

MANCHESTER
1824

The University of Manchester

Changing Faces

A guide to researching the people
behind the *Guardian* and the
Manchester Evening News



Contents

Introduction.....	1
What types of records about people are in the <i>Guardian</i> Archive?	1
How do I start my research?	2
Going digital	3
Searching for people	4
How do I search for a particular journalist or contributor?.....	5
How do I look for someone who wasn't a journalist?	7
How do I look for a person who was a cartoonist or illustrator?.....	11
How do I search for a female journalist or a female member of staff?	13
Are there any photographs of people in the <i>Guardian</i> Archive?.....	15
Newspaper cuttings	21
Who do I contact to undertake research using original documents?.....	21
How can I access past articles from the <i>Guardian</i> or the <i>Manchester Evening News</i> ?	22
How can I purchase copies of past editions of the <i>Guardian</i> ?	23
What other types of records can help me in my research?	24
What other resources will I find useful?	26
Glossary.....	27
Further Reading	33

Introduction

The *Guardian* newspaper archive which dates from the foundation of the newspaper in 1821 up to the transfer of its operations to London in 1971, is one of the University of Manchester Library's largest and most used archives. The sheer size of the collection means that parts of it are uncatalogued. We are tackling this backlog with a number of discrete cataloguing projects, the most recent one being to augment the catalogue for the *Guardian* business records, to digitise a small number of key items, and to produce this guide. We are grateful to the [Business Archives Council](#) which has funded this work.

The *Changing Faces* guide is designed to help you trace individuals who may have contributed to the *Guardian* and *Manchester Evening News*, or have been employed by either newspaper during the period covered by the *Guardian* archive held in the [Special Collections](#) of the University of Manchester Library.

The bulk of the archive relates to the *Manchester Guardian* (known as the *Guardian* after 1959). The *Manchester Evening News* is also represented (in 1868 it was acquired by John Edward Taylor, the son of the founder and owner of the *Manchester Guardian*, becoming the evening counterpart of the morning newspaper). In 1963, the *Evening Chronicle*, the *Manchester Evening News*'s ailing rival, was merged with the *Manchester Evening News*. Records for the *Guardian* and the *Manchester Evening News* are often shared. For example, in the *Manchester Guardian* staff wages ledgers there is often an 'E.N.' (*Evening News*) entry.

Other editions of the *Manchester Guardian* are also represented in the archive. For example in some wages ledgers, a column headed 'Weekly' indicates wages and costs relating to the *Manchester Guardian Weekly* (first published in 1919 as a compact weekly form of the daily paper), and a column marked 'Comm.' indicates wages and costs relating to the *Manchester Guardian Commercial* (established in 1918 as a weekly world-review of industry, trade and finance).

What types of records about people are in the Guardian Archive?

The *Guardian* Archive is typical of a large business archive and contains a comprehensive range of material relating to the day to day running of the company. The overall date range is 1821–1969, although the bulk of the material dates from c.1880 to the 1940s.

In terms of searching for staff and contributors associated with the newspapers, there are a number of key records in the *Guardian* Archive that might help you with your research. These include:

- Reporters' diaries
- Registers of illustrations
- Literary contributors' ledger
- London, district, local, and Welsh contributors' ledgers
- Illustrations contributors' ledger
- Records of payments to contributors
- General contributions' ledgers
- Lists of addresses of *Manchester Guardian* staff
- Workmen's time sheets
- Staff salaries
- Notebooks containing notes on journalists and contributors
- General wages books
- Wages books by department
- Time books
- Miscellaneous staff information, e.g. military and other war service information
- Staff journals – *Manchester Guardian* and *Manchester Evening News House Journal*
- Photographs

The archive contains various cuttings from newspapers and magazines (see the [Newspaper Cuttings](#) section of this guide for more information), but not actual copies of newspapers. Researchers wishing to consult newspapers should look at the [How can I access past articles from the Guardian or the Manchester Evening News?](#) section of this guide.

How do I start my research?

Before you begin, try to find out:

- the person's full first name and surname
- the type of work they did
- a date range to focus your search.

Top Tips for family history research

Start with your family and work back from there. Older relatives can provide invaluable information, including stories about earlier generations that you could not find written down anywhere. Try to locate family documents and pictures, and identify people and places in them.

If you do not know where your ancestors lived at a particular time or if they had commonly used first name/surname combinations (which are hard to research because there are more of them, for example 'John Smith'), obtaining copies of birth, marriage or death certificates can help you gather enough information to be able to find the person in census records.



Manchester Guardian Football Club, as seen in the *House Journal*, no. 63, February 1930, GDN 324/8.

See the [What other resources will I find useful?](#) section of this guide for information on census records and other key sources.

Going digital

Many resources for the *Guardian* and its sister papers, the *Manchester Evening News* and the *Observer*, are now online.

An overview of the *Guardian* and *Manchester Evening News* Archive at the Library can be found on our [website](#) and much of the catalogue can be searched via [Discovery](#), The National Archives' online database. Most of the records referred to in this guide can be found in [Guardian Finding Aids](#), archive catalogue [Part 1](#).

Top Tip

The Guardian Archive catalogue is currently available online as two PDF files. Go to the Library web page [Guardian Finding Aids](#) and select Guardian Archive Catalogue [Part 1](#) or [Part 2](#). The PDF will normally open in your web browser or Adobe Reader. In Adobe Reader, click/tap on the 'Edit' button then choose 'Find' from the drop-down menu, or type Control+F. Enter the word or phrase you wish to find, such as 'staff', in the search box. This will bring up all the references (where listed) to staff in the catalogue. Good searches to start with are 'staff', 'contributors', 'personnel' and 'ledger'.

Material from the later period (after 1971) is held by the *Guardian* News and Media (GNM) Archive in London. Information on the GNM Archive and the personal collections of those associated with the paper can be found on the [Guardian News and Media Archive](#) website and more details can be found on the [GNM online catalogue](#).

Top Tip

Archive catalogues may contain some terms that you are unfamiliar with. These are two of the most commonly used ones.

Square brackets [] are used when information is not explicitly identified in the record but the archivist is reasonably sure the information it is correct. For example, a date [1897], or a place [Fleet Street].

The appearance of 'circa' or 'c.' or 'c.a.' used in conjunction with a date, indicates that the date is approximate, for example, c.1920s.

Searching for people

The wages ledgers are one of the richest sources for researching people. Much of the wages information contained in the wages ledgers is arranged by department. This information is arranged hierarchically, with the editors and the journalists first and the watchmen and the cleaners last.

Index	Page
Editorial Department	1
Reporters' Room & Telephone Room	6 - 145
Counting House & Advt. Dept.	11
Travelled	21
Composing Room	23
Stereotyping Room	48
Linotype Mechanics	23
Process Department & Photographic	55
Printing Room	60
Content. Bell	85
Machine Room	90
Tables	115
Telegraph Department	124
London Office	130
Editorial Messengers	136
Miscellaneous	140
Pensions & Allowances	149
Apprentices	142

Forms from which the Book
has been compiled were
dated Nov. 1915.

Departmental index, *Manchester Evening News* 'Record of Staff 1916', GDN 443.

Depending on what type of work the person you are looking for was involved in, there are a number of other sources you can look at.

How do I search for a particular journalist or contributor?

The contributor's records are a great source for researching writers or artists. Contributions from staff journalists and correspondents, as well as pieces from part time writers (or 'stringers' as they were later known) are meticulously recorded in the contributors' ledgers. Ledgers in the *Guardian* archive include:

GDN 386/1-9	<i>Manchester Guardian</i> and <i>Evening News</i> 'Contributors' List' ledgers, 7 May 1931-[11 Jan 1946]
GDN 387/1-3	'Contributors' lists' ledgers, 1 Sep 1927-7 Oct 1930
GDN 388/1-12a	'Literary Contribution' books, 1 Nov 1890-1 [Dec 1928]
GDN 389/1-2	'Local Reporters' contributions' books, 1 Sep 1919-[9 April 1931]
GDN 390	'London Contributions 1906-1919', book, 1 Feb 1906-[1919]
GDN 391	'M. G. Commercial Contributions No.4', 10 Jan 1928-[1930]
GDN 392	' <i>Manchester City News</i> Contributions', April 1931-[Sep 1933]
GDN 393	'Miscellany Contribution Book No.1', 5 Dec 1912-[1927]
GDN 394	'Staff Contributions' ledger, 1 April 1890-[June 1925]
GDN 395/1-2	'Welsh Contribution' books, [Feb 1921-1931]
GDN 396	'Contributions as per Contract', 1 April 1890-1928 [mainly 1890-4]
GDN 398/1-3	[<i>Manchester Guardian</i>] Reviewers' Books, 12 June 1923-31 Dec 1948

Each ledger notes the contributor's name and address, the title of the article, the date the piece was commissioned, the date it was paid for, and the amount that was paid. The A-Z index at the front of the ledger gives a page reference for each person.

The *Guardian's* policy of anonymity (see the **Top Tip** below) led to bylines such as 'From a Special Correspondent' or a 'Country Diary' and the use of initials such as M.A.L. (Madeline Linford, Editor of the Women's Page), or pen-names and pseudonyms, such as 'Cricketer' (the cricket writer Neville Cardus). The contributors' ledgers provide the only means of identifying the authors of specific contributions during this period.

Top Tip

Some eminent contributors had their full names given very early on in the paper's history and the move from initials to surnames and full bylines seems to have happened at different times in different parts of the paper. See Martin Wainwright's book on the history of the *Guardian's* 'Country Diary' column – *A Gleaming Landscape* – for more information about the transition to full names.

	NAME	Headed Articles	Sports	Leaders	Reviews	Art, Music, Agriculture	Commercial	Foreign
	Ricketts	b	153					
7	Reynolds	D. E.	151					
	Runkin	Miss A.	150					
	Ryan	A.	137 132				wednesday SSB	
8	Rees	Miss S. N.	140					
3	Reade	A. E.	130					

150

Miss A B Rankine *of Shetland Library* *Njc*

1922
June 26 To back 563 3 3
May 19 Orchid Quest 3 3

7700
1922
June 26 To back 563 4 4
May 23 The Women 15 1 11 6
24 Common bond of youth 15 1 11 6
31 Married women of old Assyria 5 1 11 6
July 17 A woman in diplomacy 4 4
Sept 15 Women in the middle ages 3 2 2
22 Work was knitted jumpers 5 5
25 United American Cabbies 5 1 11 6
(To folio 84) 3 3 0

Miss D Gibbons *The Forties Wimbourn. N. Wolverhampton*

1922
June 26 To back 563 1 11 6
May 21 Keds of village women 2 1 11 6
Jan 28 " 189 1 11 6
Dec 16 Girl Guides 5 1 11 6

2300
1922
June 26 To back 563 1 11 6
July 25 " 570 7 7
May 25 The Her Run 1 1 11 6
June 1 The Her Run 1 1 11 6
15 do 1 11 6
22 do 1 11 6
29 do 1 11 6
(To folio 107) 7 7

Miss Louisa Macdonald *42 Oramann Rd, Spilous Wood, London*

1922
June 26 To back 563 5 5
May 26 International Guide of Women 1 3 3
27 " 3 3
July 25 University women 4 2 12 6
Office for copy not used 10 6

1922
June 26 To back 563 1 11 6
May 26 Looking a long way ahead 2 1 11 6
July 25 " 570 15
June 16 Brothers & Sisters 4 1 11 6

Miss A Hunter *28 Oxford Rd Putney London SW15*

1922
June 26 To back 563 12 6
May 31 Home made shoes 5 10 6
July 25 " 570 3 3
June 19 Rental of shops 5 1 7 6
30 An artist in the nursery 5 1 11 6
July 8 Coronations 5 15
24 Table mats 5 12 6
(To folio 94)

Miss Waddingham Lees *2 Cyril Mansions Battersea Park SW1*

1922
June 26 To back 563 12 6
May 31 Home made shoes 5 10 6
July 25 " 570 3 3
June 19 Rental of shops 5 1 7 6
30 An artist in the nursery 5 1 11 6
July 8 Coronations 5 15
24 Table mats 5 12 6
(To folio 94)

From this entry, you can see that the title of one of Rankin's articles is 'Orchid Quest' and the date of publication in the *Manchester Guardian* is 19 May 1922. By entering these details into an online historical newspaper database such as ProQuest you can see a copy of Rankin's [original article](#) as it appeared at the time. Further research shows that Rankin, who was originally from Canada, was at that time an Assistant Librarian at the John Rylands Library.

Journalists who were on the permanent staff of the paper are generally listed under the editorial department in sources such as wages books. Other sources include correspondence, memos, and editorial diaries. For example 'W.P. Crozier Interviews' containing notes about his meetings with journalists and contributors, 9 Feb 1934-27 Jan 1939, GDN 324/9; [W.P. Crozier's] notes on journalists, [1928]-[8 Aug 1937], GDN 324/14; and day books, for example, 'London Salaries' GDN 434.

There are also various staff address lists containing names and addresses GDN 223/16/1-49, March 1871-June 1966, many organised by department. These mainly relate to the editorial staff.

How do I look for someone who wasn't a journalist?

The wages ledgers are a good place to start researching people who weren't journalists. Unless otherwise stated, the wages ledgers refer to *Guardian* staff, often with column headings for the 'E.N.' (*Manchester Evening News*), the 'Comm.' (*Manchester Guardian Commercial*) or the 'Weekly' (*Manchester Guardian Weekly*).

Some ledgers are arranged by office, for example GDN 434 Day Book, 'Salaries, monthly London, [Canvg.], etc.', 30 Jan 1923-Oct 1931 or by newspaper, for example GDN 436/1-2, 'M.G. C. & M.G.W.' (*Manchester Guardian Commercial* and *Manchester Guardian Weekly*) wages books, 13 July 1920-29 March 1930.

If you know the type of work the person you are looking for was involved in this will help your research. Some of the job titles of the past are unfamiliar to us now, for example Auto-Plate operator or Stereo operator. These teams of staff were often part of larger departments, for example the Machine Room.

Top Tip

See the **Glossary** at the end of this guide for help with some of the more commonly known newspaper terminology. See also the [Further Reading](#) section for books that will give you a flavour of what it was like to work for a major newspaper like the *Guardian*.



Auto-plate operator on the 'New Autoplate Floor', 14 Feb 1949, a *Manchester Guardian* photograph, GDN 315/1/13.

There are general wages books in the archive, but most departments had specific wages ledgers including:

- GDN 356/1-4 *Manchester Evening News* 'Drivers Wages' books, 9 April 1921-15 March 1930.
- GDN 357/1-3 *Manchester Evening News* 'Machine [Room] & Wages' books, 10 April 1920-8 March 1930.
- GDN 360/1-2 *Manchester Evening News* 'Compositors Wages Book, No.2', books, 10 April 1909-8 March 1930.
- GDN 365/1-3 *Manchester Evening News* 'Wages, Machine Dept. Stereo Dept. 1894', ledgers, 27 July 1894-1905.
- GDN 366/1-2 *Manchester Evening News* 'Stereo Wages', ledgers, 3 Jan 1925-8 March 1930.
- GDN 367 *Manchester Evening News* 'Payments', District Reporters' ledger, 21 Jan 1924-16 June 1928.
- GDN 370/1-4 'Payments for Mechanics and Builders etc.', ledgers, 2 Nov 1919-4 June 1930.
- GDN 371-373/2 'Citizen Publishing Room' account payments, ledgers, 10 Oct 1910-19 June 1915.
- GDN 374/1-4 *Manchester Guardian* 'Display' department wage books, 7 April 1922-7 March 1930.

- GDN 375/1-376/1-4 'Engineers, Electricians, Lino', wages books, 1 Oct 1919-2 April 1930.
- GDN 377/1-4 'Joiners, Plumbers etc.' wages books, 5 Oct 1910-24 Sep 1919.
- GDN 378/1-9 *Manchester Guardian*, 'Machine Room and Contents', wages books, 6 Oct 1910-26 March 1930.
- GDN 380/1-3 *Manchester Guardian*, 'Mechanics and Engineers', wages books, 20 Feb 1924-16 April 1930.
- GDN 381/1-4 *Manchester Guardian*, 'Mechanics, Engineers & Electricians' wages books, 5 Oct 1910-17 Sep 1919.
- GDN 382/1-9 *Manchester Guardian*, 'Publishing Room', wages books, 8 Oct 1910-8 March 1930.
- GDN 383/1-9 *Manchester Guardian*, 'Stereo' wages books, 8 Oct 1910-12 March 1930.
- GDN 384/1-4 'Watchmen and Cleaners' wages books, 8 Oct 1910-27 Sep 1919.
- GDN 385/1-5 *Manchester Guardian* 'Watchmen, Cleaners and Cooks' wages books, 3 Oct 1919-16 April 1930.
- GDN 415 *Manchester Guardian* and *Evening News* 'Composing Room Apprentices 1926' wage book, 30 Sep 1927-24 Jan 1930.
- GDN 416 'Composing Room Wage Sheets', 5 Jan 1929-8 March 1930.
- GDN 417 'Letterpress Wages Sheet Book', headed inside 'Composing Room Wages Sheet', 7 Jan 1893-24 Oct 1896.
- GDN 418/1-7 *Manchester Guardian* and *Evening News*, 'Machine Room and other workers' wages', 3 Jan 1880-1 Oct 1910.
- GDN 419/1-2 'Printers' Wages' Volumes no.5 and no. 7, 6 May 1911-29 Dec 1923.
- GDN 440 'Time Book. January 1886. Counting House and Advertising Dept.', 1 Jan 1884-24 Dec 1889.
- GDN 435 'Foremen etc. No. 6', [wages] book, 9 Oct 1920-29 March 1930.

WEEK ENDING *Dec. 24th* 1921

NAME.	Insurance Firm Staff	Wages (Less Insurance) £ s. d.	Extra Time £ s. d.	Time Lost £ s. d.	Total £ s. d.	<i>Guardian</i>
F. Evitts	10 9	2 14 3			2 14 3	Thomas, 8-6 ¹
E. Pugh	10 9	4 18 10			4 18 10	Sykes, 10 ¹
C. Coates	10 9	2 6 4			2 6 4	Bhanty, 3-5
W. Halliday	10 9	3 4 10			3 4 10	Arden, 1-8 ¹
R. Oliver	10 9	3 5 10	6 10		3 9 6	Arden, 6-10
H. Thomas	10 9	3 4 10	1 7 4		4 12 2	Arden, 1-8 ¹
Coyle	10 9	3 6 10	17 1		4 3 1	Arden, 2-5
Kirkham	10 9	3 4 10	15 4 ¹		4 3 1	Arden, 1-6-6
Wharton	10 9	3 6 10	10 ¹		3 7 8 ¹	
Barker	10 9	3 7 10	12 3		4 1	
Wilt	...					
W. Dickenson	10 9	3 7 4	8 10		3 16 2	
Walkden	10 9	3 4 10	1 8 ¹		3 6 6 ¹	
Delahunty	10 9	3 6 10	3 5		3 10 3	
Hughes	10 9	3 4 10	2 7		3 7 5	
Pollard	10 9	3 4 10	6 10		3 11 8	
A. Robinson	...					
Mackie	...					
Herbert	10 9	3 4 10	13 8		3 18 6	
Arden	10 9	3 4 10	8 10		3 13 8	
Whalen	10 9	3 4 10	6		3 10 10	
Tommins	10 9	3 4 10	18 8		4 1	
Hutchinson	10 9	3 4 10	15 4 ¹		4 2 ¹	
Hallsworth	10 9	3 4 10	8 5 ¹		3 13 4 ¹	
Firth	10 9	3 4 10	9 5		3 14 3	
Evans	10 9	3 6 10	15 4 ¹		4 2 2 ¹	
E. Jones	10 9	3 6 10	6 10		3 13 8	
Peate	10 9	3 4 10			3 4 10	
Molloy	10 9	3 4 10	11 11 ¹		3 16 9 ¹	
Birkbeck	10 9	3 4 10	5 1 ¹		3 9 11 ¹	
Moss	...					
W. Purvis	10 9	3 6 10	5 1 ¹		3 11 11 ¹	
Matthews	10 9	3 4 10	14 10		3 19 8	
Donnelly	10 9	3 4 10	17 4 ¹		4 2 2 ¹	
Ates	10 9	3 4 10	9 5		3 14 3	
Smith	10 9	3 4 10	4 3 ¹		3 9 1 ¹	
Atkinson	10 9	3 4 10	15 8		3 18 6	
Arden	10 9	3 4 10	5		3 9 10	
Griffy	10 9	3 4 10	2 7		3 7 5	
Beckford	10 9	3 4 10	8 10		3 13 8	
Bratton	10 9	3 6 10	10 3		3 17 1	
Collings	10 9	3 4 10			3 4 10	
Pollard	10 9	3 4 10	13 8		3 18 6	
Finland	10 9	4 5 3			4 5 3	
Mackie	10 9	3 4 10	8 6 ¹		3 13 4 ¹	
O'Brien	10 9	3 4 10	13 8		3 18 6	
McLennan	...	5 6			5 6	

City News
Dec 15 Car 10-0
" Cart 2-6

Intimate 26 13-2
Drivers 13-6-4

A typical page from the *Manchester Evening News* 'Drivers Wages' books, 24 Dec 1921, GDN 356/1.

Information in the wages ledgers is generally arranged by team and on a weekly basis. Staff names are listed according to wage, those receiving the greatest wage being first. Casual workers, for example cellar hands (ledger GDN 354/1), are sometimes written into the ledgers by hand. Some pages are signed off by the overseer or foreman.

Other items that may be of interest, include material relating to the military and other war service of staff, for example GDN 223/18/1-32; sickness records for example GDN 368 *Manchester Evening News* 'Sickness Payments' ledger, 1 Jan 1906-22 Dec 1915; and miscellaneous items such as GDN 443 *Manchester Evening News* 'Record of Staff 1916,' [Nov 1915]-6 Oct 1924, which contains comprehensive notes on the lives of individual workers. Information is arranged as follows: name, date of engagement, age, married or single (numbers of children are noted), nature of job, wages on engagement, and remarks. The 'remarks' are often very detailed, see box below.

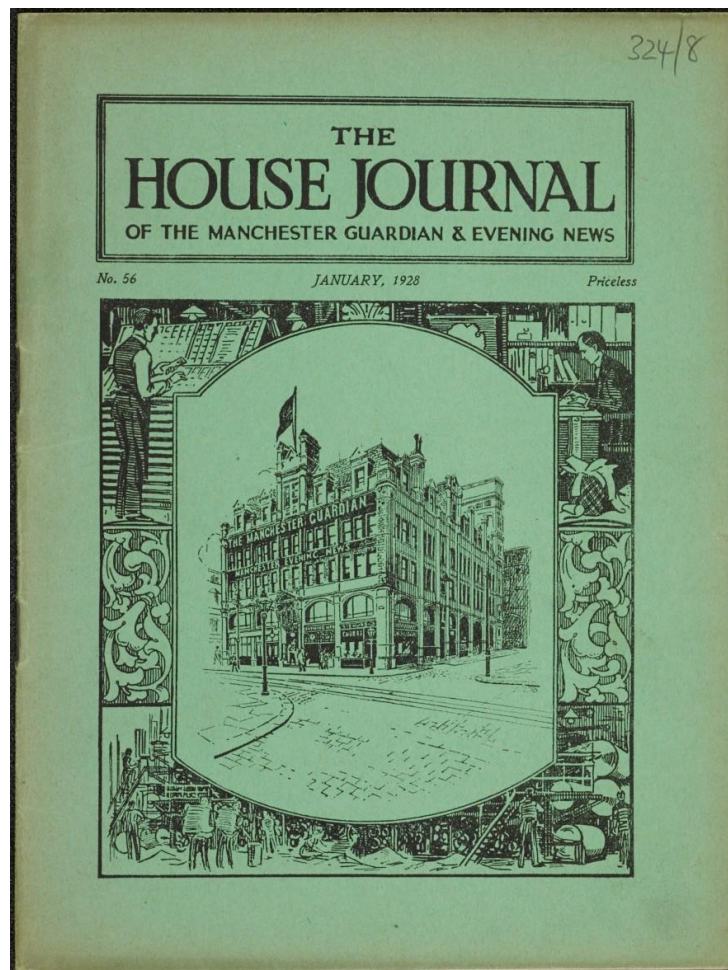
Harry Sarson's story

Harry Sarson joined the *Manchester Evening News* in 1916. He is recorded as being aged 18 in 1920, unmarried and working as a clerk. Remarks: 'Developed consumption July 1925. For a short period in Baguley Sanatorium. Then sent at EN expense to Ventnor Sanatorium till [sic] Mar. 1926 at a cost of £3 s3 per week. Did not return to *Evening News*. Died at Baguley Sanatorium later'. (p17.)

21	NAME	Date of Engagement	Age	Married or Single	Nature of Job	Wages on Engagement	REMARKS
				<u>Travellers</u>			
	Coppock, David.	1884	68	Married	Traveller.		Retired on half salary July 1921 Died Dec 1925 aged 78 See page 149
	Luggett, George.	1896	62	Married	Traveller.		Died (1918). Appointed Circulation Manager Jan 28, 1920
	Taylor, Crossdale.	Aug 1900	17/1/73 42	Married	Traveller.		
	Tilson, Frank.	1890	40	Married	Traveller.		Left: 1920

Manchester Evening News 'Record of Staff 1916', entry for 'Travellers', GDN 443. Page 21, first entry, for David Coppock, links to the widows' pensions information on page 149 of GDN 443.

The *Manchester Guardian and Manchester Evening News House Journal* or *Ho. Jo.* (Dec 1918-Jan 1932) as it was affectionately known is a great source of information (frequently humorous) about staff. Produced by and for the staff, the journals contain photographs of work events, staff outings, sporting activities and so forth. The annual children's Christmas parties and the annual veterans' dinners are recorded, as are births, deaths, marriages and retirements. The London office of the paper is mentioned (in terms of the perceived differences between it and the Manchester office).

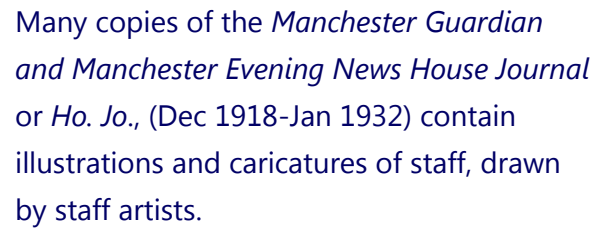


Manchester Guardian and Manchester Evening News House Journal cover, no. 56, January 1928, GDN 324/8.

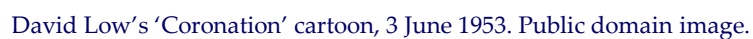
How do I look for a person who was a cartoonist or illustrator?

The contributors' ledgers are the best places to look for artists or artistic contributions, particularly GDN 405, 'Illustrations ledger 1 Jan 1930-25 Sep 1931. The first section contains an A-Z index of the names of individual artists and photographers, and agencies. The second section is arranged by name (with addresses) and contains detailed information about contributions. Information is arranged by: date, reference number, title of work, and payment.

If you see the term ‘art’ in the *Guardian* archive of this period, it can refer to any of the following: a photograph, map, illustration or cartoon.



Christmas edition of the *Manchester Guardian and Manchester Evening News House Journal*, with cover illustration by 'A.M.', no. 48, December 1925, GDN 324/8.



The 'Registers of Illustrations', volumes 1 to 3, 28 April 1905-22 Sept 1914, GDN 224-226, contain information about images used in the newspaper – original art work, photographs, or copies of existing art work. Information is arranged chronologically: date of receipt, subject, artist, source, copyright and conditions, date of publication, and whether an original.

For further information on searching for contributors who are artists or photographers see the [How do I search for a particular journalist or contributor?](#) section of this guide.

How do I search for a female journalist or a female member of staff?

Searching records for women can be problematic. Most women's names appear with surnames and titles only, i.e. Mrs (Frau, Madame) or Miss (Fräulein, Mademoiselle) so and so. This can make it harder to search for them. Once a woman marries her maiden name disappears, again making it hard to trace her.



'New Tele Ads. Department', 27 June 1949, a *Manchester Evening News* photograph, GDN 315/1/8.

Women do appear frequently in the contributors' books, usually as stringers (part-time writers). Certain writers were regularly commissioned to write on specific topics, for example Elizabeth Wiskemann on Czechoslovakia, Poland and Yugoslavia. See the [How do I search for a particular journalist or contributor?](#) section of this guide.

There were no women on the *Guardian* editorial staff until 1919 and even then it was difficult for women to gain entry into the world of journalism. By the early 1920s enough young women were enrolling in London University's Journalism course for the lecturers to see fit to

Are there any photographs of people in the Guardian Archive?

Although there are no press photographs, there are several hundred black and white photographs depicting staff and premises in Manchester and Salford. For example the GDN 315/1–4 series (1946–1966) includes shots of staff, and men working on various building and machinery upgrades, such as the new garage at Broughton Street in Salford and the installation of the bedplate to the diesel engine (see below).

'Bedplate to Diesel being put into basement via Warren Street', 14 October 1952, a *Manchester Evening News* photograph, GDN 315/3/16.



Workmen installing a new boiler, summer 1966, a *Manchester Evening News* and *Chronicle* photograph, GDN 315/3/1.



'Roof. Before Canteen Extension 1949', 27 June 1949, a *Manchester Guardian* photograph, GDN 315/2/5.

None of the people in the GDN 315/1-4 series of photographs are named.

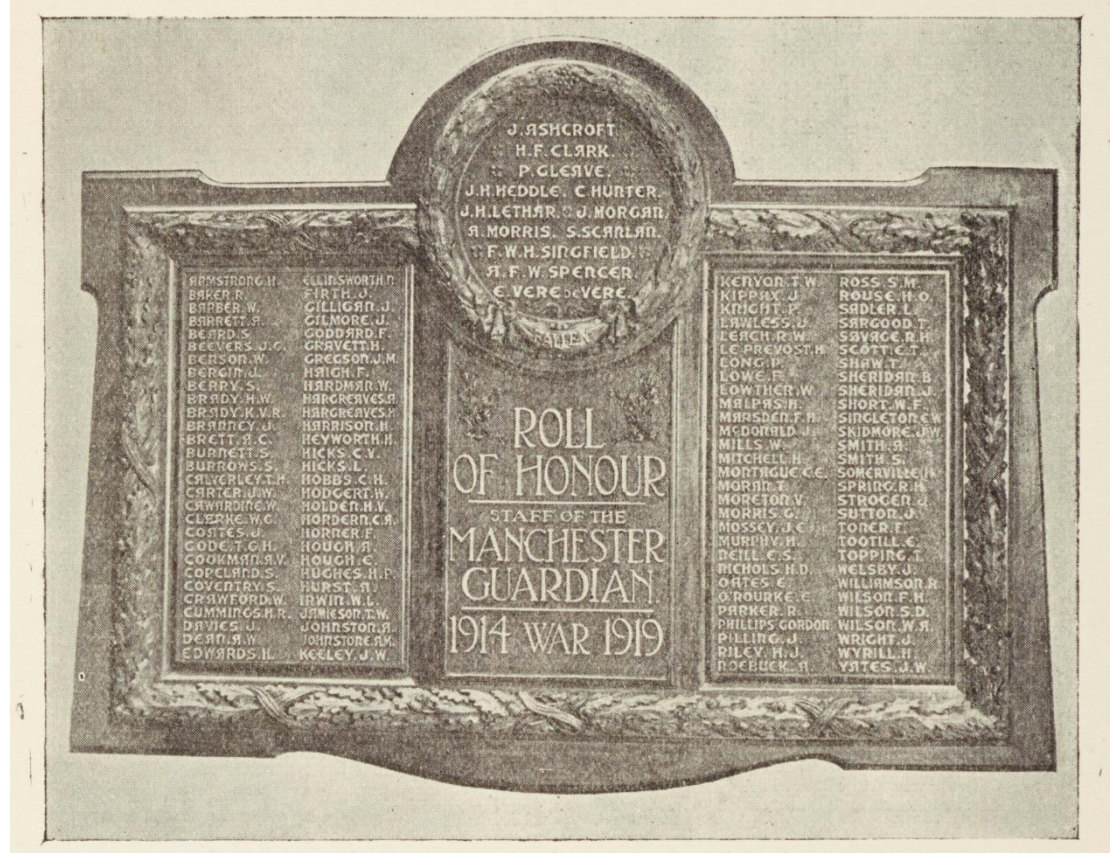
There are photographs of members of the *Manchester Guardian* and *Manchester Evening News* editorial staff in the GDN 317/1-29 and GDN 317/1/1-25 (C. P. Scott photographs) series, [4 May 1921]-6 Nov 1963.

Other items of interest include GDN 317/19a-c, copies [1952] of an older photograph titled 'At Stables c.1915', originally taken at [Broughton Lane Stables, Salford], showing a [staff] First World War group parade and GDN 324/8 an image of the 'Roll of Honour: staff of the *Manchester Guardian*: 1914-1919 war', memorial plaque to the dead and the living, illustrated in the *Manchester Guardian* and *Manchester Evening House Journal*, June 1921.



Robert Dell, *Manchester Guardian* foreign correspondent [1932], unknown photographer, GDN 317/28.

OUR MEMORIAL : "To the Dead and the Living."



'Roll of Honour: staff of the *Manchester Guardian*: 1914-1919 war', memorial plaque illustrated in the *Manchester Guardian* and *Manchester Evening House Journal*, no. 18, June 1921, GDN 324/8.

One particularly fascinating item in the archive is the *Manchester Guardian* centenary photograph album, GDN 140/2, which was presented to the paper's famous editor Charles Prestwich Scott in 1921 by his staff at the centenary of the *Manchester Guardian* and in the fiftieth year of his editorship. The album contains portraits of every member of the then *Guardian* staff, photographed by department, from the directors to the dining room cooks, totalling almost 500 individuals. Everyone is named, even people who were away on the day of the photograph. The digitised album is available (and searchable) via the Library's [online image collections](#).

Top Tip

You can access the *Manchester Guardian* Centenary album in our image collections [here](#).

To search for an individual in the *Manchester Guardian* Centenary album, enter the person's surname into the search box and (if they are in the album) the relevant page will come up.

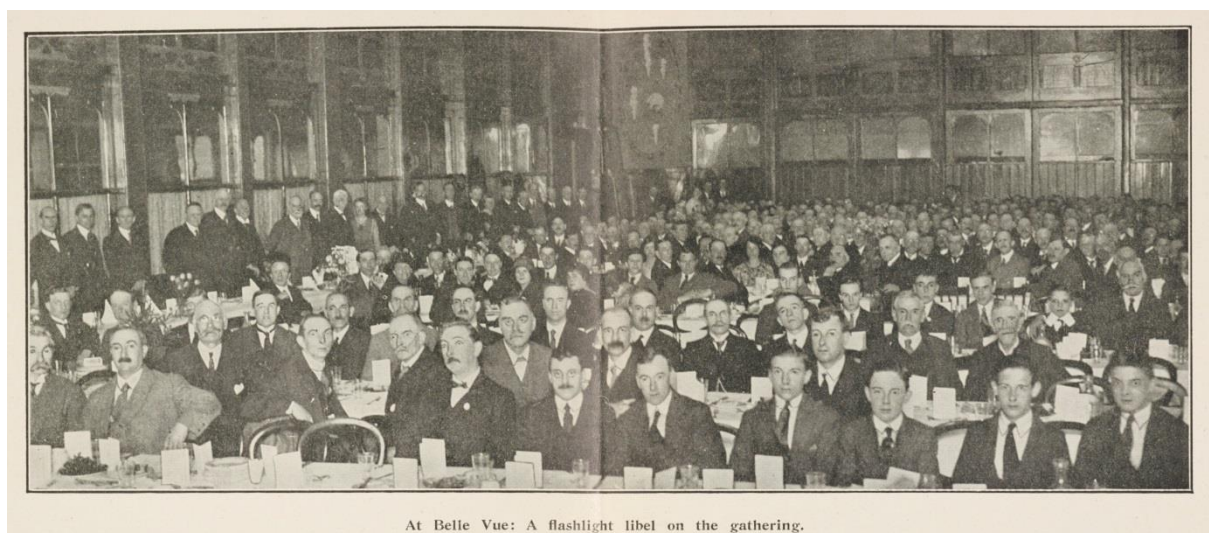
Alternatively, if you know the type of work the person you are searching for undertook, you can use that in your search, for example 'cleaners'.

The *Manchester Guardian* Centenary album also features in the John Rylands on-site *Turning the Pages* installation.



'Cleaner and Porters', *Manchester Guardian* Centenary album, May 1921, GDN 140/2.

The centenary of the *Manchester Guardian* in May of 1921 generated various other records that contain information relating to the staff of the paper.



Manchester Guardian Centenary dinner for the staff in the Chinese Hall at Belle Vue, May 1921, pictured in the *Manchester Guardian* and *Manchester Evening House Journal*, no. 17, June 1921, GDN 324/8.

The 'Personal Paragraphs' page of the *Manchester Guardian* and *Manchester Evening News House Journal* contains photographs and information about staff deaths, marriages, retirements and so forth.

Personal Paragraphs.

Congratulations to Mr. Harold Armstrong, of the "M.G." Day Staff, whose wife presented him with a bonny daughter recently.

* * *

After a long and distressing illness Mr. E. D. Palmer ("E. N." Comps.) passed away on July 12. He was well known throughout the printing trade, having had a wide experience in both news and jobbing offices. We sympathise with his wife and three children in the loss they have sustained.

* * *

We are pleased to note that Mr. W. Whelan (Process Department) was married on August 30 at St. Aloysius', Ardwick. We sincerely offer him our congratulations and hope that he has started on a very successful journey. Mr. Whelan was the recipient of a canteen of stainless cutlery from his colleagues, and Mr. L. A. Goodwin made the presentation on their behalf.

* * *

Mr. Frank Hall, who for the past ten years has been associated with Mr. T. W. Evans in the management of the "Evening News," has been appointed manager of the paper. Mr. Hall came to Cross Street in 1919 from Fleet Street, where he was the London editor of the "Evening News," and he is one of the few newspaper managers who have had active experience of both editorial and management sides.

* * *

Two happy little presentations took place recently in the Circulation Department when Mr. W. J. Lascelles presented Miss D. Hanson and Miss E. Bussey with gifts subscribed to by the staff to mark the occasion of their respective marriages. Miss Hanson was the recipient of a suitably inscribed canteen of cutlery and Miss Bussey was presented with a hammered-pewter tea-service. Both ladies made suitable replies to the good wishes expressed by Mr. W. J. Lascelles and their colleagues. Miss Bussey married Mr. Con. Hefferman, of the Day Machine.

Readers of "Ho Jo." will be sorry to hear of the illness of Miss Gwen Lloyd, a member of the staff of the Canvassing Department, and the Secretary of the Ladies' Welfare Committee. Miss Lloyd is at present an inmate of the Nantwich Cottage Hospital, where she has undergone an operation for appendicitis. At the time of going to press we hear she is making excellent progress, and there is every prospect of her being allowed to return to her home at Nantwich at an early date. We hope the satisfactory progress will be maintained, and feel sure that the House will join in wishing her speedy and complete recovery.



MR. W. C. STOPHERD.

Mr. W. C. Stopherd has been appointed chief accountant of the Manchester Guardian and Evening News, Ltd., a position which is of considerable importance in view of the unification of the counting-house activities of the two papers.

'Personal Paragraphs', *Manchester Guardian and Manchester Evening News House Journal*, no. 62, October 1928, news about W. C. Stopherd announcing his appointment as Chief Accountant of the *Manchester Guardian and Manchester Evening News*, GDN 324/8.

There are images in the archive by staff photographers including Herbert Walter Doughty who is believed to have shot the images of staff for the *Manchester Guardian* Centenary album. Doughty appears in the *Manchester Guardian* Centenary album, pictured with a camera, GDN 140/2. See the GNM Archive resource on [Doughty](#) for more information.



'Cable Photographs, New Switchboard Supply', photographed by Herbert Walter Doughty, 21 July 1948, a *Manchester Evening News* photograph, GDN 315/1/2.

Some of these images have been digitised and are accessible via the Library's [online image collections](#).

Top Tip

To find images in the Library's [online image collections](#) use the search term 'Guardian'.

Newspaper cuttings

Although these are no actual newspapers in the archive, there are numerous newspaper cuttings books and loose cuttings dating from [1898]-1960. The cuttings are dated and arranged according to specific topics and features. Most of the cuttings referred to here can be found in [Guardian Finding Aids](#), archive catalogue [Part 1](#).

All of the cuttings books are dated and many contain indices. The content of most of the books is arranged according to theme, for example GDN 223/3/1-233 the 'Abdication of Edward VIII' (1936-38), GDN 223/5/1-281 'Refugees' (1940-47), GDN 223/51 the 'Crumbles murder case' (1924), and GDN 145/2/1-118 the 'Saturday competition' (1936-40).

Loose cuttings are dated and arranged according to theme, for example GDN 145/6/1-48 'Temperance', (1920-34), GDN 145/7/1-54 'Spahlinger treatment for tuberculosis' (1923-27), and GDN 145/2/1-118 the 'Violet Douglas-Pennant case' (1919-30).

Some cuttings are organised by geographical location, for example, GDN 117 the 'Manchester Area' (1882-1886), GDN 145/8/1-44 'Iraq' (1919-26), and GDN 145/9/1-44 'Kenya' (1921-28).

Who do I contact to undertake research using original documents?

The University of Manchester Library's *Guardian* Archive is housed in the [John Rylands Library](#) and can be accessed in the reading room by anyone, free of charge. You will need to make an appointment well in advance of your visit (with the reference numbers of the items you wish to see); this is so that we can make sure you have the material that is most useful to your particular enquiry. Please note that in accordance with the Data Protection Act, some of this material may not be available to view.

Please read the information about the [John Rylands Reading Room](#) before you make your visit. Alternatively, you can contact us with your enquiry and we will do our best to help you.

All applications to undertake research should be made in the first instance to Karen Jacques, Collections and Research Support Assistant by email to karen.jacques@manchester.ac.uk or by post to The John Rylands Library, The University of Manchester, 150 Deansgate, Manchester M3 3EH.

Top Tip

See the John Rylands Library Reading Room [FAQs](#) (Frequently Asked Questions) for useful information about using the Special Collections.

For enquiries to make an appointment to view material from the *Guardian* archive of the later period, i.e. from 1971 onwards, please email the GNM Archive at archives@guardian.co.uk. Please note that in accordance with the Data Protection Act, some of this material may not be available to view.

Please note that the University of Manchester Library and GNM archives do not provide access to newspaper articles in their reading rooms. See the [How can I access past articles from the *Guardian* or the *Manchester Evening News*?](#) section of this guide for more information about how you can do this.

How can I access past articles from the *Guardian* or the *Manchester Evening News*?

You can do this online or via microfilm. Please see below for further information.

Online sources

ProQuest Historical Newspapers: The *Guardian* and the *Observer*

[ProQuest](#) enables researchers to search over 20 different article types, including: News, Editorials, Letters to the Editor, Obituaries, Birth and Marriage Announcements, Stock Photos, Advertisements and so forth. ProQuest is available free to the University of Manchester staff and students.

Manchester Central Library

Manchester Guardian and *Manchester Evening News* online newspapers are available to library members.

Manchester Guardian 1821-2000 is available on the Manchester City Council [24 Hour Library](#).

Manchester Evening News 1870-1871 and 1914-1917 is available on the [British Newspapers Archive](#) a free service from any Manchester City Council library, accessible by registering and logging in with your own email address.

The *Guardian* and *Observer* Digital Archive

This resource will eventually contain the digital reproduction of every page, article and advert published in the *Guardian* (since 1821) and the *Observer* (since 1791). Currently the archive covers the period of 1821-2003 for the *Guardian* and 1791-2003 for the *Observer*. This is a subscription service but many schools, universities and public libraries subscribe. Access to the *Guardian* and *Observer* digital archive is also freely accessible from the *British Library* reading rooms at St. Pancras, London.

Microfilm

All articles from the *Guardian* are available on microfilm, which can be consulted in larger libraries and county record offices throughout the UK, for example *Manchester Evening News* 1868-2013 (Cabinets 15-22) can be accessed via microfilm by visiting the ground floor of Manchester's Central Library. No prior booking is required for publications held on the ground floor numbered cabinets but please note that some titles are held in the strong rooms and therefore need to be booked in advance.

A complete set of microfilms for the *Guardian* is also now available at the British Library Newsroom on the St. Pancras site, Central London.

A subject index to the *Guardian* was produced annually by the newspaper from 1842 to 1985 and is available on microfilm. Since 1985, the microfilm producer has created an index as part of the microfilming process. A monthly and annual printed subject index to the *Observer* has been created by the microfilm producer since 1991. Both indices are available at larger libraries and record offices including the British Library Newsroom.

How can I purchase copies of past editions of the Guardian?

Past editions of the *Guardian* newspaper are available to buy from Historic Newspapers:

Telephone: + 44 (0) 844 770 7684. Email: info@back-issue-newspapers.co.uk You will need to know the exact date of the newspaper that you require.



Delivering the *Manchester Guardian*, date unknown, no reference.

What other types of records can help me in my research?

Census Returns

Historical censuses of England, Wales, the Channel Islands and the Isle of Man, from 1841 to 1911 provide useful information for researchers. A census has been taken every ten years since 1801 with the exception of 1941. However, a special war time register was taken in 1939 and this register is available on the *Find My Past* website. The 1841 census was the first to list the names of every man, woman and child by household. From 1851, marital status and trades were recorded as part of the census.

Top Tip

[The National Archives Guide](#) to using census returns for research is very useful.

All later censuses are in the custody of the Office for National Statistics and remain closed to the public for 100 years after the date they were conducted.

For Scottish censuses see *Scotland's People*, for Irish censuses see the *National Archives of Ireland*.

Census returns can be accessed online via *Ancestry* or *Find My Past* or free of charge at most local libraries or archives.

UK Trade Directories (1770–1941)

Trade directories are great sources for locating people in a particular place and time. They are especially useful in between census years and for earlier years when censuses don't exist. Details listed in directories varied over time and with the book's purpose, but they may include: name, occupation, city, region, year, address. These can be accessed online via *Ancestry* or *Find My Past* or free of charge at most local libraries or archives.

Parish Registers and Probate Records

Both these types of records are invaluable sources for tracing people in England and Wales. Information taken from the Parish Registers, wills and other administrations is increasingly becoming available online, often with name indices. These types of records can be accessed online via *Ancestry* or *Find My Past* or free of charge at most local libraries or archives.

Parish Registers

These are records of baptisms, deaths and marriages within each parish. The contents have changed over time, not being standardised in England until the Acts of 1753 and 1812. The following details for a 'marriage entry' (see box below) are, for example, what you can expect to find in later registers. In the earlier registers it is quite common to find only names recorded.

Marriage Entry

Date of marriage, forename and surname for both man and woman, whether bachelor or spinster, widower or widow, age, whether of-the-parish or of some other place, occupation (normally the man only), father's forename, surname and occupation or rank, signature, whether by Banns (public announcement) or by Licence, and witness signature(s).



'Dining-Room – Cooks, etc.', *Manchester Guardian* Centenary album, May 1921, GDN 140/2.

Probate Records

These are court records dealing with the distribution of a person's estate after death. Information recorded may include the death date, names of heirs, family members, and guardians, relationships, residences, inventories of the estate (including trade and household goods), and names of witnesses.

What other resources will I find useful?

GENUKI

Has a list of occupations in UK and Ireland, with sources of further information for each.

Family History Societies

Family history societies can be a real help as many provide research tips, news items, blogs and online forums around family history research, as well as detailed local knowledge. The [Federation of Family History Societies](#) will help you find a family history society or group for your area.

The GNM Archive

Visit the GNM Archive [Teaching Resources](#) pages for fact sheets, resources and useful information about the *Guardian* and journalism. See for example the [Guardian Delivery Horses: Teaching Resource](#).

Social Media

Find the latest news from the [GNM Archive Twitter](#) at [Twitter@GuardianArchive](#)



'Last of the Manchester Evening News ponies to leave', *Manchester Guardian* delivery horses, 25 March 1952, GDN 315/3/17.

Glossary

Commonly used terms in the *Manchester Guardian* and other editions of the paper, and the *Manchester Evening News*:

Ad., Advertisement – printed notice of something for sale paid for by the advertiser.

Art – this term encompasses photographs, maps, illustrations or cartoons.

Assignment – a story a reporter is detailed to cover.

Auto-plate casting – a machine process during which molten metal is pumped into the casting box containing a mould.

Banner – a headline in large letters running across the entire width of the first page.

Blanket – felt blanket used in conjunction with a flog during the printing process. The printing plate transfers the image to be printed onto an intermediate surface, which then comes in direct contact with the paper.

Broadsheet – a 'standard' or large-sized newspaper. The measurements of broadsheet newspapers vary.

By-line – a line in a newspaper naming the writer of an article.

Caps. – abbreviation for capital letters.

Canvg. – abbreviation for canvassing; for new customers, for various commercial aspects of the newspaper.

Caption or Cut-line – a title or explanatory phrase accompanying a picture.

Circulation – the total number of copies of the newspaper distributed in one day.

Citizen – the brand name for a type of printing machinery.

City desk – the area of the newsroom where local news events are covered.

Clip art – a variety of art provided to newspapers on a subscription basis, for use in ads.

Clips – short for clippings, articles that have been cut out of the newspaper often by a professional clippings agency.

Classified advertising – advertising space usually purchased in small amounts by the public and published, by categories, in its own section of the newspaper.

Cold type – type that is produced photographically (see Hot Metal/Hot Type).

Column – the arrangement of horizontal lines of type in a news story; also, an article appearing regularly written by a particular writer or columnist.

Column inch – a space measurement; one column wide by one inch deep.

Columnist – a person who writes a regular column giving a personal opinion.

Compose – to set type or design pages.

Compositors – are engaged with different aspects of the design and make-up of the newspaper, e.g. type-setting texts, ads and art. Once set, the form or page of type

leaves the composing room to be converted into a semi-cylindrical mould to fit the rotary printing machine.

Contributors – to the paper, encompasses writers, columnists, freelancers, illustrators, cartoonists and cross word puzzle setters.

Copy – all material for publication, whether written stories or pictures.

Copy desk – area of the newsroom where editing is done.

Copy editor – the person who corrects or edits copy written by a reporter and writes headlines.

Copyright – an author's exclusive right of property for his or her works.

Correspondent – an out of town reporter.

Credit line – a line giving the source of a picture or art.

Crop – to eliminate or alter the portions of copy or photographs by reducing the size.

Cut – to shorten newspaper copy; also means a newspaper photograph.

Dateline – the line at the beginning of a story giving the place and date of the reported incident.

Deadline – the time at which all copy for an edition must be submitted.

Display advertising – large, frequently illustrated advertisements usually purchased by retail stores, manufacturers, service companies; advertising other than classified ads.

Domestic news – news from home.

Dummy – a diagram or layout of a newspaper page, showing the placement of stories, headlines, pictures and advertisements.

Edition – the issue for one press run: home edition, state edition, final home edition, or extra edition.

Editor – the person who directs the editorial policies; or the person who decides what news will go in the paper and where it will appear.

Editorial – an article expressing the opinion of the newspaper regarding a certain subject.

Extra – a special edition of the newspaper, printed between regular editions, containing news too important to hold for the next regular edition.

Feature – a story in which the interest lies in some factor other than the news value, usually to entertain.

Filler – short news or information items used to fill small spaces in the news columns.

Flag – the newspaper's name on page one.

Flong – a papier-mâché mould created for use in the printing process. A stereo or solid metal plate is cast from the flong (see 'Stereo or Stereotype printing').

Folio – the number(s) of the pages in a newspaper.

Follow-up – a story that adds more information to a story already printed.

Foreign news – news from abroad.

Freelancer – a contributor who is not on the permanent staff of the paper (see Stringer).

Giving – publishing an article, e.g. 'if it is worth giving, we'll give it on Monday'.

Gutter – the margin between facing pages where the fold lies.

Hard news – a factual news story without opinion.

Headline – an explanatory title over a newspaper article summarizing the main point for the reader.

Hot metal or Hot type – type cast from a molten alloy of lead, antimony and tin.

Inserts – an advertisement that is printed apart from the regular press run, usually an independent printer, then inserted among the regular newspaper sections.

Layout or Makeup – the positioning of editorial, pictorial and advertising elements on a page to prepare it for printing.

Lead – the first few sentences or the first paragraph of a news story, containing the summary or the introduction to the story.

Leading – the amount of space between lines.

Leader – main article of the day or of that particular edition of the paper. There are 'Long Leaders' and 'Short Leaders', both of prescribed lengths.

Ledger – a record (often bound) in which commercial accounts are recorded.

Libel – publication of material unjustly injurious to someone's reputation.

Logo-type or Logo – a design bearing the name or trademark of a company or business.

Linotype – machine used to produce hot metal type, one line at a time.

Linotype operators – staff who do the bulk of the composition work.

Machine room – houses the printing machines and various others, such as the type-face cutting machine.

Makeup or Layout – the positioning of editorial, pictorial and advertising elements on a page to prepare it for printing.

Managing editor – the editor who directs the daily gathering, writing and editing of news and the placement of news in the paper; working for him or her are the city editor, the copy editor, etc.

Masthead – the matter printed in every issue of a newspaper or journal, stating the title, ownership, management, subscription and other non-news features.

Message – an article, staff talk about 'writing a message'; 'telephoning a message' or 'receiving a message' (by post, telephone, or wire).

Morgue – an area in the building where back issues of the newspaper are kept.

M.S. – manuscript or the physical text of an article as typed (or occasionally written) by the journalist, often annotated.

National advertising – ads placed by agencies for clients that feature national or regional information.

Negative – a photographic image in which the values of the original copy are reversed, so that the dark areas appear light and vice versa.

Newsprint – the uncoated, machine-finished paper on which newspapers are printed.

News stand – a single copy account that sells the papers over the counter.

Obituary (Obit) – a biography of a deceased person printed in the newspaper shortly after the death is announced.

Offset – a printing method in which the plate transfers the image to be printed onto an intermediate surface called a 'Blanket', which then comes in direct contact with the paper.

Op-ed – a page opposite the editorial page, where opinions by guest writers are presented.

Overseer – an older term for a floor manager or foreman.

Pagination – the process by which a newspaper is laid out, or paged.

Plagiarism – passing off as one's own the ideas and words of another.

Plate – an aluminium sheet that the negative is transferred to so that it can be run on the press.

Play – emphasis given to a story or page.

Press run – total number of copies printed.

Proof – a page on which newly set copy is reproduced to make possible the correction of errors.

Proof reader – one who reads proof pages and marks errors for corrections.

Reels – where the rolls of paper are mounted while running on the press.

Reporter – a person who reports the news or conduct interviews for the press or broadcasting media.

Review – an account of an event (often artistic), which offers a critical evaluation which is the opinion of the writer.

Roll-end – what is left of a roll of paper when the press has completed its run.

Scoop – a piece of news published by the newspaper in advance of its rivals.

Stereo or Stereotype – part of the printing process where a stereo or solid metal plate is cast from a 'flong' or papier-mâché mould.

Stringer – a part-time or freelance journalist.

Stop-press – news inserted into the content of an issue just before, or during its printing.

Sub-editors or Subs – check the written text of newspapers before it is published. They are responsible for ensuring the correct length, grammar, spelling, house style and tone of the published work.

Substitute or Deputy – a journalist (often from another English language paper) who provides cover for the journalist during holidays or other absences. Each foreign correspondent had a regular substitute(s).

Syndicate – association which buys and sells stories, features, columns, editorials, and other materials for newspaper use.

Syndicated features – material such as comics, advice columns, etc., supplied nationally to newspapers by news syndicates.

Turnover – an article produced for immediate print, often a filler article, of a prescribed length.

Travellers – travelling sales people.

Wire services – news-gathering agencies such as Reuters, AP and UPI that gather and distribute news to subscribing newspapers.

Further Reading

David Ayerst, *Guardian: Biography of a Newspaper* (London: Collins, 1971)

David Ayerst, *The Guardian Omnibus 1821-1971: An anthology of 150 years of Guardian writing* (London: Collins, 1973)

J. L. Hammond, *C. P. Scott of the Manchester Guardian*, (London: G. Bell and Sons, 1934)

Alastair Hetherington, *Guardian Years*, (London: Chatto & Windus, 1981)

Michael McNay (ed.), *Newsroom: The Guardian past and present* (London: Guardian Newspapers, 2002)

Peter McNiven, 'Guardian Archives in the John Rylands University Library of Manchester', *Bulletin of the John Rylands University Library of Manchester*, vol. 74 (1992), 65–84

William Haslam Mills, *The Manchester Guardian: A Century of History* (London: Chatto & Windus, 1921)

Geoffrey Taylor, *Changing Faces: A History of the Guardian 1956-1988* (London: Fourth Estate, 1993)

A. P. Wadsworth (ed.), *C. P. Scott, 1846-1932, The Making of the Manchester Guardian* (London: Frederick Muller, 1946)

A.P. Wadsworth (ed.), *Manchester Guardian* (London: Frederick Muller, 1946)

Martin Wainwright (ed.), *A Gleaming Landscape: A Hundred Years of the Guardian's Country Diary* (London: Aurum Press, 2006)

Many of these books are available for consultation in the John Rylands Library or GNM archive reading rooms (appointment required). These books should also be available at local libraries via inter-library loan.

The *Changing Faces* guide to researching the people behind the *Guardian* and *Manchester Evening News* was written by Jane Speller, *Guardian* Project Archivist. Thanks are given to Fran Baker, Archivist, Karen Jacques, Collections and Archives Assistant, and the Library's Heritage Imaging team. Thanks also to Philippa Mole, Acting Head of the GNM Archive.

November 2015.

Unless otherwise stated, all images are reproduced courtesy of *Guardian* News and Media Ltd.