt, and it is with longing hearts that we look for the time when we shall be able to manufacture our own books under our own roof.

We are of good courage and look forward to greater success. The message is gaining ground in old Spain; the subscription list of the *Señales* (Signs) is larger than it ever was, and the sales of our literature are still increasing. Our hearts are full of gratitude to the Lord for his watchcare thus far, and with his help we mean to press forward to the end.

* * *

Hamburg Publishing House

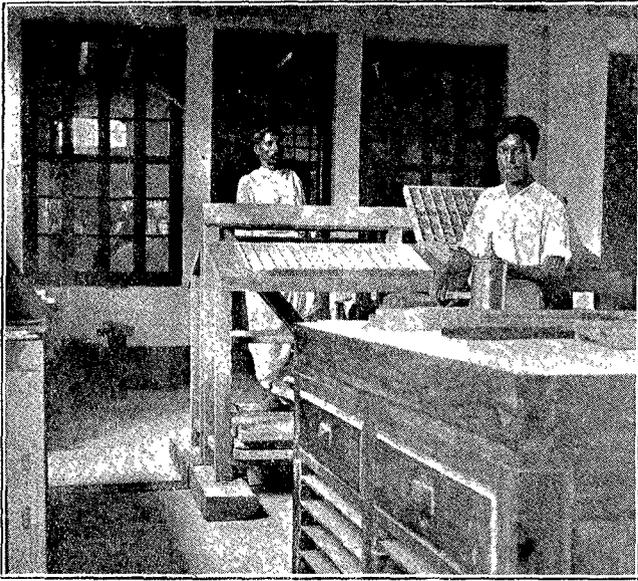
H. HARTKOP

THERE have been no changes in the external appearance of our buildings during the last few years. We bought an adjacent piece of ground, with front building, about four or five years ago, as the opportunity was favorable. Because of want of room in the Grindelberg buildings, we removed our bookbindery into the food factory of the Deutscher Verein für Gesundheitspflege, Campestr. 18, as there was plenty of room. We do not know whether you have a picture of this building or not. In consequence of public control of raw materials, the factory of the Deutscher Verein für Gesundheitspflege, cannot work at the present time.

Our publishing work has prospered very well. Also, in war



Seventh-day Adventist Printing Plant, Warburton, Australia



In the New Printing Office at Singapore

time, the Lord gave us success in spite of many difficulties. Our canvassers sold from July, 1918, to July, 1919, books and publications to the amount of about 1,400,000 marks. The first nine months of the year 1919, the book sales exceeded 1,500,000 marks.

We now have about one hundred twenty workers. We cannot at this time send you a photograph of our workers, as it would require too much loss of time and expense. It is our intention, however, to take such a picture when there is an opportunity.

About a year ago we opened a branch establishment of our house in the Netherlands. The address runs thus: Internationaal Tractaatgenootschap, Den Haag, Conradskade 4. The manager is Brother F. Brennwald.

We are not able at present to provide you with catalogues of our publications, as we have none. The conditions of the country have been such that prices have varied so much that the publishing of a catalogue was not worth while.

* * *

Our Literature to the Malays

M. E. MULLINEX

THE Malay people are the brown race. They are a short and sturdy people. Very few of them are more than five feet six inches tall. The race has many divisions. In Java, they are called Javanese and Sundanese. In Borneo they are Dyaks, or head-hunters. The languages in all the Pacific islands show Malay as the root form. When in Manila a few months ago, I noticed many familiar words in the Tagalog language. All through the islands of Malaysia, the Malay language is quite generally understood.

The religion of the Malay people is Mohammedanism. One often hears this expression, "He does not eat *babi* [pork]; he is a Malay. They mean he does not eat pork because he is a Mohammedan. A few of the tribes in these islands are not

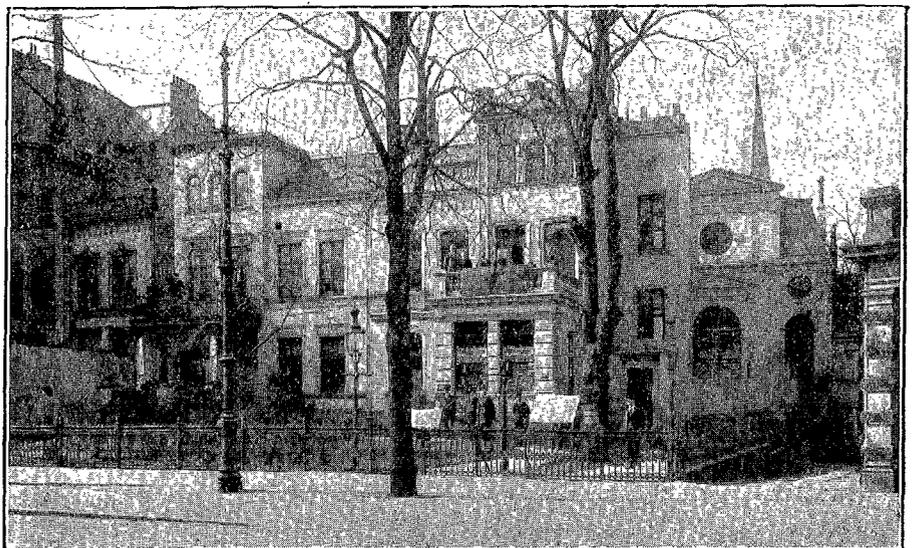
Mohammedans. The Dyaks of Borneo are animists, but they are fast turning to Islam. Last year 5,000 Dyaks in the kingdom of Sarawak, Borneo, accepted the Mohammedan religion. They are just as susceptible to Christianity. The Catholics have a following of more than two thousand Dusuns in North Borneo. At present we have a wonderful opportunity to reach these people before other denominations begin work among them.

The Malays are great travelers. They journey by thousands from one island to another, working on the rubber and sugar plantations. Many are seamen on the European boats. A very large number are engaged in the fishing industry among these islands.

One of the best means of giving them the gospel is through our literature. We began this work for them eight years ago. The first literature was three small tracts, on the Sabbath, prophecy, and creation. The paper, *Oetoesan Kebenaran* (Messenger of Righteousness), was started as a quarterly, with a subscription price of 20 cents a year. It continued as such until 1918, when the name was changed to *Pertandaan Zaman* (Signs of the Times). This is published monthly for \$1 a year. During the last year the subscription list has increased from a few hundred to nearly two thousand. The first book published in the Malay language was "The World War." It was translated in 1918 by Brother Melvin Munson. The work of printing it has been very slow. We had to hire it printed at a very high cost, making it necessary to sell it for \$1 gold, while in America the same books sells for 25 cents.

We are so glad to have our own publishing house, so that we can do work cheaper. We have named our plant, The Signs Press. The building is large, and we hope to have a busy place soon. In the illustration, the boy standing by the type case is a native of Sumatra. He is the shipping clerk. The boy in the rear is a Tamil typesetter. All our helpers are Adventist boys or those who have come to our school in Singapore.

The literature is new in this field. There were no colporteurs until 1917, and now we have seventeen faithful boys. In 1918 seven boys sold \$7,338 worth of books. This year [1919] we set our goal at \$10,700, and we more than reached it during the first seven months. Last week I set as our aim a \$15,000 goal. With the Lord's help we shall reach this in 1919.



International Tract Society Office, Hamburg, Germany

Our new building will help us to do the work faster. We thank the brethren in the homeland for giving their money for this press. Thousands will hear the gospel message because we have a printing plant in Malaysia. Our present need is men. We have no one to look after the translating of books and tracts. In Java there are 35,000,000 people, and no one to head the book work. On each mail boat we look for a letter telling us that some one is coming to help us.

* * *

Mexico's "Silent Minister"

G. W. CAVINESS

EVER since we started publishing our paper in Mexico it has been in some respects our very best worker, opening up avenues for the extension of the message. It could and did go to many places where the living worker was unable to go; then after a time there came calls for help, and very often some were actually keeping the Sabbath before other help arrived. In the south, among the Zapotecan Indians, in one place twenty and in another six had accepted the Sabbath and were asking for more light through correspondence, while in the north one family in one city and a number of families in another had begun the observance of the Sabbath and had put up a notice on their places of business, "No business done on Saturday."

The influence of the paper has not ceased, but has gone on even in these troublous times. We have before us a petition to the mission, dated June 30, 1919, signed by eighteen persons, asking for a minister to come and instruct them, fit them for baptism, and then organize them into a church of Seventh-day Adventists. One laborer visited them and taught them for two weeks, and then organized a Sabbath school. Another worker made a second visit a little later, and found they had raised \$27 (Mex.) in donations; they also gave an order for \$40 (Mex.) worth of literature, paying half down. Since then they have ordered still more. They appreciated the literature very much, and showed the papers they had carefully preserved for a number of years.

At this second visit the tithing system was presented to them, which they readily accepted; and when they were visited a few weeks later, they turned in more than \$100 (Mex.) tithe. If they keep this up it will not be long until their tithe will support a laborer.

This is modern history, occurring the present year in the city of Pachuca, some two hours' ride on the



Workers in Mexican Publishing House

train from our headquarters in the federal district. Our "silent minister" is giving good account of himself, and we think he should be appreciated more, for he never gets tired, and revolutions do not make him afraid. Pray for us, that the Lord may abundantly bless the few workers in this great and needy field of ignorance and confusion.

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Report from South Africa

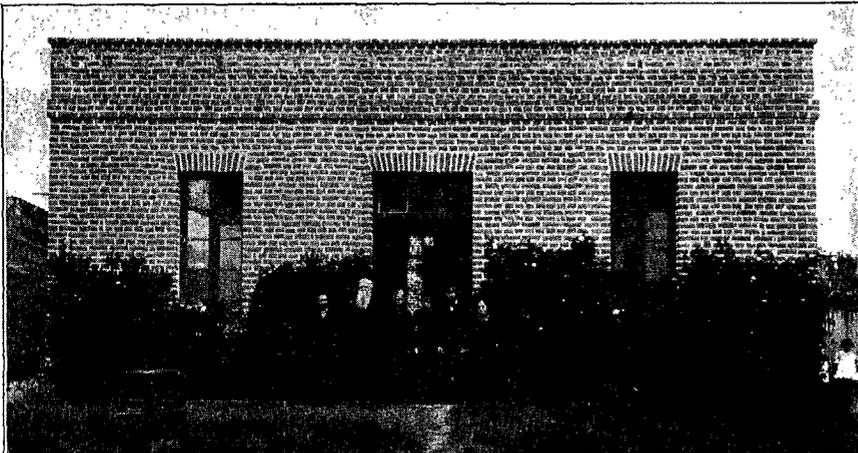
W. B. COMMUN

WE do not attempt to report on the book work in this field with any idea of making comparison with the wonderful success that has attended this department of the work in other countries. At the same time we are somewhat encouraged by the results, and are determined by God's help to scatter the pages of literature as the leaves of autumn, that the light of the message may be given to all, and the coming of the Saviour be hastened.

We have about twenty-five agents in the field selling English and Dutch publications, and twelve natives devoting their time to books in their own languages. Of books in the vernacular, we have "Steps to Christ" in the Zulu, Kafir, and Sesuto; "Prophecies of Daniel" in the Zulu and Kafir; and "Christ Our Saviour" in the Zulu. In the Kafir and Sesuto languages we have several pamphlets and tracts. An action was taken by our committee recently, to put more English pamphlets, and also some of our books, into the vernacular. We are printing the Sabbath school lessons as specially prepared for publication in several of the native languages spoken in South Africa.

From January 1 to September 30 our sales of English and Dutch books from this office totaled 14,375; value, £5,515 11s. 5d. We sold also during this time 3,219 books in native language; value, £508 15s. 3d.

Of the new edition of "Bible Readings" and "Daniel and the Revelation" in the Dutch language we have taken delivery from the Pacific Press Publishing Association of more than six thousand copies of each book.



Mexican Publishing House

Some Good Things Coming

EACH year the REVIEW aims to be a greater necessity in every Seventh-day Adventist home. It plans to be of greater benefit to its readers in 1920 than it was during 1919.

Special Features

1. Prof. H. C. Lacey, of the Washington Missionary College, will present in the REVIEW, every other week during the coming year, outline studies of the books of the Bible. This will take the place of the topical studies which we have printed in the past. These outline studies of the books will be of great value, and we believe that our readers will follow them with intense interest.

2. Arrangements have been made for Dr. J. W. Hopkins, of the Washington Sanitarium, to conduct a Question and Answer department during the coming year. This will appear twice a month, alternating with the studies by Professor Lacey. Dr. Hopkins will act as consulting physician for the readers of the REVIEW, and will be glad to advise with them regarding their ailments. This instruction will be very practical, and we believe will be of great physical and material benefit to the readers of our church paper. We shall begin the publication of these studies within the next month.

3. We are printing many interesting reports from our mission fields. Few of these, however, will be quite so interesting as the series of articles which has been promised us by Elder C. W. Flaiz, who has recently returned from a trip through the mission fields of the Far East. Elder Flaiz is a keen observer. He will write from the freshness of appeal which conditions in the Far East make to one who visits there for the first time. He will place before us the duty of the homeland to help the great regions beyond. We believe that these articles, from a practical union conference president, will make a special appeal to our brethren and sisters for the raising of the larger quota of mission offerings expected for 1920. The hearts of our brethren at the Fall Council in Boulder were thrilled by the earnest appeals of Brother Flaiz, and we know that the hearts of our readers will be similarly thrilled as they read his reports in the columns of the REVIEW.

4. There will be many special features of the REVIEW during 1920 which we cannot specifically mention at this time. For instance, our issue for next week will be a special European Council number, containing the important decisions made at the recent meeting held in Skodsborg, Denmark. These decisions have to do with the future of our work in the great European field. We did not know until last week that we should have this number to present. We do not know how many more special features of this kind we shall be able to present to our readers during the year. History is making fast these days, and there may develop at any time a movement or an important crisis in our work which will demand special featuring in our church paper. Our readers must keep in touch with these movements in order to advance with this message.

The month of December closed with the REVIEW subscription list the largest in its history,—28,353. There are still, however, thousands of Seventh-day Adventist homes where our church paper is not read. Will not each reader do his best to urge some other brother or sister who is not now a reader to become one, and thus secure the same benefits from reading the REVIEW that he receives?

During January a special effort is being made to build up our list still further. As an inducement to enlarge our circle of readers, new subscriptions, sent in during January, will be entered for fourteen months instead of twelve.

*All orders should be sent through your
Conference Tract Society*



WASHINGTON, D. C., JANUARY 15, 1920

EDITOR . . . FRANCIS McLELLAN WILCOX

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SPECIAL CONTRIBUTORS

A. G. DANIELLS . . . I. H. EVANS . . . W. T. KNOX
J. L. SHAW . . . E. E. ANDROSS

We cordially invite all our readers to contribute articles on Bible subjects and Christian experience. If found suitable, these articles will be used as rapidly as our space will permit. We cannot undertake either to acknowledge the receipt of, or to return, manuscript not specially solicited. Duplicates of articles or reports furnished other papers are never acceptable.

All communications relating to the EDITORIAL DEPARTMENT, and all manuscripts submitted for publication, should be addressed to EDITORIAL DEPARTMENT, Review and Herald, Takoma Park Station, Washington, D. C.

ELDER AND MRS. R. F. COTTRELL report a safe arrival in California after several more years of service in China. They will go to Southern California for the present. Brother Cottrell, whose health has not been good for some time, reports that he is improving, and hopes to be ready for another term in China after a period of rest and recuperation in America.

* *

ELDER W. W. EASTMAN, who has been attending the bookmen's convention at Panama, returned this week to Washington. There were present at this convention the field missionary and tract society secretaries of the English and Spanish West Indian fields. Brother Eastman reports a very encouraging outlook for the book work both among the English and the Spanish peoples.

* *

We are glad to pass on to our Sabbath schools the information that the third quarter's report shows the largest offerings ever given by the schools. The call was for \$40,000 on the thirteenth Sabbath. The "overflow" is \$18,812.02. This goes to the Philippine Islands. Six conferences in this country gave more dollars to the offering than they have church members. No doubt when the final returns are in for the fourth quarter's offering to be given for homes for missionaries, even this good record will be excelled.

* *

C. H. PRETYMAN, treasurer of the Australasian Union, in a letter to the manager of the Review and Herald, says of the work in his field:

"The work is moving along here in a most encouraging way. Our great difficulty is to meet the many calls. This is not only so in our evangelical work, but the difficulty is remarkably true of our institutional work. Elder Watson is now in Fiji. We had a letter from him yesterday, in which he stated that he will have a wonderful story to tell when he returns. The interests which are springing up there are simply marvelous. We can account for the development there in only one way, that is, it is the result of the outpouring of the latter rain."

FROM a recent letter from Brother H. O. Olson, president of the Broadview Theological Seminary, we learn that the seminary church, during 1919, raised more than 50 cents a week per member for foreign missions. Their Harvest Ingathering was of course the largest amount applied on this. In view of last year's achievements they say, "We have every reason to believe that we shall easily reach the goal for next year."

* *

EUROPEAN RELIEF FUND

SOME two months ago the needs of our brethren in the European countries, especially those that have passed through the war, were called to the attention of the readers of the REVIEW. Since this appeal was made, members of the General Conference Committee have come directly in touch with our brethren from these various countries, and it has been made evident to them that the situation among our people in the Central European countries and the Balkan States has in no way been overdrawn, but that many of them are passing through severe suffering, and even facing starvation.

We feel confident that our members in America who are enjoying comparative prosperity will not be willing that their brethren in Europe shall be left to pass through this severe winter without substantial relief. In order that this may be furnished, however, it will be necessary that thousands of dollars shall be contributed, and this should come to us immediately.

With this we take pleasure in making acknowledgment to those who have already contributed to the fund. The amount reported has been passed on to our European headquarters for general distribution, wherever it may be needed.

W. T. KNOX.

Donors to European Relief

W. F. Mayers.....	\$10.00
Andrew D. Irving.....	2.50
Mrs. J. A. Cowell.....	3.00
Charles Zorb.....	6.00
H. R. Harrower, M. D.....	25.00
Mrs. L. E. Holmes.....	50.00
Mrs. S. Marie Comstock.....	10.00
Mrs. M. Lawrence.....	25.00
Dr. and Mrs. L. H. Wolfson.....	10.00
J. E. Belknap.....	25.00
Frances Lewis.....	5.00
Tauton Portuguese Church.....	17.30
S. W. Harris.....	10.00
Maplewood, Minn.....	5.50
Mrs. Sarah J. Holcomb.....	5.00
Central Union Conference (Remitted)	19.50
Columbia Union Conference (Remitted)	38.47
Lake Union Conference (Remitted)	8.00
Montana Conference.....	3.00
Western Oregon Conference.....	10.00
Southern Idaho Conference.....	2.00
Pacific Union Conference (Remitted)	10.00
Southeastern Union Conference (Remitted)	20.45
Y. C. Haugsted.....	10.00
Southwestern Union Conference (Remitted)	16.00
West Canadian Union Conference (Remitted)	7.36
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Charles Thompson.....	10.00
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R. D. Quinn.....	10.00
W. W. Eastman.....	5.00
J. W. Mace.....	10.00
Anonymous.....	(£1) 4.87
R. T. Dowsett.....	10.00
L. L. Caviness.....	5.00
E. L. Richmond.....	10.00
D. W. Reavis.....	5.00
L. W. Graham.....	5.00
L. M. Gregg.....	10.00
G. W. Chase.....	5.00
Fannie D. Chase.....	5.00
Total.....	\$558.95

* *

OUR FOREIGN MAGAZINES

THE following magazines are now issued regularly by the International Branch of the Pacific Press:

Bohemian: <i>Znameni Casu</i>	Quarterly
Finnish: <i>Totuiden Valo</i>	Special
French: <i>Les Signes des Temps</i>	Quarterly
Hungarian: <i>Az Idok Jelei</i>	Quarterly
Italian: <i>I Segni dei Tempi</i>	Quarterly
Polish: <i>Znaki Czasu</i>	Quarterly
Rumanian: <i>Semnele Timpului</i>	Special
Russian: <i>Znamenie Wremeni</i>	Monthly
Serbian: <i>Snazi Wremena</i>	Special
Slovakian: <i>Znaky Casov</i>	Special
Swedish: <i>Tidens Tecken</i>	Monthly
Yiddish: <i>The Messenger</i>	Quarterly

With the exception of the Finnish and Yiddish papers, the title of all these magazines is *Signs of the Times* in English.

The magazines marked "special" are those which are not entered as second-class matter at the post office. An edition of several thousand copies is printed, and a new number is not prepared till the old edition is practically sold out. Whenever the circulation warrants, these specials will be entered as regular quarterly magazines.

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FIRESIDE CORRESPONDENCE SCHOOL

We were glad to learn from Prof. C. C. Lewis, principal of the Fireside Correspondence School, that 1919 has been the most successful in the history of the school. The enrolment for the year was 1,090, of whom 455 were old students and 635 new. The enrolment for 1918 was 310 old students and 457 new, or a total of 767. Thus 1919 showed an increase in total enrolment of 323 over 1918. And the enrolment of new students for the last year was double what it was three years ago. We trust that any of our readers who may be in a position to do so, will take advantage of the opportunities the Fireside Correspondence School offers. Professor Lewis will gladly send you, on request, a copy of the Fireside Correspondence Catalogue for 1920.

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CORDIAL thanks are due to those who, writing by request on the topics assigned, have made possible this special number on the office end of the publishing work. The next number also is to be a special. It will contain reports of the work in Europe and of the recent General Conference Council held in Denmark. See statement on page 31.