

All display headings are set and distributed by the office, and also all display advertisements.

Local headings—Single heading in nonpareil full face lower case. Two headings: first line in nonpareil full face capitals; sub heading in same lower case; if three lines or less, make an inverted pyramid (indenting third on each side double the indentation of the second line); over three lines make hanging indentation (two ems).

Editorial and miscellaneous headings—Brevier full face lower case.

News headings, etc.—First line in brevier full face lower case. Sub head same as in locals.

After each and every heading insert a quarter single rule, two leads on each side.

No small capitals side heading allowed.

Headings in body of article all small capitals in center of line; use en quads for spacing.

Capitalize nouns, adjectives and verbs; lower case articles, pronouns, brief conjunctions.

Spacing—In full face capitals use an em quad, and in lower case two spaces, if possible. Give the preference to thick spacing rather than thin.

#### RULES FOR COMPOSITORS.

Many regard printed rules as out of place in printing offices, yet if properly made and appreciated they will greatly assist compositors, avoid delays occasioned by asking questions, and preserve uniformity. There is such a variety of styles that a fresh hand has to spend much time in getting the style of the paper. Some of the following rules will perhaps serve as specimens.

Compositors will receive cases from the foreman, and will be expected to keep them filled and free from pi.

Matter for distribution must be taken from the dead galley, without prejudice, beginning at the bottom. Matter containing sorts may be returned to the setter, and must be distributed first.

Sorts must not be hoarded, but returned to the sort case after distribution.

Leaders not allowed in type cases.

All pi must be cleaned away as soon as the paper goes to press, by the owner.

Type and tobacco juice must be kept off the floor.

All mss. and reprint must conform to the rules of the paper, as regards spelling, punctuation, abbreviations, headings, etc.

Every compositor must have a small hell handy for broken or battered type.

Guard against using wrong font letters, punctuations, spaces and quads.

Compositors have impartial access to pick-ups. No saves allowed in cases except by permission. Care in reading sticks is insisted upon.

Matter must be emptied in rotation, and no galley filled within two inches of the foot.

Correct all galleys on receipt of proof. Alteration from copy will be made by the office. Three errors (excepting outs or doublets) pass a take.

Between the title and body of communications insert To the Editor of the — in nonpareil roman, flush at left. Sign initials with small capitals, but names with capitals and small capitals. Date line at foot in roman, with year. Date line at head of article, city or town only in small capitals, and omit year.

REX.

Milford, Mass., Sept., 1879.

#### A New Copying Process.

Numerous methods for the rapid reproduction of letters, drawings, etc., are just now claiming attention. The changes of name are scientifically rung on all the "graphs" not already put under tribute. Nevertheless, the polygraph, hexograph, or whatever other "graph" it may be called, is made as follows:—A plastic mixture, composed of 500 parts (by weight) of white gelatine, 500 parts of glycerine, 50 parts of glucose, 50 parts of white glue, and 350 parts of water, is poured hot into a shallow tin box or other vessel of suitable size, and allowed to cool. A level and smooth surface, free from pinholes and air bubbles is absolutely necessary. The ink used for writing or drawing is made by adding to a small quantity of water 20 grammes of violet aniline and 300 drops of alcohol. The ink is allowed to dry on the paper, which may be of any ordinary quality, and then the written side is laid on the paste and gently pressed or rubbed with the hand and allowed to become set, after which the paper containing the original is raised and the writing will be found to have been transferred to the surface of the paste. From this as many as 50 copies can be taken by simply laying a sheet on the transfer and gently pressing with the hand, without the aid of a press. What is left of the ink can be carefully washed off by means of a damp sponge slightly warmed. Of course, each subsequent copy shows a diminution in color, but when only a few copies are required, this process will prove itself very useful. It may be added that almost any of the compositions used in making printers' inking rollers will answer equally well for the plastic mixture given above.