

having being placed in the stick of the compositor occupying it, the foreman should pass around the room and see that it is immediately distributed, instead of being thrown on the window-frame or table. The type found in the body of the rooms should be sorted out and distributed at once, and not be allowed to accumulate. No pi should be permitted to remain over till the next day. This is an essential point to secure a tidy and well-regulated office.

"The foreman should keep himself thoroughly informed of the amount and condition of the materials in the office, not only in gross, but in detail, including every style of type, every variety of accents and peculiar sorts, leads, chases, furniture, rules, borders, corner-pieces, etc. In this he will be greatly aided by carrying out the good old rule, *a place for every thing, and every thing in its place when not in use*, as well as by keeping a memorandum-book in which every thing should be entered under the proper head for facility of reference.

"As a matter of course, he should watch the progress of every job and book, and make sure that they shall be completed within the time contracted for. He should never allow a compositor to have a large take of copy; small takes facilitate expedition, and really tend to the profit of the workmen by bringing an earlier return of letter. He should see to it that every man has his copy closed in proper time, so as not to detain the make-up, and that he passes the make-up without necessary delay. As soon as a form or sheet is made up, he should order it to be imposed and a proof pulled, which, with the copy properly arranged, is to be at once handed to the proof-reader. Nor should he allow of any unnecessary delay on the part of the reader, nor on the part of the compositors in correcting the proof when read. When proofs are required by an author, the foreman must forward them promptly to him, and request him to return them at the earliest possible moment. If the proof is not to be sent out, he should have the second reading quickly performed, and the forms prepared for the press.

"Systematic attention to the above points will tend to the comfort of the overseer, to the advantage of the workmen, and to the profit and satisfaction of the proprietor of the establishment."

Our Advertisers.

Attention is called to the offer for sale of an electrotpe foundry, bookbindery and Campbell combination printing press — Art series, — at Wallingford, Conn., U. S.

It is a genuine pleasure for us to introduce to our readers the well-established firm of Carter, Rice & Co., of Boston, Mass., whose advertisement will be found on page 279.

Connelly & Co's. card on page 279 is worthy the attention of those requiring anything in the way of wood engraving. They promise first-class work at unusually low prices. Send for estimates.

J. Ford & Co. offers a large variety of goods, including wrapping and wall papers, roofing felt, strawboard, etc., which they keep constantly on hand or make to order. Their card will be found page 274.

John Crilly & Co., manufacturers of white, colored and toned printing paper, envelopes and paper bags, claim a share of attention. We take great pleasure in drawing the attention of our readers to their business announcement on page 274.

Bennett & Co., of Montreal, wholesale and retail dealers in Nos. 1, 2 and 3 white, toned, colored and all grades of fine job and writing papers, envelopes, etc., have a strong claim on the trade for, at least, a part of their custom, and we trust this claim will be fully recognized. Their card will be found on page 274.

The wants of J. & W. Reid (see page 272) will, no doubt, be promptly met.

We cannot say the same of the wants of a "Printer," at Coaticook, P. Q., for there seems to be a surplussage of "prints" just now, that is, in comparison to the number of situations vacant. However, if anybody requires his services, drop him a line. His address will be found, along with some others, on page 272.

J. T. Besserer & Sons, agents for the Lorette Paper Company and manufacturers of paper bags and paper flour sacks, present their compliments to the readers of the *Miscellany* this month on page 274. They also offer "Besserer's I. X. L. Composition," for printers' inking rollers, which they claim to be superior to any other now in use.