

Please take good care of these enclosures as they cannot be duplicated.

SUGGESTIONS FOR STATE CHAPTER

Dear Friend:-

I am glad to know that you are to write your State Chapter for Volume V of the History of Woman Suffrage and I think you may find these enclosures helpful. They consist (1) of your State's Chapter in Volume IV of the History; (2) all of the Reports made to the National Suffrage Conventions since 1900 except that of 1902, which we have not been able to find; (3) the Suffrage Bills before your Legislature and the vote on them.

The arrangement of the State Chapters in Volume IV was carefully planned and has proved satisfactory, so it will be followed in Volume V. You will find that it includes seven heads: Organization, Legislative Action, Laws, Suffrage, Office Holding, Occupations, Education.

ORGANIZATION: The chapter will commence with 1901 and nothing previous to that date will be used unless a paragraph of explanation is necessary at the beginning. Under the head of Organization follow the form in Volume IV, telling the date and place of each State Convention and anything of interest connected with it. Give some idea of the number of branches of your Association and the name and years of service of each president. You can give in a foot-note the names of other officers, if you wish, and of other persons who have been active in the "cause" during the twenty years that this volume will cover. This matter of names is one that must be very carefully considered, in order that the chapter may not be over burdened and yet will preserve the names of those who have done good work during this time. You will have to be responsible for these names, as I cannot possibly know them. Give some idea of what your Association has accomplished. See what is said on this point in the chapter in Volume IV.

LEGISLATIVE ACTION: The enclosed clippings of bills before your Legislature are taken from the Woman Suffrage Year Book and are supposed to be correct, but if possible you should verify them. Please

be careful to give the names of the women who had these bills in charge and worked with the Legislature; also names of legislators who honestly and earnestly championed them; and give also the names of those who conspicuously opposed them. Be careful to give correct and full names throughout the chapter. This is important, as people are sensitive on this point. I'm sure it is unnecessary to say that the greatest care must be exercised to deal justly with every one and give full credit where it belongs.

LAWS: Note only laws which have been changed or enacted since Volume IV was written. These, you will notice, cover married women's property rights, inheritance, divorce, guardianship of children, age of protection, etc. Since then there has been a great deal of additional legislation for women and children and it is very necessary that these new laws should be mentioned. They cover the 8-hour day, night work, minimum wage, child labor, mothers' pensions and possibly other things. There will not be space for the exact wording of these laws but only for the substance of them. I think you will find the Attorney General willing to furnish the information in regard to these laws if necessary.

SUFFRAGE: In the equal suffrage States give a brief but complete account of when and how the suffrage was gained, if since 1900, and the figures of the vote on it, and state whether the women use it and what they have accomplished. Give a full account of campaigns. Where there is partial suffrage, give the same facts. Do not report anything which is contained in Volume IV beyond the mere fact that the full or partial suffrage exists.

OFFICE HOLDING: State what offices women can hold. In the equal suffrage States you can say probably that all are open to them. Give a general idea of how many women are filling these offices and the names of the women who have been elected to the Legislature and to State offices. There will not be room for the names of those in the minor offices. Say particularly whether women can and do serve on juries. ✓

OCCUPATIONS: State what if any occupations are forbidden to women and if possible give the number of women in the various professions and

some idea of the number engaged in wage-earning pursuits. This is not absolutely necessary but will add to the value of the chapter.

EDUCATION: State what if any institutions of learning are closed to women and whether they have the same opportunities for the higher education as men; also give such information about the public schools as you will find in Volume IV, if possible.

If you wish to end the chapter with a brief paragraph of the number and size of the largest women's organizations in the State, you can do so. The primary object of the chapter is to describe the work for suffrage and its collateral branches, such as the laws for women, etc., and the more information of this kind that you can pack into your chapter, the more valuable it will be, so very little space can be given to other subjects.

Everything will have to be condensed to the farthest extremity, as there must be 48 of these State Chapters and one for the Territories. The History will also contain the National and International suffrage work and a brief resume of the suffrage in all the countries of the world, so you can see that there will not be room for anything but the barest statement of historical facts. I cannot tell you how much space your chapter can have but will try to give it as much as the facts require. There will not be room for much comment of any kind. If your State has ratified the Federal Amendment, give the date and vote.

It will be much better for you to condense your chapter than for me to do so. I will be very glad to give any further information that you may desire and to cooperate with you in every possible way. I am exceedingly anxious to have these chapters in JANUARY, if possible, as some correspondence in regard to them may be necessary after they are received. It is almost essential that the chapter be typewritten and that you keep a carbon copy. In this way changes can be discussed and made without sending back the chapter. If it is convenient to send it earlier, so much the better. Any additional matter can be added up to the time of publication. These suggestions look formidable but I think you will find them very simple. Full credit will be given to you for the chapter and I hope that the Leslie Commission will make you a present of Volume V.

Very sincerely yours,

IDA HUSTED HARPER

Editor

National Suffrage Headquarters,
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