



The New York Public Library
Manuscripts and Archives Division

Guide to the

New York Times Company records. Charles Klaveness collection of style and usage notes

1979-2008

MssCol 17936

Compiled by Philip Heslip, 2013

Summary

Creator: Klaveness, Charles

Title: New York Times Company records. Charles Klaveness collection of style and usage notes

Date: 1979-2008

Size: 1.26 linear feet (3 boxes); 861 Kilobytes (1 computer file)

Source: Donated by Charles Klaveness and The New York Times Company, 2008.

Abstract: Charles Klaveness was a staff editor at The New York Times between 1979 and 2008. The Charles Klaveness collection of style and usage notes contain files of memoranda and marked-up clippings distributed to The Times copy desk staff during Klaveness' tenure at the paper. These notes reveal how The Times senior editors and copy desk editors critiqued and accessed the paper's editorial work.

Conditions Governing Access:

Electronic records are available for onsite use only.

Conditions Governing Use: Copyright for documents created by New York Times Company principals and staff has been transferred to The New York Public Library.

Preferred citation: New York Times Company records. Charles Klaveness collection of style and usage notes, Manuscripts and Archives Division, The New York Public Library.

Processing note: Compiled by Philip Heslip, 2013 Original order was maintained.

Related Materials:

Forms part of New York Times Company records

Creator History

Charles Armistead Klaveness was a staff editor at The New York Times from 1979 until 2008. Klaveness was a recipient of the American Society of Newspaper Editors award for headline-writing in 1993.

Scope and Content Note

The Charles Klaveness collection of style and usage notes contain files of memoranda and marked-up clippings distributed to The New York Times copy desk during Klaveness' tenure at the paper. Files consist of copies of published Times articles and headlines annotated with corrections from various editors. Most of these "post-mortem" comments were circulated in the newsroom, although some were sent directly to Klaveness. The notes are additions to, or in amendment of, The Times' formal style books. Assistant Managing Editor and Standards Editor Allan M. Siegal is the primary commenter, however, notes come from many other editors including Klaveness.

The collection is organized into two sections: chronological files and alphabetical files. Klaveness compiled electronically-distributed memoranda spanning 1996 to 2008 into a single Microsoft Word document. Alphabetical files contain files for specific topics, such as bylines, captions, foreign languages, headlines, and honorifics, among others. Klaveness's copy of The New York Times Manual of Style and Usage (1977 edition) features extensive annotations that reference memoranda in the collection. Also present are a few copies of memoranda dated from before Klaveness joined The Times that he saved for personal reference (1958-1978).

Arrangement: Files are arranged in two groups: chronological files and alphabetical files.

Key Terms

Subjects

Newspapers -- Language

Names

New York Times Company

Container List

- b. 1 f. 1 New York Times Manual of Style and Usage 1979-2008
With annotations by Klaveness
Chronological Files
- b. 1 f. 2-6 1979-1987
Includes copies of a few memoranda from before Klaveness had joined *The Times* (1958-1978)
- b. 2 f. 1-7 1988-1993
- b. 3 f. 1-5 1994-1998
- er. 1 1996-2008
(861 Kilobytes (1 computer file))
Electronic records are available for onsite use only
- b. 3 f. 6-18 Alphabetical Files 1986-1997