

INDEX TO OCCUPATIONS.

INSTRUCTIONS FOR USING THE INDEX.

Occupational designations and symbols.—Each full return of an occupation, as "Farmer—general farm," is called an "occupational designation." Each occupational designation is divided into two parts, the first part giving the occupation of the person and the second part the business, industry, or establishment in which the person works. Each occupational designation is represented in the index by a symbol composed of three figures. The first figure of each entire symbol indicates the general division or main class of occupations to which the particular occupation belongs; the last two figures indicate the occupation or the occupation group within the general division to which the particular occupation belongs. Thus, in the symbol for "Brakeman—steam railroad," 6 3 2, the 6 stands for "Transportation" and the 3 2 for "Brakeman—steam railroad." On the punch card the figures from which the symbols are formed are printed in three vertical columns, each column containing the figures from 0 to 9, inclusive. The figures of the first column, on this card, indicate the different general divisions of occupations, as follows:

- 0— { *Agriculture, forestry, and animal husbandry.*
 Extraction of minerals.
- 1 }
2 }
3 } — *Manufacturing and mechanical industries.*
4 }
5 }
6— *Transportation.*
7— *Trade.*
8— { *Public service.*
 Professional service.
- 9— { *Domestic and personal service.*
 Clerical occupations.

The figures of the second and third columns are used in combination to form the occupation part of the various symbols.

Use of dotted line.—In general, whenever a dotted line, ".....," is used in the industry column of the alphabetical index in place of the business, industry, or establishment, the symbol given applies, regardless of what the return may be in the corresponding column of the schedule. Thus, "Actor," "Actor—theater," and "Actor—vaudeville," each should be given the same symbol, "8 2 8."

In case, however, of an unusual or contradictory return, as "Artist—tonsonorial," "Baker—dial," or "Doctor—dentist," determine the proper symbol from the evidence on the schedule.

Use of dash.—In the classified index a long dash, "———," centered on the page, frequently is used to mark the end of a group of allied occupations.

Use of parentheses.—The terms given in parentheses after certain occupational designations, such as "(any company)," "(any)," "(steam)," etc., usually will not be found on the schedule. They are used to explain or qualify what immediately precedes them. Thus, in the occupational designation, "Agent—insurance (any kind)," the term "(any kind)" signifies that every insurance agent is to be given the symbol "7 1 8," although one agent may be returned on the schedule "Agent—life insurance," another "Agent—fire insurance," another "Agent—marine insurance," etc.

Use of (n. s.).—Many of the occupational designations in the index are followed by "(n. s.)," meaning *not specified*, as, for example, "Sewer—(n. s.)," "Employee or worker—cotton mill (n. s.)," etc. The abbreviation "(n. s.)" in such cases means that the occupation is *not specified* on the schedule, otherwise than as written in the index.

"Not specified" symbols.—Never give an occupation a not specified "(n. s.)" symbol until you have exhausted every resource in trying to find to what specified group it belongs.

Use of (n. o. s.).—Certain occupational designations in the index are followed by "(n. o. s.)," meaning *not otherwise specified*, as, for example, "5 0 8 Bender—woodworking factory (n. o. s.)." The abbreviation "(n. o. s.)" in this case means that a bender in any woodworking factory other than those specified in the index is to be given the symbol 5 0 8.

Use of (n. e. c.).—Certain occupational designations in the index are followed by "(n. e. c.)," meaning *not elsewhere classified*, as, for example, "5 7 4 Operative—ice factory (n. e. c.)." The abbreviation "(n. e. c.)" in this case means that every ice factory *operative*, not elsewhere classified in the index, is to be given the symbol 5 7 4, regardless of the exact form of the return on the schedule.

Use of "Em.," "O. A.," and "W."—Some of the occupational designations are followed in the second column of the index by an abbreviation for the class of worker or by the class of worker, as "Em." (employer), "O. A." (own account), or "W." (wage or salary worker). In each such case the symbol for this designation should be assigned a corresponding designation on the schedule only when the designation on the schedule is followed in column 28 by an abbreviation for the same class of worker. For example, the return "Gardener (Em.);" should be given the symbol 0 3 8, while the return "Gardener (W.);" should be given the symbol 0 4 6.

Use of combinations.—For convenience, certain occupations, and certain industries or places of business, have been combined in the index. The principal combinations are:

Boat, ship, or vessel.	Lead or zinc mine.
Brick, tile, or terra-cotta factory.	Manager or superintendent.
Broom or brush factory.	Marble or stone yard.
Butter or cheese factory.	Merchant or dealer.
Car or railroad shop.	Mineral or soda water factory.
Cement or gypsum mill.	Oil or gas well.
Cigar or tobacco factory.	Paper or pulp mill.
Clock or watch factory.	Piano or organ factory.
Dyeing or finishing mill.	Printing or publishing company.
Electric light or power company.	Rope or cordage factory.
Employee or worker.	Sail, awning, or tent factory.
Foreman or overseer.	Saw or planing mill.
Fruit or vegetable cannery.	Scrubber or sweeper.
Gold or silver factory.	Slaughter or packing house.
Gold or silver mine.	Sugar factory or refinery.
Hemp or jute mill.	Suit, cloak, or overall factory.
Hosiery or knitting mill.	Tinware or enamel-ware factory.
Lamp or lantern factory.	Wagon or carriage factory.
Lead or zinc factory.	Woolen or worsted mill.

Learn these combinations, and in classifying occupations treat each member of a combination as though it stood alone in the column.

Inverted forms.—So far as practicable, the occupational designations have been printed in the natural order. In some cases, however, the designations are printed in inverted order, as "Whistler—signals," "Dipper—chocolates," "Curer—fish," etc. Hence, if a designation is not found in the natural order, look for it in the inverted order.

Qualified occupations.—Often a separate designation is not given in the index for a form of return differing from the more common form only by having a qualifying adjective. Thus, for example, "Laborer—*wire* nail mill," is not given a separate designation from "Laborer—nail mill," and should be given the same symbol; but great care must be exercised in all such cases. For example, "Driver, *logs*—log camp" and "Driver, team—log camp" are distinct and separate occupations and should be given separate symbols.

Occupations not covered by the index.—The index covers most of the important occupational designations. However, it is not exhaustive. In case an occupational designation is not found in the alphabetical index, or is not covered by it, reference to the classified index usually will indicate to what occupation or occupation group it belongs.

Equivalent terms.—A separate designation is not always given in the index for each of the different ways of returning the same occupation or industry. The following is a list of equivalent terms:

Alkali factory.....	Soda factory or works.
Bicycle factory.....	}.....Iron manufactory.
Cutlery factory.....	
Hardware factory.....	
Machine shop.....	
Sewing machine factory..	
Tool factory.....	
Typewriter factory.....	
Boat building company.....	Shipyards.
Boss.....	}.....Equivalents.
Foreman.....	
Overseer.....	
Cartage company.....	Truck or transfer company.
Casket factory..	}.....Furniture factory.
Chair factory.....	
Table factory.....	
Day laborer.....	Laborer.
Drill hand.....	}.....Driller.
Drill press (hand, operator, etc.)..	
Drug manufacturing company.....	Chemical factory or works.
Employee..	}.....Equivalents.
Hand.....	
Operative..	
Worker.....	
Hosiery mill.....	Knitting mill.
Gas fitter....	}.....Plumber.
Pipe fitter....	
Steam fitter..	
Lumber camp.....	Log camp.
Machine hand.....	}.....Equivalents.
Machine operator..	
Machine worker..	
Machine tender....	
Manager.....	}.....Equivalents.
Superintendent..	
Mill.....	}.....Equivalents.
Works.....	
Factory.....	
Manufactory..	
Plant.....	
Shop.....	
Motor car factory or works.....	Automobile factory.
Office work or worker.....	Clerk.
Pickle factory.....	Fruit cannery.
Sash and door factory.....	Planing mill.
Shipbuilding company.....	Shipyards.
White lead company or factory.....	Paint factory or works.

Participial forms of return.—Treat participial forms of return as though they were the noun forms. For example, "Caning—furniture factory," should be treated as though it were written "Caner—furniture factory"; "Chopping—turpentine farm" as though it were written "Chopper—turpentine farm"; "Farming—dairy farm" as though it were written "Farmer—dairy farm," etc.

Prepositions "of," "in," "at," etc.—Pay no attention to the preposition connecting the two words of an occupational designation in such returns as "Grader of lumber," "Laborer in cotton factory," "Clerk at post office," etc.

Farmer or farm laborer.—In every case in which a person is returned as a *farmer* or as a *farm laborer*, in column 26 of the schedule, determine from the evidence in the other columns whether or not the return is correct. Occasionally you will find that the head of the family has been returned as "Farm laborer—working out," as "Farm laborer—home farm," or as "Farm laborer—general farm," and that a farm schedule has been returned for him. In other cases you will find that a man who is not the head of the family and who has no farm schedule returned for him is returned as a "Farmer," in column 26. In both the above cases the evidence on the schedule is rather contradictory; but, while actual cases like the above are unusual, they are entirely possible. Therefore great caution must be used in such cases. If the enumerator seems not to have discriminated between "Farmer" and "Farm laborer" and to have thrown the farm workers indiscriminately into one class or the other, edit columns 26 and 27 according to the evidence in the other columns; but if the enumerator seems to have discriminated carefully between "Farmer" and "Farm laborer," accept his return of the occupation even though it is unusual.

"Laborer—odd jobs," etc.—In case a person *living in an unincorporated place* is returned as "Laborer—odd jobs," "Odd jobs," or "Working out," give him the symbol for farm laborer, unless it is evident that he is working in a railroad gang, a lumber camp, or at some other nonagricultural work.

Children returned as farm laborers.—A farm child 16 years of age or under who is enumerated with the home family and returned as a *farm laborer* should be considered as working on the *home farm*, unless there is evidence to the contrary.

Unusual occupations for children.—Whenever a child under 16 years of age is returned as following any occupation listed in the first column below, give it the symbol for the corresponding occupation of the second column.

Blacksmith.....	Apprentice, blacksmith.
Boiler maker.....	Apprentice, boiler maker.
Brickmason.....	Apprentice, brickmason.
Butler.....	Servant.
Cabinetmaker.....	Apprentice, cabinetmaker.
Carpenter.....	Apprentice, carpenter.
Cook.....	Servant.
Cooper.....	Apprentice, cooper.
Coppersmith.....	Apprentice, coppersmith.
Dairy farmer.....	Dairy farm laborer.
Designer.....	Apprentice, designer.
Draftsman.....	Apprentice, draftsman.
Dressmaker (not in factory).....	Apprentice, dressmaker (not in factory).
Electrician.....	Apprentice, electrician.
Farmer.....	Farm laborer.
Fruit farmer or grower.....	Laborer, fruit farm.
Gardener.....	Garden laborer.
Machinist.....	Apprentice, machinist.
Mechanic.....	Apprentice, mechanic.
Milliner.....	Apprentice, milliner.
Nurse.....	Child's nurse.
Plumber.....	Apprentice, plumber.
Printer.....	Apprentice, printing establishment.
Stock raiser.....	Laborer, stock farm.
Stonemason.....	Apprentice, stonemason.
Tailor.....	Apprentice, tailor.
Tinner.....	Apprentice, tinner or tinsmith.

Whenever a child under 16 years of age is returned as following an occupation the mental or physical requirements for the pursuit of which are not usually possessed by a child of such age, refer the case to your subsection chief. Examples of such occupations follow:

Author.	Jeweler.	Official (any).
Banker.	Lawyer.	Physician.
Captain.	Locomotive engineer.	Proprietor.
Civil engineer.	Locomotive fireman.	Public official (any).
Clergyman or preacher.	Manager.	Real estate agent.
Commercial traveler.	Manufacturer.	Roofer.
Conductor.	Marine.	Sailor.
Dentist.	Merchant or dealer.	Soldier.
Editor.	Miller.	Surveyor.
Foreman.	Mining engineer.	Telegraph operator.
Insurance agent.	Motorman.	

It is very unusual for a child actually to follow a proprietary, official, supervisory, or professional pursuit, or a skilled trade, *except* as an *apprentice* or a *helper*.

Housekeeper.—In case the wife of the head of the family, or the mother of a large family of minor children, is returned as "Housekeeper," consider her not gainful, unless there is evidence that she is working out. In case an adult woman, other than the wife of the head of the family, or the mother of a large family of minor children, is returned as "Housekeeper," and there is no evidence to the contrary, give her the housekeeper symbol (9 1 6). In case a girl 18 years of age or under is returned as "Housekeeper," give her the symbol for a house servant (9 6 0) (unless there is evidence that she is simply doing housework at home, in which case consider her not gainful).

Two occupations for same person.—Whenever two occupations connected by "and" are returned for the same person, as "Farmer and agent," "Editor and lawyer," etc., treat them as though only the first-named occupation were given.

Peculiar occupations for women.—In case a woman is returned as following an occupation which is very peculiar or unusual for a woman, examine the schedule carefully to determine whether an error was made in the return, either of the sex or of the occupation.

It is unusual for a woman to follow any of these occupations:

Auctioneer.	Foreman, lumber camp.	Motorman.
Baggageman.	Foreman, mine or quarry.	Oiler of machinery.
Blacksmith.	Forester.	Pilot.
Boatman.	Freight agent.	Plasterer.
Boiler maker.	Furnace man.	Plumber.
Boiler washer.	Gas or steam fitter.	Porter.
Bootblack.	Heater.	Puddler.
Brakeman.	Hostler.	Raftsmen.
Brass molder.	Inspector, mine or quarry.	Railroad official.
Brickmason.	Inspector, street railroad.	Railway mail clerk.
Butcher.	Ladler or pourer (metal).	Roller or roll hand (metal).
Cabinetmaker.	Laborer, charcoal or coke works.	Roofer.
Captain.	Laborer, coal yard.	Sailor.
Carpenter.	Laborer, gas works.	Sheriff.
Constable.	Laborer, lumberyard.	Slater.
Conductor, steam railroad.	Laborer, road or street.	Smelter man.
Cooper.	Life-saver.	Soldier.
Coppersmith.	Locomotive engineer.	Stevedore.
Deck hand.	Locomotive fireman.	Stonecutter.
Deliveryman, bakery or laundry.	Longshoreman.	Stonemason.
Ditcher.	Lumberman.	Structural iron worker.
Electrician.	Manager, mine or quarry.	Switchman, railroad.
Engineer (any).	Marine.	Teamster.
Engine hostler.	Marshal.	Tinsmith.
Express messenger.	Master.	Veterinary surgeon.
Flagman, railroad.	Mate.	Wheelwright.
Foreman, livery stable.		Woodchopper.

Distinctions to be observed.—Be careful to distinguish between the following:

- A blast furnace or iron rolling mill and an iron manufacturing establishment;
- An iron foundry and a brass foundry;
- A railroad repair shop or roundhouse and a car shop;
- A felt hat factory and a straw hat factory;
- A tin-plate mill and a tinware factory;
- A steam railroad and a street railway;
- A paper box and a wooden box factory;
- A locomotive engineer and a stationary engineer;
- A locomotive fireman and the fireman of a stationary engine;
- A wholesale and a retail merchant or dealer;
- A jeweler in a factory and a jeweler working elsewhere;
- A farm laborer working on the home farm and a farm laborer working out;
- A clerk in a store and a salesman;
- A contractor and a man working at the trade with his tools;
- A machinist and a machine tender;
- A painter of buildings, etc., and a painter in a factory;
- A shoemaker in a factory and one working in a cobbler shop;
- A dressmaker or seamstress in a factory or shop and one working elsewhere;
- A practical and a trained nurse;
- A child's nurse or a nursemaid and other nurses;
- A paid *housekeeper* and a *housewife* in her own home;
- A paid housekeeper and a servant girl;
- A cook and a servant;
- A laundress in a laundry and a laundress at home, in a hotel, or working out;
- A proprietor and an employee;
- An *employee* following a hand trade and an *employer* or proprietor in the same industry—between, for example, baker (employee) and baker (employer or proprietor); tailor (employee) and tailor (employer or proprietor).

Evidence on schedule.—In classifying an occupational return, always consider in connection with it the other information given about the person, such as the relationship to the head of the family, sex, age, whether an employer or an employee, ownership of home, etc. In case you find such a return as "Dairy business" or "Grocery business," or in case a person is returned as "Maker," "Operator," or "Manufacturer," determine from the evidence on the schedule whether the person is a proprietor or an employee and classify him accordingly. Keep a close watch for inconsistencies.

Legibility.—In editing schedules, *it is very important that every symbol be written so clearly and perfectly that it will not be read wrongly by the punching clerk.* From the practical standpoint an illegible symbol is almost as bad an error as an incorrect one. Write the symbols *clearly and legibly* and on *blank spaces*.