

EDITORIAL ROOMS,  
**The Nashville Banner,**

M. B. MORTON,  
MANAGING EDITOR.

E. C. STAHLMAN,  
NEWS EDITOR.

*Nashville, Tenn.*..... *Dec 24th,*..... *190*.....

R.H.Walker, Esq.

Mg'r Times.

Dear Sir:-

I beg to acknowledge the receipt of your favor of the 21st inst,  
and to say that I will be pleased to have you represent us.  
Enclosed is a copy of our pamphlet of instructions which will give you  
all the necessary information in regard to rates, character of matter, etc  
With best wishes for a prosperous New Year, I am.

Yours truly,

*E. C. Stahlman*  
*News Ed*

IMPORTANT.  
KEEP THIS.

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# INSTRUCTIONS

FOR SPECIAL COR-  
RESPONDENTS OF

The Nashville Banner

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READ CAREFULLY AND  
REGARD AS STRICTLY  
CONFIDENTIAL ☻☻☻☻☻☻

Brevity, promptness and accuracy constitute the triune virtues of a good correspondent, and the want of any one of these seriously impairs his efficiency. It follows therefore that you should move to make perpetual the injunction, to BE BRIEF. BE QUICK. BE ACCURATE.

Correspondents are instructed to send only important items by wire that cannot be sent through the mails. When in doubt as to whether to use the telegraph query the office in this form:

"\$10,000 fire—200?"

"John Smith hanged by a mob—300?"

"Sheriff Jones killed by desperado—400?"

This means there has been a \$10,000 fire in my town; do you want 200 words about, etc.

It should be borne in mind that no report of a fire is complete that does not include a statement of the losses and insurance, and correspondents are especially urged to incorporate these essentials in their report.

Correspondents should remember that the Banner wants only wide-awake representatives; that in order to get matter in the paper, which is always crowded and never wants matter on which to "fill up," it must be sent early. For the first edition it should reach us not later than 1:30 p.m. and for the last edition not later than 3 p.m. and always as early as possible. Short bulletins announcing great sensations may be sent at any time.

You should send reports of all unusual happenings, never neglecting to send promptly, fires, murders, business failures, political or social sensations, deaths of prominent people, etc.

Always query before using the wire on any item of news coming under any of the above

mentioned heads, except in cases where the delay incident to sending a query would prevent the reception of news in time for the first edition. Whether the news is of sufficient importance to justify the use of the wire in such cases must necessarily be left to the discretion of the correspondent, who will be held responsible for its abuse.

If there is no telegraph office in your town, use the long distance telephone, but where both are available, always give preference to the telegraph.

Marriages and other prominent social events, political items and reviews of political sensations are acceptable and may in nearly every instance be sent by mail.

We reserve a page of our Saturday's edition for matter purely social and personal, and all news intended for this department must be mailed in time to reach the office not later than Friday noon. It is not expected that reports of weddings and receptions, given by prominent persons on Friday be brought under this regulation which will be relaxed only in such cases. All social and personal items must be held for your Friday's report, except prominent weddings and receptions, which should be sent in the day they take place.

Correspondents should read the BANNER carefully, and observe how their matter is edited and conform to the style of the paper.

They should also read items from towns similarly situated and of about the same population as their home towns, and they will thus get valuable pointers in the handling of news.

They should remember that all good items are acceptable and that they are *always* published when received in time, and that when

an item is left out it is not meant as a personal affront to the correspondent; so that it is not necessary to register a kick every time an item sent does not appear in the paper.

Accuracy is of first importance; and the Banner wants no correspondent who is not truthful and reliable. As the paper is responsible for the matter that appears in its columns, it requires its correspondents to exercise caution in securing the facts, and when a misstatement is made the correspondent is held responsible and his identity is not concealed from the aggrieved person. We will always defend and protect our correspondents when possible, and in turn we expect them to assume the responsibility for the truth of their statements.

We pay correspondents at the rate of \$2.50 per column. Each correspondent is credited on our books each day with the amount he has sent in and checks are forwarded promptly between the first and tenth of each month.

When a correspondent does exceptionally good work his pay is increased, and we also reserve the right to decrease the rate when it is deemed necessary.

Correspondents should take into consideration the fact that in towns where we have a small circulation only items of general interest are desired; while in towns where our circulation is large items are frequently published that are of little interest except to the people of that town or immediate vicinity.

The BANNER does not want a weekly letter from its correspondents, but it does want the news and all the news; the truth and nothing but the truth, and it wants it fresh.

Do not wait until you can write a long letter. Movements and happenings which are more than two days old, are generally too dead to



be resurrected. Three short letters each week are better than one long one.

When deaths occur, sketches of the deceased must be minimized. It is of supreme importance that correspondents write their dispatches, and especially proper names, plainly. If your reports are delayed, let us know at once.

The BANNER has a well equipped art department. and correspondents should not wait to be urged to send pictures. Pictures of prospective brides, pretty girls, murderers, victims, candidates, appointees to office and men and women who fix themselves in the public eye add greatly to the popularity of a paper. Don't wait to be urged. Regard it as an important part of your duty and get the pictures to us by the first mail.

When it is desired that pictures be returned, ("return to——at——") should be written on the back of same, as otherwise this office will not be responsible for their preservation.

### DO'S

Do your duty.  
Do it well.  
Do it promptly.  
We will do the rest.

### DON'TS

Don't go to sleep.  
Don't send trivial occurrences.  
Don't get gay with facts and figures.  
Don't fail to date and sign each separate item.

Don't write more than one item on each sheet of paper.

Don't give your opinion on any subject. We make a specialty of this line of goods and are retailing them at five cents per copy.

Don't send crop reports. We publish the Government's weekly report from the various counties in the state and this covers the field, and is much better than scattering reports from correspondents.

Don't send reports of sunday-school picnics, revivals, Epworth League, Christian Endeavor, Missionary or any other kind of meetings, unless they have more than local interest. It is a waste of time, stationery and postage.

It is our purpose to make the BANNER the best paper not only in the State, but in the South, and one of the indispensable adjuncts to this accomplishment is the hearty and active cooperation of our correspondents, which is cordially invoked.

We are not insensible to the fact that the zeal and efficiency of our corps of correspondents has in no small measure contributed to the success of the BANNER and to its establishment in the public confidence, as a clean, reliable and up-to-date newspaper, and it is eminently proper that the management should not lose sight of this opportunity to express their appreciation and thanks for the rendition of faithful and acceptable services.

NASHVILLE BANNER.

E. C. STAHLMAN, *News Editor.*