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**INFORMATION FOR AUTHORS CONCERNING
PUBLICATION IN THE JOURNAL****JOURNAL ADMINISTRATION**

Certain rules and regulations pertaining to the publication of the JOURNAL OF THE SOCIETY OF MOTION PICTURE ENGINEERS have been adopted. It is desirable that members of the Society and contributors to the convention programs and to the JOURNAL should be familiar with these regulations. We shall attempt therefore at this time to explain certain phases of the JOURNAL administration. It is hoped that all contributors will strive to cooperate with the editorial office to the end that the affairs of the JOURNAL shall run smoothly and that a publication of maximum usefulness and highest quality shall be created.

PRIOR RIGHT TO PUBLICATION OF CONVENTION PAPERS

There has been some uncertainty and misunderstanding in the past, relative to the Society's attitude toward the publication of papers which are read at our semi-annual conventions. At a recent meeting of the Board of Governors a definite action designed to clarify this was taken. The motion passed at that time is as follows: "Papers presented at regular meetings shall not be published or circulated, and shall be considered as the confidential property of the Society, prior to their appearance in the JOURNAL, except that in case

such paper is not published in the JOURNAL within six months after its presentation, the author is free to use it in whatever manner he sees fit." This action definitely establishes the prior claim of the Society to any paper which a contributor may present at the Society's semi-annual meetings. This position which has been adopted by the Society of Motion Picture Engineers is the same as that taken by many other similar technical organizations. It seems only reasonable that, if the Society grants the privilege of the floor to any contributor for the presentation of a paper on the program of its meeting, it is only fair that the Society shall have a prior right to the publication of that material. It is recognized, of course, that in asking this privilege the Society should assure the contributor reasonably prompt publication. While we were publishing our convention programs in the form of transactions it was not possible to assure prompt publication, but now that the JOURNAL is operating successfully we should have little difficulty in meeting reasonable demands of contributors for promptness of publication.

ORDER OF PUBLICATION

The material presented at one of our semi-annual conventions is obviously much more voluminous than can be published in one of the monthly issues of the JOURNAL. In fact, the material from one convention, assuming an average number of papers, should be adequate to fill at least four monthly issues. We are faced, therefore, with the problem of order of publication and it is obvious that some papers will appear at a materially earlier date than others. A consideration of the general types of papers which are read at conventions indicates that there are some which should be published very promptly, while others may reasonably be held up for two or three months without any serious depreciation in value. Of the latter type are those which may be referred to as tutorial and those which aim to summarize the status of some particular phase of technology. Papers dealing with new developments and things of vital interest, of course, should be published as promptly as possible. Authors desiring immediate publication should notify the editor of the JOURNAL to this effect. Such requests will be given every possible consideration. It is possible, of course, that the attempt to take care of this order of publication by granting requests of authors may lead the editorial office into difficulty. For instance, all authors may request prompt publication. Obviously under such conditions some mechanism

must be adopted for determining the order in which papers presented at our semi-annual conventions shall be published. The authority to decide upon order of publication must, of course, reside in some particular individual or committee. At the recent meeting of the Board of Governors the following instructions were given to the editor of the JOURNAL: "The order of publication of papers in the JOURNAL is placed within the discretion of the editor. In case special and early publication is desired, papers will preferably be published in the order of receipt by the editorial office, of a complete manuscript for printing."

In view of these instructions from the Board of Governors, the editorial office proposes to determine in general the order in which papers are published by the chronological order in which manuscripts are received at the editorial office. We wish to emphasize that any author desiring early publication of his article should submit a manuscript complete with all drawings, diagrams, *etc.*, at the earliest possible moment. Upon receipt at the editorial office these will be date stamped. The course which an author should follow in order to obtain early publication is therefore clearly defined and we feel that little dissatisfaction can possibly result from delay in the publication of papers depending for their greatest value upon immediate publication. This regulation, it is hoped, will stimulate contributors to exercise the utmost care in the preparation of manuscripts which are submitted, and the editorial office will consider that the necessity of returning a manuscript to the author for revision or correction or the provision of more satisfactory drawings will be sufficient reason to invalidate his precedence date and the date which will be effective in determining the order of publication will be that upon which the corrected manuscript is received again at the editorial office.

In dealing with those papers for which no particular request for promptness is made the editor will use his best judgment in arranging them so as to give JOURNAL issues of maximum interest to a maximum number of readers. The present editorial management does not feel particularly disposed to allotting some particular JOURNAL to a definite group of papers dealing with a specific subject. We feel that in general this does not serve to keep alive the interest of the maximum number of readers in all of the JOURNAL issues. In our opinion a JOURNAL carrying papers of a diversified type, all, of course, bearing on the motion picture industry, is more desirable.

DATE OF RECEIPT OF MATERIAL RELATIVE TO THE PUBLICATION DATE

Material for the technical section of the JOURNAL must be in the hands of the editor not later than the 20th of the second month preceding the date of issue. This deadline date applies also to any other material for which the author desires to see galley proof. For example, any material of a technical nature which is to appear in the July issue of the JOURNAL, must be mailed early enough to be received by the editor by the 20th of May.

Abstracts, reviews, and material of a strictly news nature must be received by the editor not later than the 7th of the month preceding the date of issue. No proof will be submitted to authors for material of this class. For example, all material in this class to be included in the July issue must be received by the editor by the 7th of June.

STANDARDIZATION OF USAGE FOR THE JOURNAL

It seems desirable to establish a style as to typography, form, and spelling which will be consistent from issue to issue. The vocabulary and forms of expression of the motion picture engineer are specialized to such an extent that there is no inclusive published compendium of terms to which one can refer. We believe one of the services which the JOURNAL can render to the industry is in the standardization of verbal usage.

Authors of papers can assist the editorial office to a great extent by conforming to the suggestions which follow. We wish it understood, however, that this office will welcome criticism of any of the items presented. We shall be glad to have brought to our attention additional matters of verbal usage which seem to demand standardization through the pages of the JOURNAL.

MECHANICAL FORM OF THE MANUSCRIPT

Text.—Papers should always be typewritten on only one side of the paper. It is desirable to send for publication the original (ribbon copy)—a carbon copy is easily erased and may become illegible. Double spacing should be used so as to provide space for interlined editorial correction.

Illustrations.—Each drawing or photograph should occupy a separate sheet and must be of a type which will reproduce well. Blueprints, photostats, or sepia prints cannot be accepted. Tracings or line drawings should be made with black india ink on white paper or tracing cloth. Closely spaced coördinate lines on curves should be avoided.

The minimum amount of reading matter should be included on the illustrations. Necessary information can better be set in type in a caption accompanying the illustration.

The maximum width of a JOURNAL cut is 4 inches and the maximum length is $6\frac{1}{4}$ inches. It is important to make sure that the necessary reduction in magnification of an illustration will not make the height of letters contained in reading matter on the illustration less than $\frac{1}{32}$ inch.

Listing of Captions.—Captions for all figures and tables should be listed on separate sheets accompanying the manuscript.

Address.—It is important that the author's mailing address shall be written on the first page of the manuscript. His business affiliation should also be mentioned. The editorial office should be kept informed of changes in the author's address in order that proof may reach him promptly.

PRINTING STYLE (HEADINGS)

Although the general make-up of the JOURNAL is still in the state of evolution, certain points of typographic style are rather definitely established. In the setting of this style, it was attempted to provide a flexible form. It is suggested that the author make extensive use of the possibilities of this established form.

It undoubtedly increases the value and clarity of a paper for it to be definitely divided into sections. It would assist the editorial office for the author to specify which type of heading or subheading is desired in each instance. The headings conforming to JOURNAL style, in descending order of importance are as follows:

CENTERHEAD

Italic Centerhead

Italic Sidehead.—These sideheads are run in to the text of the paragraph.

BIBLIOGRAPHY AND FOOTNOTES

References to literature should be accurate and complete. A mere listing of titles uncritically made is worse than no bibliography at all. For the author to save himself a few minutes by omitting any item of the reference appears almost criminal when one considers the total amount of time needlessly wasted by the many readers.

References to periodical literature should contain the following items in the given order:

1. The reference number which corresponds to the number in the text,

2. The author of the paper correctly spelled and with initials.
3. The name of the article enclosed in quotation marks.
4. The name of the periodical (unless the periodical is a common one its title should not be abbreviated).
5. The volume number.
6. The date—month and year enclosed in parentheses.
7. The serial number preceded by the abbreviation "No."
8. The page number preceded by the letter "p."

Example. ¹ McCoy, J. L.: "A Light Intensity Meter." *J. Soc. Mot. Pict. Eng.*, XIV (March, 1930), No. 3, p. 357.

References to books should be made as follows:

1. Author's name.
2. Name of book enclosed in quotation marks.
3. Edition.
4. Publisher.
5. Place of publication.
6. Date of publication enclosed in parentheses.
7. Page preceded by letter "p."

Example. FRANKLIN, H. B.: "Sound Motion Pictures." 1st ed. *Doubleday, Doran & Co.*, Garden City, L. I., N. Y. (1929), p. 101.

SPELLING

Usages and preferred spelling forms as given in the *Standard Dictionary* will be followed in general. The appended list of spelling forms contains some exceptions which have been tentatively adopted as JOURNAL style.

It is very desirable that authors follow these forms of spelling and usage in the drawing of figures.

all-sound	diaphragm
all-talking	disk
aluminum	<i>etc.</i>
astrogamma	<i>f</i> /1.9 (referring to aperture)
abscissas (not æ)	formulas (not æ)
"B" battery	fade-in
back-focus	fade-out
cut-back (noun)	feedback
cut-in (noun)	indexes (not indices)
change-over	infra-red
close-up	mediums (not a)

microns (not a)	technic
pickup	time-lapse
pull-down (noun)	through
photo-electric	though
photo-cell	theater
play-backs (noun)	two-color
sound-on-disk (adjective)	three-color
sound-on-film (adjective)	ultra-violet
sound-proof	ultra-speed
sulfur	X-ray
super-speed	

ABBREVIATIONS

alternating current	a.c.
ampere	amp.
British thermal unit	Btu.
candle power	cp.
centimeter	cm.
centigrade	C.
cosine	cos
cubic centimeter	cc.
decibel	db.
diameter	spell out
direct current	d.c.
electromotive force	emf.
Fahrenheit	F.
feet	ft.
gram	spell out
inch or inches	in.
kilocycles	spell out
kilowatts	kw.
Kelvin	K.
lambert	L.
lumen	l.
lumens per watt	lpw.
megohm	spell out
meter	m.
millimeter	mm.
microfarad	μ f.
millivolt	mv.
ounce	oz.

per	write out
revolutions per minute	rpm.
secant	sec
second	sec.
sine	sin
square root of mean square	rms.
tangent	tan
watts per candle	wpc.

MISCELLANEOUS ITEMS CONCERNING JOURNAL STYLE

Papers should preferably be written from the impersonal point of view. For example, it is preferable to write:

“The amplitude is varied by the use of the potentiometer—” rather than “you vary the amplitude—” or “I vary the amplitude—.”

The indefinite use of “we” except in papers by joint authors should be avoided.

Long introductions not dealing specifically with the subject of the paper should be avoided.

Capitalize significant parts in the names of a manufactured product, i. e., Ivory soap.

Verify the spelling of all proper nouns.

In using numbers, spell out the following:

1. Numbers at the beginning of a sentence.
2. Numbers indicating length of time (i. e., for thirty minutes).
3. Ordinal numbers (i. e., eighth foot, tenth day).
4. Common fractions (three-fourths, half, etc.) if easily expressed in words.
5. Numbers in reading matter of less than three digits.

Use figures for:

1. Numbers of three or more digits except at the beginning of a sentence.
2. Temperatures, weights, lengths, areas, capacities, percentages, ratios, *etc.*
3. Dates either in ordinal or cardinal style (i. e., July 15, 1920) or (on the 15th of July).
4. Cardinal numbers indicating serial position (i. e., page 321, Fig. 5, *etc.*).
5. Sums of money.