Hilaire Belloc:

An Inventory of His Collection at the Harry Ransom Center

Descriptive Summary

Creator: Belloc, Hilaire, 1870-1953

Title: Hilaire Belloc Collection

Dates: 1880-1963, undated

Extent: 26 boxes (10.92 linear feet), 3 oversize folders (osf)

Abstract: Contains manuscripts and letters by Anglo-French author, poet, and

historian, Hilaire Belloc. Manuscripts for a number of his novels, poems, histories, essays, and books for children are present, along with copious amounts of correspondence between Belloc, his literary

agent A. D. Peters, and the Belloc family.

Call Number: Manuscript Collection MS-0325

Language: English

Access: Open for research

Administrative Information

Processed by: Joan Sibley and Apryl Voskamp, 2015 **Note:** This finding aid

replicates and replaces information previously available only in a card catalog. Please see the explanatory note at the end of this finding aid for information regarding the arrangement of the manuscripts as

well as the abbreviations commonly used in descriptions.

Repository: Harry Ransom Center, The University of Texas at Austin

of two chapters. From Hanley II.

Works:

Untitled poem, A grocer standing near the fire..., handwritten manuscript, 1 page, Container undated. 1.1 Arles, handwritten manuscript with emendations, 4 pages, undated. Autobiographical note on his writing methods, handwritten and typed manuscript, 1 page, undated. Included with this: typed carbon copy manuscript / copy, 1 page, undated. From Hanley II. Ballad of good tidings, typescript with extensive handwritten revisions, 1 page, 1932. Included with this: typed carbon copy manuscript / copy, 1 page, undated. From Hanley II. The battle of Val-es-Dunes (poem), handwritten manuscript with emendations, 3 pages, undated. From Hanley II. The battle of Val-es-Dunes / titled The victory of the at Val-es-Dunes in 1047 (poem), handwritten manuscript with revisions, 1 page, undated. Written on stationery of Café du Commerce, Calais. Included with this: photostat / copy, 1 page, undated. From Hanley II. Belinda: A tale of affection in youth and age, handwritten manuscript and few pages of typescript with extensive handwritten revisions, 141 pages, 1928. Included with Container this: discarded first chapter, typescript with handwritten emendations and addition, 9 1.2 pages, undated; cover letters to typist for some chapters. From Hanley II. But soft: we are observed!, handwritten and typed manuscript with extensive Container revisions, 226 pages, undated. From Hanley II. 1.3 - 4Charles I, typescript with handwritten revisions and handwritten and typed inserts, Container 377 pages, undated. Lacking pages 18-20. From Hanley II. 1.5-7Container Charles I: last page, photostat / copy with revisions and notes, 1 page, undated. 1.8 Charles II: The last rally (synopses of 13 chapters), handwritten manuscript with Container revisions, 16, pages, undated. From Hanley II. 2.1 Charles II, typed and carbon copy manuscript / incomplete with handwritten revisions and handwritten and typed inserts, 251 pages, undated. Included with this: Container handwritten manuscript / fragments, 3 pages and carbon copy typescript duplicates 2.2 - 3

loc, Hilaire, 18/0-1953 Manuscript Collection MS-03	
Charles II: provisional list of sections, typescript / fragments with handwritten revisions / facsimile pages, 3 pages, undated. Opening pages for two sections and the outline.	Container 2.1
The complete guide, handwritten manuscript with signed handwritten note, 40 pages bound, 4 July 1929. For goddaughter on occasion of her wedding. From Hanley II. Contains recommendations for inns and food, wines and liquors, travel routes, etc.	S Container 2.4
A conversation with an angel and other essays, carbon typescript with handwritten corrections, emendations, and note, 313 pages, undated. Amended copy for the printer. From Hanley II.	Container 2.5
Economics notebook, handwritten and typed manuscript with revisions in bound notebook, 46 pages, undated. Typescript sections pinned in. Included with this: Chapter II Land and other sections, typescript with handwritten emendations, 9 pages, undated. From Hanley II.	Container 2.6
The emerald, typescript with extensive handwritten revisions, additions, and insertions and handwritten dedication to Maurice Baring, 189 pages, undated. From Hanley II.	Container 3.1
Esto perpetua: notes and drafts, handwritten manuscript / fragments with revisions, 25 pages, undated.	Container 3.2
Esto perpetua, page proofs / fragments with handwritten corrections, notes, and emendations, pages 1-16, 24-25, and 145-160, with printer's stamps dated 1905-1906. Included with this: proofs of illustrations with handwritten notes; handwritten sketches; carbon copy typescript list of drawings.	
The Ferrer case, carbon typescript with handwritten emendations and additions, 23 pages, 1910. From Hanley II.	Container 3.3
First and last, printed articles from newspapers and magazines with handwritten corrections and emendations, 10 sheets, 1911. Partial collection of contents of book	Container 3.4
The four men:	
Handwritten manuscript / drafts and notes, typescript and carbon copy typed fragments and duplicates, all unsorted, approximately 500 pages, undated. Some notes probably not intended for this book. Included with this: drawings and musicage from Hanley III.	Container c 3.5-6

scores. From Hanley III.

Composite typescript and printed paste-ins / incomplete with handwritten Container revisions and musical inserts, approximately 160 pages, undated. Lacking pages 4.1 95-134. From Hanley III.

Galley proofs / incomplete with handwritten corrections and emendations, 5 sheets; galley proofs / incomplete cut and reassembled with handwritten corrections, notes, and emendations and typed sheet of instructions to printer, 13 pages; 1912. From Hanley III.	Container osf 2
Galley proofs with handwritten corrections and emendations, 57 sheets, 1912.	Container osf 3
Page proofs / incomplete with handwritten corrections and emendations, 272 pages, 1912. From Hanley III.	Container 4.2
The green overcoat, typescript with handwritten revisions, 250 pages, undated.	Container 4.3
The haunted house, typescript with extensive handwritten revisions, additions, and inserts, 253 pages, undated. From Hanley II.	Container 4.5-6
Hills and the sea, handwritten and carbon copy typed manuscript with printed newspaper clippings and magazine extracts of material used in the book, approximately 150 pages, 1904-1906. Included with this: typescript table of contents for book. From Hanley II.	Container 4.7-5.1
The historic Thames, disbound printed copy with handwritten and typed revisions for new edition, 217 pages, 25 May 1908.	Container 5.2
The history of England, typescript with extensive handwritten revisions, 987 pages, undated. Lacking first five pages. From Hanley II.	Container 5.3-6.5
The history of England: dedication and introduction, handwritten and typed manuscript / fragments with handwritten revisions / facsimile pages, 4 pages, undated.	Container 6.6
How the reformation happened / titled The reformation, proofs of version written as separate articles, most pasted to leaves with heavy handwritten revisions, plus handwritten manuscript / introductory addition, 179 pages, 1928. From Hanley II.	Container 7.1-3
James II, composite handwritten and typed manuscript with handwritten revisions, 323 pages, undated. From Hanley II.	Container 7.4-6
June, handwritten manuscript with emendations, 1 page, undated. With printed version attached. From Sonnets of the twelve months.	Container 4.4
Laud on the scaffold, carbon copy typescript with handwritten emendations, 6 pages, undated. From Hanley II.	
Louis XIV: notes and worksheets, handwritten manuscript / fragments with revisions, 18 pages, circa 1938.	Container 7.7

Louis XIV: fragment, carbon copy typescript, 13 pages, circa 1938. Probably copy of chapter draft.

Lucidity, signed typescript with handwritten revisions, 13 pages, undated. From the Container Hanley Collection.

The man who made gold, typescript with extensive handwritten revisions and several pages of handwritten manuscript inserts, 235 pages, 1930. From Hanley II. 8.1-2

The marching songs, handwritten manuscript / drafts with revisions, 7 pages, undated. Written on pages from notebook. From Hanley II.

4.4

Marie Antoinette:

Miscellaneous notes, handwritten manuscript, 2 pages, undated.

Container

8.3

Notes and chronologies, handwritten manuscript with revisions and a few typed pages, approximately 275 pages, 1904. Written on various sized sheets with some notes on verso of printed items.

Container* 8.4-5

Notes, workings, and drafts, handwritten manuscript / incomplete with revisions and few typed pages, approximately 275 pages, 1904-1908.

Container

8.6-7

Excerpts, printed newspaper clippings with handwritten emendations, 4 clippings, **Container** 1907-1908.

Typescript with handwritten revisions, 642 pages, 6 April 1909. From Hanley II. Container 9.1-4

Carbon copy typescript / fragments with few handwritten emendations, 14 pages, Container undated.

Map for Battle of Wattignies, hand-drawn map in ink and pencil, 1 page, undated.

Milton: place and time, carbon copy typescript / draft, 18 pages, 1934.

Container

4.4

Milton: synopsis and notes, handwritten manuscript with revisions, 83 pages, 1934. Container 9.5

The missing masterpiece, typescript with extensive handwritten revisions, 279 pages, undated. Included with this: 22 pages of handwritten manuscript material and 3 page typed synopsis. From Hanley II.

Container
10.1-2

Mr. Petre, typescript with handwritten insertions and pencil drawings, heavy handwritten revisions and signed handwritten inscription, approximately 275 pages bound, 1926. Drawings by G. K. Chesterton.

Container
10.3

The modern traveller, author's proof with few handwritten revisions, 13 pages, 1898.	Container
From Hanley II.	10.4

More beasts (for worse children), page proofs with handwritten corrections and printer's markings, approximately 80 pages, 1897. Included with this: notes and original drawings by Basil Temple Blackwood. From Hanley II.

Container 10.5

Napoleon: notes and outlines, handwritten manuscript with revisions and few typed pages, approximately 190 pages, undated. Included with this: 20 maps.

Container 10.6-11.1

The nature of contemporary England:

Handwritten and typed manuscript with handwritten revisions, 64 pages, undated. **Container** From Hanley II.

Typescript with handwritten revisions and inserts, 75 pages, undated.

Container 11.3

Signed typescript with few handwritten emendations and deletions, 79 pages, undated. From Hanley II.

Container 11.4

The old road, handwritten and typed manuscript with extensive handwritten revisions, 229 pages; unsorted typed and carbon copy manuscript pages of early discarded drafts with handwritten revisions, 144 pages; galley proofs with handwritten corrections, 77 pages; maps and illustrations; miscellaneous materials and sheets; 1904. From Hanley II.

Container 11.6-12.2, osf 1

On what known hills... (poem), handwritten manuscript with emendations, 2 pages, undated. From Hanley II.

Container 11.5

Poetic drafts and fragments, handwritten manuscript with revisions, 6 pages; carbon copy typescript with handwritten emendations, 1 page; undated. Original title: A collection of manuscript poems. From Hanley II.

Container 12.3

The postmaster general, typescript with handwritten revisions / final draft from which book was published, 276 pages; typescript / incomplete with extensive handwritten revisions and handwritten and typed inserts / 2nd draft, 215 pages; 1932. Incomplete version lacking chapters 16-18. From Hanley II.

Container 12.4-13.1

The praise of wine: An heroic poem, author's printed copy with handwritten revisions, 8 pages, Christmas 1931. Inscribed to Duff Cooper. Privately printed. From Hanley II.

Container 13.2

The rebel (poem), signed handwritten manuscript with emendations, 3 pages, undated. From Hanley II.

Container 11.5

Richelieu, carbon copy typescript with handwritten inserts and revisions, approximately 340 pages, circa 1929. Included with this: handwritten manuscript notes and outlines.

Container 13.3-6

Sonnet, handwritten manuscript / incomplete with workings, 1 page, undated. From **Container** Hanley II.

11.5

Spaghetti (recipe), handwritten manuscript, 3 pages, undated.

A suggestion for Who's Who (poem), handwritten manuscript with emendations, 4 pages, undated.

Survivals and new arrivals, handwritten and typed manuscript with printed paste-ins Container and heavy handwritten revisions, approximately 215 pages, undated. 13.7-14.1

Tarantella (poem), handwritten manuscript with revisions, 1 page, undated. Included **Container** with this: photostat / copy, 1 page, undated. From Hanley II. 11.5

Unpublished poems, typescript, 9 pages, undated. Contents: The ballade of Mrs. Willy James (3 versions); Epigrams; Lines to a fan.

The will in the matter of Louis' character, typescript with handwritten emendations, 5 pages, undated. Title deleted. From Hanley II.

William the Conqueror, typescript with handwritten revisions, 112 pages, 1933.

Container 14.2

Wolsey:

Notes, workings, and drafts, handwritten, typed, and carbon copy manuscript / fragments with handwritten revisions and 2 printed newspaper clippings, approximately 200 pages, undated.

Container 14.3

Preface and dedication page, signed handwritten manuscript with emendations, 3 Container pages, undated. From Hanley II. 11.5

Handwritten, typed and carbon copy manuscript with handwritten revisions and handwritten and typed insertions, 394 pages, undated. Included with this: signed typed and carbon copy manuscript / incomplete version with some handwritten emendations and typed and carbon copy extra leaves, 300 pages, undated. From Hanley II.

Container 14.4-15.3

Works 1:

Verses, typescript with handwritten emendations and title page, 59 pages, October 1910. Contents: A dedication; To dives; Stanza written on Battersea Bridge during the prevalence of the late South-Westerly gale; The South country; The fanatic; Noël; The early morning; When Jesus Christ was four years old...; Our Lord and our Lady; In a boat; Courtesy; The night; The leader; On bivouac; To the Balliol men still in Africa; Verses to a lord who, in the House of Lords, said that those who opposed the South African adventure confused soldiers with money-grubbers; The rebel; West Sussex drinking song; A ballad on sociological economics; An oracle; Heretics all; The death and last confession of Peter; Dedicatory ode; Dedication on the gift of a book to a child; Another dedication in a child's book of imaginary tales; Homage; Fille-la-Haine; The moon's funeral; The happy journalist; Lines to a don; Newdigate poem; The yellow mustard; On hygiene; The false heart; On Benicia, who wished him well; The politician; Short ballad and postscript on Consols. From Hanley II.

Container 15.4

Works 2:

A moral alphabet / original manuscript, handwritten and typed manuscript with handwritten revisions; galley proofs with handwritten alterations; page proofs / incomplete with handwritten notes for alterations, approximately 85 pages, 1899. From Hanley II.

Container 15.5

Letters:

2 ALS to unidentified recipient, 23 February 1907, undated.

Container 15.6

T memorandum to unidentified publishing firm, undated. From Hanley II.

TL / fragment to unidentified recipient, circa 1929.

6 ALS, TLS to unidentified recipients, 1903-1936.

ALS to editor of American Hebrew, 29 October 1932.

ALS, TL, APCI to Armytage, R. N. Green, 1915-1934.

61 ALS, ALS / incomplete, 9 ALI, ALI / incomplete, 5 TLS, TLI, 9 TL to Balfour, Charlotte, 1904-1938, undated. Container 15.7-16.1

TLS to Balfour, Reginald, 28 October 1903.

Container 15.6

TccL to Baring, Maurice, 1 April 1941. From Hanley II.

5 TLS to Baxter, K. C., 1935-1939.

ALS to Benjamin, Lewis D., 14 January 1929.

TLS to Benn, Ernest John Picstone, Sir, 28 November 1931. From Hanley II.

ALS to Brawley, Charles Jr., 22 November 1928.

TLS to Burke, Thomas, 20 February 1913.

ALS to Christy, _____, 8 March 1919.

TLS to Crieghton-Mandell, undated.

22 ALS, 23 TLS, APCS to Foster, Nevil, 1915-1919, undated.

Container 16.2

TL to Garnett, Edward, 19 November 1911.

Container 15.6

TccL to Houghton Mifflin Co., 29 April 1937.

TLS to Hutchinson, John H., 31 March 1937. Included with this: ALS / copy Hutchinson to Belloc, 15 March 1937.

ALS to "Jed," 1 September 1928.

Container 16.3

ALS to Jerrold, Walter, 12 October 1907. Not described in card catalog; purchase, R13296, 1995.

TccL to Kyllman, 21 May 1937. From Hanley II.

TL / copy to Lippincott (J. B.) & Co., 5 August 1930. From Hanley II.

TLS to Moseley, M., Miss, 20 January 1927.

TLS to Murdoch, Arthur S., 2 February 1915.

TccL to "Nan," 1 April 1941. From Hanley II.

ALS to Partridge & Cooper, Ltd., 11 January 1935.

ALS to Pearson, , Mrs., undated.

ALS, TLS to Penn, Miss, 24 November 1917, 15 March 1929. Not described in card catalog; purchase, R12518, 1991.

AL to Perman, 20 October 1918. Two hand-drawn maps enclosed.

146 ALS, 252 ALI, 124 TLS, 22 TLI, 291 TL, 3 ANS, ANI, 7 APCS, 14 APCI, APC to Peters (A. D.) Literary Agent, 1925-1942, undated. From Hanley II:

Container 16.4	Undated; 1925-1928.
Container 16.5	1929.
Container 16.6	1930.
Container 17.1	1931.
Container 17.2	1932-1933.
Container 17.3	1934-1935.
Container 17.4	1936-1937.
Container 17.5	1938-1939.
Container 18.1	1939-1942.

4 ALI, TLS, 2 TL to Peters (A. D.) Literary Agent, 1928-1941. Attached to TLS: handwritten manuscript / blurb for his book on Chesterton and carbon typescript copy of it. From Hanley II.

Container
16.3

TLS, telegram to Peters (A. D.) Literary Agent, 1 October 1928, undated.

Belloc, Hilaire, 1870-1953

TccL to Phipps, Lady, 16 August 1937. From Hanley II.

TccL to Putnam & Company, Ltd., 25 July 1935. From Hanley II.

ALS to the editor of Review of Reviews, 19 November 1926. Removed from a copy of Mr. Belloc objects to The outline of history (AC-L W 462 mis 1926 a copy 3).

ALS to the Royal Geographical Society, 8 February 1918.

2 TLS to Royal Institute of British Architects, 12 June 1925, 12 April 1931.

ANS to Seccombe, 15 March 1910.

ALS to Shaw, George Bernard, 15 January 1929.

ALS, TL to Sheppard, Clare, 20 March 1931, 30 January 1939.

TLS to "Stopford," 12 March 1916.

TLS to Wilson, 2 August 1928.

Recipient:

G. P. Putnam's Sons, Ltd. TLS George Haven Putnam to Belloc, Hilaire with handwritten note by Belloc, 6-7 June 1928. From Hanley II.

Container 18.2

Methuen and Co., ALS to Belloc, Hilaire re Marie Antoinette, 1 November 1906.

Miscellaneous:

Unidentified author. Blurb for Ernest Bramah's The wallet of Kai Lung quoting Belloc, typescript, 1 page, undated. From Hanley II.

Container 18.3

Unidentified author. Notes on Belloc's conversation with F. J. Sheed, typescript, 4 pages, 30 November 1944.

Aeschylus. Prometheus bound, Belloc's printed school copy with numerous drawings, doodlings, and notes by Belloc, 98 pages bound, 1880. Written on flyleaf: "T. H. Belloc. IV Form. Friday. Sept. 14, 1883." From Hanley II.

Albatross Verlag. Memorandum of agreement with Hilaire Belloc re Napoleon, signed printed document, 2 pages, 20 February 1933.

Albatross Verlag. Memorandum of agreement with Hilaire Belloc re Richelieu, signed printed document, 2 pages, 12 April 1932.

J. W. Arrowsmith, Ltd. TLS director G. Belton Cobb to Peters (A. D.), Literary Agent, 30 May 1927. Attached to this: proposed design for book wrapper for Belloc's The haunted house. From Hanley II.

Baring, Maurice, 1874-1945. 2 ALS to Peters (A. D.), Literary Agent, re dinner for Belloc, 29 June and 16 July 1930. From Hanley II.

Belloc, Bessie Rayner. 5 ALS, ALI to Green-Armytage, Mrs., 1906-1915.

Belloc, Bessie Rayner Parkes, 1829-1925. ALS to Sergeant, Miss, 26 November 1903.

Belloc, Hilaire, 1870-1953:

Account book, handwritten manuscript expense record, 48 pages in bound ledger Container notebook, 1898-1899. From Hanley II.

Label for manuscript of The old road, handwritten manuscript, 1 tag, undated.

Map sketch for section of France, handwritten manuscript, 1 page, undated. From Hanley II.

Memoranda, typed and carbon copy manuscript with occasional handwritten additions, approximately 400 pages, 1911-1914. Day-by-day accounts of Belloc's **Container** schedule of activity. Included with these: a few memento items related to the memoranda.

Memoranda, typed and carbon copy manuscript with handwritten additions and notes, 236 pages, 1914-1915.

Container
19.2-3

Miniatures of English history: suggested subjects, typescript, 3 pages, undated. From Hanley II.

Container 18.4

Outline of and notes on Les Origines and Les Croisades, handwritten manuscript Container / incomplete with numerous sketched maps, 49 pages, 26 September, 1894.

Tarquinia (travel directions), handwritten manuscript, 1 page, undated.

Container 18.4

Clemens, Cyril, 1902- . A visit to Hilaire Belloc at King's Land, typescript / incomplete, 10 pages, undated.

Cooper, Duff, 1890- . 2 ALS to Peters (A. D.), Literary Agent, re dinner for Belloc, 21 and 29 July 1930. From the Hanley Collection.

Duckworth & Co. TLS to Armytage, R. N. Green, 13 November 1914.

Herbert, Alan Patrick, Sir, 1890- . TLS to Peters (A. D.), Literary Agent, re Belloc dinner, 29 July 1930. From Hanley II.

Knox, Ronald Arbuthnott, 1888- . TLS to Peters (A. D.), Literary Agent, re inability to attend dinner honoring Belloc, 18 July 1930. From Hanley II.

Lucas, Edward Verrall, 1868-1938. ALS to Peters (A. D.), Literary Agent, re Belloc dinner, 5 August 1930. From Hanley II.

Lunn, Hugh Kingsmill. ALS to Peters (A. D.), Literary Agent, 22 July 1929. From Hanley II.

Macdonell, Archibald Gordon, 1895-1941. Introduction to Everyman edition of Belloc's Stories, essays, and poems, printed extract, 4 pages, 1938. Included with this: printed title page with handwritten note in unidentified hand and typed note; printed bibliography of Belloc with handwritten note in unidentified hand, undated. From Hanley II.

Moore, Alan. Notes from my journal... about H. Belloc, handwritten manuscript / copy with signed note, 10 pages, January-February 1921. Note dated 27 September 1954. Written with this: AL / copy / incomplete Norman Moore to his wife Amy, 9 April 1882.

Peters (A. D.), Literary Agent. TccL to Simon and Schuster, Inc., 19 August 1938. From Hanley II.

Peters (A. D.), Literary Agent. 1927-1963. Included with these: 25 TccL replies from Peters to Belloc. Also included: 4,784 additional items, including correspondence with Belloc's heirs, principally Eleanor Belloc Jebb. Contents:

Undated; 1925-1928 April.

Container 19.5

Belloc, Hilaire, 1870-1953	Manuscript Collection MS-0325
1928 May-November.	Container 20.1
1928 December-1929 January; 1950 June-September.	Container 20.2
1950 October-1952 March.	Container 20.3
1952 April-December.	Container 20.4
1953 January-May.	Container 20.5
1953 June-August.	Container 20.6
1953 September-December.	Container 21.1
1954 January-March.	Container 21.2
1954 April-June.	Container 21.3
1954 July-September.	Container 21.4
1954 October-1955 February.	Container 21.5
1955 March-May.	Container 21.6
1955 June-October.	Container 22.1
1955 November-1956 February.	Container 22.2
1956 March-May.	Container 22.3
1956 June-July.	Container 22.4
1956 August-November.	Container 22.5
1956 December-1957 April.	Container 23.1
1957 May-October.	Container 23.2
1957 November-1958 March.	Container 23.3
1958 April-July.	Container 23.4
1958 August-December.	Container 23.5
1959 January-April.	Container 24.1
1959 May-July.	Container 24.2
1959 August-December.	Container 24.3

1960 January-April.	Container 24.4
1960 May-June.	Container 24.5
1960 July-October.	Container 24.6
1960 November-1961 February.	Container 25.1
1961 March-July.	Container 25.2
1961 August-1962 January.	Container 25.3
1962 February-June.	Container 25.4
1962 July-November.	Container 25.5
1962 December-1963 April.	Container 26.1
1963 May-December.	Container 26.2

Tait, A. Carlyle. Notes taken at debate between Hilaire Belloc and the Fabian Society, signed handwritten manuscript, 9 pages, 22 April 1910. Debate titled An alternative policy for socialists.

Container
18.4

Walpole, Hugh, Sir, 1884-1941. ALS to Peters (A. D.), Literary Agent, 16 May 1937. From Hanley II.

Explanatory Note Concerning Manuscript Collections Cataloged in the Card Catalog

Prior to 1990 when archival cataloging procedures were adopted at the Ransom Center, all manuscript collections were described in a card catalog.

Organization of Collections:

- Manuscripts for each author collection were organized into four categories:
- Works: manuscripts by the author, arranged alphabetically by title;
- Letters: the author's outgoing correspondence, arranged alphabetically by recipient name;
- **Recipient:** the author's incoming correspondence, arranged alphabetically by the author of the letter; and
- Miscellaneous: all other manuscripts and correspondence, arranged alphabetically by creator.

Materials that did not fit into these categories, such as art, photographs, books, and near-print materials such as newspaper clippings, were dispersed to other Ransom Center collections for cataloging and storage.

Abbreviations Used in Descriptions:

The symbols below were used in combinations. For example **ALS** means autograph letter signed; **Tccms** means typed carbon copy manuscript, etc.

- \bullet **A** = autograph (i.e., handwritten)
- $\mathbf{T} = \text{typed}$
- S = signed
- I = initialed
- Ms = manuscript
- Mss = manuscripts
- L = letter
- \bullet **FL** = form letter
- N = note
- \mathbf{D} = document
- $\mathbf{C} = \mathbf{card}$
- PC = post card
- cc = carbon copy
- $\mathbf{p} = \text{page}$
- pp = pages
- $\bullet l = leaf$
- \bullet **ll** = leaves
- \bullet **nd** = no date
- inc d = incomplete date