



The Edward T. LeBlanc Memorial
DIME NOVEL BIBLIOGRAPHY

Dime Novel Bibliography

Training Manual

**Falvey Memorial Library, Villanova University Special
Collections & Digital Library**

Summer, 2016

revised May 10, 2023

Contents

Introduction	4
Useful Links	4
Breakdown by Binder	4
Getting Started.....	6
Accessing and Using the Back End	6
Back End Tasks	6
Transcribing LeBlanc Listings	6
Indexing Periodicals	6
Searching the Front End.....	7
Title Searching Tips	7
Person Searching Tips	7
Keyword Searching Tips	7
Editing a Series	8
Step-by-step Instructions.....	8
Notes	8
Editing an Edition	9
Managing Credits	9
Notes	9
Add Existing Item	11
Step 1: Attach the Existing Item.....	11
Step 2: Edit Newly Created Edition	11
Important Note About Credits	11
Step 3: Put the Series in Order.....	11
Add New Item	12
Step 1: Create the Item	12
Rules for Entering Titles	12
Step 2: Edit the Newly Created Edition.....	12
Step 3: Put the Series in Order	12
Ordering a Series.....	13
Notes	13
Add New Person.....	14
Step 1: Find the Authority Record, if Possible	14

Step 2: Create the Person	14
Step 3: Link Pseudonym(s)	15
Cross-referencing	16
Notes	16
Check Series' Status	17
Using the Notes / Commentary Field.....	18
Notes	18
Periodicals	19
Background Information	19
Step-by-Step Instructions.....	19
Researching Missing Titles	22
Background Information	22
Search Strategies.....	22
Documenting Your Findings	23
Appendix 1: Glossary	25

Introduction

Edward T. LeBlanc was the editor of *Dime Novel Round -Up* from 1952 to 1994, and he devoted many years of his life to compiling extensive lists of dime novels and related materials.

The material LeBlanc amassed was collected in 13 binders, arranged in alphabetical order by series name, with each series' listing containing titles published in the series. In many cases, titles are followed by abbreviations and numbers offering cross references to other listings; this tracks the reprint history of titles that appeared in multiple series. Some listings also contain handwritten notes added by Lydia C. Schurman as she compared LeBlanc's listings against holdings in the Library of Congress. A separate document called "Notes from Lydia C. Schurman" is also available with some of Schurman's general commentary.

The dimenovels.org project is building a database from LeBlanc's Bibliography in order to make this information more accessible and searchable. The database format makes it possible to more easily and completely track relationships between the titles, authors and series found in LeBlanc's work.

Useful Links

Dime Novel Bibliography database -- back end (for data entry)

<https://dimenovels.org/edit>

Dime Novel Bibliography database -- front end (for searching public interface)

<https://dimenovels.org/>

Master List of Abbreviations

<http://digital.library.villanova.edu/Item/vudl:287327>

LeBlanc Bibliography [13 Binders]

<http://digital.library.villanova.edu/Collection/vudl:283769>

Breakdown by Binder

Binder 1	Abbott Five Cent Novels -- Boys' World	http://digital.library.villanova.edu/Item/vudl:294631
Binder 2	Bound to Win Library -- Elzevir Library	http://digital.library.villanova.edu/Item/vudl:283770
Binder 3	Emerson Bennett's Works -- Frank Manley's Weekly	http://digital.library.villanova.edu/Item/vudl:296538
Binder 4	Frank Starr's American Novels -- Hood's Home Library	http://digital.library.villanova.edu/Item/vudl:315118

Binder 5	Household Library -- Love Story Library	http://digital.library.villanova.edu/Item/vudl:305716
Binder 6	Lovell's Detective Series -- Munro's Library	http://digital.library.villanova.edu/Item/vudl:347681
Binder 7	Munro's Library of Popular Novels - - New York Comic Library	http://digital.library.villanova.edu/Item/vudl:329512
Binder 8	New York Detective Library -- Novelette Library	http://digital.library.villanova.edu/Item/vudl:360842
Binder 9	Novels by Charles Garvice -- Play Book Series	http://digital.library.villanova.edu/Item/vudl:384777
Binder 10	Pluck and Luck -- Seaside Library Ordinary Edition	http://digital.library.villanova.edu/Item/vudl:384780
Binder 11	Seaside Library Ordinary Edition -- Sunday Series	http://digital.library.villanova.edu/Item/vudl:384783
Binder 12	Sunnyside Series -- Wide Awake Library	http://digital.library.villanova.edu/Item/vudl:384786
Binder 13	Wide Awake Library -- Youths' Library	http://digital.library.villanova.edu/Item/vudl:384789

Getting Started

This manual provides instructions on how to perform common dimenovels.org data entry tasks. Each task has its own section. This page provides an overview to help you decide which sections to refer to.

Accessing and Using the Back End

The data entry interface, or back end, of dimenovels.org can be accessed at <https://dimenovels.org/edit>.

After logging in to this system, the user will be presented with a menu of different types of entities that may be created or edited within the database. Each type of entity will open a separate browser tab when clicked.

The majority of data entry activity will take place within the Series tab, though significant work will also be done in the People tab.

Back End Tasks

Common data entry tasks fall under two general categories: transcribing LeBlanc listings, and indexing periodicals.

Transcribing LeBlanc Listings

This task consists of entering existing data from a bibliographic listing into the database. This is the basic workflow that needs to be carried out for each title in the listing:

1. Follow the “Searching the Front End” instructions to see if the title already exists in another series.
2. If the title already exists, follow the “Add Existing Item” instructions.
3. If the listing includes cross-references to other series and you did not find an existing item, the references may be helpful for finding non-obvious matches for the title; see the “Cross-referencing” instructions for more details.
4. If the title does not already exist, follow the “Add New Item” instructions.

When a listing is completed, some common errors can be automatically detected; see “Check Series’ Status” for details.

Sometimes, unusual situations will arise which need to be noted on the series-level listing, or there may be problems found on the “Check Series’ Status” page which cannot be resolved. See “Using the Notes / Commentary Field” for details on how to document these things.

Indexing Periodicals

This task consists of examining individual issues of periodicals and entering their contents into the system. This is a slightly more advanced task than transcribing listings, but most of the principles are the same. See the Periodicals chapter below for detailed notes.

Searching the Front End

It is often useful to keep the dimenovels.org front end (<https://dimenovels.org/>) open in a separate tab while working in the back end. This allows convenient searches to make sure that duplicate items are not accidentally added to the database and to double-check identifiers of existing resources.

Use the search box at the top of the page to perform your search. Each of the search types that can be selected next to the search box behaves differently, as described below.

Title Searching Tips

- When you search by title, the system looks for your search string as part of a title. The order of words matters -- this is a SUBSTRING search, not a KEYWORD search. For example, a search for “bride tomb” will not match “bride of the tomb” because the words are non-adjacent but “f the to” will match even though it contains some partial words. If you want to search for independent keywords, use the Keyword search instead.
- Do not include articles (A, An, The) as part of your search string, as they will be ignored anyway.
- It is sometimes easiest to search for a single distinctive word within the title; this helps ensure a hit even if other parts of the title vary slightly across editions.
- It is worth trying multiple searches with multiple words just in case a minor title variation is preventing a hit.
- If title searching fails, try doing an author search and looking for a likely close match within the relevant author’s bibliography. This is often a good way of discovering title variations.

Person Searching Tips

- When you search by author, the system attempts to match your terms against words within names. Partial words are acceptable. For example, a search for “jo sm” will find “John Smith” and “Joanne Smithers.”
- When you are looking at the titles created by a person, they are grouped by series by default. It is often more helpful to get a list sorted by title. Note the “sort by” control at the top right of the Person page; this will allow you to access the title order.

Keyword Searching Tips

- This mode searches the words of your query independently across titles, people and other text fields like tags/subjects.
- Keyword searching may be slower and less accurate than the more targeted title/person searches, but it is a useful way to cast a broad net.

Editing a Series

Step-by-step Instructions

Follow these steps to edit a series:

1. Log in to the back end at <https://dimenovels.org/edit>
2. In the main menu, Click on the Series link; an alphabetical list of all series in the database will appear in a new tab. If a new tab does not appear, check your other tabs -- you may already have a series tab opened.
3. Click on the first letter of the series OR scroll down to find the series
4. Click on the series' name
5. The EDIT SERIES page appears

Notes

- The “edit series” page (like most pages in the system) is split into two areas: a top region with core details about the series itself, and a row of tabs highlighting different data elements related to the series.
- Whenever you change information above the row of tabs, you must click the Save button. Each tab will have its separate own controls, and so you do not need to click “Save” after adding information to a tab.
- There is a "Toggle Additional Attributes" button above the default "Attached Items" tab. If you Click on the button, the whole page slides opens to reveal additional fields available. This is how you access the frequently used Notes/Commentary field; see “Using the Notes / Commentary Field” for more details on how to use this field.

Editing an Edition

The “Edit Edition” screen is the place where details specific to a particular version of an item may be entered. The most commonly-entered details are credits and dates; however, this is also the place to document edition-specific variations, such as alternate title forms.

The most common method of reaching this screen is to first navigate to the “Edit Series” screen (see the “Editing a Series” instructions) and then click the “edit edition” button next to the relevant entry in the “Attached Items” list.

Managing Credits

One of the most important data elements included on the edition screen is the list of credits (authors, illustrators, etc.) associated with the edition.

For each credit being added, you should first search to see if the person exists in the database (see “Searching the Front End.”). Any individuals missing from the system should be added according to the instructions in the “Add New Person” section.

At the edition level, the goal is to track the specific bibliographic identities associated with particular editions of a work. For a variety of reasons, such as authors with multiple pseudonyms, or publisher shenanigans, these details can vary from edition to edition. In cases where you know the real identity of an author who actually wrote a work – a detail that is sometimes represented as a parenthetical name after a pseudonym in a LeBlanc listing – only add the pseudonym to the Credits tab of the edition record; the real person should be added in the “Creators” tab of the item record instead (which operates almost exactly like the “Credits” tab from an interface perspective).

Once all of the people you need to attach as credits are defined in the database, follow these steps to add each one:

1. On the Credits tab, scroll down to “Role” and ensure that it is set correctly (“Author,” the default, is the most commonly-used value).
2. Begin typing the name of the person; you may abbreviate first and last names as described in the “Searching the Front End” people search notes.
3. In the resulting drop-down, select the matching Person and click the “Add” button. The name should now appear in the credit list.
4. If there are multiple people sharing the same row, and the order in which their names are displayed is important, you can enter numbers into the boxes to the left of the “Set” buttons in the “Order” column to put the names in a specific sequence.

Notes

- The “edit edition” page (like most pages in the system) is split into two areas: a top region with core details about the edition itself, and a row of tabs highlighting different data elements related to the edition.

- Whenever you change information above the row of tabs, you must click the Save button. Each tab will have its separate own controls, and so you do not need to click “Save” after adding information to a tab.

The tabs are arranged on the lower portion of “edit edition” page. Frequently used tabs: Credits

Codes/ISBNs Contents/Attached

Items Dates

Preferred Titles

The default tab for the “edit edition” page is the CREDITS tab.

Add Existing Item

These instructions cover updating a series to include a title that already exists elsewhere in the database. They assume that you have already followed the instructions in “Searching the Front End” to identify the existing item and the instructions in “Editing a Series” to open up the series editor.

Step 1: Attach the Existing Item

1. In the “Attached Items” tab of the series editor, there is a text box to the left of the “Add Existing Item” button. Start typing the title of the item (omitting articles like A/An/The) into this box.
2. After a moment, a drop-down list of titles should appear; click on the correct item. The full item title will appear in the text box.
3. Click on “Add Existing item.”

DID YOU KNOW?

Each item, person and series in the database is assigned a unique ID number.

The ID number appears in the URL when an entity is viewed in the front end

Example: The search for the item “Shadow of a Crime” resides at the URL:

<https://dimenovels.org/Item/6767/Show>

Thus the unique number assigned to the *item* is: **6767**

When you know the ID number of an item, you may type this number directly into the text-box instead of relying on the title-based drop-down menu.

Step 2: Edit Newly Created Edition

When you add an existing item to a series, you are creating a new edition of that item in the database. You will likely want to add some edition-specific details to this record. See “Editing an Edition” for details.

Important Note About Credits

When you add an existing item to a series, the new edition’s credits are duplicated from an existing edition in the database. This usually results in correct information. However, it is very important to double-check the credits in certain circumstances:

- Illustrators may vary from edition to edition. If your new edition has an Illustrator credit, delete it unless you can confirm that the new edition shares the illustrator with the pre-existing edition.
- Sometimes, different editions of an item are attributed to different authors. This is particularly common in the case of the often-interchanged pseudonyms “Bertha M. Clay” and “Charlotte M. Braeme.” If an existing item has multiple author credits, be sure that the appropriate ones are copied over when creating the new edition. If the wrong ones are copied, be sure to correct them manually.

Step 3: Put the Series in Order

See “Ordering a Series” for details on how to put the series list in the appropriate order.

Add New Item

These instructions cover updating a series to include a title that does not yet exist elsewhere in the database. They assume that you have already followed the instructions in “Searching the Front End” to confirm that the item is new and the instructions in “Editing a Series” to open up the series editor.

Step 1: Create the Item

1. From the default tab of the series editor (“Attached Items”), click on the “Add New Item” button. A dialog box will pop up.
2. Make sure that the “Material Type” is set correctly. For the vast majority of cases, this should be “Work”. When working with periodicals (see “Periodicals,” below) different values may sometimes be used.
3. Enter the item’s title into the dialog box and click Save. The new title should appear at or near the top of the series list.

Rules for Entering Titles

If the new item begins with a definite or indefinite article [the, a, an, I’], place the article at the end separated by a comma and a space. This ensures that lists are sorted correctly; the front end code will display the article at the beginning of the title as the end user would expect.

Examples:

- Story of a cañon, The
- Tower in the desert, A
- Unofficial patriot, An

If a title is contained in quotation marks, or if quotation marks immediately follow an article, and those quotation marks are important to the meaning of the title, they should be treated as articles.

Examples:

- Quoted title”, “
- Real” example, The “

Step 2: Edit the Newly Created Edition

Now that you have created a new item, you will also need to enter some details about it. At the very least, credits (author/illustrator/translator) and dates are commonly included. See the “Editing an Edition” section for details.

Step 3: Put the Series in Order

See “Ordering a Series” for details on how to put the series list in the appropriate order.

Ordering a Series

When you add an item to a series, it appears in the Attached Items tab at “position 0.” This usually causes it to appear at or near the top of the list. When multiple items are set at position 0, they will be displayed alphabetically by title.

Most series have a numeric sequence, and you will want to update the list to reflect that ordering.

If you know the *number* for the item, as listed on the Bibliography, type the number in the text box in the order column to the left of the item’s title, then click the Set button.

The list of items should now reorder itself.

Notes

- While it is usually most convenient to reorder items from the Series list, you can also use the “Position” field found in the “Edit Edition” screen to achieve the same effect.
- If a series has volume numbers as well as issue numbers (e.g. “volume 5, number 23”), you can separate the two numbers with a comma when putting the series list in order (e.g. “5,23”). If you prefer to enter order information on the “Edit Edition” screen, you will find separate “Volume” and “Position” fields there for these two values.
- On rare occasions, a series recycles the same number for multiple titles. This usually occurred when a publisher was forced to remove a title from a series (often for legal reasons) but did not want to leave a gap in the catalog. The “replacement number” field of the “Edit Edition” screen allows you to put items in chronological order when they share the same position within a series. By default, “Replacement Number” is set to 0, indicating the original use of the position. The first replacement would get a “Replacement Number” of 1, the next replacement a value of 2, etc.

Add New Person

These instructions cover adding a Person to the database and managing pseudonyms. They assume that you have already followed the instructions in "Searching the Front End" to confirm that the person is new so that you do not accidentally create a duplicate entry.

Step 1: Find the Authority Record, if Possible

When possible, dimenovels.org tries to format names to match headings in the Library of Congress authority file. This helps to uniquely identify authors and to provide consistent formatting within the database. However, not all authors are found in this system, and sometimes it is difficult or impossible to definitively identify an author. Thus, this step will not always be successful, and some human judgment may be needed.

1. Go to <http://authorities.loc.gov/>
2. Click "Search Authorities"
3. Select "Name Authority Headings" in "Search Type"
4. Type in the person's name, last name first, in the "Search Text" box.
5. Click "Begin Search."
6. In the result list, look for matches that say "Authorized Heading" or "Authorized & References" in the left column. If available, click the authorized button. If not, but if a "References" button is present, click that instead.
7. This will take you to an intermediate screen with some brief information. Click on the name in the "Heading (1XX)" row to see the full record.
8. Examine the full record. Do the dates and titles here support (or disprove) a relationship between this record and the author you are adding? If you are confident that you have found a match, note the text in the HEADING: line at the top. If you are not confident, go back and try again. If you followed a "references" link and the HEADING is completely different from your original search (i.e. a totally different name, not just a differently abbreviated or more complete form), you may need to set up a pseudonym relationship -- see below.

Step 2: Create the Person

1. Log in to the back end at <https://dimenovels.org/edit>
2. In the main menu, Click on the People link; an alphabetical list of all people in the database will appear in a new tab. If a new tab does not appear, check your other tabs -- you may already have a people tab opened.
3. Click on the first letter of the person's surname OR scroll down to double-check that the person is not already present in the list
4. Click on Add Person button at the top of the screen
5. Dialog box, "Add Person" appears
6. For "First/Given name(s):" box: type or paste in first and middle name(s)
 - a. If the name is actually a phrase like "Mr. Smith's widow" or "New York detective" you can leave the "First/Given name(s)" field blank, putting all of the text into "Last/Family name."
7. For "Last/Family name:" box: type or paste in last name(s).

8. If you have found a Library of Congress heading, and there is extra information at the end like a range of dates or a personal title, type or paste this data into "Extra Details (birth/death dates, etc.)." **IMPORTANT:** Include any punctuation (like a comma or parenthesis) that precedes the extra text. Punctuation on extra text varies from heading to heading, so it must be included as part of the data entry in order to allow the system to display the heading correctly. Extra punctuation is not needed in the first or last name fields.
9. If you are entering text that was found in the "HEADING:" field of a Library of Congress name entry, in the "Authority Source:" drop-down, select "Library of Congress Names". If you are entering a Library of Congress cross-reference, or if you found no matches at all in LC, leave this field set to "None."
10. If you wish to leave any notes about the heading, such as "Might match Library of Congress heading [xyz], but there is not sufficient evidence to be sure." you can use the Biography field.
11. Click SAVE button

Example: For the heading "Brame, Charlotte M., 1836-1884," you would enter:

First/Given name(s): Charlotte M.

Last/Family name: Brame

Extra details: , 1836-1884 [note that this starts with comma-space]

Authority Source: Library of Congress Names

Step 3: Link Pseudonym(s)

Many dime novels were published under pseudonyms for a variety of reasons ranging from concealing personal identities to making literary piracy harder to trace. For example, British author Charlotte M. Brame (the example above) had many of her novels pirated by American publishers under the name "Bertha M. Clay."

When adding credits to editions in the database, we link the edition to the form of the name closest to that printed on the actual physical book. When we happen to know that that name is sometimes associated with a different individual, we also create a pseudonym link in the system to track that relationship. This step is only necessary when a new pseudonym relationship needs to be established.

1. First, a Person record needs to be created for both the real individual's name and for the pseudonym. For the purposes of the database, a real person and a fake name are functionally equivalent -- both are "bibliographic identities." If either or both of these records need to be created, follow the instructions in steps 1 and 2 above.
2. Go back to the alphabetic list of people and select the record representing the Pseudonym.
3. On the resulting "Edit Person" screen, begin typing the first and/or last names of the real person associated with the pseudonym.
4. A drop-down list will appear. Select the correct name.
5. Click "Add Relationship."

Note that, if you wish, you can also link TO pseudonym records FROM real name records. In that scenario, just switch the "Pseudonym For:" drop-down to read "Pseudonym:" before selecting and linking the other person record.

Cross-referencing

In many listings, LeBlanc typed a list of acronyms and numbers next to some items; these “cross-references” list appearances of the same story in other series. On some listings, Lydia C. Schurman hand-wrote additional cross-references based on her research at the Library of Congress.

When you encounter a cross-reference, this indicates there is a reasonably good chance that the item is already entered in the database, possibly under a different title. If you see a cross-reference list on an item that you cannot find in the database, you should follow these steps:

1. Identify the series associated with the abbreviation by referring to the Master List of Abbreviations: <http://digital.library.villanova.edu/Item/vudl:287327>
2. Look up the series and see if the cross-referenced number has been filled in.
3. If the cross-referenced issue is not yet in the database, no action is needed – this is probably a new item, and the cross-referenced series has not had data entry completed yet.
4. If the cross-referenced issue is found in the database but its title does not match the item you are currently working on, you may need to add it as an existing item and then set a preferred title in the series you are working on, to indicate that both books are the same but were published under different names. You may also need to adjust credits if the book was published under different pseudonyms in different series. BEFORE DOING THIS, make sure that the cross-reference is really correct – i.e. the authors match, and/or the titles are sufficiently similar. If you have any doubts, ask a site administrator; LeBlanc did sometimes make typographical errors in cross-references, so they are not always guaranteed to be accurate.

Notes

- In some cases, a cross-reference will include a range of numbers. For example, “1-4 NTTW” or “Vol. 56, Nos. 7-19 NYW”. These can mean one of two things: the current title is a compilation created by merging together several independent stories (as in the case of the first example, a “thickbook” built from four issues of New Tip Top Weekly) or else it is a novel that was previously serialized in a story paper (as in the second example, a New York Weekly serial). In both of these cases, you should be careful about how things are linked together. You should discuss these situations with a site administrator to be sure you handle them appropriately. However, here are the most common situations:
 - “Thickbook” built from “nickel weekly” issues: separate items should be created for the nickel weeklies and the thickbook. Use the “Relationships” tab of the “Edit Item” screen to create “merged into” relationships between the source material and the derivative material.
 - Story paper serials: be careful that you link up the appropriate items; when adding a serialized story to a series, be sure you link up the Work item and not the individual Issue items. When creating entries for a periodical listing, be sure you build the appropriate Issue records and then put the installments of the Work inside them.

Check Series' Status

The site includes a “hidden feature” which allows you to detect common data entry errors in a series you are working on. To see the status page, first access the series list in the front end. This will result in a URL similar to:

<https://dimenovels.org/Series/3/Show>

Now change the word “Show” at the end of the URL to “Check,” resulting in a URL like this:

<https://dimenovels.org/Series/3/Check>

This will show a screen with basic statistics and notes about the series data. Things to watch for:

- Missing credits -- did you forget to add authors? Confirm that the LeBlanc listing truly lacks credits.
- Missing dates -- did you forget to add dates? Confirm that the LeBlanc listing truly lacks dates.
- Out-of-range dates -- do the dates in the “series contains dates ranging from x TO y” note make sense? If you accidentally entered “19xx” instead of “18xx,” this will help you catch the problem.
- Duplicate numbers -- if you accidentally add the same item twice, this will help you detect it; note that it is normal to see a warning here if you have created multiple editions of the same title.
- Missing numbers -- if the system detects gaps in the numeric sequence of the series, those gaps will be noted here. Also be sure to check the “item(s) numbered from x to y” statement to be sure that x and y are appropriate numbers. If the numbering sequence starts after 1, this may indicate missing titles at the beginning of the list! Double-check the LeBlanc listing to be sure that missing titles are really missing. With approval of a site administrator, you may also wish to do some research to attempt to find missing titles not included in the LeBlanc listings. Old publisher catalogs, etc., on Google Books and elsewhere sometimes help with this.

Using the Notes / Commentary Field

On the “Edit Series” screen, a Notes / Commentary field can be found among the data fields revealed when the “Toggle Additional Attributes” button is clicked. This field should be used to note any problems with a series listing, such as missing titles or situations where LeBlanc data was corrected, as well as any information added from a source other than the original LeBlanc listing.

Notes

- If a series is incomplete, you can copy the list of missing numbers from the “Check Series’ Status” page (see below) to create a note similar to: “The original LeBlanc listing is missing numbers x, y and z.”
- If you added additional titles based on information found in other sources, you must note this. Some examples:
 - “#191, A Fatal Dower, attributed to "Author of 'His Wedded Wife'" based on advertisement in Newsdealer v.1 (Mar--Dec) 1890, p. 180.”
 - “Numbers x, y and z entered based on data from the WorldCat database.”
 - “Numbers x, y and z were referenced in an advertisement from The Newsman v. 10 (April 1893) p 20.”
- Corrections should be described in as much detail as possible, and citing multiple data sources may be worthwhile. For example:
 - “--#111, Miss Bretherton, was attributed to Mrs. Henry Wood in the original LeBlanc listing; this appears to be an error and has been corrected to match publisher advertising and the WorldCat record.”
- Remember: click the SAVE button after edits

Periodicals

Background Information

Story papers and other contemporary periodicals form an important complement to the dime novels, often featuring the same authors and stories. The dimenovels.org database aims to record the full contents of periodical issues whenever possible, helping to flesh out the bibliographies of key authors and reveal the long and complex publication histories of many titles.

Periodicals are modeled in the database as an “Issue” which contains a sequence of Items/Editions representing its constituent stories and articles. A distinct entry is created in the database for every complete story and serial installment. Entries are also created for poems and shorter pieces in cases where an author is attributed. Unattributed poems and short pieces and recurring columns are usually not given full entries but are instead noted in the description of the top-level issue field. As with many aspects of the data entry process, some human discretion is needed; this section attempts to provide useful guidelines to help with the process.

Step-by-Step Instructions

These instructions assume that you have been assigned a list of periodicals to index, most likely in an online repository like the Digital Library @ Villanova University.

1. Make sure the issue you are working on is not already listed in the database.
2. Open Notepad (or the editing tool of your choice) and carefully browse through the complete issue making note of the following types of content:
 - a. Complete stories and their authors; note that very short (one or two pages or less) complete stories in story papers are often referred to as “Sketches.”
 - b. Serial stories, their authors, the range of chapters or parts included in the issue, the pages containing those chapters (if possible), whether the first chapter in the issue is a continuation of a chapter broken off in the previous issue (look for “continued”), and whether or not the story is concluded (watch for “The End” vs. “Another installment,” “Next week” or “To be continued”).
 - c. Poems / non-fiction articles and their authors.
 - d. The presence of short filler items (like single-paragraph jokes, anecdotes, etc.) and their titles if they seem noteworthy enough to describe in detail.
 - e. The presence of an editorial.
 - f. The presence of recurring columns/departments (and the titles of this issue’s installments of those recurring pieces, if present).
 - g. The presence or absence of classifieds or other types of advertisements.
 - h. The presence or absence of puzzles.
 - i. The presence or absence of cartoons.
3. Follow the “Editing a Series” instructions to open the series entry associated with the periodical.
4. If the issue you are describing is not already present, create it using the “Add New Item” instructions above -- be sure to set the Material Type to “Issue” rather than “Work.”

- a. When setting the title for the new issue, transcribe the periodical name, volume and number, and date as printed on the cover, abbreviating volume to "v." and number to "no." If anything is misprinted, put the correct value in brackets with "sic". Examples:
 - i. New York family story paper, v. II, no. 103, Sept. 27, 1875, The.
 - ii. Chicago Ledger, v. XXVI, no. 47, Wednesday, November 23, 1898.
 - iii. Journal of Misprinting Things, v. 2, no. 7 [sic 8], January 7, 1903 [sic 1904], The
5. Put the issue in the correct position in the series using the "Ordering a Series" instructions above.
6. Click on the "[edit edition]" link next to the appropriate issue.
7. In the Dates tab, add the cover date.
8. If the issue is available online, you should also add a link to it by pasting its URL into the appropriate box on the "Full Text Links" tab (also be sure to select the appropriate site name for the source of the record in the drop-down preceding the URL box).
9. Select the "Contents (Attached Items)" tab to begin attaching content to the issue.
10. Adding content to an issue is very similar to adding books or issues to a series. You will want to add all of the items you noted in step 2 above that are significant enough to earn a distinct entry in the database (i.e. that either have both a title and an author, or else are unattributed but of significant length or known to be reprinted in multiple places). For each of these items, first search the front end to check for existing entries, then follow either the "Add New Item" or "Add Existing Item" instructions above. Notes:
 - a. When adding new items, most should be classified as "Material Type: Work," but non-fiction articles should be classified as either "Article (Primary)" for primary-source articles (such as an author's biography) or "Article (Secondary)" for secondary articles that cite other sources (note that secondary articles are very uncommon in story papers; these are much more likely to be found when indexing later periodicals *about* dime novels).
 - b. Put the items in order of appearance within the issue using the numbered order boxes.
11. For certain types of items, you will need to add some additional information:
 - a. Poems: After adding a new poem, click the "edit item" button next to the poem, select the "Subjects/Tags" tab, enter "poem" into the box, select the Poem option from the drop down, and click "Add" to tag the item as a poem.
 - b. Serials: After adding a new serial installment, click the "edit edition" button next to the title, click the "Toggle Parent Details" button to reveal some extra hidden fields, and enter the range of chapters or parts into the "Extent in Parent" box, then hit "Save." Examples of valid strings for this field:
 - i. part 1 of 2
 - ii. chapters 17-18
 - iii. chapters 4 (continued)-7
 - iv. chapters 7-9; conclusion
 - v. chapter 1
 - vi. chapters 5-8, pages 1-3, 16
 - vii. chapter 16 (continued), page 8; conclusion
 - c. Biographies: After adding a new biography, click the "edit item" button next to the biography, select the "Subjects/Tags" tab, enter "biography" into the box, select the Biography option from the drop down, and click "Add" to tag the item as a biography.
 - d. Sketches: After adding a new sketch (complete short story of generally two pages or less), click the "edit item" button next to the sketch, select the "Subjects/Tags" tab,

enter “sketch” into the box, select the Sketch option from the drop down, and click “Add” to tag the item as a sketch.

12. Write a summary of all content that was not entered into the database as a distinct entry, and put this text into the “Description” field on the edition record representing the whole issue. Don’t forget to click “Save”! Note that the formatting is not set in stone, but trying to remain consistent within a series and to follow existing examples as much as possible is strongly recommended. Adding page number information is helpful when time permits, but not required. The most important thing is to include as much text as possible to ensure that all interesting content is full-text searchable. Examples:
 - a. Also includes: Our knowledge box (department), short filler items, advertisements, Items of interest (department), Pleasant paragraphs (department).
 - b. Also includes: Self Made Men of Our Times: Hon. William W. Clapp, Jr., Grand Father Whitehead's Lectures for Little Folks (department), Family Pastimes (department).
 - c. Editorial: "The Editor Gets Another Interview!" Also includes "Balancing Up the Ledger," "Rimes of the Times" by I. I. Sir, "Stories for Ledger Boys and Girls" ("The Mite-Box Money") and "Hot Off the Jokesmith's Anvil" departments, plus "Mildred Takes the Wheel" and "They Came from Billings Avenue" sketches, want ads, brief filler items, cartoons, puzzles and advertisements.
 - d. Also includes "Boy's and Girl's Corner" ("Tugboat Tom; or, Capturing the Counterfeiters") and "For Youthful Eyes" ("Help the Horses") departments, plus want ads, brief filler items, cartoons and advertisements.
 - e. Also includes: Interesting Articles (department, page 19), Good Reading (department, page 22), From All Points (department, page 23), Good Current News Articles (department, page 26), Grins and Chuckles (department, page 26), A Few Good Items (department, page 27), Items of General Interest (department, page 28) and advertisements.

Researching Missing Titles

Background Information

Many of the LeBlanc bibliographic listings are incomplete; for some series, LeBlanc and his network of collectors only had access to one or two issues. In some cases, the only clues LeBlanc could find were partial advertisements in periodicals. With the wealth of digitized materials now available online, it is now possible to answer some research questions that were out of reach for the scholars of the 20th century. This section includes some recommendations on how to research gaps in LeBlanc's work.

Search Strategies

The following tips suggest some strategies for finding missing titles:

1. A simple Google search is often a good place to start. Try searching for the name of the series in double quotes; if the series has a distinctive name (e.g. "Marco-Botsaris Series"), this may be enough to find relevant results. If the name is generic, it often helps to add a word or two from the publisher's name to narrow down the initial results (e.g. "fortnightly series" "american publishers"). If there are fully digitized issues of a series, they tend to appear early in the result set, and they can be very helpful both to confirm LeBlanc's data against a known item and also because they sometimes include listings/advertisements referencing other numbers. Even if nothing promising shows up at the top of the list, it is often worthwhile to check several pages of results for relevant hits; useful information sometimes appears fairly deep in the result set.
2. Google searches will often lead to periodicals and bibliographies digitized as part of the Google Books project. Be sure to use the "next" and "prev" buttons within Google Books to navigate through all hits. There are often multiple useful matches. Also note that many of these entries are actually bound volumes of periodicals containing multiple issues. When developing a citation for a useful piece of data, be careful to ensure that you cite the correct issue (i.e. scroll up carefully until you find the appropriate matching cover/title page). Also note that many of these sources abbreviate the word "series" to "ser" and "library" to "lib" – searching for similar abbreviations may yield additional matches/sources.
3. Another good starting point is the WorldCat union catalog at worldcat.org; the same series title search tips listed in tip 1 also apply here. WorldCat listings vary in quality; some are extremely detailed, with full dates and accurate numbering information, while others are incomplete and may contain errors. When adding a listing from a WorldCat entry, it is strongly recommended that you copy and paste the OCLC number (found in the "details" box of the WorldCat page) into the "Codes/ISBNs" tab of the edition record in dimenovels.org; this will allow you to easily relocate the entry in future if you need to double-check it against a different source. In some cases, if you click the names of libraries holding the book in question, you will find more detailed records in their individual catalogs; however, these links do not always work correctly and many may be dead ends.
4. You may be able to find additional full text items by searching the Internet Archive (archive.org) and HathiTrust (hathitrust.org) directly. At the Internet Archive, be sure you search in the correct search box (the Wayback Machine will not help with dime novel research). For smaller, lesser-known publishers, a search by publisher name sometimes turns up relevant books even though those books' metadata does not include the name of the series. When finding full text

copies of books, be sure to link these up using the “full text links” tab of the edition record in dimenovels.org so that the books can be more easily found in the future.

5. After you have exhausted the data found in the “starting point” tips, your listing may still have some gaps in it. There are two particularly effective strategies for filling these gaps using Google searches: first, you can try searching for particular numbers within the series, with searches like “series name 5” or “series name no. 5” – remember to try abbreviating “library” to “lib” and “series” to “ser” as alternate searches if the full name yields no hits. Note that a lot of digitized sources use optical character recognition which may misinterpret some numbers, so it may also be worth trying similar-looking numbers in your searches – e.g. try 8’s instead of 3’s and vice versa. If number-based searching yields no useful results, it can also be helpful to try searching for combinations of titles within the series. For example, if one number is missing but you know the titles before and after the gap, try searching for both of those titles as phrases in a single search – e.g. “title a” “title b” – this may reveal an advertisement or review listing not just the known titles but also the intervening missing ones. It is worth trying multiple combinations of known titles, since it is hard to predict which titles a publisher may have advertised together.

Documenting Your Findings

Because most listings in the dimenovels.org database are primarily sourced from LeBlanc’s work, it is important to document any additions so that future scholars can verify findings. The series-level “notes” field is used to capture this information. A paragraph should be included in the notes to discuss sourcing of entries. This should begin by stating exactly what is included (or missing) from LeBlanc. It should then be followed by explanations of any added titles or numbers. Advertisements and reviews in periodicals should be given citations including volume, issue and page number when available. Listings from WorldCat can be simply noted as “derived from WorldCat listings” as long as OCLC numbers are included on the relevant edition records as described above. Similarly, records based on full-text scans can be noted briefly as long as URLs are associated with the individual records. For ephemeral bookseller or eBay listings, simply noting that an issue was observed for sale is sufficient, but it is helpful to note whether or not photographic evidence was included.

Examples:

Dillingham’s American Authors Library: “The original LeBlanc listing was missing numbers 1, 3-40, 42-47, 49-55, 57-58, 60-64 and 66+. In the listing, the position of number 59 was unknown and 65 was misnumbered as 55; these were corrected based on WorldCat entries. Nos. 4, 11, 13, 24, 26, 30-31, 46, 61, 66 and 68 were added based on WorldCat entries. Nos. 14, 17 and 20 were added based on entries in *The Annual American Catalogue 1886-1900*. Nos. 36, 39 and 43 were added based on entries in *The Annual American Catalogue 1898*. No. 50 was added based on a bookseller’s catalog. Nos. 34, 42 and 54 were added based on entries in *A Cumulated Index to the Books of 1898-99*. No. 74 was added based on an entry in *The American Catalog, 1900-1904*.”

Fortnightly Series: “LeBlanc never saw one, and his listing was taken from an advertisement in Dora Thorne Series no. 33 containing the first 19 titles listed here. While the advertisement listing was unnumbered, the order seems to correspond to series numbering for those titles that have been subsequently spot-checked. No. 20 was added based on a digitized copy in the Internet Archive.”

Marco-Botsaris Series: “The LeBlanc listing is missing numbers 1-6 and 8-9. The copy he examined (no. 10) had the date on the cover obliterated and contained no ads for other issues of the series. The year

of publication and title number 4 come from a bookseller's listing. No. 6 was added based on a WorldCat listing (which also confirmed the 1892 date for the series)."

Sunnyside Series: "The original LeBlanc listing was missing numbers 31-38, 82-84, 86, 88, 91-92, 94-100, 102-105, 108, 111, 115, 124, 126, 128-132 and 134+. Numbers 84, 96, 97, 103 and 132 are added from WorldCat records. The LeBlanc listing identified number 106 as "The City Chest of New Amsterdam," but other evidence, including a WorldCat record, suggests that this should be "The City of Dreadful Night and other stories." Two different titles for number 102 were added based on a copy in Villanova University's collection ("White Dandy") and WorldCat ("The New Cosmogony"); perhaps one of these titles was a replacement for the other. Numbers 86, 88, 91, 92, 94 and 95 were added based on advertising in *The Bookseller and Newsman*, January 1897, page 37. Number 99 is added from advertising in *The Bookseller and Newsman*, November 1897, page 13. Numbers 129, 130 and 134 are added from H. W. Wilson's "The United States Catalog Supplement, Books Published 1902-1905.""

Appendix 1: Glossary

Add Existing Item button	Button available under “Series”
Add Item dialog box	Dialog box available, to type/paste new item info, when clicking on “Add New Item”
Add New Item button	Button available under “Series”
Add Person	Located on “People” page
Alternate Title	An Item may have multiple titles, either due to variations in spelling, variations between Editions, or variations between cover, spine and title page. For example, some editions of “The Three Musketeers” are instead titled “The Three Guardsmen.” The control for adding and removing alternate titles is located on the “Edit Item” page as a tab entry. <i>See also Preferred Title.</i>
Back end	Edit Data page https://dimenovels.org/edit
Codes/ISBN	Located on the “Edit Edition” page as a tab entry
Contents (Attached Items)	Located on the “Edit Edition” page as a tab entry
Credits	Located on the “Edit Edition” and “Edit Item” pages as a tab entry. It is always safer to edit Credits at the Edition level rather than the Item level. Editing Item--level credits will make changes to ALL associated Editions. Editing Edition--level credits changes only one Edition at a time.
Cross--Referencing	Relationships made between an edition and multiple series
Dates	Located on the “Edit Edition” page as a tab entry
Edition	A specific published version of an Item, usually part of a Series. The Edition record should track version-specific information such as attributed credits, publication dates, etc.
Edit Edition	The back end page for editing Editions. This is linked from edit series page and the Contents (Attached Items) tab when contents are present.

Edit Item	The back end page for editing Items. This is linked from edit series page and the Contents (Attached Items) tab when contents are present.
Edit People	A list of all people in the database, accessible by clicking the “People” link from the main menu of the Back End.
Edit Person	The back end page for editing a Person and managing pseudonym relationships.
Edit Series List	A list of all series in the database, accessible by clicking the “Series” link from the main menu of the Back End. Contains every series identified by LeBlanc.
Edit Series Page	The back end page for editing a Series, including attaching and ordering Items within the series.
Front end	Public access of database with a dialog box to search by title, person, keyword or isbn. Clickable links within individual to specific type with assigned list of series, people or item. https://dimenovels.org/
Item	A work that appears on the Bibliography. An item represents a creative work or periodical issue in the abstract; each published version of an Item is represented by an Edition. Each Item may have many different editions assigned to it.
Item ID	System assigned number given to each item. The number is visible within the URL for the item, in the front end, and on the Edit Edition page in the back end. FRONT END display: https://dimenovels.org/Item/2236/Show BACK END display: 2236: King Solomon's Mines
Library of Congress Name	The Library of Congress provides standardized forms of names for use in catalog records. The dimenovels.org project uses these forms when possible. LC names can be looked up at http://authorities.loc.gov/
Person	In the database, a Person represents either a real person or a “bibliographic identity” that participated in the creation of an Item or Edition. Most People are authors, but other rules include illustrators, translators and editors. People are associated with Items or Editions through the Credits tab of the relevant Edit screen.

Person ID	System assigned number for each person. The number is visible within the URL for the person, in the front end, and on the Credits tab of the Edit Item and Edit Edition screens. FRONT END display example: https://dimenovels.org/Person/336/Show
Preferred Title	When an Item has multiple Alternate Titles, an Edition may specify that it has a Preferred Title. For example, "The Three Musketeers" was known as "The Three Guardsmen" when published in the "American Series." Therefore, "The Three Guardsmen" is the Preferred Title for the American Series Edition of the Item. The Preferred Title may be set through the Preferred Title tab of the Edit Edition screen.
Pseudonym	An author may write works under an assumed (or publisher--assigned) name. Example: Person - Brame, Charlotte M., 1836-1884 Pseudonyms: Author of "Dora Thorne"; Braeme, Charlotte M.; Clay, Bertha M.
Relationship	The Dime Novel Bibliography database is organized data into many tables, such as series, item and person. The registered user attaches information from each table to create an association.
Series ID	System assigned number to each series title. The number is viewable as within url for the item, in the front end, and on the edit edition page. FRONT END display: " https://dimenovels.org/Series/58/Show " BACK END display: "58: American Series"
Sort By	Command used in front end to manipulate the results page, for a person search, to change the default, which is alphabetical by series and titles, to either title or year by clicking the button.
URL	Abbreviation of Uniform Resource Locator (URL), it is the global address of documents and other resources on the World Wide Web. Many dimenovels.org URLs incorporate unique ID numbers, a detail which can be helpful when entering or editing data. For example, the front end URL " https://dimenovels.org/Series/58/Show " (for the American Series) reveals that the series' unique ID is 58.
WorldCat.org	WorldCat is a catalog drawing information from libraries worldwide. It may be useful to identify new items in a Dime Novels series or to confirm if an item was published. Each record in this database is assigned an accession number, known as the "OCLC Number," which can be saved into the Dime Novel Bibliography database as a reference under the Codes/ISBN tab on the edit edition page. http://www.worldcat.org/