

## THE SUBSTANCE OF ECONOMICS

# THE SUBSTANCE OF ECONOMICS

FOR THE STUDENT AND THE GENERAL READER

BY

## H. A. SILVERMAN, B.A.

DIRECTOR OF EXTRA-MURAL STUDIES, UNIVERSITY COLLEGE, LEICESTER. AUTHOR OF "THE ECON-OMICS OF SOCIAL PROBLEMS," "THE INCIDENCE AND EFFECTS OF TAXATION," "THE GROUNDWORK OF ECONOMICS," ETC.



SIXTH EDITION

LONDON SIR ISAAC PITMAN & SONS, LTD. PARKER STREET, KINGSWAY, W.C.2 BATH, MELBOURNE, TORONTO, NEW YORK 1929



PRINTED IN GREAT BRITAIN AT THE FITMAN PRESS, BATH

## NOTE TO SIXTH EDITION

SEVERAL new sections have been introduced in this edition, while every care has been taken to bring all important information and statistics up to date.

H. A. S.

September, 1929.

## PREFACE TO FIRST EDITION

THIS book is an endeavour to present to the student and the general reader the elements of economic theory and the practical and social implications in as concise a form as is consistent with clarity and understanding.

Some branches of economics permit of reduction to simple notes more readily than others. Where the subject under discussion is straightforward, one is able briefly to enumerate the salient points with only a loss of words. But where it is a matter of basic theory and analysis, lengthier and more reasoned treatment is essential. In working through the course, and summarizing where practicable, I have given relatively greater space to those parts which cannot be satisfactorily condensed.

Economics is a science of everyday life, and theory should be constantly tested in the light of practice. I have tried to keep the science as close to earth as possible without making it too earthy. Present-day conditions have constantly been borne in mind in the formulation and discussion of economic tendencies. It is not one's purpose or function in a book of this nature to take part in the many controversial problems that confront one at every turn. Yet there is the danger that a strict impartiality, if this is humanly possible, may make one's writings even more colourless than they are. This is my apology for any bias that may show itself in one or two places, though I have striven to give both sides of questions in dispute.

vü

### PREFACE

Professor Sir William Ashley kindly read through the manuscript, and I have to thank him for helpful criticism and advice. I am also indebted for a like service to my colleagues, Messrs. H. Hamilton and P. Barrett Whale, whose comments and suggestions were found extremely useful.

H. A. S.

viii

NOTE TO SIXTH	EDITION					v
PREFACE	•	•	•	•	•	vii
INTRODUCTION	•	•		•		1

#### 1. The Nature of Economics

The meaning of Economics—Relation to the social sciences—Economic laws—General survey of subjects to be studied.

### 2. Evolution of Industry

Economic evolution—Development of industrial organization—The Industrial Revolution and its effects.

### PART I

### **Production and Consumption of Wealth**

### CHAPTER I

PRODUCTION AND CONSUMPTION . .

Wealth and utility-Meaning of production and

consumption-The agents of production.

### CHAPTER II

#### LABOUR .

#### • • •

17

12

.....

1. The Supply and Efficiency of Labour Labour and population—Forms of labour—Efficiency of labour.

### 2. The Division of Labour

The division of labour-Localization of industry---Uses and drawbacks of specialization---Machinery and labour---Immobility of labour.

### CHAPTER III

LAND AND CAPITAL

27

1. Land and the Laws of Non-proportional Returns Land, the natural factor of production—Land tenure and cultivation—The laws of diminishing, constant and increasing returns and their applications.

ix

#### 2. Capital

Wealth and capital—Functions of capital—Formation and forms of capital.

### CHAPTER IV

### ORGANIZATION AND ENTERPRISE

#### 1. Economic Organization

Organization and the entrepreneur-Speculation-Large- and small-scale production-Joint-stock enterprise.

#### 2. Combination and Monopoly

The tendency to monopoly—Types and structure of industrial combination—"Rationalization" of industry—Drawbacks of monopoly—Trusts and the future.

### PART II

### Value

### CHAPTER V

#### THE THEORY OF VALUE

1. The Labour and Cost of Production Theories

The meaning of value—The labour and the cost of production theories of value.

2. The Marginal Theory of Value

The marginal theory of value—Diminishing utility— Marginal utility and price—The principle of substrution—Marginal costs of production—Equilibrium of marginal utility and costs.

### CHAPTER VI

SUPPLY AND DEMAND

71

#### 1. Market Price

Markets-Market and normal price-Competition---Nature of supply and demand--Determination of market price-Laws of supply and demand.

### 2. Monopoly Price

Theory of monopoly prices-Application to railway rates.

36

PAGE

### PART III

### Distribution of the Social Product

### CHAPTER VII

#### THE NATIONAL INCOME

The problem of distribution—Calculation of the national income—Estimates of distribution among classes—"Functional" and "personal" distribution—The question of redistribution.

### CHAPTER VIII

WAGES

4

### 96

#### 1. The Payment of Wages

Nominal and real wages---Real cost of labour---Hours, wages, and machinery---Peculiarities of labour----Methods of remuneration---Minimum and standard rates.

#### 2. Theories of Wages

Inequality of wages—The subsistence and wages fund theories—Productivity theories—Trade unions and wages.

### CHAPTER IX

INTEREST AND PROFITS

118

### 1. Interest

Nature of net interest—Views on interest—Productivity and abstinence theories—" Interest is the price of time."

### 2. Profits

Distinction between the capitalist and entrepreneur —Analysis of profits

### CHAPTER X

**RENT AND ITS APPLICATIONS** 

127

#### 1. The Theory of Rent

The meaning of economic rent—The Ricardian theory —Rent and prices—British agriculture and rents.

### 2. Applications of the Doctrine of Rent

Element of rent in interest, profits and wages-Conclusions on distribution in general. **X**İ

### CHAPTER XI

146

### SOME LABOUR PROBLEMS AND MOVEMENTS

#### 1. Unemployment

Causes of particular and general unemployment— Fallacies respecting work and wages—Machinery and unemployment—Wars and unemployment.

#### 2. Industrial Unrest

Causes of, and attempts at diminishing, industrial unrest-Profit-sharing and co-partnership.

#### 3. Trade Unionism

Development of trade unionism—Amalgamation and federation—Trade union methods and restrictions.

#### 4. Co-operation

Producers' and consumers' co-operation—Advantages and drawbacks of co-operative societies—Concentration in labour organizations.

### PART IV

### The Mechanism of Exchange

### CHAPTER XII

### THE FUNCTIONS OF MONEY

#### 1. The Nature and Functions of Money

The inconvenience of barter-Nature and functions of money-Forms of money.

#### 2. Coinage and the Gold Slandard

Qualities of good money material—Advantages and lumitations of gold—British comage system—Price of gold—Gresham's law—Development of the gold standard.

### CHAPTER XIII

MONEY AND PRICES .

. 184

. 169

#### 1. The Value of Money

The value of money—Quantity theory of money and prices—Falling, steady and rising prices—Measurement of eprices—Index numbers—Schemes for adjustment of the currency.

#### 2. Paper Money

Token and paper money—Convertible, fiduciary and inconvertible paper money—Over-issue of notes— Effect of the war.

### CHAPTER XIV

CREDIT AND BANKING

#### 1. The Nature of Credit

The meaning of credit—Forms of credit instruments— Uses and dangers of credit.

#### 2. The Development of Banking

Evolution of credit and banking—Creation of credit— Theory of banking—Functions of banks—The clearing house system—Amalgamation of banks.

#### 3. The Bank of England

The "banking" and "currency" theories—Bank Charter Act of 1844—The Bank return—Ratio of reserve to habilities—Drains on the reserve.

### CHAPTER XV

THE MONEY MARKET

. 222

#### 1. The Price of Money

The money market—Price of money—Influence of the Bank of England rate.

#### 2. The Stock Exchange

Brokers and jobbers-Dealings on the Stock Exchange-Classes of business and securities.

#### 3. Financial Crises and Trade Cycles

Financial crises—Trade and credit cycles—Theories of trade cycles.

### CHAPTER XVI

#### INTERNATIONAL TRADE

. 237

### 1. The Theory of International Trade

Differences between home and international trade-Foreign trade a form of barter-The law of comparative costs.

### 2. Protection and Free Trade

Views on foreign trade—Protection of horae industries—Free trade—The balance of trade. Xili PAG#

### CHAPTER XVII

### THE FOREIGN EXCHANGES

рлож 251

#### 1. The Method of Foreign Exchange

Credit in foreign trade—The work of a bill of exchange—" Spot" and " forward " dealings.

### 2. The Rate of Exchange

The rate of foreign exchange—Exchange quotations— Variations in the rate—Currency, prices and the exchanges—Limits to fluctuation—Correction of adverse exchange—The Bank rate and exchanges— Foreign loans.

### CHAPTER XVIII

#### SOME WAR AND POST-WAR MEASURES

265

The war and the money market—Position in August, 1914—Emergency measures—The exchanges during and since the war—Report of Committee on Currency and Foreign Exchanges—Report of the Committee on the Currency and Bank of England Note issues— The Currency and Bank Notes Act of 1928—The gold standard and a "managed" currency,

### PART V

### Public Finance and Policy

### CHAPTER XIX

#### **PUBLIC REVENUE AND EXPENDITURE**

274

Functions of the State—Public bodies in relation to industry and commerce—The State and social condutions—Magnitude and classification of public expenditure—Public revenue—Local expenditure and revenue.

#### CHAPTER XX

TAXATION

282

#### 1. The Canons of Taxation

The nature of taxation—Equity and progressive taxation—Tests of ability to pay—Economy, certainty and convenience—Further canons and summary.

xiv

#### 2. The Incidence of Taxes

Impact and incidence—Incidence of certain taxes— Direct and indirect taxation—The conception of surplus as applied to taxation.

3. Some Particular Taxes

The income tax and inheritance duties—Land and house duties—Customs duties and their incidence.

4. Local Taxation

Local and national taxation compared—Grants-inaid.

### CHAPTER XXI

PUBLIC DEBTS .

### 1. Public Loans

Sources of public funds—Taxation and loans— Financing by bank credits—Limits to Government borrowings.

2. The National Debt and its Reduction The British National Debt—Funded and Unfunded Debt—Methods of reduction—Sinking funds—A capital levy.

### Appendix

#### THE DEVELOPMENT OF ECONOMIC THOUGHT

321

007

305

. .

.

Economics in relation to the other social sciences— The sarly period :—Greek influence—The Renaissance --Mediaeval thought—The growth of Mercantilism —The Physiocrats—The modern period :—Adam Smith—Ricardo and the Classical school—J. S. Mill— The Historical school—Socialism—The Neo-Classical school—Modern tendencies.

DIDLIUGRA	VLH X	•	•	•	•	•	•	•	201
INDEX	•	•							343

## **BIBLIOGRAPHY**

### **ELEMENTARY** OUTLINES

Clay .			Economics for the General Reader.
Marshall	•		Economics of Industry.
Ely & Wicker			Elementary Principles of Economics
Nicholson			Elements of Polstical Economy.
Gide .			Principles of Political Economy.
Chapman			Outlines of Political Economy.
Cannan .	•		Wealth.
Todd .			Science of Prices.
Silverman	•	•	The Groundwork of Economics.

### ADVANCED GENERAL TREATISES

Marshall.	•		Principles of Economics.
•	•		Industry and Trade.
Nicholson	•		Principles of Political Economy.
Pigou .	•		Economics of Welfare.
Hobson .			The Industrial System.
Pierson .			Principles of Economics.
Wicksteed			Common Sense of Political Economy.
Hadley .			Economics.
Seager .			Principles of Economics.
Seligman			Principles of Economics.
Taussig .		÷	Principles of Economics.
Cassel .			Theory of Social Economy.

### VALUE AND DISTRIBUTION, ETC.

Henders	on			Supply and Demand.
Birck				Theory of Marginal Value.
Smart				Introduction to the Theory of Value
.,				Distribution of Income.
Claik		•		Distribution of Wealth.
Carver	•			Distribution of Wealth.
Shove	•	•		Distribution of Wealth.
Brown	•			Theory of Earned and Unearned Income
Dalton		•		Inequality of Incomes.
Bowley		•	•	Division of the Product of Industry.
	•	•	٠	Change in Distribution of the National
	<b>. .</b>			Income, 1880-1913.
Bowley				The National Income, 1924.
Böhm-H	Bawer	k 🗌	•	Theories of Interest.
			•	Positive Theory of Capital.
Gonner		•	•	Interest and Saving.
Fisher	•	•		The Nature of Capital.
	•	•	•	The Rate of Interest.

22-(1882) 20 pp.

## WAGES, ETC.

				WAG63, LIG.
Cole	•			The Payment of Wages.
Graham	۱.			The Wages of Labour.
Bowley	•	•	•	Wages in the United Kingdom in t Nineteenth Century,
••	•	•	•	Prices and Wages in the United Kingdo (War Period).
Labour	Resea	arch		
Depa			•	Wages, Prices and Profits (War Period
Snowde	n			Wages and Prices.
Tawney	· •	•	•	Establishment of Minimum Rates in t. Chainmaking Industry.
				Ditto in Tailoring Industry.
Sells		•		The British Trade Board System.
Wallis	•	•	•	Prices and Wages.

### THEORY OF MONEY AND PRICES

Cannan .	•		Money.
Robertson	•		Money.
Laughlin		•	Money and Prices.
Todd .	•		Mechanism of Exchange.
Jevons .	•	•	Money and the Mechanism of Exchange.
Layton .	•		Introduction to the Study of Prices.
	•		Stabilising the Dollar.
Marshall	•		Money, Credit, and Commerce.
Keynes .	•	•	Tract on Monetary Reform.
British Associa	ation	•	Report on Monetary Policy, 1921

### CREDIT, BANKING AND FOREIGN TRADE

		-	
Withers .	•		The Meaning of Money.
	•	•	Stocks and Shares,
			Money Changing. (And other works.)
Bagehot	•	•	Lombard Street. (Out of date but still useful.)
Hawtrev	•	•	Currency and Credit.
Lavington	•	•	The English Capital Market.
	•	•	The Trade Cycle.
Spicer .			The Money Market.
Spalding			The London Money Market.
Sykes .			Banking and Currency.
Easton .			Money, Exchange, and Banking.
Kisch & Elki	n		Central Banks.
Thomson	•	•	Dictionary of Banking.
Hirst .			The Stock Exchange.
Bastable.			The Commerce of Nations.
	-		International Trade. 🛩
Taussig .			International Trade.
	•	•	

#### BIBLIOGRAPHY

Credit, Banking and Foreign Trade (contd.)-

Hobson .			International Trade.
Ashley .			The Tariff Problem.
Robertson	•		The New Tarifism.
Taussig .	•		Free Trade, The Tariff and Reciprocity.
Cassel .	•		Money and Foreign Exchange after 1914
Wolfe .	•	•	Theory and Practice of International Commerce.
Gregory .	•		Foreign Exchange. 🏏
Spalding.	•	•	Foreign Exchange and Foreign Bills.
,,	•	•	Dictionary of the World's Currencies and Foreign Exchanges.

Report of Committee on Currency and Foreign Exchanges, 1918 and 1919; Cmd. 9182 and 464. Report of Committee on the Currency and Bank of England Note Issues, 1925; Cmd. 2393.

### INDUSTRIAL COMBINATION

Jenks .		The Trust Problem,
Čarter .	•	The Tendency to Industrial Combination.
Macrosty		The Trust Movement in British Industry.
Rees .	•	Trusts in British Industry, 1914-21.
Ripley .		Trusts, Pools and Corporations.
Macgregor		Industrial Combination,
Brown .		Prevention and Control of Monopolies.
Clark .		Control of Trusts.
Fitzgerald		Industrial Combination in England.
•		

Report on Trusts, 1919; Cmd. 9236.

### LABOUR PROBLEMS AND MOVEMENTS, ETC.

	LABOUR	L.K.	UBLEMS AND MOVEMENTS, ETC.
Silverman			The Economics of Social Problems.
Clay .		•	The Problem of Industrial Relations. 🗸
Beveridge	•		Unemployment. Unemployment.
Pigou .	•	•	Unemployment. V
Webb .	•		Industrial Democracy.
	•	•	The Consumers' Co-operative Movement. (And other works.)
Lloyd .	•	•	Trade Unionism.
Woolf .	•		Co-operation and the Future of Industry,
Fay .	•		Co-operation at Home and Abroad.
Layton .			Capital and Labour.
Orton .	•	•	Labour in Transition.
Beer .	•	•	History of British Socialism.
Marx .	•	•	Capital.
Macdonal	d.	•	The Socialist Movement.

### THE SUBSTANCE OF ECONOMICS

Macdonald		Socialism After the War.
Russell .		Roads to Freedom.
Davies .		The Case for Nationalisation.
Mallock .		Critical Examination of Socialism.
Tawney.		The Acquisitive Society. 🛩
Bechoffer &	Reckitt	The Meaning of National Guilds.
Cole .		Self-government in Industry.
<i>,,</i> ·		The Next Ten Years. (And other works.)
Hobson .		National Guilds.
Douglas .		Economic Democracy.

Report on Profil-sharing and Labour Co-partnership, 1920; Cmd. 944.

Reports of the (Balfour) Committee on Industry and Trade, 1927-29.

### PUBLIC FINANCE AND POLICY

Shirras			The Science of Public Finance.
Smith			Principles and Methods of Taxation
Dalton			Public Finance.
Robinson	1		Public Finance.
Silverma	n		The Incidence and Effects of Taxation.
Pigou.			Public Finance.
Hobson			Taxation in the New State.
Bastable			Public Finance.
Seligman	L		Essays in Taxalion.
			The Income Tax. (And other works.)
Iones			The Nature and First Principle of
			Taxahon.
Hunter			Outlines of Public Finance.
Fisk			English Public Finance.
Stamp			Brstish Incomes and Property.
,,			Fundamental Principles of Taxation.
			Wealth and Taxable Capacity.
Burns			Modern Finance.
Mallet			British Budgets, 1887-8 to 1912-13.
Withers			Our Money and the State.
Snowden	L		Labour and National Finance.
Higgs			Primer of National Finance.
			The Financial System of the United
			Kingdom.
Young			The System of National Finance.
Plehn			Introduction to Public Finance.
Adams			Science of Finance
**			Public Debts.
Webb			Grants-in-Aid,

#### BIBLIOGRAPHY

341

Grice				National and Local Finance.
Bogart				War Costs and their Financing.
Pigou	•		•	Economy and Finance of the War.
	•	•		Polstscal Economy of War.
Keynes	•	•		Economic Consequences of the Peace.
<b>"</b> "	•	•		Revision of the Treaty.
Pigou	•	•	•	Public Finance.

Annual Budget Statements. Report of Committee on National Debt and Taxation, 1927. Cmd. 280.

### HISTORICAL

(a) Economic Development.

Macgregor			The Evolution of Industry.		
Bücher.			Industrial Evolution.		
Knowles.	•	•	The Industrial and Commercial Revolu- tions in Great Britain.		
Ashley .			The Economic Organization of England.		
Meredith			Economic History of England.		
Cressy .	•		Outline of Industrial History		
Fay .			Life and Labour in the 19th Century.		
Hobson .	•		Evolution of Modern Capitalism.		
Rees .	•	•	Social and Industrial History of England, 1815-1918.		
Clapham	•	•	An Economic History of Modern Britain.		
(b) Economic Thought.					
Haney .			History of Economic Thought.		
Ingram .			History of Political Economy.		
Price .			History of Political Economy in England		
Gide & Rist		•	History of Economic Doctrines.		
Boucke ,	•	•	Development of Economics.		

## INDEX

ABILITY, rent of, 144 - in taxation, 285 et seq. (See Taxation) Abstinence theory of interest. 120 Accepting houses, 223, 254 Advertising, 32, 48. 165 Alternate demand and supply. 75 Alternative uses of land, 136 Agio theory of interest, 121, 335 "Agricultural depression," 140 Agriculture and rents, 139 Amalgamation of banks, 213-214 of trade unions, 159-160 American exchange, 268-269 school of economists, 334 Annuities, terminable, 315 Arbitration, 153-154 Aristotle, 118, 322-323 Ashlev, 331 Austrian school of economists, 121. 334 theory of interest, 121. 335 BACKWARDATION, 230-231 Bacon, F., 323 Bagehot, 173 Balance of bargain, 242, 324 - of trade, 242, 247-250. 324 Bank of England, 214-221 Banking school, 214 Charter Act of 1844, 215-216, 232, 266 Currency school, 215 Financial crises, 232 Note issues, 195 et seq.

Bank of England (contd )---Rate of discount, 224 el seg., 263. 265. 271 Reserve, 219-221. 232. 238 Weekly Return, 217-219 of France, 201 Banks and Banking, 202-221 Amalgamation, 213-214 Co-operative, 164, 167 Clearing-houses, 207, 210-212 Development of, 205-214 Functions of, 209-210 Government financing, 308-310 Monopoly, 213-214 Reserves, 219-220 Statistics, 212 Theory, 208-209 Bank of England. (See Credit, Money Market. etc.) Barter, 169-171, 237-239 Bastiat, 330 "Bear" operations, 38-39 Bentham, 119, 328 Beveridge, 234 note Bill-brokers. See Bill of Exchange, Foreign Ex-Money changes. Market. Stock Exchange Bill of exchange, 203, 210, 252-255, 266--267 Blanc, 332 Board of Trade Journal, 248-250 Böhm-Bawerk, 121, 334 Bounties, 244-245 Bowley, 91-92 Brassage, 178

British agriculture and rents, 139 Brokers. (See Bill of Exchange, Foreign exchanges, Money market. Stock Exchange) Budget estimates, 280 Bull " operations, 38-39 Bullionists, 242, 324 CA' CANNY, 149 Call rates, 224-225 Cancellation of international indebtedness, 312 Cantallon, 326 Capital, 32-35 Conceptions of, 33-34 Control and ownership of, 51 Definition of, 32 Formation of, 34, 122 Forms of, 35 Interest and, 122-123, 322-323 Levy, 316-317 (See Interest) Capitalism, evolution of, 333 Capitalist and entrepreneur, 36-37, 123 Capital levy, 316-317 Cartel, 44, 46 Certainty in taxation, 284, 286. 288, 300, 303. (See Taxation) Cheque, 204, 216 Child, 324 Cicero, 322 Clark, 334 Class war, 333 Classical school, 3, 326 et seq. Clay, H., 116 Clearing house system, 207, 211-212 (See Banking) Climate and trade cycles, 234 Coinage, 175-183 British system, 177-179 Free and gratuitous, 178 Qualities of good, 175-177 Collective bargaining. (See Conciliation, Trade unions)

Collectivism. (See Socialism) Combination, industrial, 45-46. (See Monopolies) Committee on the Currency and Bank of England Note Issues (1925), 270 Committee on Currency and Foreign Exchanges after the War, 269 (See Socialism) Communism. Companies. (See Joint-stock, Limited Liability) Comparative costs, 239 et see. Compensated money, 194-195 Competition, 43, 49, 72-73 Composite demand and supply. 75 Conciliation. 153-156, 161-162 Congress, Trades Union, 159-160 Consolidated Fund, 281 note. 303 Constant returns, 29-30, 83 Constructive industries, 21, 31-32 Consumer's surplus, 63-64, 144 note, 336 Consumption, 14-15, 57. (See Production, Utility) Contango, 230 Continuity, principle of, 335 Convenience in taxation, 284, 292-294. 286-289. (See Taxation) Conversion (National Debt), 315 Convertibility (See Money) Co-operation, 163-168 of consumers, 163 et seq. of producers, 163-165 Advantages and drawbacks of, 165-166 Economic aspects of, 166-167 Statistics, 164 Trade unions and, 167-168 (See Labour, Trade unions)

profit- ["Cynical" view of taxation. Co-partnership and sharing, 105, 156-157 Copernicus, 323 Cost of living index number, 191-193 Cost of production, 65-66 - and normal price, 72-73 theory of value, 56, 109 Costs and expenses, 65-66, 239 -, marginal, 66 el seq. -, prime and supplementary, 65-66 Craft unionism, 158 Credit, 202-221 -, creation of, 207-209, 308-309 -, dangers of, 204 -, evolution of, 205-207 - in foreign trade, 251 el seq. —, Government financing by, 308-309 - instruments, 202-204 --- and money, 173 ----, nature of, 202-204 - and trade cycles, 234-236 — uses, 204 Crises, 232-236. (See Trade cycles) Cunningham, 331 Currency, 173, 178-179 - notes. (See Treasury notes) - school. (See Bank of England) -, Report of Committee on, and Bank of England Note **Issues**, 271 -, Report of Committee on, and Foreign Exchanges, 269, 308 Customs duties, 299-301 -----, incidence of, 300-301. (See Protection, Taxation) Cychcal fluctuations, 232-236 (See Trade cycles) 234-(1881)

283, 292 DAVENANT, 324 Debasement, 180 Debentures, 124, 231 Deductive method, 3, 328 et seq Defence, cost of, 277, 311-312 Deferred shares, 124, 231 Degressive taxation, 285. (See Taxation) Demand, alternate, 75 ----, composite, 75 -, desire and, 74 —, elasticity and inelasticity of, 74, 80, 82 -, intensity and extensity of, 74-75 ----, jount, 75-76 -----, laws of, 79-81 ----, supply and, 71-86. (See Market price, Supply, Value) Depreciation, 180 Depressions. (See Trade cycles) Dialectic method, 332 Differential advantage. (See Rent) Diminishing returns, 28-32, 81-82 and rent, 130-131 -- utility, law of, 57 et seq 59 -, applied to money, 58 -, redistribution and, 94-95 , taxation and, 59. 284-285. (See Taxation, Value) Direct services, 21 - taxation, 291-292 Discount, 184 note, 223 -, bills of exchange and, 210 -in Money market, 223 el seq. -, conception of, applied to wages, 114

Discount houses, 223, 254. (See Bank of England, Banking, Interest, Money market) Distribution, Part III, 87: Among factors of production, 93-94 Among property and services, 92 Conclusions on, 144-145 " Constancy " of, 94 Diminishing utility and redistribution, 95 Income, 91-92 Processes of, 88 Rent doctrine applied to, 144-145 1880-1913, 91-92 Since 1913, 92-93 (See Interest, Wealth, 91. Profits, Rent, Wages) Disutility, 58 Division of labour, 20-26 Advantages and disadvantages of, 22-23 Distribution and, 88-89 Exchange and, 169 Forms of. 21-22 International trade and, 239 Limits to, 24 Trade fluctuations and, 233. (See Labour, Organization) Dollar Securities Committee, 268-269 Domestic system, 9-11 " Dumping," 244-245 EARNINGS. (See Wages) Economic evolution, 6 et seq. - laws, 3-4, 89-90, 329 et seg. - thought. Appendix, 321 Economics, definition of, 1-2 ----, methods of study, 3, 330 et seq. relation to social sciences, 2, 321

Économistes, 325. (See Physiocrats) Economy in taxation, 284 286-291. (See Taxation) Education, cost of, 278 Efficiency of labour, 19, 110 - systems of payment, 10 Elasticity of demand, 74,80,29 - in taxation, 288, 290, 293 (See Taxation) Ely, 334 Employers' associations, 113 (See Trade unions) Enterprise, 36-51, 123-124 Entrepreneur, 36-37, 123-124 Equality of sacrifice in taxation, 282 et seq. (See Taxation) Equation of exchange, 187 Equi-marginal returns, 67-68 - utihty, 61-62 Equity in taxation, 282 el seq. (See Taxation) Ethics, 2 Exchange, Mechanism of, Part IV, 169: Nature of, 52 Exchanges. (See Foreign exchanges) Export duties, 299, 301 Exports. (See Balance of trade. Customs Duties, Foreign exchanges, International trade) Extensity of demand and supply, 74-75 Extensive cultivation, 28, 132 — margin, 132, 336 Extractive industries, 21, 31

FACTORY system, 9-11 Fallacies respecting work and wages, 148-150 Family system, 8 Federal Reserve Board (U.S.A.), 201 Federation of trade unions, 159-160 Fuduciary issues. (See Paper money)

232-236 Financial crises, (See Trade cycles) Fisher, I., 194-195, 334 Fisk, 312 (See Foreign Fluctuations. exchanges, Trade cycles) Foreign exchanges, 251-264 American exchange, 268-269 Bank rate and, 226, 263 Bill of exchange, 252-253, 265-267 Correction of, 262-263, 268-269 Committee on currency and, 270-271, 308 Credit and, 251 et seq. Currency, prices and, 259-260 Forward and spot dealings, 253 - 255Loans and, 263-264 Maxims of, 258 Methods of, 251-264 Mint par of, 256 Prices and, 259-260 Quotations, 256-257 Rate of, 255-264 trade. (See International trade) Forward and spot dealings, 253-255 Fourier, 332 Free trade, 242-250 Arguments for, 246-247 Comparative costs, 239 et seq. (See Protection) Funded debt, 312 Futures, 38 GILD socialism, 158, 333 (See Socialism) system, 8, 325 Godwin, 332

Gold, advantages of, for coinage, 176-177 —, export of, 238, 268 —, market and mint price,

179-180

Gold and over-issue of notes, 199 points, 261-262 - production of, 177 --, Production Committee, 179 note reserve, 219 et seq. - standard, 178, 181–182, 273. (See Money, Prices) Goods rates, 84-86 Gournay, 325 Government borrowings and debt. (See National Debt. Public Loans, State) Grants-in-aid, 278, 303-304 Greek influence on economic thought, 322-323 Gresham's law, 180 et seq. Gross interest. (See Interest) - profits. (See Profits) HEARTH tax, 298 Historical school, 3, 331-332 Hobson, J. A., 114 note, 235-236, 295, 335 Holding corporation, 46 Horizontal combination, 46. 158 Hours of work, 99 House duties, 298 Hume, D., 324-325 IMMOBILITY of labour, 25-26, 73, 237 Impact of taxation, 289. (See Taxation) Imports. (See Balance of trade, Customs duties, Foreign exchanges, International trade, Protection) Incidence of Taxation, 289-296 300-301 (See Taxation) Income, national, 87-95 Nominal and real, 96 Tax, 290 et seq., 296-297, 301-303

Inconvertibility. (See Money) Increasing returns, 29-30, 82 INDEX

Increment value duty, 298. (See Unearned increment) Index numbers, 189-193, 260 Indifference, law of. (See Substitution) taxation. 293-295. Indirect 299-300 Indıvidualism. (See Laissezfaire) Inductive method, 3, 328 et seq. Industrial combination, 45-47. (See Monopolies) Council, 154 — Court, 155 --- inertia, 22 — Revolution, 9–11, 42, 88, 119, 243, 327 - unionism, 158 Attempts at diminishing, 153-157 Conciliation and arbitration, 153-156, 161-162 Inelasticity. (See Elasticity) Inequality of wages, 107-111, 116 Infant industries, 245-246 Inheritance duties, 296-297 Insurance, 39, 160 Intensity of demand, 74-75 Intensive cultivation, 28, 132 - margin, 132, 336 Interest, 118-123 Co-operative, 166-167 Determination of, 122 in money market, 223 et seq. Profits and, 118, 123-125 Rent element in, 144-145 Theories of, 118 et seq., 322 et seq. (See Banking, Capital, Discount, Money market) International trade, 237-250 Advantages of, 241 Comparative costs, 239 el seg. Theory of, 237-242

(See Free Trade, Protec "Invisible" exports and im ports. (See Balance of trade " Iron law" of wages. (See Wages) JEVONS, 112, 334 Jobbers. (See Stock Exchange) Joint demand and supply, 75-76 (See Banks - banks, and Banking) Jones, 286 note Just price," 323 Justiciary system, cost of, 277 KARTEL. (See Cartel) Knies, 331 LABOUR, 17-26, 146-168 Classification of, 18 Concentration of, 167-168 Co-operation, 163-168 Cost of, 97-99 Demand for, 146-147 Division of, 20-26 Efficiency of, 19 Immobility of, 25-26, 73, 237 Machinery and, 24-25, 100, 150-151 Peculiarities of, 100-101 Population and, 17-19 Problems and movements, 146--168 Remuneration, 96-117 Supply of, 17-19 Theory of value, 54-55 Unemployment, 146-152 Unions, 101 et seq. ; 157-163 Unrest, 152–157 (See Co-operation, Division of labour, Industrial unrest, Trade unions, Unemployment, Wages)

#### INDEX

Laissez-faire, 10, 325, 330 Land, 27-32 Alternative uses of, 136 Cultivation of, 28 Meaning of, 27 Peculiarities of, 128 Productivity of, 27 Taxes on, 289-290, 297-299 Tenure, 27-28 Values, 298 (See Rent) Large-scale production, 40-42, 50. 204 Lassalle, 108, 109, 329, 332 Laws, economic, 3-4, 89-90, 327 et seq. Legal tender, 173 et seq. (See Money) Leslie, 331 Levy on capital, 316-318 Limited hability, 42 List, F., 329 Loans, public, 305-310 Foreign exchanges and, 263, 268 Long and short period, 306-308 Taxation and, 306-308 (See National Debt) Local authorities, grants to. (See Grants-in-aid) expenditure and revenue, 279 --- income tax, 301-303 - taxation, 301-303 Localization of industry, 22 (See London Clearing House. Clearing-house system) Long and short periods, 68-69, 80-81, 116-117, 181 MACHINERY, advantages and drawbacks, 24-25 -, hours, wages, and, 99 -, unemployment and, 150-151

Malthus, 17-18, 109, 328

Management, scientific, 104 Manchester school, 329 Manor, 7-8, 11, 323 Margin of cultivation, 132 -, intensive and extensive, 132, 336 Marginal costs, 66 el seq. - investment, 120, 122-123 productivity, 114-117, 119-120, 122-123 - purchaser, 60 - utility, 60 et seq , 122-123 (See Utility, Value) Market, 71–72 - price, 71-81 Co-operative societies and, 166 Determination of, 77-79 and mint price of gold, 179-180 Marshall, 1, 90, 114 note, 143, 335 Marx, 51, 54-55, 119, 329, 332-333 Materialist conception of history, 333 Measure of value. (See Money) Mechanism of exchange, Part IV, 169 Medium of exchange. (See Money) Menger, 334 Mercantilism, 10, 243, 323-325, Métayer system, 27 Methods of economic study, 3, 327 et seq. Mill, J. S., 109-110, 330, 331, 335-336 Mineral rights duty, 298 Minimum wages, 89-90, 105-106 Mint par of exchange, 256 - price of gold, 179-180 - ratio, 179, 183 Mintage, 178 note Mobility of labour, 25-26. (See Immobility of Labour)

Money, Part IV. 169 Connage, 175-183 Forms of, 173-174 Functions of, 172-173 Gold. 176-177, 181-182 Gond " and " bad." 180-181 Gresham's law, 180 et set. International trade. 239-241 Market. (See Money market) Nature of, 169-174, 322 et seq. Paper. (See Paper money) Price of, 184, note 222-229 Prices, 184-195 Quantity theory of, 185-187. 195, 240, 263 Token, 178, 195 Value of, 184-195 (See Banks and Banking. Bill of exchange, Credit, Gold, Money market, Paper money, Prices) Money Market, 222-236 Article, 225 Price of money, 184, note 222-229 War and, 265-273 exchanges. (See Foreign Stock Exchange) Monopoly, 43-51 Advantages of, 47-49 Banking, 213-214 Classification of, 45 Drawbacks of, 48 Future of. 50-51 Gains, 124-125 Prices, 43-49, 81-86 Remedies, 49-50 Tendency to, 43-44 (See Trusts) Moratorium, 267 More, T., 323, 332 Mortgage bonds, 231 Motion study, 104 Mun, 324

Municipalities in relation timindustry and commerce, 274\_F) 275 Munitions of War Acts. 154 NATIONAL Debt. 311-320 Capital levy, 316-319 Conversion, 315 Cost of. 278 Funded and unfunded, 312-313 Income 89 Reduction of, 313-315 - of interest on, 317 · Repudiation of, 317 Dividend or income, 87-95 Nationalism, 324, 329 Nature, law of, 325 Navigation laws, 324, 327 Neo-classical school. 333-334 (See Interest) Net interest. (See Profits) - Profits. New unionism, 158 Nominal and real income. 96 Non-competing groups, 334 No-rent land, 135-135 Normal price, 72-73. (SeeValue) - profit, 125-126 Notes. (See Money, Paper money) OCCUPATIONAL groupings, 20-21, 40 Oresme, 180, 323 Organization, 35-51 Imperfect co-operation, 20 note, 147-148 Management and, 36 Over-issue of notes, 199-200 Over-production, 14, 47, 204 ----, trade cycles and, 234-236 -, under-consumption and, 14, 235-236

Over-savings and trade cycles, 235-236

#### INDEX

Verseas Trade Act, 269 wen, R., 332

PAPER money, 195-201 Bank of England notes. (See Bank of England) Convertibility, 181, 196-197 Fiduciary, 196-197, 232, 270 Methods of securing, 198-199 Treasury notes, 197 (See Money, Treasury notes) Par of exchange. (See Foreign Exchanges) " Paradox of value." (See Value) Periodicity of trade fluctuations, 233 Petty, 324 Physiocrats, 108, 325, 336 Piece earnings. (See Wages) Pigou, 156, 336 Plato, 322, 332 Political action, 161 Politics, 2. (See State) Pool, 46 Population, 17-19 Preferred shares, 231 Prices, 53, 74-76, 184-195 Cost of hving, 107-108, 191-193 Determination of market, 77-78 Falling, steady and rising, 188 Foreign exchanges and, 260 Index numbers, 191-193, 260 " Just," 323 Market, 71-81 Measurement of, 191-193 Monopoly, 48-49, 81-86 Normal and market, 72-73 Quantity theory, 185-187, 195 Rent and, 137 et seq. Schemes for reducing fluctuations, 193-195 Sub-normal, 72

Prices (contd.)in United Kingdom, U.S.A., and France, 192. (See Money, Value) Producer's surplus, 67, 336. (See Rent, Surplus) Production, Part I, 12 Agents or factors of, 15-16 Definition of, 13-14 Large- and small-scale, 40-4Ĩ Productivity. (See Interest. Marginal productivity, Wages; also Taxation) Profit-sharing, 105, 155-156 Profits, 123-126 Age of business and, 125-126 Analysis of, 123-125 Dual elements in, 126 Normal rate of, 125-126 Payment for organization and risk, 123-124 Pure, 124-125 Rent element in, 142-143 Representative firm, 143. (See Enterprise, Organization) Progressive taxation, 284-286. (See Taxation) Proportionate taxation, 284 (See Taxation) Protection of home industries, 242 - 250Arguments for, and criticism, 243-246 Customs duties, 299-301. (See Free Trade, Mercantilism) Psychological school of economists, 121, 334 theory of trade cycles,234 Public debts, 305-320 Limits to borrowings, 310 Loans, 305-310 Sources of funds, 305-306 Taxation and loans, 306-308. (See National Debt, Sinking Funds)

finance and policy. Public Part V. 274 Revenue and expenditure, 274-281 Classification of. 277-279 Cost of collecting revenue. 287 Magnitude of expenditure, 277 Ownership, 275-276. (See Taxation) Purchasing power of money. (See Money, Prices) Purchasing power parity, 259-261 prices, 185-187, 195, 240, 263 OUANTITY theory of money and Quasi-rent. 142 (302 Quesnay, 325 Quid pro quo in taxation, 282. RAILWAY, peculiarities of industry, 84 - rates, 84-86 Rate of discount. /See Discount) - of exchange. (See Foreign exchanges) (See Interest) - of interest. Rates, local, 303, (See Taxation) Rationalization of Industry, 47 Real and nominal income, 96 Redemption of National Debt, 313-316 Redistribution of social product. 95 Regressive taxation, 285. (See Taxation) Reichsbank, 201 Remuneration. (See Wages) Renaissance, 323 Rent, 125-145 of Ability, 144 Applications to interest, profits, and wages, 141-145, 328, 336 Determination of, 131-135

Rent (conid.)-Diagrammatic illustrations 133-135 Diminishing returns and 130-131 of Fertility and situation 129 - 130Meaning of economic, 127 No-rent " land, 135-137 and Price, 137-140 Ouasi-, 142 Ricardian theory, 128 et seq. Summary of influences on, 140-141 and Taxation, 289-290, 295-296 Theory of. 127-141. (See Surplus) Reparations, 312 Representative firm, 143 Reserve, 219-221, 224-228. (See Bank of England, Banks and banking) Restrictions, trade union, 149. 162 - 163Reversion duty, 298 Ricardian theory, 128 et seq. Ricardo, 128 et seq., 325, 328-329, 332 Risk, 36-37 -, insurance against, 39 -, payment for, 124 Robertson, 260 note Rodbertus, 119, 332 Rogers, 331 Romans and economic thought, 322 Roscher, 331 Rousseau, 332 Rvot tenure, 28 SAFEGUARDING of Industries Act, 243, 246 St. Simon, 332 Satiable wants. (See Diminishing utility) Saving, 34, 235-236 Say, 330

Schmoller, 331 Scientific management, 104 Seignorage, 178 Senior, 329 Shares, 231 Short period. (See Long and short period) Silver and silver-nickel coinages, 178-179 Single standard. (See Gold standard) Sinking funds, 315-316. (See National Debt, Public Debts) Size of business, 32, 40-42 Slavery, 318 production, 41, Small-scale 51 Smith, Adam, 54 et seq Social product, 283-284, 325 Socialism, 33-34, 119, 332-333. See Gild Socialism, Labour Theory of value, Marx, Syndicalism) Sociology, 2 Specie points, 261 Speculation, 37-39, 229 et seq. Spot and forward dealings, 253 Stamp, J., 90-92, 285 Standard (See of value. Money) - Oil Co., 44 State expenditure and revenue, 277-279 functions, 274–275 — ownership, 275-276 in relation to industry and commerce, 274-276, 332-333 to social conditions, 276 Steuart, 325 Stock Exchange, 229-231 Brokers, 229 Dealings, 230–231 Jobbers, 230 on outbreak of war, 1914,

265-266

Store of value. (See Money) Strikes, 161-162 Subsistence theory of wages, 108-109, 328 Substitution, law of, 31, 61-62, 67-68, 94, 113 Sumptuary taxation, 283, 293-294 Supply, alternate, 75 -, composite, 75 - and demand, 71-86 -, elasticity and inelasticity of, 74, 80 -, joint, 76 -, laws of, 79-81 prices, 66-70 - services, 281 note and stock, 74 Surplus, consumer's, 63-65, 67. 144 note, 336 -, growth of conception of, 336 -, producer's, 67, 141–145 applied to taxation, 286. 295-296. (See Rent) Symmetallism, 182 Synchronism of trade fluctuations, 233 Syndicalism, 158. (See Socialism, Guild Socialism) TAUSSIG, 334 Taxation, 282-304 Ability in, 283 et seq. Canons of, 282-289 Certainty and convenience in, 284, 286, 288, 294-295, 300, 303 Cynical view of, 283, 292 Degressive, 285 Diminishing utility and, 59, 284-285 Direct, 291-292 Economy in, 284, 286-287. 288, 291-293 Elasticity in, 288, 291, 293 Equality of sacrifice, 284 et seq.

INDEX

Taxation (contd.)-Equity in, 283 et seq. Financial" view of, 282-283 Impact of, 289 Incidence of, 289-296 Income, 290 et seq., 296-297, 301-303 Indirect, 293-295, 299-301 Industry as affected by, 289 Inheritance, 296-297 Land and house, 289-290, . 296-297 Loans and, 306-307 Local, 301-304 Productivity of, 287-288 Progressive, 284-285 Quid pro quo in, 282, 302 Regressive, 285 Social view of, 283 Sumptuary view of, 283, 293-294 Unemployment and, 151 (See Public Debts, Public Revenue and Expenditure) Temple, 324 Terminable annuities, 315 Thompson, 332 Thucydides, 322 Time, long and short periods, 68-69, 79-80, 116, 181 - Earnings. (See Wages) \_\_\_, ' " Interest the price of," 121 — lag, 151 - study, 104 Token money, 174, 178-179, 195-196. (See Money) Total utility, 61, 63-64 Toynbee, 331 Trade, foreign. (See International trade) Boards Acts, 105-106 Cycles, 232–236 Theories of, 233-236 Unemployment and, 148

Trade Unions, 157-163 Amalgamation of, 159-160 Collective bargaining, 153, 161-162 Congress, 159-160 Co-operation and, 168 " Craft," 158 Facilities guaranteed scheme, 269 " Industrial." 158 Insurance, 160 Methods, 160-162 "New," 157 Political action, 161 Profit-sharing, etc., and, 156 Recognition of, 153 Restrictions, 149, 162-163 Statistics, 160 Wages and, 101 et seq. (See Labour, Wages) Treasury bills, 308 - bonds. 308 borrowings, 222–227 - notes, 196–200, 266–267 (See Money) Trimetallism, 182 Trusts, 43, 51 -, Report on, 50 note. (See Monopoly) Turgot, 326 UNDER-CONSUMPTION and trade depressions, 235-236 Undeveloped Land Duty, 298 Unearned increment, 139, 298, 336. (See Rent) Unemployment, 146-152 Causes, particular and geueral, 146-150 Imports and, 301 Machinery and, 150-151 Monopolies and, 48

Wars and, 151-152. ( Labour, Trade unions) Unfunded Debt, 313

201

Usury, 119

U.S.A. Federal Reserve Board.

(See

Utilitarianism, 328 Utility, 13, 14, 52 --, diminishing, 57 et seq., 94-95, 284-285 -, marginal and equi-marginal, 60-65 total, 61, 63-64. (See Value) VALUE, Part II, 52 Cost of production theory of, 56 Labour theory of 54-55 Marginal theory of, 57-70 of money, 184-201 "Paradox of," 54-56, 70 Utility and, 53 (See Exchange, Money, Utility) Vertical combination, 46-47, 158 WAGES, 96-117 Cost of living and, 97-98, 107-108 Discounted marginal product, 114 Efficiency systems of payment, 104 Fallacies respecting, 148-150 Hours and, 99 Inequality of, 107-108, 109, 111, 116 " Iron law " of, 108-109 Machinery and, 99-100 of Management, 123-124 Marginal productivity theory of, 114-117 Minimum, 89-90, 105-106 National income and, 91-92 Nominal and real labour cost, 98-99 and real wages, 96-97, 107-108 Payment of, 96-107 Piece rates, 102-103

Wages (contd.)-Premium bonus schemes, 103 Productivity theories, 111 et seq. Profit-sharing and co-partnership, 105, 156-157 Rent element in, 142-144 Residual claimant theory of, 112 Sliding scales, 104-105, 107 Standard, 105 Subsistence theory of, 108-109, 328 Theories of, 107-117 Time rates, 101-103 Trade Boards Acts, 105-106 Wages fund theory, 109–111 (See Distribution, Labour, Trade unions) War Emergency measures. 266-267 and foreign exchanges, 268-269 and money market, 265-266 and post-war financial measures, 265-273 and principal countries' noteissues, 201 and rents, 139-140 and unemployment, 151-152 Wealth, 12 et seq. -, national, 91 Wealth of Nations, 284, 325-327 Webb, 157 Weighted index number, 190-191 Welfare and redistribution, 94-95 Whitley councils, 154-155 Wieser, 334 "Windfalls," taxes on, 297 Window tax, 298 Work fund, 149-150, 152 XENOPHON, 322

#### PRINTED IN GREAT BRITAIN AT THE PITMAN PRESS, BATH B9---(1881)

# A SELECTION FROM THE LIST OF COMMERCIAL HANDBOOKS

PUBLISHED BY SIR ISAAC PITMAN & SONS, LTD.

The following Catalogues will be sent post free on application : COMMERCIAL, EDUCATIONAL, TECHNI-CAL, SHORTHAND, FOREIGN LANGUAGES, and ART.

Obtainable through any Bookseller or direct from the Publishers

LONDON: PARKER STREET, KINGSWAY, W.C.2 BATH: The Pitman Press. MELBOURNE: The Rialto, Collins Street. NEW YORK: 2 West 45th Street. TORONTO: 70 Bond Street. INDIA: A. H. Wheeler & Co., Hornby Road, Bombay; 11 Clive Street, Caloutta; and 15 Elgin Road, Allahabad.

The Prices contained in this List apply only to Great Britain.

### ARITHMETIC

DDICE

Arithmetic and Book-keeping		PRICE
By THOS. BROWN, F.S.S., and VINCENT E. COLI	LINGE	
A.C.I.S. In two parts. Part I	Net	t 2/6
	Nel	<b>1/3</b>
Arithmetic Class Book		
By W. R. BARHAM		. 2/6
Arithmetic of Commerce		
	Net	t <b>4</b> /-
Business Calculations		
By F. HEELIS, F.C.I.S.		2/-
Complete Commercial Arithmetic		
Answers	Net	. 3/- t 1/6
Complete Mercantile Arithmetic		-,-
	Net	t 6/-
	, Mei	u u/-
Counting-House Mathematics	37-4	
By II. W. PORRITT and W. NICKLIN, A.S.A.A.	. Net	t 2/
Elements of Commercial Arithmetic		
By Thomas Brown	. Ne	b 2/-
B96		

## Arithmetic-contd.

	PRICE
Logarithms Simplified	
By ERNEST CARD, B.Sc., and A. C. PARKINSON, A.C.P.	2/8
	2/0
Metric and British System of Weights,	
Measures, and Coinage	n (n
By DR. F. MOLLWO PERKINS Net	<b>3/6</b>
Principles and Practice of Commercial Arithmetic	
	<b>1</b>
By P. W. NORRIS, M.A., B.Sc Net	7/6
Rapid Methods in Arithmetic	1 I
By JOHN JOHNSTON. Revised and Edited by G. K. BUCKNALL, A.C.I.S.	1/-
Slide Rule Applied to Commercial Calcula-	• • • •
tions, The	{
By R. M. SHIREBY Net	2/6
Smaller Commercial Arithmetic	
By C. W. Crook, B.A., B.Sc.	2/-
Dy C. W. CROIX, D.A., D.SC	· •/]-
BOOK-KEEPING AND ACCOUNTANC	Y
	- (
Accountancy	- <u>}</u>
By F. W. PIXLEY, F.C.A., Barrister-at-Law . Net	· 7/93
Accountants' Dictionary	
Edited by F. W. PIXLEY, F.C.A. In 2 Vols Net	; 63/-]-
Accounting	ļ
By S. S. DAWSON, M.Com., F.C.A., and R. C. DE ZOUCHE	10/61
F.C.A	; 10/d)
Accounts of Executors, Administrators, and	
Trustees	
By WILLIAM B. PHILLIPS, A.C.A., A.C.I.S Net	5/-{-
Advanced Accounts	-
Edited by ROGER N. CARTER, M.Com., F.C.A Net	7/91
Key to Advanced Accounts	
By R. A. GOODMAN	20/-
Advanced Book-keeping Net	3/6
Advanced Book-keeping Exercises for	
Commercial Schools	
By A. J. FAVELL, B.Sc. (Econ.), A.C.I.S.	2/6
Apportionment in Relation to Trust Accounts	-
By A. F. CHICK, Incorporated Accountant . Net	6/-
'Auditing, Accounting, and Banking	-
By F. Dowler, A.C.A., and E. M. HARRIS, A.I.B. Net	, 7/6
2	•

Book-keeping and Accountancy-contd.	
Auditors . Their Duties and Dessentibilities	PRICE
Auditors : Their Duties and Responsibilities By F. W. PIXLEY, F.C.A Net Audit Programmes	21/
By E. E. SPICER, F.C.A., and E. O. PEGLER, F.C.A. Net Balance Sheets, Business	4/6
By F. R. STEAD Net	10/6
Balance Sheets, How to Read and Understand	
Them. By PHILIP TOVEY, F.C.I.S Net	2/6
Bedrock of Double Entry Book-keeping, The	
By CHARLES W. WESTRON, Charlered Accountant Net	1/-
Book-keeper's Vade Mecum, The	
By S. HOWARD WITHEY, A.L.A.A Net	3/6
Book-keeping, A Course in	
By R. W. Holland, O.B.E., M.A., M.Sc., LL.D. Net	4/
Book-keeping and Accounts By E. E. SPICER, F.C.A., and E. C. PEGLER, F.C.A. Net	20/-
	20/-
Book-keeping and Commercial Practice By H. H. SMITH, F.C.T., F.Inc.S.T.	1/9
Book-keeping and Office Work	2,0
By R. J. PORTERS, F.C.R.A. Two Vols Net	80/-
Book-keeping for Advanced Divisions and	
Secondary Schools	
By JOHN GREIG, F.C.R.A., F.C.C.S., F.C.I. In three Parts	2/6
Book-keeping for Beginners	<i></i>
By W. E. HOOPER, A.C.I.S Net	2/-
Book-keeping for Bootmakers, Retailers, etc.	
By F. W. WHITFIELD Net	3/6
Book-keeping for Commercial and Secondary Schools	
By C. H. KIRTON, A.C.I.S Net	<b>S/6</b>
Book-keeping for Retailers	
By H. W. PORRITT and W. NICKLIN, A.S.A.A Net	2/-
Book-keeping for Shopkeepers	0.10
By J. GREIG, F.C.I Net Book keeping Modern Methods of	2/6
Book-keeping, Modern Methods of By R. H. EPPS, Chariered Accountant Net	4/-
Book-keeping Teachers' Manual	
By C. H. KIRTON, A.C.I.S., F.Inc.S.T Net	7/6
Branch Accounts	
By P. TAGGART, A.S.A.A Net	8/-

Book-keeping and Accountancy-	-COI	ntd.	
Builders' Accounts and Costs			PRICE
By ROBERT G. LEGGE		Net	8/6
Business Book-keeping	•		-, -
By J. ROUTLEY		Net	8/6
Commercial Goodwill			•
By P. D. LEAKE, F.C.A.	•	Net	21/-
Commercial Mathematics			
By L. H. L. DAVIES, B.A., and E. G. H. HABAN	KKUB	<b>.</b> .	5/-
Company Accounts			
By ARTHUR COLES, F.C.I.S.	•	Net	7/6
Consignments, Account Sales, and Ac	cou	nts	
Current			
By E. J. HAMMOND, A.C.I.S., A.L.A.A.	•	Net	5/-
Cost Accounting			
By W. B. LAWRENCE, C.P.A.	•	Net	21/-
Cost Accounts in Principle and Practi	ce		
By A. CLIFFORD RIDGWAY, F.C.A	•	Net	5í-
Cost Accounts for the Metal Industry			_
By H. E. PARKES, M.Com., A.C.W.A.	•	Net	10,6
Costing and Price Fixing			
By J. M. SCOTT-MAXWELL, B.Sc., F.C.W.A.	•	Net	6/-
Costing, A Primer of			
By R. J. H. RYALL	•	Net	5/-
Costing, Dictionary of			
By R. J. H. RYALL	•	Net	10,6
Costing, Theory and Practice of			
By E. W. NEWMAN, A.C.A.	•	Net	8,6
Costs for Manufacturers			
By C. Smith	•	Net	5/-
Depreciation and Wasting Assets			
By P. D. LEAKE, F.O.A.	•	Net	15/-
Dictionary of Book-keeping			
By R. J. PORTERS	•	Net	7,6
Estimating			
By T. H. HARGRAVE	•	Net	7,8
<b>Examination Notebook for Accountant</b>			
Students, An			
By E. E. SPICER, F.C.A., and E. C. PEGLER, F.C.	А,	Net	48
Executorship Accounts			
By C. TOWNSEND	•	Net	5/-
Foreign Exchange Accounting			
By C. Djorop	•	Net	15,

Book-keeping and Accountancy—contd.	
Full Course in Book-keeping	PRICK
By H. W. PORRITT and W. NICKLIN, A.S.A.A. Net	5/-
Graded Book-keeping Exercises for	•,
Commercial Schools	
By A. J. FAVELL, B.Sc., A.C.I.S.	2/-
Higher Book-keeping and Accounts	-,
By H. W. PORRITT and W. NICKLIN, A.S.A.A. Net	5/-
Holding Companies	
By A. J. SIMONS, A.C.A. (Hons.) Net	10/6
Hotel Book-keeping	2/6
How to Become a Qualified Accountant	.,
By R. A. WITTY, F.S.A.A Net	3/6
Introductory Mathematics	
By J. E. Rowe, Ph.D.	10/6
Manual of Book-keeping and Accountancy	
By A. NIXON, F.C.A., and H. E. EVANS, A.C.A Net	10/6
Manual of Cost Accounts	
By H. JULIUS LUNT, F.C.A., A.C.I.S., F.C.W.A. Net	7/6
Notes of Lessons on Book-keeping	0.0
By J. ROUTLEY Net	3/6
Practical Auditing	01 /
By E. E. SPICER, F.C.A., and E. C. PEGLER, F.C.A. Net Properties: Realized	21/-
Practical Book-keeping By G. JOHNSON, F.C.I.S.	6/
Principles and Practice of Book-keeping and	0/-
	10/0
Accounts. By B. G. VICKERY, A.C.A Net	12/6
Principles of Accounts By J. STEPHENSON, M.A., M.Com, D.Sc.	
Part I, 3/6 Part II	5/-
Principles of Auditing	-,
By F. R. M. DE PAULA, O.B.E., F.C.A Net	7/6
Principles of Book-keeping Explained	<i>.</i>
By I. H. HUMPHRYS Net	2/6
Questions and Answers in Book-keeping and	
Accounting. By F. F. SHARLES, F.S.A.A Net	10/6
Sharles's Elementary Book-keeping	
By F. F. SHARLES, F.S.A.A., F.C.I.S.	3/6
Shopkeepers' Accounts Simplified	
By C. D. CORNELL Net	2/ <del>,</del>
Sinking Funds, Reserve Funds, and Deprecia-	
tion. By J. H. BURTON, A.S.A.A Net	3/6
_	

# BUSINESS TRAINING, ETC.

Authorship and Journalism			-	i	PRICE
By ALBERT E. BULL			•	Net	8/8
Business Handwriting			•	Net	1/8
Commerce for Commercial and Schools		onda	ry		
By A. J. FAVELL, B.Sc. (Econ.), A.C.I Commerce, Stage I	1.18.	•	•	•	8/6
By A. JAMES	•	•	•	•	2/8
Commercial Handwriting and C spondence	lorre	) <b>-</b>		Net	2/8
Commercial Practice By ALFRED SCHOFTELD	-	•		Net	8/6
		. C.	•		0/U
Counting-House Routine. 1st Y By VINCENT E. COLLINGE, A.C.I.S.	ear	s Co		se Net	1/9
	700-1	. Co	-	- • •	T\Q
Counting House Routine. 2nd Y By VINCENT E. COLLINGE, A.C.I.S.	ear	8 UU		se Net	3/6
Elements of Commerce	•	•	•		0/0
By F. Heywood, A.C.I.S.				Net	4/-
Game of Commerce, The		•	-		-1
By H. KENDRICK			•	Net	8/6
How to Become an Auctioneer					
By W. F. NOKES, F.A.I.	•	•	•	Net	8/6
How to Become a Private Secre	tary				
By J. E. MCLACHLAN, F.I.P.S.	• -	•	•	Net	3/6
How to Enter the Mercantile Ma	arin	2		<b>.</b> .	-
By R. A. FLETCHER	•	•	•	Net	3/6
How to Study for Examinations	•				•
By D. COOPER	,	•	•	• •	2/-
Junior Woman Secretary By ANNIE E. DAVIS, F.Inc.S.T.				Net	2/-
Manual of Business Training	•	•	-		•
· · · · · · · · · · · · · · · · · · ·		•	•	Net	4/
Modern Business and Its Metho By W. CAMPBELL, Charlered Secretary			•	Net	7/8
Popular Guide to Journalism					
By A. KINGSTON	•	•		Net	2/6
Practical Journalism and News		r La			
By A. BAKER, M.J.I., and E. A. COP		•	•	Net	8/6
Principles and Practice of Comp By James Stephenson, M.A., M.Com			•	Net	8/6

6

Business Training—contd.
Business Training-conta.

Business Training—conta.	
Principles of Business	PRICE
By JAMES STEPHENSON, M.A., M.Com., D.Sc.	
Part I, Net 2/6; Part II, Net	3/6
Questions and Answers on Business Practice	
By E. J. HAMMOND, A.C.I.I., A.L.A.A Net	5/~
Routine of Commerce	
By ALFRED SCHOFIELD, B.Sc.(Econ.) Net	4/
Short Story Writing and Free Lance	
Journalism	
By S. A. MOSELEY Net	7/6
Theory and Practice of Commerce	
Edited by F. HEELIS, F.C.I.S Net	7/6
Traders and Trading	
By W. J. WESTON, M.A., B.Sc Net	2/6
Wholesale and Retail Trade	
By W. CAMPBELL Net	5/
CIVIL SERVICE	•
<del>د به العلي کار پارا کې خط و پالا سی خط و پالا م</del>	
Civil Service Arithmetic Tests	
By P. J. VARLEY-TIPTON Net	2/6
Civil Service Essay Writing	
By W. J. Addis, M.A.	2/6
Civil Service Guide	
By A. J. LAWFORD JONES Net	2/6
Civil Service Practice in Précis Writing	
Edited by ARTHUR REYNOLDS, M.A. (Oxon) . Net	2/6
Copying Manuscript, Orthography, Hand-	
writing, etc.	
By A. J. LAWFORD JONES Net	3/6
Elementary Précis Writing	
By WALTER SHAWCROSS, B.A Net	2/-
Guide to Indexing and Précis Writing	
By W. J. WESTON, M.A., B.Sc., and E. BOWKER Net	21-
Indexing and Précis Writing	
By A. J. LAWFORD JONES Net	2/6
ENGLISH AND COMMERCIAL	
ENGLISH AND COMMERCIAL	
CORRESPONDENCE	
Business Letters in English	
By W. J. WESTON, M.A., B.Sc.	S/6

Dusiness retters in ruguan						
By W. J. WESTON, M.A., B.Sc.	•	•		Net	3/6	
<b>Commerce and Correspondence</b>	e:e				•	
By E. H. GROUT, B.Sc.(Econ.)	•	•	-	Net	5/-	

English and Commercial Correspondence-con	ntd.
Commercial Correspondence and Commercial	
English Net	8/6
Commercial Dictionary Net	1/6
Common-sense English	
By R. W. HOLLAND, M.A., M.Sc., LL.D.	1/6
Correspondence of Commerce, The	,
By A. RISDON PALMER, B.Sc., B.A Net	4/-
Dictionary of Correct English, A	0.0
By M. A. PINK, M.A.	2/6
English and Commercial Correspondence	0.0
By H. NAGAORA and D. THEOPHILUS, B.A.	3/6
English Composition and Correspondence By J. F. DAVIS, D.Lit., M.A., LL.B. (Lond.) . Net	2/- '
	2/-
English Exercises. A Book of Homonyms By B. S. BARRETT	8/8
English for Commercial Students	0/0
By H. W. HOUGHTON Net	2/6
English Grammar and Composition	2/0
By W. J. WESTON, M.A., B.Sc. (Lond.) Net	4/8
Also in two parts. Each Net 2/6	
English Mercantile Correspondence . Net	3/6
Guide to Commercial Correspondence and	
Business Composition	
By W. J. WESTON, M.A., B.Sc. (Lond.)	2/6
How to Teach Commercial English	
By WALTER SHAWCROSS, B.A Net	3/6
Manual of Commercial English	0.0
By WALTER SHAWCROSS, B.A Net	3/6
Manual of Punctuation By W. D. WEBSTER	1/
	1/-
New Era Spelling Manual By H. J. BOWEB	2/6
-	1/6
Principles and Practice of Commercial Corre-	
spondence By J. Stephenson, M.A., M.Com Net	7/6
Punctuation as a Means of Expression	e/u
By A. E. LOVELL, M.A Net	1/-
Synonyms and Antonyms, Pitman's Book of	-,
Synonyms and Antonyms, 2 minut 8 Door of Net	2/8
8	.,-

#### **COMMERCIAL GEOGRAPHY AND**

# HISTORY

	FRICE
Commercial Atlas of the World Net	5/-
<b>Commercial Geography of the British Empire</b>	
Abroad and Foreign Countries Net	
Commercial Geography of the British	• •,
Isles	2/6
	<b>4/6</b>
Commercial History	<b>F</b> -0
By J. R. V. MARCHANT, M.A Net	5/6
Economic Resources of the Empire	-
Edited by T. WORSWICK, O.B.E., M.Sc Net	; 5/-
Elements of Commercial Geography	
By C. H. GRANT, M.Sc., F.R.Met.Soc Net	2/-
Elements of Commercial History	
By FRED HALL, M.A., B.Com., F.C.I.S Net	; <b>2</b> /-
Geography of Commerce, The	
By W. P. RUTTER, M.Com Net	5/-
History of Commerce, The	
By T. G. WILLIAMS, M.A., F.R. Hist.S., F.R. Econ.S. Net	5/-
Principles of Commercial History	
By J. STEPHENSON, M.A., M.Com., D.Sc Net	7/6
Rise of British Commerce, The	
By K. G. LEWIS, B.A., and N. BRANTON	8,6
Statistical Atlas of the World, A	
By J. STEPHENSON, M.A., M.Com., D.Sc Net	7,6
ECONOMICS	
British Finance (1914-1921) Edited by A. W. KIRKALDY, M.A., B.Litt., M.Com. Net	15/-

British Labour (1914-1921)

Edited by A. W. KIRKALDY, M.A., B.Litt., M.Com. Net	10/6
Dictionary of Economic and Banking Terms	
By W. J. WESTON, M.A., B.Sc., and A. CREW . Net	5/-
Economic Geography	

By John McFarlane, M.A., M.Com.	Net	10/6
Economic Geography, The Principles of		
By R. N. RUDMOSE BROWN	Net	7/6
Economic Principles for Indian Readers		•
By Dr. P. BASU	Net	7/6
2 9		

## Economics-contd.

m a ma	PRICE
Economics Educator	e0 /
Edited by J. H. JONES, M.A. Three Vols Net Economics for Business Men	63/-
By W. J. WESTON, M.A., B.Sc Net	3/6
Economics for Everyman	0,0
By J. E. LE ROSSIGNOL Net	5/-
Economics of Private Enterprise, The	-,
By J. H. JONES, M.A Net	7/6
Economics of Instalment Trading and Hire	
Purchase	
By W. F. ORICK Net	5/
Economics of the Manufacturing Business	0 /A
By W. A. STEWART JONES, F.C.W.A., F.S.S.	3/6
Economics : Principles and Problems By L. D. EDIE Net	15/-
Elements of Political Economy	TA!
By H. Hall, B.A.	2/-
Exercises in Economics	•
By A. PLUMMER, M.Sc. (Econ.), M.A Net	2/-
Guide to Political Economy	
By F. H. SPENCER, D.Sc., LL.B Net	3/6
Industrial Combination in England	
By P. FITZGERALD, D.Sc.(Econ.) Net	10/6
Introduction to Business Economics	<b>n</b> / <b>n</b>
By J. STEPHENSON, M.A., M.Com., D.Sc.	3/6
Introduction to Sociology and Social Problems By W. G. BEACH	6/-
By W. G. BEACH	
1870-1924	)
By T. G. WILLIAMS, M.A Net	5/-
National Economics	-,
By E. Batten Net	5/-
Outlines of Central Government	
By John J. Clarke, M.A., F.S.S Net	5/
Outlines of Industrial and Social Economics	
By JOHN J. CLARKE, M.A., F.S.S., and JAMES E.	1 /8
PRATT, A.C.I.S.	1/6
Outlines of Local Government By John J. Clarke, M.A., F.S.S Net	4/-
• • • • • • • • • • • • • • • • • • • •	
Outlines of the Economic History of England By H. O. MEREDITH, M.A., M.Com Net	7/6
Dy L. C. MERCHING M.C., M.COM NEV	•/•

•

#### Economics-contd.

PRICE

Plain Economics				
By JOHN LEE, M.A., M.Com.Sc.		•	Net	3/6
Road to Plenty, The				
By W. T. FOSTER and W. CATCHINGS	•	•	Net	3/6
Social Administration				
By JOHN J. CLARKE, M.A., F.S.S.	•	•	Net	7/6
Substance of Economics, The				•••
By H. A. SILVERMAN, B.A	•	•	Net	6/-

#### **BANKING AND FINANCE**

#### Answers to Questions Set at the Examinations of the Institute of Bankers By L. L. M. MINTY, Ph.D., B.Sc., Econ., B.Com.-Foreign Exchange. Part I & Part II Net 3/6 Each Economics. Part I & Part II Each Net 5/-English Grammar and Composition. Part I Net 3/6 Part II Net 5/--., Banker as a Lender, The By F. E. STEELE Net 5/--Bankers' Advances By F. R. STEAD. Edited by SIB JOHN PAGET, K.C. Net 6/--**Bankers' Advances Against Produce** Net By A. WILLIAMS, A.I.B. 6/-Bankers and the Property Statutes of 1925 and 1926 By R. W. JONES Net 6/-**Bankers'** Credits By W. F. SPALDING Net 10/6 **Bankers'** Securities Against Advances By LAWRENCE A. FOGG, Cert. A.I.B. Net 6/-Bankers' Clearing House, The By P. W. MATTHEWS Net 7/6 Bankers' Tests By F. R. STEAD Net 10/6 Banking as a Career By F. A. WILLMAN, Cert.A.I.B. Net 3/6 Bank Organization, Management, etc. By J. F. DAVIS, M.A., D.Lit., I.L.B. (Lond.) Net 6/--Bills of Exchange Act, 1882, The By M. H. MEGRAH, B.Com. Net 6/-. Cheques. By C. F. HANNAFORD Net 6/-

<b>Banking and Finan</b>	ce-contd.
--------------------------	-----------

Dictionary of Banking	PRICE
By W. THOMSON and LLOYD CHRISTIAN Net	30/-
Dictionary of Banking Terms in Three	
Languages, (English-French-German)	
By L. HERENDI Net	21/-
Dictionary of the World's Currencies and	
Foreign Exchanges	<b>00</b> /
By W. F. SPALDING Net	30/-
Eastern Exchange, Currency, and Finance By W. F. SPALDING	15/-
Elements of Banking	<b>AU</b> /
By J. P. GANDY Net	2/-
English Banking Administration, An Outline o	
By JOSEPH SYRES, B.A. (HONS.) Net	2/6
English Banking Methods	
By L. L. M. MINTY, Ph.D., B.Sc., B.Com Net	15/
English Composition and Banking Corre-	
spondence	
By L. E. W. O. FULLBROOK-LEGGATT, M.C., B.A. Net	5/-
English Public Finance	-
By HARVEY E. FISK Net	7/8
Foreign Exchange and Foreign Bills in Theory	
and in Practice By W. F. Spalding	7/6
Foreign Exchange, A Primer of	70
By W. F. Spalding Net	3/6
Foreign Exchanges, Arithmetic and Practice	-,-
of the	
By A. G. SUGG	3/6
Foreign Trade, The Finance of	
By W. F. SPALDING Net	7/6
Functions of Money, The	-
By W. F. SPALDING Net	7/6
How to Succeed in a Bank	9/8
By F. F. STEELE Net	3/6
International Trade Finance By G. W. Edwards, Ph.D Net	10/6
London Money Market, The	10/0
By W. F. Spalding Net	10/6
Modern Finance and Industry	
By A. S. WADE Net	5/
12	

Banking and Finance	-contd.
---------------------	---------

Banking and Finance—contd.	
Money and the Stock and Share Markets	PRICE
By EMIL DAVIES	Net <b>2</b> /-
	let <b>6</b> /-
Notes on Banking and Commercial Law By T. LLOYD DAVIES	let <b>8</b> /
Practical Banking	-,
By J. F. G. BAGSHAW, Cert. A.I.B N	let <b>7/6</b>
Talks on Banking to Bank Clerks	
•	let <b>2/6</b>
Title Deeds Old and New By Francis R. Stead.	ie <b>t 5</b> /-
Dy FRANCIS II, STERD.	ieu u/-
INSURANCE	
Actuarial Science, The Elements of	
By R. E. UNDERWOOD, M.B.E., F.I.A N	let 5/-
Average Clauses and Fire-Loss Apportion-	
	let <b>8/6</b>
Building Construction, Plan Drawing, and Surveying in Relation to Fire Insurance	
	et 6/
Burglary Risks	
	et 10/8
Business Man's Guide to Insurance, The	
	le <b>t 63</b> /
Casualty Insurance	
-,	le <b>t 25</b> /-
Compound Interest, Principles of By H. II. Edwards	let 5/-
	let 5/-
Dictionary of Accident Insurance	et 5/-
	et 60/-
Fire Extinguishment and Fire Alarm System	15
	et <b>7/8</b>
Fire Insurance, Common Hazards of	<b>.</b> .
	et <b>5</b> /-
Fire Insurance, Dictionary of Edited by B. C. REMINGTON, F.C.I.I.	'et <b>30</b> /-
Fire Insurance, Principles and Practice of	et 00/-
	et 5/-
Fire Insurance, The Law of	-•
By J. ROWLATT, B.A N	et 7/6
13	

## Insurance-contd.

Fire Policy Drafting and En	dors	ement	9		PRICE
By W. C. H. DARLEY		·····	ч.	Net	7/8
Fire Waste. By G. E. KEAY .		_		Net	2/8
Guide to Marine Insurance		-	-		, -
By HENRY KEATE				Net	8/6
Insurance					
By T. E. YOUNG, B.A., F.I.A.,				Net	10/6
<b>Insurance Office Organizati</b>					
By J. B. WEISON, LL.M., F.C.I.	I., F.(	C.I.S., a	nd F		<b>R</b> (A
SHERRIFF, F.I.A Insurance of Profits. $B_{\nabla} A$ .	- ··	•	•	Net	7/6
			•	Net	5/-
Insurance of Public Liabilit, By S. V. KIRKPATRICK, F.C.I.I.	y Kis	KS .		Net	5/
Law and Practice as to Fide	lity	Guara	ntoo		<b>0</b> /
By C. Evans and F. H. Jones	inty .	Guara.	11100	Net	6/-
Law of Accident and Contin	enc.	v Insu	<b>r</b> an		•/
By F. H. JONES		, <u> </u>	•	Net	7/6
Life Assurance from Propos	al to	Polic	y		- •
By H. HOSKING TAYLOR, F.I.A.	, A.C	I.I., AD	d V.	W.	
TYLER, F.I.A.	•	•	•	Net	6/
Life Assurance, Guide to				NT . 4	
By S. G. LEIGH, F.I.A	The	•	•	Net	5/-
Marine Insurance of Goods, By F. W. S. Poole	, ine	1		Net	15/-
		•	•		
-,			-	Net	<b>B/-</b>
Pension and Superannuati	on I	unas,		161	
Formation and Adminis By Bernard Robertson, F.I.A.,					5/-
Pension, Endowment, Life					0/-
Other Schemes for Comn	norci	al Con	n nat		
By H. Dougharty, F.C.I.S.			ipai	Net	6/-
Personal Accident, Diseas			ickr		•,
Insurance, The Principle					
By J. B. WEISON, LL.M.			•	Net	5/-
Physiology and Anatomy					-,
By H. GARDINER, M.S., F.R.C.S		•		Net	10/6
Principles and Practice of A	ccide	nt Ins	urai	ıce,	
The					<b>.</b>
By G. E. BANFIELD, A.C.I.I.	•	•	•	Net	6/
Principles of Insurance				NT - 4	æ.,
By J. Alfred Eke	•	•	•	Net	5/-

#### Insurance-contd.

Successful Insurance Agent, The			FAIU
By J. J. Bisgood, B.A., F.C.I.S., J.P.		Net	2/6
Talks on Insurance Law		Net	3/6
By J. A. WATSON, B.Sc., ILL.B Workmen's Compensation Insurance	•	Nec	9/0
By C. E. GOLDING, LL.B., F.C.I.I.	•	Net	5/~

## SHIPPING

Case and Freight Costs		-
By A. W. E. CROSFIELD	Net	2/~
Exporters' Handbook and Glossary, The		
By F. M. DUDENEY	Net	7/6
How to Export Goods. By F. M. DUDENEY .	Net	2/~
How to Import Goods. By J. A. DUNNAGE .	Net	2/-
Import and Export Trade. By A. S. HARVEY	Net	21/~
Importer's Handbook, The. By J. A. DUNNAGE	Net	10/6
Manual of Exporting		,-
By J. A. DUNNAGE, F.S.S., F.C.I., A.M.Inst.T.	Net	10/6
Shipbroking, Introduction to		
By C. D. MACMURRAY and M. M. CREE	Net	3/6
Shipper's Desk Book, The		
By J. A. DUNNAGE	Net	3/6
Shipping. By A. HALL and F. HEYWOOD .	Net	2/
Shipping and Shipbroking		
By C. D. MACMURRAY and M. M. CREE	Net	15/-
Shipping Business Methods		
By R. B. PAUL	Net	5/-
Shipping Finance and Accounts		
By R. B. PAUL	Net	2/6
Shipping Office Organization, Managemen	ıt,	
and Accounts. By ALFRED CALVERT	Net	6/-
Shipping Terms and Phrases		
By J. A. DUNNAGE	Net	2/6
SECRETARIAL WORK, ETC.		
Chairman's Manual		
By GURDON PALIN, and ERNEST MARTIN, F.C.I.S.	Net	5/-
Company Registrar's Manual, The		-
By J. J. QUINLIVAN	Net	10/6
Company Secretarial Work		•
By E. MARTIN, F.C.I.S.	Net	2/-
15		

Secretari	ial W	ork.	etccontd.

	PRICE
Company Secretary's Vade Mecum	F 6860 B
Edited by P. TOVEY, F.C.I.S.	et <b>3/6</b>
Debentures	•,•
By F. SHEWELL COOPER, M.A., Barrister-at-Law N	e <b>t 6</b> /-
Dictionary of Secretarial Law and Practice	
Edited by PHILIP TOVEY, F.C.I.S.	et 42/-
	50 <b>4</b> 6/-
Examination Notes on Secretarial Practice By C. W. ADAMS, A.C.I.S.	
	et 2/6
Formation and Management of a Private	
Company	
By F. D. HEAD, B.A.	et <b>7/6</b>
Guide for the Company Secretary	
By ARTHUR COLES, F.C.I.S.	e <b>t 6</b> /-
Guide to Company Secretarial Work	
By O. OLDHAM, A.C.I.S.	et <b>8/6</b>
Honorary Secretaryship	
By W. B. THORNE	et <b>2/6</b>
How to Become a Company Secretary	
By E. J. HAMMOND, A.C.I.S.	et 8/6
How to Become a Private Secretary	•,•
By J. E. McLachlan No	et <b>3/6</b>
How to Take Minutes	
Edited by E. Martin, F.C.I.S.	et 2/6
	=U 2/U
Limited Liability Companies	10/0
By R. Ashworth, F.C.A.	et 10/6
Meetings	
By F. D. HEAD, B.A.	
<b>Outlines of Transfer Procedure in Connectio</b>	n
with Stocks, Shares, etc.	
By F. D. HEAD, B.A. (Oxon), Barrister-at-Law . No	et <b>3/6</b>
Practical Directorship	
By H. E. COLESWORTHY, A.S.A.A., and S. T. MORRI	e,
A.S.A.A	
Practical Share Transfer Work	
By F. W. LIDDINGTON No	
Prospectuses : How to Read and Understan	đ
Them	-
By PHILIP TOVEY, F.C.I.S.	et 5/-
<b>Questions and Answers on Secretarial Practic</b>	
By E. J. HAMMOND, A.C.I.S.	
Secretary's Handbook	
Edited by Sir H. E. Blain, C.B.E.	×t 5/-
18	•/-
10	

Secretarial Work, etc.—contd	•		
Transfer of Stocks, Shares, and Other			FRICE
Marketable Securities By F. D. HEAD, B.A.	•	Net	10/6
INCOME TAX			
Income Tax and Super-Tax			
By E. E. SPICER and E. C. PEGLER .	٠	Net	12/6
Income Tax and Super-Tax Practice, Dictionary of			
By W. E. SNELLING	•	Net	25/-
Income Tax, Snelling's Practical			0.0
By C. W. CHIVERS	•	Net	3/6
By H. E. SEED and A. W. RAWLINSON .		Net	10/6
Income Tax Reliefs			· ·
By A. W. RAWLINSON, A.C.A.	٠	Net	20/
Income Tax, Super-Tax, and Surtax The New Law Explained			
By V. WALTON, F.C.A., F.R.S., F.R.Econ.S.	•	Net	7/6
INDUSTRIAL ADMINISTRATI	(0)	N	
Dictionary of Industrial Administration Edited by J. LEE, C.B.E., M.A., M.Com.S		 Two	
Edited by J. LEE, C.B.E., M.A., M.Com.S Vols.		Two Net	63/
Edited by J. LEE, C.B.E., M.A., M.Com.S. Vols. Employment Management	c.	Net	
Edited by J. LEE, C.B.E., M.A., M.Com.S. Vols. Employment Management Compiled and Edited by DANIEL BLOOMFIELD	c.	Net	63/ 8/6
Edited by J. LEE, C.B.E., M.A., M.Com.S. Vols. Employment Management Compiled and Edited by DANIEL BLOOMFIELD Engineering Factory Supplies By W. J. HISCOX	c.	Net	
Edited by J. LEE, C.B.E., M.A., M.Com.S. Vols. Employment Management Compiled and Edited by DANIEL BLOOMFIELD Engineering Factory Supplies By W. J. HISCOX Factory Administration in Practice	c.	Net Net Net	8/6 5/
Edited by J. LEE, C.B.E., M.A., M.Com.S. Vols. Employment Management Compiled and Edited by DANIEL BLOOMFIELD Engineering Factory Supplies By W. J. HISCOX Factory Administration in Practice By W. J. HISCOX	c. • •	Net Net	8/6
Edited by J. LEE, C.B.E., M.A., M.Com.S. Vols. Employment Management Compiled and Edited by DANIEL BLOOMFIELD Engineering Factory Supplies By W. J. HISCOX Factory Administration in Practice	c. • •	Net Net Net	8/6 5/
Edited by J. LEE, C.B.E., M.A., M.Com.S. Vols. Employment Management Compiled and Edited by DANIEL BLOOMFIELD Engineering Factory Supplies By W. J. HISCOX Factory Administration in Practice By W. J. HISCOX Factory Lay-Out, Planning and Progress By W. J. HISCOX	c.	Net Net Net Net	8/6 5/ 8/6
Edited by J. LEE, C.B.E., M.A., M.Com.S. Vols. Employment Management Compiled and Edited by DANIEL BLOOMFIELD Engineering Factory Supplies By W. J. HISCOX Factory Administration in Practice By W. J. HISCOX Factory Lay-Out, Planning and Progress By W. J. HISCOX	c.	Net Net Net Net	8/6 5/ 8/6
Edited by J. LEE, C.B.E., M.A., M.Com.S. Vols. Employment Management Compiled and Edited by DANIEL BLOOMFIELD Engineering Factory Supplies By W. J. HISCOX Factory Administration in Practice By W. J. HISCOX Factory Lay-Out, Planning and Progress By W. J. HISCOX Factory Organization By C. H. NORTHCOTT, M.A., Ph.D., O. SHELDOJ J. W. WARDROPPER, B.Sc., B.Com., A.C.W., L. URWICK, M.A.	c.	Net Net Net Net	8/6 5/ 8/6
Edited by J. LEE, C.B.E., M.A., M.Com.S. Vols. Employment Management Compiled and Edited by DANIEL BLOOMFIELD Engineering Factory Supplies By W. J. HISCOX Factory Administration in Practice By W. J. HISCOX Factory Lay-Out, Planning and Progress By W. J. HISCOX Factory Organization By C. H. NORTHCOTT, M.A., Ph.D., O. SHELDOI J. W. WARDROPPER, B.Sc., B.Com., A.C.W.	c.	Net Net Net Net Net B.A., and	8/6 5/ 8/6 7/8
Edited by J. LEE, C.B.E., M.A., M.Com.S. Vols. Employment Management Compiled and Edited by DANIEL BLOOMFIELD Engineering Factory Supplies By W. J. HISCOX Factory Administration in Practice By W. J. HISCOX Factory Lay-Out, Planning and Progress By W. J. HISCOX Factory Organization By C. H. NORTHCOTT, M.A., Ph.D., O. SHELDON J. W. WARDROPPER, B.Sc., B.Com., A.C.W. L. URWICK, M.A. Fair Wage, A By E. BATTEN Industrial Conflict	c.	Net Net Net Net B.A., and Net Net	8/6 5/ 8/6 7/8 7/8 2/6
Edited by J. LEE, C.B.E., M.A., M.Com.S Vols. Employment Management Compiled and Edited by DANIEL BLOOMFIELD Engineering Factory Supplies By W. J. HISCOX Factory Administration in Practice By W. J. HISCOX Factory Lay-Out, Planning and Progress By W. J. HISCOX Factory Organization By C. H. NORTHCOTT, M.A., Ph.D., O. SHELDOI J. W. WARDROPPER, B.Sc., B.Com., A.C.W. L. URWICK, M.A. Fair Wage, A By E. BATTEN Industrial Conflict By the RIGHT HON. GEORGE N. BARNES	c.	Net Net Net Net S.A., and Net Net Net	8/6 5/ 8/6 7/8 7/8
Edited by J. LEE, C.B.E., M.A., M.Com.S. Vols. Employment Management Compiled and Edited by DANIEL BLOOMFIELD Engineering Factory Supplies By W. J. HISCOX Factory Administration in Practice By W. J. HISCOX Factory Lay-Out, Planning and Progress By W. J. HISCOX Factory Organization By C. H. NORTHCOTT, M.A., Ph.D., O. SHELDON J. W. WARDROPPER, B.Sc., B.Com., A.C.W., L. URWICK, M.A. Fair Wage, A By E. BATTEN Industrial Conflict	c.	Net Net Net Net S.A., and Net Net Net	8/6 5/ 8/6 7/8 7/8 2/6

Industrial Administration—co	ontd.
------------------------------	-------

<b>.</b>			PRICE
Industrial Organization			
By JOHN LEE, M.A., M.Com.Sc.	1	Net	5/-
Industrial Organization, The Evolution By B. F. SHIELDS, M.A.	OI	Net	10/6
•			10/0
Introduction to Industrial Administration By J. LEE, C.B.E., M.A., M.Com.Sc.	л,	Net	5/-
Lectures on Industrial Administration	•	1100	<b>U</b> /
Edited by B. MUSCIO, M.A.		Net	6/-
Letters to an Absentee Director			-,
By JOHN LEE		Net	5/-
Management			
By J. LEE	•	Net	5/
Modern Industrial Movements			
Edited by D. BLOOMFIELD	•	Net	10/6
New Leadership in Industry, The			-
By S. A. LEWISOHN	•	Net	7/6
Outlines of Industrial Administration	~		
By R. O. HERFORD, H. T. HILDAGE, and H. JENKINS	Ur.	Net	6/-
Patents for Inventions	•	1.00	•,
By J. E. WALKER, B.A., and R. B. FOSTER, B.S.	c.	Net	21/-
Philosophy of Management, The			
By OLIVER SHELDON, B.A.		Net	10/6
<b>Principles of Industrial Administration</b>	, A	n	
Introduction to	-		
By A. P. M. FLEMING, C.B.E., M.Sc., M.I.E.	Е.,		
H. J. BROCKLEHURST, M.Eng., A.M.I.E.E.	٠	Net	3/6
Principles of Industrial Welfare		37.4	<b>.</b>
By J. LEE, M.A	•	Net	5/-
Compiled and Edited by DANIEL BLOOMFIELD		Net	8/8
Research in Industry	•	TIEL	0/0
By A. P. M. FLEMING, C.B.E., M.Sc., M.I.E.	E.	and	
J. G. PEARCE, B.Sc., A.M.I.E.E.		Net	10/6
Sharing Profits With Employees			
By J. A. Bowie, M.A.		Net	10/8
Time Standardization of Workshop Ope	rat	tions	
By T. PILKINGTON	•	Net	16/-
Welfare Work in Industry			
Edited by E. T. KELLY	•	Net	5/
Workshop Committees		<b>N</b> T 4	
By C. G. RENOLD	•	Net	1/-

#### **BUSINESS ORGANIZATION AND**

#### MANAGEMENT

PRICE American Business Methods By F. W. PARSONS, E.M. Net 8/6 **Business Management** Net By PERCIVAL WHITE 15/-**Business Management for Small Retailers** By H. W. THEEDAM Net 3/6 Card Index System Net 2/-**Clubs and Their Management** By F. W. PIXLEY Net 10/6 **Colliery Office Organization and Accounts** By J. W. INNES, F.C.A., and T. C. CAMPBELL, F.C.I. Net 7/6 **Commercial Management** By C. L. BOLLING . Net 10/6 **Counting-House and Factory Organization** By J. GILMOUR WILLIAMSON 7/6 Net Drapery Business Organization, Management and Accounts. By J. ERNEST BAYLEY Net 7/6 Filing Systems. By E. A. COPE Net 3/6 Flour Milling Industry, Organization and Management of the. By E. L. PEARSON. Net 12/6 Grocery Business Organization and Management. By C. L. T. BEECHING and J. A. SMART Net 6/--**Hire-Purchase Trading** By CUNLIFFE L. BOLLING . Net 10/6 Hotel Organization, Management, and Accountancy By G. De BONI, Hotel Manager, and F. F. SHARLES, F.S.A.A., A.C.I.S. Net 10/6 . . How to Grant Credit By CUTHBERT GREIG Net 3/6 How to Collect Accounts by Letter By C. HANNEFORD-SMITH 3/6 Net How to Manage a Private Hotel By P. HOBBS . Net 3/6 Manual of Duplicating Methods By W. DESBOROUGH Net 3/-Office Machines, Appliances, and Methods

Business Organization and Management-con	tđ.
Office Organization and Management, Including Secretarial Work	PLICE
By LAWRENCE R. DICKSEE, M.Com., F.C.A., and SIB H. E. BLAIN, C.B.E.	7/6
Organization of a Small Business, The By W. A. SMITH	2/8
Self-Organization for Business Men By Morley Dalnow, B.Sc Net Solicitor's Office Organization, Management,	5/
and Accounts By E. A. COPE and H. W. H. ROBINS Net	6/
Stockbroker's Office Organization, Manage- ment, and Accounts	-1
By J. E. DAY Net	7/8

## MUNICIPAL WORK

## Local Government of the United Kingdom, The

By J. J. CLARKE, M.A., F.S.S.			•	Net	10/8
<b>Municipal Accounting Syst</b>	ems				
By S. WHITEHPAD, A.S.A.A., A				Net	5/
Municipal Audit Programm	nes				•
By the same Author		•	•	Net	3/6
Municipal Book-keeping					-
By J. H. McCall, F.S.A.A.		-		Net	7/6
<b>Municipal and Local Gover</b>	nmen	it La	w		-
By H. E. SMITH, LL.B.				Net	10/8
Municipal Organization					-
By M. H. Cox, LL.B.				Net	5/
Municipal Student's Exam	inatio	n No	otebo	ok	-
By S. WHITEHRAD, A.S.A.A., A	.C.I.S.		•	Net	7/8
<b>Organization and Administ</b>	ratio	n of t	the		
<b>Education Department</b>					
By A. E. IKIN, B.Sc., LL.D.		•	•	Net	7/8
<b>Organization and Administ</b>	ratio	a of	the		
Electricity Undertaking					
By C. L. E. STEWART, M.I.E.E.		•	•	Net	6/
<b>Organization and Administ</b>	ratio	a of t	the		
Finance Department					
By W. BATESON, A.C.A., F.S.A		•	•	Net	7/6

Organization and Administration of the Gas Undertaking	PRICH
By E. UPTON, F.S.A.A Net	5/-
Organization and Administration of a Muni-	
cipal Engineer and Surveyor's Department	
By E. J. ELFORD Net	10/6
Organization and Administration of the Public Health Department	
By W. A. LEONARD Net	6/-
Organization and Administration of the	-,
Town Clerk's Department and the	
Justices' Clerk's Department	
By A. S. WRIGHT and E. H. SINGLETON Net	7/6
Organization and Administration of the	-,-
Tramways Department	
By S. B. N. MARSH	6/-
Organization and Administration of the	- •
Waterworks Department	
By F. J. ALBAN, F.S.A.A., F.I.M.T.A., A.C.I.S. Net	10/6
Principles of Organization	
By W. BATESON, A.C.A., F.S.A.A.	3/6
• • •	•
ADVERTISING AND SALESMANSHIP	
Advertisement Lay-Out and Copy-Writing	15.′-
Advertisement Lay-Out and Copy-Writing By A. J. WATKINS	15/-
Advertisement Lay-Out and Copy-Writing By A. J. WATKINS Advertising and the Shopkeeper	
Advertisement Lay-Out and Copy-Writing By A. J. WATKINS Net Advertising and the Shopkeeper By HAROLD W. ELEY Net	15/- 3/6
Advertisement Lay-Out and Copy-Writing By A. J. WATKINS Advertising and the Shopkeeper	3/6
Advertisement Lay-Out and Copy-Writing By A. J. WATKINS Advertising and the Shopkeeper By HAROLD W. ELEY Advertising and Selling Edited by NOBLE T. PRAUG	
Advertisement Lay-Out and Copy-Writing By A. J. WATKINS Advertising and the Shopkeeper By HAROLD W. ELEY Advertising and Selling	3/6
Advertisement Lay-Out and Copy-Writing By A. J. WATKINS Net Advertising and the Shopkeeper By HAROLD W. ELEY Net Advertising and Selling Edited by NOBLE T. PRAIDG	3/6 10/6
Advertisement Lay-Out and Copy-Writing By A. J. WATKINS Net Advertising and the Shopkeeper By HAROLD W. ELEY Net Advertising and Selling Edited by NOBLE T. PRAUG Net Advertising Procedure By O. KLEPPNER Net Advertising Through the Press	3/6 10/6
Advertisement Lay-Out and Copy-Writing By A. J. WATKINS Net Advertising and the Shopkeeper By HAROLD W. ELEY Net Advertising and Selling Edited by NOBLE T. PRAUG Net Advertising Procedure By O. KLEPPNER	3/6 10/6 21/-
Advertisement Lay-Out and Copy-Writing By A. J. WATKINS Net Advertising and the Shopkeeper By HAROLD W. ELEY Net Advertising and Selling Edited by NOBLE T. PRAUG Net Advertising Procedure By O. KLEPPNER Net Advertising Through the Press	3/6 10/6 21/-
Advertisement Lay-Out and Copy-Writing By A. J. WATKINS Advertising and the Shopkeeper By HAROLD W. ELEY Advertising and Selling Edited by NOBLE T. PRAUG Edited by NOBLE T. PRAUG Advertising Procedure By O. KLEPPNER Advertising Through the Press By N. HUNTER Advertising to Women By C. A. NAETHER, M.A.	3/6 10/6 21/- 5/-
Advertisement Lay-Out and Copy-Writing By A. J. WATKINS Advertising and the Shopkeeper By HAROLD W. ELEY Advertising and Selling Edited by NOBLE T. PRAID Edited by NOBLE T	3/6 10/6 21/- 5/-
Advertisement Lay-Out and Copy-Writing By A. J. WATKINS Advertising and the Shopkeeper By HAROLD W. ELEY Advertising and Selling Edited by NOBLE T. PRAID Edited by NOBLE T	3/6 10/6 21/- 5/- 21/-
Advertisement Lay-Out and Copy-Writing By A. J. WATKINS Advertising and the Shopkeeper By HAROLD W. ELEY Advertising and Selling Edited by NOBLE T. PRAIOG Edited by NOBLE T. PRAIOG Edited by NOBLE T. PRAIOG Advertising Procedure By O. KLEPPNER Advertising Through the Press By N. HUNTER Advertising to Women By C. A. NAETHER, M.A. Building Retail Sales By C. C. KNIOHTS Net Business Man's Guide to Advertising By A. E. BULL Net	3/6 10/6 21/- 5/- 21/-
Advertisement Lay-Out and Copy-Writing By A. J. WATKINS Advertising and the Shopkeeper By HAROLD W. ELEY Advertising and Selling Edited by NOBLE T. PRAIOG Edited by NOBLE T. PRAIOG Edited by NOBLE T. PRAIOG Advertising Procedure By O. KLEPPNER Advertising Through the Press By N. HUNTER Advertising to Women By C. A. NAETHER, M.A. Building Retail Sales By C. C. KNIOHTS Net Business Man's Guide to Advertising By A. E. BULL Net	3/6 10/6 21/- 5/- 21/- 5/-
Advertisement Lay-Out and Copy-Writing By A. J. WATKINS Net   Advertising and the Shopkeeper By HAROLD W. ELEY Net   Advertising and Selling Edited by NOBLE T. PRAIOG Net   Advertising Procedure By O. KLEPPNER Net   Advertising Through the Press By N. HUNTER Net   Advertising to Women By C. A. NAETHER, M.A. Net   Building Retail Sales By C. C. KNIOHTS Net   Business Man's Guide to Advertising By A. E. BULL Net	3/6 10/6 21/- 5/- 21/- 5/- 3/6

Advertising and Salesmanship—contd.	
Craft of Silent Salesmanship	PRICE
By C. MAXWELL TREGURTHA and J. W. FRINGS Ne	t 5/-
Designs, Book of	
By C. J. and L. S. STRONG Ne Effective Postal Publicity	t 16/-
By MAX RITTENBERG Ne	t <b>7/6</b>
Efficient Salesmanship	
By F. W. SHRUBSALL Ne Language of Advertising, The	t 2/-
By J. B. OPDYCKE Ne	t 15/-
Letter and Design, Studio Handbook	
By S. Welo Ne Lettering, Plain and Ornamental	t 12/8
By E. G. Fooks Ne	rt 8/6
Mail Order and Instalment Trading	
By A. E. BULL	t 7/6
Mail Order Business, Conducting a By A. E. BULL	rt 2/-
Mail Order Organization	,
By P. E. WILSON	
Modern Advertising. Two Volumes Ne	et 63/-
Modern Methods of Selling By L. J. HOENIG	t 10/6
Modern Publicity. By A. W. DEAN Ne	
Modern Sales Correspondence	,
By D. M. WILSON Ne	rt 5/-
Outdoor Sales Force, The By P. E. Wilson	t 3/6
Outline of Sales Management, An	,
By C. C. KNIGHTS, Sales Consultant No	et <b>5</b> /
Practical Aids to Retail Selling By A. Edward Hammond No	et 7/8
Practical Points in Postal Publicity	<i></i>
By MAX RITTENBERG No	et 7/6
Practical Press Publicity	st 8/6
By A. L. CULYER No Practical Salesmanship	50 0/0
By N. C. FOWLER, assisted by 29 expert salesmen	<u>م</u> و1
etc. Principles of Practical Publicity	et 7/8
By TRUMAN A. DE WEESE No	st 10/6
-	

Advertising and	Salesmanshi	p-contd.
-----------------	-------------	----------

nuvereising and balesinanship-	-001	LU.	
Principles of Retailing		37-4	PRICE
By N. A. BRISCO, Ph.D	•	Net	16/
By A. J. GREENLY		Net	10/6
Sales Management. By C. L. BOLLING		Net	10/6
Salesmanship By W. A. Corbion and G. E. GRIMSDALE		Net	3/6
Salesmanship By C. H. FERNALD, M.B.A.	•	Net	18/-
Salesmanship, Technique of By C. C. KNIGHTS		Net	5/
Salesmen's Agreements		Net	5/-
Scene Painting and Bulletin Art	-		•,
By F. H. ATKINSON	•	Net	16/-
Selling Policies By PAUL D. CONVERSE		Net	21/-
Shop Fittings and Display	•	1100	~~/~
By A. E. HAMMOND	•	Net	5/-
"Show At "Sho' Cards, A By F. H. and G. W. ATKINSON	•	Net	16/-
Show Card Writing, The Art of By L. J. and C. J. STRONG		Net	16/
Sign Painting. By F. H. ATKINSON .		Net	16/-
Storecraft. By S. A. WILLIAMS, M.A.		Net	3/6
Successful Buying. By E. N. SIMONS .		Net	10/6
Successful Retailing. By the same Author	r.	Net	5/-
Ticket and Showcard Designing			
By F. A. PEARSON	•	Net	8/6
Training for More Sales By C. C. KNIGHTS, Sales Consultant	•	Net	5/-
Training for Travelling Salesmen		<b></b> .	
By F. W. SHRUBSALL	•	Net	2/6
Training in Commercial Art By V. L. DANVERS	•	Net	21/-
Types and Type Faces Reprinted from "Modern Advertising "			
Reprinted from "Modern Advertising" By C. M. TREGURTHA		Net	· 2/8
Window Dressing. By G. L. TIMMINS .	•	Net	2/- 2/-
	•		•4

## TRANSPORT

Commercial Air Transport	PRICE
By LIEUT-COL. IVO EDWARDS, C.M.G., and F. TYMMS, M.C., A.F.R.Ae.S.	7/8
History and Economics of Transport, The	
By A. W. KIRKALDY, M.A., B.Litt., M.Com., and A. D. EVANS	16/
How to Send Goods by Road, Rail, and Sea	
By G. B. LISSENDEN Net	2/-
	21-
Industrial Traffic Management	
By G. B. LISSENDEN Net	25/-
Modern Dock Operation	
By D. Ross-Johnson, C.B.E., V.D., M.Inst.I Net	6/
Modern Railway Operation	•/
	<b>m</b> /0
By D. R. LAMB, M.Inst.T.	7/8
Motor Road Transport. By J. PHILLIMORE . Net	10/8
·Port Economics	
By B. CUNNINGHAM, D.Sc., B.E., F.R.S.E.,	
M.Inst.C.E.	6/
	<b>U</b> ]
Railway Electrification and Traffic Problems	10/0
By P. BURTT Net	10/6
Railway Rates : Principles and Problems	
By P. BURTT, M.Inst.T Net	6/
Railway Statistics : Their Compilation and	-,
	<b>.</b> .
Use. By A. E. KIRKUS, O.B.E., M.Inst.T Net	5/-
Rights and Duties of Transport Undertakings	
By H. B. DAVIES, M.A Net	5/
Road Making and Road Using	-,
	7/6
	7/0
Traders' Rail Charges Up to Date	
By J. W. PARKER, A.M.Inst.T Net	3/6
WARKS OF REPENCE POO	
WORKS OF REFERENCE, ETC.	
Business Building	
	407
Edited by F. F. SHARLES, F.S.A.A., A.C.I.S. 2 Vols. Net	42/-
Business Cycles. The Problem and Its Setting	
By W. C. MITCHELL Net	30/
Business Forecasting and Its Practical Appli-	
	7/8
cation. By W. WALLACE, M.Com. (Lond.) . Net	2/0
Business Man's Encyclopaedla	
Edited by J. A. SLATER, B.A., LL.B. Four Vols. Net	£4/4/-
Business Man's Guide	,
Edited by J. A. SLATER, B.A., LL.B Net	6/-
ENTITED by S. R. DEATERS D.C., ME.D. 6 & NED	•/**

Works	of	Reference,	etccontd.
-------	----	------------	-----------

		PRICE
Business Statistics		191010
By R. W. HOLLAND, O.B.E., M.A., M.Sc., LL.D.	Net	3/6
Business Terms, Phrases, etc.	$\mathbf{Net}$	3/6
Cable and Wireless Communications of th	e	
World, The		
	Net	7/6
Charting, Manual of	Net	6/
Charts and Graphs		07.
By KARL G. KARSTEN, B.A. (Oxon)	Net	25/
Commercial Arbitrations By E. J. PARRY, B.Sc., F.I.C., F.C.S.	Net	3/6
Commercial Commodities	1100	0/0
By F. MATTHEWS, B.Sc., A.I.C., F.C.S.	Net	12/6
Commercial Contracts. By E. J. PARRY .		5/-
Commercial Self-Educator		•,
Edited by R. W. HOLLAND, O.B.E., M.A., M.Sc., L	L.D.	
Two Vols.	$\mathbf{Net}$	30/-
Commodities of Commerce	<b></b> .	<b>.</b>
By J. A. SLATER, B.A., LL.B.	Net	6/-
Cotton World, The Compiled and Edited by J. A. TODD, M.A., B.L.	Not	51.
Dictionary of the World's Commercial	1160	5/
Products		
By J. A. SLATER, B.A., LL.B. (Lond.)	Net	3/6
Discount, Commission, and Brokerage Ta	bles	-,-
	Net	1/6
Empire Consols. By J. F. DARLING, C.B.E.	Net	1/-
Financial Statements, Analysis of		-
By II. G. GUTHMANN	Net	21/-
Fruit and the Fruit Trade		-
By F. FAIRFORD	Net	6/-
Guide to the Improvement of the Memory		1 /0
By the late REV. J. H. BACON	Net	1/6
Handbook on Wills, A. By A. H. Cosway .	Net	2/6
History, Law, and Practice of the Stock Exchange, The		
By A, P. Poley, B.A., and F. H. Gould	Net	7/6
How to Secure a Good Job	1.00	•/•
By W. LESLIE IVEY	Net	3/6
How to Use a Banking Account		•
By C. BIDWELL	Net	3/6

# Works of Reference, etc.-contd.

PEKS
21
• •
26
1.4
2/-
7,6
26
5
-
16
15
16
15-
A49;
126
4-4 V
<u>s</u>
•
<b>21</b> /-

# LAW

LAW		
Bankruptcy, Deeds of Arrangement, etc.		
By W. VALENTINE BALL, M.A., Barrister-al-Last	Net.	12.6
Bills, Cheques, and Notes		•
	Net	<b>S</b> ,
Business Tenant, The	<b>N</b> <sup>2</sup> A	
	Net	7,6
Commercial Law of England, The	Net	22
By J. A. SLATER, B.A., LL.B. (Lood.) Companies and Company Law	*****	
	Nat	R
Company Case Law		-
By F. D. HEAD, B.A. (Oxon)	Net	7.6

#### Law--contd.

Daw-Contth			
Company Law			PRICK
By D. F. DE L'HOSTE RANKING, M.A., LL.I. ERNEST EVAN SPICER, F.C.A.	)., ·	and Net	10/-
Elements of Commercial Law, The By A. H. DOUGLAS, LL.B. (Lond.)		Net	2/-
Elementary Law. By E. A. COPE		Net	4/-
<b>Examination Notes on Commercial Law</b>			
By R. W. HOLLAND, O.B.E., M.A., M.Sc., LL.D.	٠	Net	2/6
Examination Notes on Company Law By R. W. Holland, O.B.E., M.A., M.Sc., LL.D.	•	Net	2/6
Executorship Law and Accounts	*		
By D. F. DE L'HOSTE RANKING, M.A., E. E. S. F.C.A., and E. C. PEGLEH, F.C.A.	, ,	Net	15/
Guide to Company Law			
By R. W. HOLLAND, O.B.E., M.A., M.Sc. LL.D.	•	Net	8/6
Guide to Railway Law By Arthur E. Chapman, M.A., LL.D. (Camb.)		Nat	7/6
Introduction to Commercial Law	•	Tatel	7/0
By NORMAN A. WEBB, B.Sc			5/-
Law for Journalists			
By OHARLES PILLEY, Barrister-at-Law	•	Net	<b>5</b> /-
Law for the House-Owner By A. H. Coswar		Net	2/6
Law of Carriage by Railway, The. In G.	re		2/0
Britain and Ireland			
By L. R. LIPSETT, M.A., LL.D., and T.	J.		5 <b>0</b> 7
ATKINSON, M.A	•	Net	50/
By R. W. HOLLAND, M.A., M.So., LL.D.	•	Net	5/-
Law of Master and Servant			·
By F. R. BATT, LL.M.	•	Net	10/6
Law of Repairs and Dilapidations By T. CATO WORSFOLD, M.A., LL.D.		Net	8/6
Law Relating to Building and Contracts	•	1100	0/0
By W. T. CRESWELL, Barrister-al-Law .		Net	7/8
Law Relating to Secret Commissions and			
Bribes. By Albert CREW, Barrister-at-Law	•	Net	10/6
Law Relating to Carriage by Land		Nat	<b>1</b> 7 /B
By S. W. CLARKE, Barrieter-al-Law . Law Relating to Trade Customs, Marks,		Net	7/6
		Net	i/s

Law-contd.

	PRICE
Legal Aspect of Commerce, The	10100
By A. SCHOLFIELD, M.Com., A.C.I.S.	7/6
Legal Terms, Phrases, and Abbreviations	
By E. A. COPE Net	8/
Mercantile Law	•,
By J. A. SLATER, B.A., LL.B. (Lond.) Fifth Edition,	
Revised by R. W. HOLLAND, O.B.E., M.A., M.Sc.,	
LL.D., of the Middle Temple Net	7/6
Outlines of Company Law	
By F. D. HEAD, B.A. (Oxon) Net	2/6
Partnership Law and Accounts	-
By R. W. HOLLAND, O.B.E., M.A., M.Sc., LL.D. Net	6/-
Principles of Marine Law	
By LAWRENCE DUCKWORTH Net	7/8
Questions and Answers on Commercial Law	
By R. W. HOLLAND Net	5/-
Questions and Answers on Company Law	
By G. WILLIAM FORTUNE, F.S.A.A., F.C.I.S. (Hons.), and	<b>.</b>
D. R. MATHESON, M.A. (Hons.), A.S.A.A. (Hons.) Net	5/-
Railway Act, 1921, The	6.0
By R. P. GRIFFITHS, F.C.I., F.B.E.A., Grad.Inst.T. Net	2/6
Railway (Rebates) Case Law	
By GEO. B. LISSENDEN Net	10/6
Rights and Duties of Liquidators, Trustees,	
and Receivers, The	
By D. F. DE L'HOSTE RANKING, M.A., LL.D., ERNEST	
E. SPICER, F.C.A., and ERNEST C. PEGLER, F.C.A. Net	15/-
Solicitor's Clerk's Guide	
By E. A. COPE	4/-
Trusts : Law, Administration, and Accounts	
By C. KELLY and J. COLE-HAMILTON Net	15/-
Wills, Executors, and Trustees	
By R. W. HOLLAND, O.B.E., M.A., M.Sc., LL.D. Net	2/6

#### **COMMON COMMODITIES AND INDUSTRIES**

Each book in crown 8vo, illustrated. 3s. net.

In each of the handbooks in this series a particular product or industry is treated by an expert writer and practical man of business. Beginning with the life history of the plant, or other natural product, he follows its development until it becomes a commercial commodity, and so on through the various phases of its sale in the market and its purchase by the consumer.

Acids, Alkalis, and Salts

By G. H. J. ADLAM, M.A., B.Sc., F.C.S.

Common Commodities and Industries-contd. Alcohol in Commerce and Industry By C. SIMMONS, O.B.E., B.Sc., F.I.C., F.C.S. Aluminium. Its Manufacture, Manipulation, and Marketing. By GEORGE MORTIMER, M.Inst.Met. Anthracite By A. LEONARD SUMMERS. Ashestos By A. LEONARD SUMMERS. Bookbinding Craft and Industry By T. HARRISON. Books : From the MS, to the Bookseller By J. L. YOUNG Boot and Shoe Industry. The By J. S. HARDING. **Bread and Bread Baking** By J. STEWART. Brushmaker, The By WM. KIDDIER. Butter and Cheese By C. W. WALKER TISDALE, F.C.S. and JEAN JONES, B.D.F.D. Button Industry, The By W. UNITE JONES. Carpets By REGINALD S. BRINTON, Clavs and Clay Products By ALFRED B. SEARLE, **Clocks and Watches** By G. L. OVERTON. Clothing Industry, The By B. W. POOLF, Head of the Clothing Trades Dept., Leeds Central Technical School, Cloths and the Cloth Trade By J. A. HUNTER. Coal Its Origin, Method of Working, and Preparation for the Market. By FRANCIS H. WILSON, M.Inst.M.E. Coal Tar By A. R. WARNES, F.C.S., A.I.Mech.E. Cocoa and Chocolate Industry, The By A. W. KNAPP, B.Sc., F.I.C. Coffee. From Grower to Consumer. By B. B. KEABLE, of Mesors. Joseph Travers & Sons.

Concrete and Reinforced Concrete By W. NOBLE TWELVETREES, M.I.Mech.E. Copper. From the Ore to the Metal. By H. K. PICARD, M.I.M.M., Assoc. Royal School of Mines. Cordage and Cordage Hemp and Fibres By T. WOODHOUSE and P. KILGOUR, Corn Trade, The British BV A. BARKER. Cotton. From the Raw Material to the Finished Product. By R. J. PEAKE. **Cotton Spinning** By A. S. WADE. Cvcle Industry, The By W. GREW. Drugs in Commerce By J. HUMPHREY, Ph.C., F.J.I. Dves By A. J. HALL, B.Sc., F.I.C., F.C.S., Technical Chemist. Electric Lamp Industry, The By G. ARNCLIFFE PERCIVAL. Electricity By R. E. NEALE, B.Sc. (Hons.), A.M.I.E.E., A.C.G.L. Engraving By T. W. LASCELLES. **Explosives.** Modern By S. I. LEVY, B.A., B.Sc., F.I.C. Fertilizers By HERBERT CAVE. Film Industry, The By DAVIDSON BOUGHEY. Fishing Industry, The By W. E. GIBBS, D.Sc. Furniture By H. E. BINSTEAD, Editor of "The Furniture Record."

Common Commodities and Industries-contd.

By B. H. SPRINGETT, Editor of "Ice and Cold Storage."

Cold Storage and Ice Making

Furs and the Fur Trade By JOHN C. SACHS. Gas and Gas Making By W. H. Y. WEBBER, C.E., of the Gas Light and Coke Company.

Common Commodities and Industries-contd. Glass and Glass Makino By P. MARSON, Consultant upon Refractory Materials, etc. Gloves and the Glove Trade By B. E. ELLIS. Cold BY BENJAMIN WHITE. Gums and Resins. Their Occurrence, Properties, and Uses. By ERNEST J. PARRY, B.Sc., F.I.C., F.C.S. Incandescent Lighting By S. I. LEVY. B.A., B.Sc., F.I.C. Ink By C. AINSWORTH MITCHELL, M.A., F.I.C. **Internal Combustion Engines** By J. OKILL, M.I.A.E., Author of "Gas and Oil Engine Operation." Iron and Steel. Their Production and Manufacture. By C. HOOD, of the well-known firm of Mesere. Bell Bros., Ltd Ironfounding By B. WHITELST. Jute Industry, The By T. WOODHOUSE and P. KILGOUR. **Knitted Fabrics** By JOHN CHAMBERLAIN and JAMES H. QUILTER. Lead. Including Lead Pigments By J. A. SMYTHE, Ph.D., D.So. Leather. From the Raw Material to the Finished Product. By K. J. ADCOCK. Linen. From the Field to the Finished Product. By ALFRED S. MOORE. Locks and Lock Making By F. J. BUTTER. Match Industry, The By W. HEPWORTH DIXON. Meat Industry, The By WALTER WOOD. Motor Boats By MAJOR F. STRICKLAND, M.I.E.E., M.I.M.E. Motor Industry, The By HORACE WYATT, B.A. Nickel By F. B. HOWARD WHITE, B.A.

Common Commodities and Industries-contd.

Oil Power By SIDNEY H. NORTH. A.Inst.P.T. Oils. Animal, Vegetable, Essential, and Mineral. By C. AINSWORTH MITCHELL, M.A., F.I.C. Paints and Varnishes By A. S. JENNINGS, F.I.B.D., Editor of "The Decorator," Paper. Its History, Sources, and Production. Second Edition. By HARRY A. MADDOX, Silver Medallist, Papermaking, 1909. Patent, Smokeless, and Semi-Smokeless Fuels By J. A. GREENE, A.M.Inst.P.T.; and F. MOLLWO PERKIN, C.B.E., Ph.D., F.I.C. Perfumery, The Raw Materials of By E. J. PARRY, B.Sc., F.I.C., F.C.S. Photography By WILLIAM GAMBLE, F.R.P.S. Platinum Metals. The By ERNEST A. SMITH, A.R.S.M., M.Inst.M.M. Player Piano, The By D. MILLER WILSON. Potterv By C. J. NOKE and H. J. PLANT. Rice By C. E. DOUGLAS, M.I.Mech.E. Rubber. Production and Utilization of the Raw Product. By C. BEADLE and H. P. STEVENS, M.A., Ph.D., F.I.C. Salt By A. F. CALVERT, F.C.S., Author of "Salt in Cheshire." Shipbuilding and the Shipbuilding Industry By J. MITCHELL, M.I.N.A. Silk. Its Production and Manufacture. By LUTHER HOOPER, Weaver, Designer, and Manufacturer. Silver By BENJAMIN WHITE. Soap. Its Composition, Manufacture, and Properties. By WILLIAM A. SIMMONS, B.Sc. (Lond.), F.C.S. Sponges By E. J. J. CRESSWELL. Starch and Starch Products By H. A. AUDEN, M.Sc., D.Sc., F.C.S.

Common Commodities and Industries-contd.

Stones and Ouarries By J. ALLEN HOWE, O.B.E., B.Sc., M.Inst.Min. and Met., Straw Hats. Their History and Manufacture. By H. INWARDS, Hat Manufacturer. Sugar. Cane and Beet. By the late GEO. MARTINEAU, C.B., and Revised by F. C. Eastick, M.A. Fifth Edition. Sulphur and Allied Products By HAROLD A. AUDEN, M.Sc., D.Sc., F.C.S. Talking Machines By OGILVIE MITCHELL. Tea. From Grower to Consumer. By A. IBBETSON, of Messre. Joseph Travers & Sons. Telegraphy, Telephony, and Wireless By JOSEPH POOLE, A.M.I.E.E. **Textile Bleaching** By ALEC B. STEVEN, B.Sc. (Lond.), F.I.C. Timber. From the Forest to Its Use in Commerce. By W. BULLOCK. Tin and the Tin Industry By A. H. MUNDEY. Second Edition. Tobacco. From Grower to Smoker. By A. E. TANNER, Second Edition, Revised by F. W. DREW. Velvet and the Corduroy Industry By J. HERBERT COOKE. Wall Paper By G. WHITELEY WARD, Author of "Art and the Wall Paper," etc. Weaving. By W. P. CRANKSHAW. Wheat and Its Products. By ANDREW MILLAR. Wine and the Wine Trade. By ANDRÉ L. SIMON. Wool. From the Raw Material to the Finished Product. By J. A. HUNTER. Worsted Industry, The By J. DUMVILLE and S. KERSHAW. Zinc and Its Allovs By T. E. LONES, M.A., LL.D., B.Sc. Each book crown Svo, cloth. Price 3s. net.

## FOREIGN LANGUAGES

.

## FRENCH

			-			
Progressive French Grammar By Dr. F. A. HEDGCOCK, M.A., D.&.L.		Net	PRICE 5/6			
Commercial French Grammar By F. W. M. DRAFER, M.A., B. ès. L.	•	Net	2/8			
French-English and English-French Commercial Dictionary By F. W. SMITH		NTAA	<b>1</b> / <b>2</b>			
-	•	Net	7/6			
Manual of French Commercial Correspondence By G. W. MacDonald	nđ	ence Net	5/			
Correct French Speech By B. DUMVILLE, M.A., F.C.P.	•	•	1/6			
GERMAN						
A New German Grammar By J. Keegan, M.A.	•	Net	5/			
Commercial German Grammar By J. BITHELL, M.A.		Net	8/6			
A New German-English and English-Ge Dictionary for General Use By F. C. HEBERT and L. HIRSCH		nan Net	15/-			
German-English and English-German Commercial Dictionary By J. BITHELL, M.A.		Net	16/-			
Commercial Correspondence in German	1.		3/6			
Commercial correspondence in comme		1466	0/0			
SPANISH						
Spanish Commercial Grammar By C. A. TOLEDANO	•	Net	4/6			
Spanish-English and English-Spanish Commercial Dictionary By G. R. MACDONALD		Net	19/ <b>A</b>			
•	•					
<b>Manual of Spanish Commercial Corresp</b>	on	dence	•			

#### Foreign Languages-contd.

## ITALIAN

Baretti's Italian and English Dictionary Compiled by GUGLIELMO COMELATI and J. DAVENPORT.	PRICE
In two volumes (Reprinted) Net	25/-
Italian Commercial Grammar By LUIOI RICCI	4/
Italian-English and English-Italian Commercial Dictionary By G. R. MACDONALD. (In the Press.)	
Mercantile Correspondence, English-Italian	
Net	5/-
PORTUGUESE	
Portuguese-English and English-Portuguese	

Commer									
By F. W. S	MITH	•	•	••	•	•	•	Net	16/
Practical P	ortug	uese	e Gra	mm	ar	•	•	Net	7/6
Mercantile	Corr	espo	onde	nce,	Eng	glish ·	Po	rtu-	
guese.							•	Net	8/6

#### PITMAN'S SHORTHAND

For Complete List of Textbooks, Phrase Books, Dictation Books, Reading Books, etc., see Pitman's "SHORTHAND AND TYPEWRITING CATALOGUE."

Pitman's Shorthand Instructor	•	•	•	4/6
Pitman's Shorthand Commercial C	ours	e		4/6
Pitman's Shorthand Rapid Course		•	•	4/6
Shorter Course in Pitman's Shorth	and		•	1/
English and Shorthand Dictionary		•	•	10/-
Shorthand Clerk's Guide By V. E. COLLINGE, A.C.I.S.				2/6
Progressive Dictator	•	•	•	2/6
Phonographic Phrase Book	Paper	1/6,	Clot	h 2/-

#### **TYPEWRITING**

Pitman's Commercial Typewriting By W. and E. WALMSLEY		5/-
	•	<b>u</b> /-
Pitman's Typewriter Manual		6/-
Business Typewriting		
By F. HEELIS	-	2/-
	•	
Advanced Typewriting By the same Author		9/0
	•	8/6
Touch Typewriting for Teachers		
By MAXWELL CROOKS, F.Inc.T.T., F.I.P.S	Net	-
	Net	7/6
Touch Typewriting Made Easy		
By G. B. WRIGHT	•	2/6
Practical Course in Touch Typewriting		
By C. E. SMITH		2/-
Dictionary of Typewriting	Ċ	•
	Net	7/8
Questions and Answers on Typewriting an		•,•
Office Procedure	. n	
By Arthur E. Morton	:	7/6
	هريا	4/0
Royal Society of Arts Typewriting Tests		
By A. E. MORTON. No. 1, Elementary; No. 2, In	ter-	0.0
mediate; No. 3, Advanced. Each	•	2/8
Mechanical Devices of the Typewriter		
By R. T. NICHOLSON, M.A.	Net	6/
Work and Management of a Copying Office The	е,	
	Net	10/6
		,-
Pitman's Gramophone Method of Rhythm	nç	
Typewriting		
Comprises a complete set of specially arranged		
gramophone records for use in the Touch Type- writing Class and a series of carefully graded		
	Net	85/-
Exercises only	Each	
	_	

Complete List post free on application.

# PITMAN'S SHORTHAND Invaluable to all Business and Professional Men

Sir Isaac Pitman & Sons, Ltd., Parker Street, Kingsway, London, W.C.2