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Abstract

More than 1,000 titles are listed in this bibliography of instructional materials for urban schools, based on information gathered from 60 publishers. The grade levels range from preschool to 12th grade and each citation indicates the appropriate grade. The citations are grouped under the following principal subject headings: business, guidance, health and physical education, home economics, language arts, mathematics, science, social studies, vocational education, and adult basic education. A directory of the publishers is included. (NH)

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## INSTRUCTIONAL MATERIALS FOR URBAN SCHOOLS

**A Bibliography of Multi-Ethnic Textbooks  
and Supplementary Materials**

*Prepared by*

American Educational Publishers Institute  
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## INTRODUCTION

This Report is a response by the American Educational Publishers Institute to a Resolution adopted by the Board of Directors of the Research Council of the Great Cities Program for School Improvement on December 7, 1968. The Resolution called for a survey of the publications of educational publishers to determine what changes had been made in multi-ethnic coverage since the previous Joint Conference of the Institute and the Research Council in Los Angeles in 1965.

In undertaking this assignment, Miss Mary McNulty, Director of the Project for the Institute, sent out a communication to members who publish materials at the elementary and secondary level, as well as selected publishers who produce children's books and other text materials which would be suitable for use in urban classrooms. The memorandum requested information on textbooks, supplementary materials, films, tapes and other supportive material which the respondent considered appropriate for use in urban schools. In this effort we contacted 123 publishing firms in order to give the report the broadest possible base.

It was not unexpected that questions were raised as to what was meant by the term multi-ethnic as well as what types of materials were to be included in the bibliography. For example, some materials are prepared for multi-ethnic use that have no illustrations. Certain books published as children's trade books are used as instructional materials in the classroom. Today's texts are both hard bound and paper bound. Many books produced for college students are used widely in the secondary schools. Magazines, pamphlets, biographies, fiction and books on African culture have been listed among the materials most commonly found in the schools.

These questions proved to be of too complex a nature and were beyond the resources of the Institute staff to answer. No attempt was made to evaluate the materials submitted by publishers. Neither is it claimed that the list being prepared is by any means all inclusive of the relevant materials in existence.

The Institute is pleased with the excellent cooperation it has received from the companies who were queried. Unavoidably, some of the publishers contacted did not produce instructional materials in the areas in which we were interested. However, of the 60 firms responding, all major publishers are represented. The listings which we have received amount to over 1,000 titles, indicating a wide range of new materials designed to meet the

curriculum needs of the total school population. The grade levels represented range from pre-school to 12th grade. They include materials for the slow learner and the college bound student. Principal subject matter areas are Business, Guidance, Health and Physical Education, Home Economics, Language Arts, Mathematics, Science, Social Studies, Vocational Education and Adult Basic Education. As might be anticipated, the areas having the largest number of titles are in the Social Studies and the Language Arts, which encompasses reading, literature, English and spelling. The Social Studies materials are primarily in history, both African and American.

These materials incorporate new approaches to learning with emphasis upon the large group of children and youth which would benefit from both new methodologies and new subject matter. They reflect the current concept of the textbook as a central instructional tool used together with many satellite materials. Study prints, games, transparencies, multi-media kits, classroom periodicals, and supplementary folders are all represented. Urban living and individualized learning techniques characterize many of these materials. There is a recognizable movement into the Social Studies and Vocational Education. Both the quality and quantity of this type of material is on the increase.

The Institute hopes that this bibliography will be useful in identifying some of the new materials and will be a further encouragement to those who use them as well as those who create them.

Austin J. McCaffrey  
Executive Director

## **TABLE OF CONTENTS**

<b>Introduction</b>	<b>3</b>
<b>Art</b>	<b>7</b>
<b>Business</b>	<b>7</b>
<b>Guidance</b>	<b>9</b>
<b>Health and Physical Education</b>	<b>12</b>
<b>Home Economics</b>	<b>14</b>
<b>Language Arts</b>	<b>17</b>
<b>Language</b>	<b>17</b>
<b>Literature</b>	<b>20</b>
<b>Reading</b>	<b>23</b>
<b>Supplementary Reading</b>	<b>26</b>
<b>Other Language Arts</b>	<b>35</b>
<b>Languages</b>	<b>37</b>
<b>Mathematics</b>	<b>37</b>
<b>Music</b>	<b>40</b>
<b>Nursery and Kindergarten</b>	<b>40</b>
<b>Science</b>	<b>41</b>
<b>Social Studies</b>	<b>45</b>
<b>Vocational Education and Industrial Arts</b>	<b>61</b>
<b>Adult Basic Education</b>	<b>62</b>
<b>Publishers Appendix</b>	<b>64</b>

## ART

*The Black Man in Art*, Rena Neumann Coen. Art History. Grades 5-11. Lerner Publications Company, 1969

## BUSINESS

*Accounting—A Guide to Decisions*, Bell, Jennings, Santos, Fanning. Grades 9-12. Transparency Series. 3M Education Press, 1969

*Accounting—Records and Controls*, Bell, Jennings, Santos, Fanning. Grades 9-12. Transparency Series. 3M Education Press, 1969

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*Basic Gregg Typing Series*, Rowe, et al. Secondary. McGraw-Hill Book Company, 1966

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*Clerical Occupations and Responsibilities*, Bell, Jennings, Santos, Fanning. Grades 9-12. Transparency Series. 3M Education Press, 1969

*Clerical Office Practice*, Agnew, Meehan and Pasewark. High School. South-Western Publishing, 1967

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*Effective Human Relations*, Bell, Jennings, Santos, Fanning. Grades 9-12. Transparency Series. 3M Education Press, 1969

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6/7

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- How to be an Effective Secretary*, Elmer Winter. Grades 10-12. Simon & Schuster, Inc., 1965
- How the Negro Can Start his Own Business*, Thomas B. Jones. Grade 12. Pilot Books, 1968
- Keyboard Town Story*, Gallagher & Gallagher. Touch Typing. Grades 4-7. Teacher's Guide and Visuals. Follett Educational Corporation, 1968
- Law in Business*, Bell, Jennings, Santos, Fanning. Grades 9-12. Transparency Series. 3M Education Press, 1969
- Mathematics for Business Occupations*, Huffman et al. Secondary. McGraw-Hill Book Company, 1968
- Modern Clerical Practice*, Friedman, Grossman. High School. For slow learner. Pitman Publishing Company, 1968
- Office Behavior, Attitudes and Traits*, Bell, Jennings, Santos, Fanning. Grades 9-12. Transparency Series. 3M Education Press, 1969
- Office Machines—Functions*, Bell, Jennings, Santos, Fanning. Grades 9-12. Transparency Series. 3M Education Press, 1969
- Oral Communications*, Bell, Jennings, Santos, Fanning. Grades 9-12. Transparency Series. 3M Education Press, 1969
- Personal and Professional Typing*, Wanous. High School. South-Western Publishing, 1967
- Personality and Appearance in the Office*, Bell, Jennings, Santos, Fanning. Grades 9-12. Transparency Series. 3M Education Press, 1969
- Procedures and Policies in the Office*. Grades 9-12. Transparency Series. 3M Education Press, 1969
- Retail Merchandising*, Wingate and Samson. High School. South-Western Publishing, 1968
- Secretarial Office Practice*, Agnew, Meehan and Oliverio. High School. South-Western Publishing, 1966
- Shorthand Dictation Studies*, Bowman and Oliverio. High School. South-Western Publishing, 1966
- Shorthand Transcription Studies*, Balsley and Wanous. High School. South-Western Publishing, 1968
- 20th Century Bookkeeping and Accounting—First Year Course*, Boynton, et al. High School. South-Western Publishing, 1967
- 20th Century Typewriting*, Lessenberry, Crawford and Erickson. High School. South-Western Publishing, 1967
- Typing Fundamentals*, Bell, Jennings, Santos, Fanning. Grades 9-12. Transparency Series. 3M Education Press, 1969



- Typing Production*, Bell, Jennings, Santos, Fanning. Grades 9-12. Transparency Series. 3M Education Press, 1969
- World Geography*, Pounds and Taylor. High School. South-Western Publishing, 1967
- Written Communications*, Bell, Jennings, Santos, Fanning. Grades 9-12. Transparency Series. 3M Education Press, 1969
- You Learn to Type*, Lloyd and Krevolin. Elementary. Multimedia. McGraw-Hill Book Company, 1966

### GUIDANCE

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- Baby-Sitters Handbook*, Judy Flander. Grades 9-12. Booklet. Science Research Associates, Inc., 1969
- Changing a Job*, Richard Turner. Grades 11-12, reading grade 5-6. Follett Educational Corporation, 1967
- Careers for High School Graduates*, SRA. Grades 7-12. Briefs. Science Research Associates, Inc., 1969
- Careers for Women*, SRA. Grades 7-12. Kit. Science Research Associates, Inc., 1969
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- Career Information Kit*, A. H. Edgerton. Grades 9-14. 2-drawer metal filing cabinet w/600 pieces of literature. Science Research Associates, Inc., 1969
- Charting your Job Future*, Lambert L. Gilles. Grades 9-12. Science Research Associates, Inc., 1968
- Choosing Your Career*, J. Anthony Humphreys. Grades 9-12. Booklet. Science Research Associates, Inc., 1969
- Classtoons 1500 Series*, Scholastic. Junior/Senior High. Multimedia. Scholastic Magazines, Inc., 1969
- The Complete Job Hunting Guide*, Ess Wein. Grades 10-12. Simon & Schuster, 1966
- Do Your Dreams Match Your Talents?* Vance Packard. Grades 9-12. Booklet. Science Research Associates, Inc., 1969
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- Facts About Juvenile Delinquency*, Ruth Strang. Grades 9-12. Booklet. Science Research Associates, Inc., 1969
- Facts About Smoking and Health*, Eva J. Salber. Grades 9-12. Booklet. Science Research Associates, Inc., 1969

- Facts About Venereal Disease*, Victor and Virginia Vogel. Grades 9-12. Booklet. Science Research Associates, Inc., 1969.
- Finding Part Time Jobs*, S. Norman Feingold, Harold List. Grades 9-12. Booklet. Science Research Associates, Inc., 1969
- Foundations for Occupational Planning*, Dr. W. Lifton. Grades 4-9. Filmstrips. Society for Visual Education, Inc., 1967
- Getting Along With Others*, Helen Shacter. Grades 9-12. Booklet. Science Research Associates, Inc., 1969
- Growing Up Emotionally*, Wm. C. Menninger. Grades 9-12. Booklet. Science Research Associates, Inc., 1969
- Growing Up Socially*, Ellis Weitzman. Grades 9-12. Booklet. Science Research Associates, Inc., 1969
- Guide to Good Grooming*, Patricia Stevens. Grades 9-12. Booklet. Science Research Associates, Inc., 1969
- Guide to Logical Thinking*, William Shanner. Grades 9-12. Booklet. Science Research Associates, Inc., 1969
- Handbook of Job Facts*, Norma L. Thiemann. Grade 9-Adult. Science Research Associates, Inc., 4th Edition
- Holding a Job*, Richard Turner. Grades 11-12, reading grade 5-6. Follett Educational Corporation, 1967
- How to Get Into College and Stay There*, Esther Diamond. Educ. Guidance. Grades 10-14. Science Research Associates, Inc., 1969
- How to Get the Job*, Mitchell Dreese. Grades 9-12. Booklet. Science Research Associates, Inc., 1969
- How to Live with Parents*, Gladys G. Jenkins and Joy Neuman. Grades 9-12. Booklet. Science Research Associates, Inc., 1969
- How to Study*, R. Preston and M. Botel. Educ. Guidance. Grades 9-14. Science Research Associates, Inc., 1969
- If You're Not Going to College*, C. Spiegler and M. Hamburger. Grades 9-12. Science Research Associates, Inc., 1969
- Improving Your Learning Ability*, Harry N. Rivlin. Grades 9-12. Booklet. Science Research Associates, Inc., 1969
- Know Yourself*, Ganley and Elias. Elementary. McGraw-Hill Book Company, 1966
- Looking Ahead to Marriage*, Clifford R. Adams. Grades 9-12. Booklet. Science Research Associates, Inc., 1969
- Looking for a Job*, Richard Turner. Grades 11-12, reading grade 5-6. Follett Educational Corporation, 1967
- Lovejoy's Career and Vocational School Guide*, Clarence E. Lovejoy. Grades 10-12. Simon & Schuster, Inc., 1967
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- Making and Keeping Friends*, William C. Menninger. Grades 9-12. Booklet. Science Research Associates, Inc., 1969

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- Opportunity Knocks Series*. Secondary. McGraw-Hill Book Company, 1968
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- Streamline Your Reading*, Paul Witty. Grades 9-12. Booklet. Science Research Associates, Inc., 1969
- Study Habits Checklist*, R. Preston and M. Botel. Educ. Guidance. Grades 9-14. Checklist and Manual. Science Research Associates, Inc., 1969
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- For Youth to Know*, Boyer. Grades 7-10. Laidlaw Brothers, 1966
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- Health for All Series*, Bauer, et al. Grades 1-8. Scott, Foresman & Company, 1965
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- How Life Begins*, Jules Power. Grades 6-up. Simon & Schuster, Inc., 1965
- Human Growth and Reproduction*, Boyer and Brandt. Grades 5-8. Laidlaw Brothers, 1968
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- The Legend of Patch the Pony*, Margaret Liles. Health/Safety. Grades K-6. Multi-media kit. Society for Visual Education, Inc., 1968
- Let's Drive Right*, Halsley and Kaywood. Driver Educ. Grades 9-12. Scott, Foresman and Company, 1968
- The New Health and Safety*, Bauer, Pounds, Jenkins. High School. Scott, Foresman & Company, 1966
- Personal Cleanliness*, Burton M. Munk and Patrick McNamara. Grades 1-6. Film loops. Society for Visual Education, 1969
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*The Effect of Motivation on Energy*, Morrow-Palmer. Junior/Senior High. Transparency series. 3M Education Press, 1969

*The Effect of Conditions Outside Family and Household on Management*, D. Roach. Senior High. Transparency series. 3M Education Press, 1969

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*Enjoying Family Living*, Cross. High School. J. B. Lippincott Company, 1967

*Evaluating Advertising*, S. Matsen. Junior/Senior High. Transparency series. 3M Education Press, 1969

*Experiences in Homemaking*, Pollard et al. Grades 7-10. Ginn & Company, 1968

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- The Influence of Attitude and Manner on Accomplishment*, L. Bailey. Junior/Senior High. Transparency series. 3M Education Press, 1968
- The Intangibles in Home Management*, S. M. Aloysius. Junior/Senior High. Transparency series. 3M Education Press, 1969
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- Living Things and Their Young*, Julian May. Family Life. Grade 4. Follett Educational Corp., 1969
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- Values and Goals*, M. Brown. Junior/Senior High. Transparency series. 3M Education Press, 1969



- The World of Living Things*, Julian May. Family Life. Grade 2. Follett Educational Corp., 1969
- Worth Waiting For*, Abram and Rose Dyck. Sex Educ. and Family Life. Grades 7-12. Multi-media. Science Research Associates, Inc., 1969
- You Are a Consumer of Clothing*, Garrett. Grades 10-12. Ginn & Company, 1968
- Your Family and its Money*, Thal-Holcombe. Ungraded. Houghton Mifflin Company, 1968
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## LANGUAGE ARTS

### Language

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- Building Language Power*, Gastwirth, Tauss, and Plover. Grades 3-5. Charles E. Merrill Publishing Company, 1967
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- The Delso Sisters, Beauticians*, Lerner, Moller. Grades 9-12. Reading grade 4-6. Follett Educational Corporation, 1965
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- John Leveron, Auto Mechanic*, Lerner, Moller. Grades 9-12. Reading level grade 4-6. Follett Educational Corporation, 1965
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*The Millers & Willie B., Butcher, Baker, Chef*, Lerner, Moller. Grades 9-12. Reading level grade 4-6. Follett Educational Corporation, 1965  
*Service Station Attendant*, Clarion House. Grades 10-up. Follett Educational Corporation, 1968

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*English Lessons For Adults*, Varnado, Gearing. Harcourt, Brace & World, Inc., 1967  
*Full Speed Ahead—Comm III*, Bauer. Reading. Follett Educational Corporation, 1966  
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*The Lopez Family*, Dorothy Y. Goble. Grades 2-3. Steck-Vaughn Company, 1967  
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*Steps to Learning, Books 1 and 2*. Grades 1-3. Steck-Vaughn Company, 1965  
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*Stories of Twenty-three Famous Negro Americans*. Grades 4-5. Steck-Vaughn Company, 1967  
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*Talking It Over*, Adair, Curry. Follett Educational Corporation, 1966  
*Tests Of Adult Basic Education*. Test. McGraw-Hill Book Company  
*They Served America*, Carol Hoff. Grades 4-5. Steck-Vaughn Company, 1966  
*They Work And Serve*, Bill Knott. Grades 5-6. Steck-Vaughn Company, 1967

*We Are What We Eat*, Spitze, Rotz. Grade 4. Steck-Vaughn Company, 1966  
*Working With Word Patterns*, Mildred Putnam. Grades 2-3. Steck-Vaughn Company, 1967  
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*You and Your Money*, Dorothy Y. Goble. Grades 2-3. Steck-Vaughn Company, 1967

## PUBLISHERS APPENDIX

- Addison-Wesley Publishing Company, Inc.  
Reading, Massachusetts 01867
- American Book Company  
450 West 33rd Street  
New York, New York 10001
- Clarence L. Barnhart, Inc.  
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Bronxville, New York 10708
- Benefic Press  
10300 West Roosevelt Road  
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- Benziger Brothers, Inc.  
260 Park Avenue South  
New York, New York 10010
- The Bobbs-Merrill Company, Inc.  
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Indianapolis, Indiana 46206
- Creative Educational Society, Inc.  
515 North Front Street  
Mankato, Minnesota 56001
- Criterion Books, Inc.  
6 West 57th Street  
New York, New York 10019
- Thomas Y. Crowell Company  
201 Park Avenue South  
New York, New York 10003
- Crown Publishers, Inc.  
419 Park Avenue South  
New York, New York 10016
- Dell Publishing Company, Inc.  
750 Third Avenue  
New York, New York 10017
- Doubleday and Company, Inc.  
277 Park Avenue  
New York, New York 10017
- Encyclopaedia Britannica Educational Corporation  
425 North Michigan Avenue  
Chicago, Illinois 60611
- Farrar, Straus & Giroux, Inc.  
19 Union Square, W.  
New York, New York 10003
- Field Educational Publications, Inc.  
609 Mission Street  
San Francisco, California 94105
- Follett Educational Corporation  
1010 West Washington Boulevard  
Chicago, Illinois 60607
- Garrard Publishing Company  
1607 North Market Street  
Champaign, Illinois 61820
- Ginn and Company  
Statler Office Building  
Boston, Massachusetts 02117
- Harcourt, Brace & World, Inc.  
757 Third Avenue  
New York, New York 10017
- Harper and Row, Publishers, Inc.  
2500 Crawford Avenue  
Evanston, Illinois 60201
- Harvey House, Inc., Publishers  
Irvington-on-Hudson, New York 10533
- Hastings House Publishers, Inc.  
10 East 40th Street  
New York, New York 10016
- Hayden Book Company, Inc.  
116 West 14th Street  
New York, New York 10011
- Holiday House, Inc.  
18 East 56th Street  
New York, New York 10022
- Holt, Rinehart and Winston, Inc.  
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New York, New York 10017
- Houghton Mifflin Company  
Two Park Street  
Boston, Massachusetts 02107
- Initial Teaching Alphabet Publications, Inc.  
20 East 46th Street  
New York, New York 10017
- Instructo Corporation  
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- John Day Company, Inc.  
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- Laidlaw Brothers  
Thatcher & Madison Streets  
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- Lerner Publications Company  
241 First Avenue, N.  
Minneapolis, Minnesota 55401
- J. B. Lippincott Company  
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New York, New York 10022

McCormick-Mathers Publishing  
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McGraw-Hill Book Company  
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New York, New York 10036

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Columbus, Ohio 43216

Minnesota Mining and Manufactur-  
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3M Center  
St. Paul, Minnesota 55101

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New York, New York 10017

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Prentice-Hall, Inc.  
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Boston, Massachusetts 02116

Reader's Digest Services, Inc.  
Educational Division  
Pleasantville, New York 10570

Scholastic Magazines, Inc.  
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New York, New York 10036

Science Research Associates, Inc.  
259 East Erie Street  
Chicago, Illinois 60611

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Silver Burdett Company  
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Morristown, New Jersey 07960

Simon & Schuster, Inc.  
630 Fifth Avenue  
New York, New York 10020

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Society for Visual Education, Inc.  
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Chicago, Illinois 60614

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5101 Madison Road  
Cincinnati, Ohio 45227

Steck-Vaughn Company  
P. O. Box 2028  
Austin, Texas 78767

United Transparencies, Inc.  
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Binghamton, New York 13902

The Viking Press  
625 Madison Avenue  
New York, New York 10022

Weybright & Talley, Inc.  
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New York, New York 10022

Albert Whitman & Company  
560 West Lake Street  
Chicago, Illinois 60606

John Wiley and Sons, Inc.  
605 Third Avenue  
New York, New York 10016

Xerox Education Division  
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New York, New York 10022