Arago Researcher Program
Style Guide
for Researchers and Editors

Smithsonian
National Postal Museum

Arago Researcher Program Style Guide

Table of Contents

Introduction

This *Style Guide* has been prepared to provide *Arago™* Researchers and Editors content and grammatical standards for creating browse narratives and object descriptions. Following these guidelines will provide a professional, consistent voice and ensure the integrity of the research published on *Arago*.

This document provides:

- **Templates** for preparing browse narratives and object descriptions for both philatelic and postal operations content.
- **Style Guide** outlining the essential grammatical styles used in *Arago*.
- **Text Citation** necessary for providing proper attributions for any sources consulted during research.
- **Terminology Guide** outlining commonly used words for postal-related descriptions.
- **Data Entry Standards** to which the NPM staff adheres when entering information in the museum's collection database, from which most of the information appearing in *Arago* originates.

While adhering to these guidelines is important, remember to be creative and have fun!

I. Text Templates

A. Browse Narratives

A browse narrative provides an overview of a related group of objects.

General Narrative guidelines:

Content	- Summarize object grouping - Explain significance of object grouping - Provide historical, cultural or topical context - Consider where the narrative appears in the taxonomy: Does it introduce another series of broad narrative descriptions? Does it describe a very distinct grouping of objects? - Include words or phrases that will assist possible keyword searches **HELPFUL HINT**: **review the hierarchical organization (taxonomy) before preparing text to avoid duplicative information.**
Length	2-3 paragraphs - Maximum of 500 words
Style	- Be concise - Keep it simple - Keep the audience in mind—most *Arago* visitors are not subject-specialists
Format	- Complete sentences - Use past tense where appropriate when referring to items that occurred in the past

1) Philatelic Narrative Template

A narrative description should contain as much of the following information for philatelic related objects as possible. Include as much production information as is known, but also consider the audience's level of understanding. Catch the reader's attention with a "wow" statement or an interesting anecdote.

The description should include as much information as possible, but it does not need to appear in the following order.

1) **Authorization- origin of idea**
   a. Why was this stamp created?
   b. Explain the significance of the stamp subject or specific issue.
   c. What rate(s) did the denomination pay?
2) **Design- who, how**
   a. Who designed the stamp? (One stamp could have several designers and engravers.)
   b. What was the source of inspiration for the design? (artwork, etc.)
   c. What process(es) were used to print the stamp? What other production elements stand out (watermarks, perforations, etc.)?
3) **Production-**
   a. How long was the stamp produced and for sale?
   b. Who was the printer?
   c. What was the manufacturing process?
   d. How many were initially printed?
4) **Availability-**
   a. When was the first day of issue?
   b. In what location was the stamp first issued?
   c. When was the stamp withdrawn? Were stamps destroyed?

Example Philatelic Narrative:

> *<u>50-cent Century of Progress Issue</u>*
> *In 1933 the German airship firm Luftschiffbau Zeppelin G.m.b.H (Zeppelin Company) agreed to fly the LZ127 Graf Zeppelin to Chicago if the United States Post Office Department would issue a special postage stamp to help finance the flight. On August 18 postal authorities agreed to issue a 50-cent zeppelin airmail stamp, 42½ cents of which would help offset the Zeppelin Company's expenses.*
>
> *Victor S. McCloskey, Jr., designed the stamp, which features the Graf Zeppelin over the Atlantic Ocean, its destination of the Chicago World's Fair represented by the Federal Building at left (see also Scott 729 and 731) and a zeppelin hangar at right to represent the origin of the flight from Friedrichshafen, Germany. The text "A Century of Progress" refers to the name of the world's fair.*

The Bureau of Engraving and Printing had only six weeks to design, print, and distribute the issue in order for the post office to forward mail to Germany in time for the special flight. First day of issue took place in five cities: New York on October 2, Akron on October 4, Washington D.C. on October 5, Miami on October 6, and Chicago on October 7. The Graf Zeppelin departed from Germany, flew to Brazil, and then headed north for stops in Miami, Akron, and Chicago before returning to Germany. Combinations of one to four stamps allowed collectors to prepare mail for the rates of various legs of the flight.
Cheryl Ganz, National Postal Museum

2) Postal Operations Narrative Template

Introduce the objects that have been grouped thematically in the taxonomy string, and provide a sense of the selection of objects available in the grouping. Place this selection of objects in historical, cultural, or topical context. Include key words to aid searches.

Example Postal Operations Narrative:

<u>Railway</u>
Beginning in 1832 train cars were used to carry the mail, and then in 1864 postal officials inaugurated the Railway Mail Service. Instead of simply using train cars to transport mail, clerks on board specially-designed Railway Post Office (RPO) cars sorted mail while moving.

For stations where the train did not stop, mail cranes were erected next to the track for an exchange while the train passed. Before the train appeared, the postmaster suspended the town's outgoing mail in a tough canvas pouch on the crane. As the mail car passed, a clerk on board maneuvered a hook to grab the pouch and bring it into the car. Any mail for that town was tossed off the train in a similar pouch. This system was known as 'mail on-the-fly'.

Railway Mail Service carried the majority of U.S. mail for many decades. As the postal service decentralized its operations, it concentrated on sorting much of the growing volume of mail while it was being carried on the nation's rail lines. Not only were mail cars added to trains crisscrossing the nation, but special "Fast Mail Trains" comprised of nothing but mail sorting cars helped move massive amounts of mail between some of the nation's largest cities. The service ended on June 30, 1977.
Nancy Pope, National Postal Museum

B. Object Description

An object description provides information unique to each object displayed on ***Arago***. Object descriptions should NOT include general information, which is best suited for a narrative description.

General Object Description guidelines:

Content	• Detailed information about the object: **physical description, origin, any unique characteristics**. • Information relevant to production of object: **maker, style, model** • Use of object: **function** • Interpret the object; explain its significance, place it in context: **historic background** • **Biographical/historical information** (including dates) on person(s), businesses, institutions or events associated with the object, if significant.
Length	• No maximum words • Be succinct NOTE: If the entry is of significant length the writer should organize the information so that the most important elements come early in the text.
Style	• clear, concise description • complete sentences • use proper grammar

1) Philatelic Object Descriptions
- Do not include a philatelic catalogue number in the description. This number appears in a separate field.
- Note any marginal markings, such as imprints, partial imprints, arrows, stars, center lines, letters, plate numbers or watermarks.
- Include key words that collectors might use when trying to locate information on this stamp's design, production, and use.
- Also refer to the material culture criteria outlined in the Postal Operations section below.

2) Postal Operations Object Descriptions
Follow these steps to interpret a specific object. Depending on how a researcher approaches material culture may determine the order: 1) interpret the object then describe

its physical aspects, or 2) start with the physical description and follow with an interpretation.

1) **Interpret the object**:
    a. Why is this object important?
    b. Why does it exist?
    c. How was it used?

2) **General context for the object**:
    a. How does it fit into the collection?
    b. What role does it play, if any, in the larger history of American history and/or the history of the postal system?

3) **Physical description of the object**.
    a. Describe the size, materials, parts, and components
    b. Describe how the physical construction influences function:
        i. How does the item open?
        ii. How does it or its parts move?
        iii. How are parts attached?
    c. Remember, the Arago reader cannon touch, turn, open, or manipulate the object. Prepare a description that provides that 'intimate experience.'

4) If recent significant **conservation work** has been done, include those notes here.
    a. e.g. if the object had been painted to look like new, part of the object was ruined, a piece of the object was replicated or restored

Helpful Hints:
- Include keywords for non-numeric date references (Colonial period, Gilded Age, Cold War) if they directly relate to the object. These references assist with keyword searches.
- If multiple states or countries are listed in the "Place" field, provide a more detailed description here.
    o e.g., "This train car was manufactured in Greensboro, North Carolina, but was primarily in use on the Baltimore & Ohio (B&O) rail line, running from Baltimore, Maryland, to Cleveland, Ohio."
- Give a more detailed explanation of the relationship between the historic territory/country name and its modern equivalent.
    o e.g., "The Northwest Territories originally included many of the states in the Midwest. This object is from modern day Indiana, …" or "This area of Rhodesia is present day Zimbabwe …"

Possible Keywords: (American dates)

Colonial Period (1607- 1783)	Gilded Age (1865-1896)
Early Republic (1783-1820)	Progressive Era (1897-1932)
Antebellum Period (1821-1861)	Great Depression (1933-1939)
Civil War (1861-1865)	Cold War (1945-1989)

II. Style Guide

Please follow these formatting standards for any text that appears on *Arago*. For further formatting please refer to *The Chicago Manual of Style.* For proper grammar usage, refer to the latest edition of Strunk & White.

> *The Chicago Manual of Style.* 15th ed. Chicago and London: The University of Chicago Press, 2003. (http://www.chicagomanualofstyle.org/contents.html)
>
> Strunk, William. *Elements of Style*. Filiquarian Publishing, 2007.

A. Standard Formatting Conventions

- Complete sentences
- Proper punctuation
- Block paragraph format
- One space after a period
- Do not use contractions
- Avoid unnecessary colloquialisms
- Avoid passive voice

Rich-text format
***Arago* does NOT support certain symbols or rich-text format.**
Please omit the following formats to avoid the publication of errors (*â€•, &*)
- Do NOT use em-dash (—)
    - Use a double hyphen (--)
- Do NOT use superscripts. If necessary, type out the symbol in regular text.
    - the trade mark symbol (™) = TM
    - the copy right symbol (©) = CR
- Do NOT **bold** or *italicize* text
    - Use single quotation marks (') in place of *italics* to highlight a word or phrase.
        - Exception: Do not use quotation marks in place of italics in bibliographical citations
    - Use double quotation marks (") to surround direct quotes
- Do NOT use non-Roman alphabets and diacritical marks of Romance or other languages.

Punctuation
- Do not use exclamation points in the Object Name
    - (a few exceptions exist, such as the **29c Oklahoma!**)
- Avoid using question marks

Abbreviations
- Avoid using abbreviations in the object name.
- Spell out state names unless the topic is postal conventions for state abbreviations
- Do NOT use periods between country abbreviations
  - i.e. **US**

Country abbreviations
- United States of America (US; American)
- Central African Republic (CAR; Central African)
- Confederate States of America (CSA; Confederate)
- Federal Republic of Germany (Germany or West Germany; German or West German)
- German Democratic Republic (East Germany; East German)
- Great Britain (UK; British)
- People's Republic of China (China; Chinese)
- Republic of China (Taiwan; Taiwanese)
- Republic of South Africa (South Africa; South African)
- Turkish Republic of Northern Cyprus (Turkish Cyprus; Turkish or Turkish Cyprian)
- Union of Soviet Socialist Republics (USSR; Soviet)
- United Arab Emirates (UAE)
- United Arab Republic (UAR)

Acronyms
- For common acronyms (USPS, POD, RFD, RMS, HPO, EFO, FDC), write out the full name at first mention in the description field and use the abbreviation for repeated references.
  - e.g. Bureau of Engraving and Printing (BEP); National Association of Letter Carriers (NALC)
  - e.g. General Post Office (GPO); Postmaster General (PMG)
- Do not place periods between letters

Currency
- Do not abbreviate words except units of currency.
- Currency should follow standard abbreviations in Object Name
  - e.g. **$, c** [U.S. and Canadian currency]; **BP, p** [British currency]; **DM, pf** [German currency]; **F, c** [French currency]; **BF, c** [Belgian currency]; etc.
- Use the abbreviation that is appropriate for the time period.
- Spell out denomination and currency in body of text
  - e.g. **DM 45 million; four pence**.
- Use parentheses to enclose the denomination of an un-denominated or G/H rate or make-up stamp in the Object Name.
  - e.g. Undenom **(10c)**

- No space should be inserted between the denominations and the plus (+) sign of semi-postal stamps; e.g. 5c+2c.

Numbers, Dates, and Time
- Spell out numbers one–nine (1–9)
  - e.g. **one, two**…
- Use numerals for double digit numbers
  - e.g. **21, 22...**
- Spell out numbers that begin a sentence
- Denominations cited in the Object Name are expressed in numerals only
  - e.g., **27c**.
- Fractions and decimals appear in the Object Name if the postal rate cited uses them. Otherwise, spell out the fraction.
  - e.g**. 7.2c**
- Cite time in the main text as numerals punctuated with a colon. Leave a space before citing am or pm. Use lower case letters. Do not use periods to separate letters.
  - e.g. **9:00 pm** or **10:21 am**
- Use a hyphen to separate a range of dates; include a space on either side of the hyphen. (The em-dash creates errors in *Arago*.)
  - e.g**. July 2, 1950 - August 9, 1953**
  - e.g. **1992 - 1993**

Capitalization
- Capitalize the first letter of the first word of full-sentence captions of Object Descriptions.
  - e.g. "Postal clerks used handstamps such as this to mark pieces of mail that were damaged during handling within the mailstream."
- Omit the initial cap on the first word of a caption composed only of a phrase or single word in the Object Description field.
  - e.g. "mint"
- Use full caps if the original postmark or other markings are in full caps

Translations
- Use the American English spelling for words, terms, place names (country and city names), etc.
  - e.g. Union Postale Universelle would be **Universal Postal Union**.
- Incorporate words/phrase from non-English languages as needed.
- Use parentheses for translations following a foreign word or phrase.
- Use the English transliteration of words/phrase of non-Roman alphabetic languages.
- Spell out diacritical marks
  - e.g. the diphthong (double vowel) indicated by an umlaut

B. Text Citation

Plagiarism, defined by the Smithsonian as "the appropriation of another person's ideas, processes, results, or words without giving appropriate credit," is a serious intellectual offense (SI Directive 603 9/8/06). Please help us uphold the Smithsonian's scholarly standards by properly attributing research and ideas to the origin of the source.

Citing reference materials also serves as an education tool that will provide *Arago* readers additional opportunities to find out more about a topic.

All authors must formally **acknowledge** the facts or ideas that originated in another source, whether quoted or paraphrased.
- o Proper attribution bolsters the claim of fair use and avoids any accusation of plagiarism.
- o It is inappropriate, and often illegal, to cut and paste text from other sources or to use previously published text without quotes or proper citations.
- o Please refer to *Chicago Manual of Style* for more explanations regarding copyright and fair use.

- List references following the research text in **bibliography format** (see below for citation examples).

- **Paraphrasing** is preferable for *Arago* text.
  - o Paraphrasing is the restatement of text using different words.
  - o However, **significant** changes in style and voice of the original while retaining the essential ideas must occur.
  - o Cite all sources.

- **Direct Quotations**
  - o Use parenthetical citation to reference the source of a quotation.
    - ▪ Reference the author and date in parenthesis ( ) immediately following the quoted (or paraphrased) text. (refer to *Chicago Manual* 11.72)
    - ▪ Provide complete bibliographical reference information following the entire text.
      - e.g. "Two roads diverged in a wood, and I-- / I took the one less traveled by, / And that has made all the difference" (Frost 2).
        Reference:
        Frost, Robert. The Road Not Taken and Other Poems. Dover Publications: 1993.
  - o Retain any punctuation if it is part of a direct quote (i.e. spelling, capitalization and internal punctuation).
  - o Use [sic] following any direct quote spelling or grammar error.

- Use double quotation marks (") to surround the exact wording
- A block quotation does not require quote marks. Separate it by a line space above and below.
- List reference material following text as follows:

> Dead Letter Office
> For items never claimed or those that could not be delivered, postal workers oversaw their disposal. That included the destruction or recycling of paper from letters and wrappers. Clerks also meticulously tallied the totals for enclosed money and turned the funds over to the Treasury Department. Contents of packages were held for a period and then sold at public auction. Items that remained were destroyed or collected by the Dead Letter Office as curiosities in their museum.
>
> **Reference:**
> **Cushing, Marshall Henry. Story of Our Post Office. Boston: A. M. Thayer & Co., 1893.**
>
> **http://www.postalmuseum.si.edu/resources/6a2c_deadletters.html (Accessed March 21, 2006)**

Referencing your own work

- Permission is sometimes needed to reuse or even to revise your *own* work.
  - If the author refers to information he or she already has published— in a journal article, book, or other copyrighted publication—written permission must be secured from the copyright owner of the that publication. (Refer to *Chicago Manual* 4.69)

Bibliographic Citations: Examples for Specific Content

Books:
Rushdie, Salman. *The Ground Beneath Her Feet*. New York: Henry Holt, 1999.

Contribution to a multi-author book (also use for conference proceedings):
Ellet, Elizabeth F.L. "By Rail and Stage to Galena." In *Prairie States: Impressions of Illinois*, edited by Paul M. Angle, 271-79. Chicago: University of Chicago Press, 1968.

Editions other than the first:
Strunk, William, Jr., and E.B. White. *The Elements of Style*. 4th ed. New York: Allyn and Bacon, 2000.

Multivolume Works; Citing a particular volume:
Pelikan, Jaroslav. *The Christian Tradition: A History of the Development of Doctrine*.

Vol. 1, *The Emergence of the Catholic Tradition*. Chicago: University of Chicago Press, 1971.

Series:
The Cahokia Atlas: A Historical Atlas of Cahokia Archaeology. Studies in Illinois Archaeology 6. Springfield: Illinois Historic Preservation Agency, 1989.

Journal:
Morris, Romma Heillig. "Woman as Shaman: Reclaiming the Power to Heal." *Women's Studies: An Interdisciplinary Journal* 24 (September 1995): 573-84.

Electronic Journal:
Testa, Bernard, and Lamont B. Kier. "Emergence and Dissolvence in the Self-Organization of Complex Systems." *Entropy* 2, no.1 (March 2000): 1-25. http://www.mdpi.org/entropy/papers/e2010001.pdf (accessed January 7, 2002).

Magazines:
Stephen, Lacey. "The New German Style." *Horticulture*, March 2000, 44.

Newspapers:
Goodstein, Laurie, and William Glaberson. "The Well-Marked Roads to Homicidal Rage." *New York Times*, April 10, 2000, national edition, sec.1.

Theses and dissertations:
Murphy, Priscilla Coit. "What a Book Can Do: *Silent Spring* and Media Borne Public Debate." PhD diss., University of North Carolina, 2000.

Web site content:
Evanston Public Library Board of Trustees. "Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach." Evanston Public Library. http://www.epl.org/library/strategic-plan-00.html (accessed July 10, 2001)

III. Terminology Guide

Spelling and Distinctive Treatment of Words
- Use the familiar form and spelling of the proper name.
- Civil wars must be defined by the country.
  - e.g. US Civil War; Spanish Civil War
- When using a civil or military title:
  - Spell out the title
  - If the title precedes the individual's name, capitalize the title
    - e.g. Postmaster General Potter
  - If the tile follows the individual's name, use lower case
    - e.g. Jack Potter, postmaster general, …
  - Use the plural title when listing several names.
  - e.g. Postmasters General Potter and Smith.

History Department Terminology Guide

Air mail:
- The terms **Air Mail Service** and **Aerial Mail Service** are used interchangeably in documents of the era (1911-1920s).
  - Use **Air Mail Service** only when referring to it in documents at the time
  - e.g. "The button was labeled with the Air Mail Service logo."
- When talking about the service itself, combine Air and Mail,
  - e.g. "Benjamin Lipsner was named superintendent of the **Airmail Service** in 1918."
- When speaking of the service in general, use airmail service
  - e.g. "The **airmail service** began in 1918."

Handstamp – A stamp or overprint which has been applied to paper singly and without mechanical means; a hand-held apparatus for printing that is pressed on an ink pad and then struck on paper. The die may be of metal, rubber, wood, cork or linoleum.

- **Handstamp (one word)** devices come in specific varieties related to the use of the marks they make:
  - *Auxiliary handstamp --*
  - *Cachet handstamp --*
  - *Cancellation handstamp --*
  - *Duplex handstamp* – combination of cancellation and postmark handstamp (the mark and/or device).
  - *Overprint handstamp --*
  - *Postmark handstamp --*

Mailbags, mail sacks, mail pouches, satchels – mailbag is the general term referring to any type of bag that has been used to transport mail; see chart for other definitions

Mailbag definitions		
Name	**Distinguishing feature**	**Definition**
catcher pouch	cotton canvas or duck body; leather bottom; two leather straps attached to the body, one at middle and one at top; fastened with straps to cinch the bag into an hourglass figure and secure the mail; leather loop with metal ring at each end to attach to the crane/catcher arm	designed exclusively for railway mail; hung next to the track to be picked up by moving rail cars
foreign mail sack	closed with either a drawstring or leather strap; sealed using a lead seal (not a lock)	any bag used to transmit mail to foreign countries (except US military mail) is a sack
mailbag		general term to describe any bag that is used to transport the mail
mochila	made of leather and designed with four pockets, or *cantinas*, in which to carry mail	a Spanish term for knapsack. Used by Pony Express riders.
portmanteau	round leather mailbags that open on the side	used to carry all types of mail (both newspapers and letters); mail was sorted into separate linen or light canvas bags which were then placed together in the portmanteau
pouch	heavier weight canvas than sacks; equipped to be closed with a leather strap and buckle	used to carry regular first class mail, registered mail, and domestic or military air mail
sack	closed with a drawstring and fastener	used to carry second, third, and fourth class domestic mail; also see foreign mail sack
saddle bag	designed to fit around a horse's saddle	also called horse mail bags or saddle mail bags; used for horseback delivery on star routes
satchel	traditionally an over the shoulder style bag; collector's bags have two handles built into the leather covered frame at the top	mailbag used by letter carriers while delivering or collecting mail along a route
through registered pouches	long leather strap that wraps around the top of the bag passing through several thick staples like a belt; is buckled and then locked.	

Mailboxes, and other terms:
- **mailbox** (one word) or **collection box** is the preferred term.
  - Mailbox refers to a residential mail receptacle while a collection box is a postal-owned receptacle for collecting the mail.
  - A receiving box is the same as a collection box, and the term collection box should be used.

- The terms "letterbox" and "post box" are archaic and should only be used when the object is inscribed as such.

Mail (singular vs. plural):
- Use the singular form.
- The plural is archaic, which was frequently used before the 20th century.
    - e.g. "out of the mails"

Postcard, postal card:
- Postcard is written with one word, rather than "post card."
    - e.g. Censored Stampless postcard
- Postal cards are written with two words.
    - e.g. 13c Domestic postal card

Postal:
- Used as the modifier for items related to the postal service
    - e.g. postal horn.
- Only use "post" as a modifier for the phrase "post office."

Post Office, Postal Service, postal system:
Pre 1970:
- *General Post Office* is common term for administrative entity of the US postal system until 1828.
- *Post Office Department*, termed by Postmaster General John McLean (1823-29), refers to the administrative entity of the US postal system and is used for the system from 1828-1970.
- For reference to the service across centuries, *postal system* is acceptable.
    - When using the generic term postal system, never capitalize, regardless of year to which you are referring.
- Avoid using *postal service* to refer to the general service. Even when not capitalized, postal service is too easily confused with the USPS.
- Always capitalize: **Post Office Department**.
- Abbreviation: **POD**.

1971 and after:
- *United States Postal Service* became the administrative entity for the US postal system following the 1970 reorganization; enacted on July 1, 1971.
- Capitalize Postal Service, with or without United States or US preceding it.
- **US Postal Service** or **United States Postal Service** are both acceptable terms.
- Abbreviation: **USPS**.

When to use *post office* or *Post Office*:
- Capitalize **Post Office** when it is part of the name for a specific station
    - e.g. Church Street Station Post Office.
- Do not capitalize **post office** if you are referring to postal buildings in general.

- Capitalize Post Office if you are referring to the Post Office Department and/or the U.S. Postal Service. This is not a preferred use, but is acceptable.

National Postal Museum in writing for publication
- The first instance, use: Smithsonian National Postal Museum.
- Second instance, use: National Postal Museum.
- If you intend to use the abbreviation NPM, do so only after a prior reference to the full title
    - e.g. National Postal Museum (NPM)
- It is preferable to keep using the full title "National Postal Museum" for all subsequent references, but in interest of brevity, you can use:
    - NPM
    - Postal Museum (capitalize)
    - museum (do not capitalize)

Appendix

Bibliographic Citations for Frequently Used Sources

I. Philatelic

Brookman, Lester G. *The 19ᵗʰ Century Postage Stamps of the United States*. 1ˢᵗ ed. Vol. 2. New York: H.L. Lindquist, 1947.

Glass, Sol. *United States postage stamps, 1945-1952*. West Somerville: Bureau Issues Association, Inc., 1954.

Johl, Max G. *United States postage stamps, 1902-1935: regular issues, parcel post, airmails.* Lawrence, Massachusetts: Quarterman Publications, 1976.

Kloetzel, James E., ed. *2005 Specialized Catalogue of United States Stamps & Covers.* 83ʳᵈ ed. Sidney, Ohio: Scott Publishing Co., 2004.

Philately. *Postal Bulletin*, Month, Day, 2003, http://www.usps.com/cpim/ftp/bulletin/pb2003.htm

Sieger, Hermann E. *Zeppelin Post Katalog*. 21st ed. Lorch/Wurttemberg: Sieger-Verlag, 1995.

II. Postal History

Cushing, Marshall. *The Story of Our Post Office: The Greatest Government Department in all its Phases*. Boston, Mass.: A.M. Thayer & Co., 1893.

National Archives. Records of the Office of the Postmaster General 1773-1971. RG 28.2.