

REPORT OF PUBLICATIONS COMMITTEE

YOUR present Publications Committee has not, for the last two years rendered a report, officially, to the Society on their activities. We feel that the mailing of the TRANSACTIONS to each individual member should be a personal report for the Publications Committee. This report, however, is intended to cover the approximate period of about two years, for which period this committee has been in operation.

If we did not function you would not have received your TRANSACTIONS, and to what extent we did our job satisfactorily may be determined by each member upon reviewing his copy of the TRANSACTIONS.

We have made several errors in the publication of the TRANSACTIONS, for which errata sheets have been issued—but a small percentage of the total were our errors. The combined number of errata sheets printed were but few. Have you, and do you check your TRANSACTIONS when you receive your copy; do you call attention to those publishing the TRANSACTIONS to any errors or omissions? It is advisable to make such corrections as may be deemed necessary as nearly as possible to the publication date. Your Publications Committee will consider it a favor, not a criticism, to know of these errors.

In publishing our TRANSACTIONS, our greatest difficulty is to obtain the prompt return of galley-proofs from the authors. Authors should remember that the Society is holding the Publications Committee responsible for the early publishing of your proceedings, and unless they are received promptly, delay in publication will result. In laying out the publications of our TRANSACTIONS of the Society's meetings approximate time schedules are adhered to as nearly as possible.

It is also impossible to publish the TRANSACTIONS from an economical standpoint unless the copy is given to the printer as nearly complete as possible. Cuts and the setting of type is always more reasonable when contracted for in large quantities. Therefore, practically all the manuscript must be received before the setting of the type. The cost of the TRANSACTIONS would increase to more than double the present price if your committee would insist that each individual paper, as it might be received, be set up and type held for the remainder of the copy.

Therefore, the problem of the Publications Committee is to decrease the cost of our TRANSACTIONS, eliminate as much waste time as possible, obtain speed in printing, and avoid misunderstandings, and errors in so doing. Papers, discussions, reports, etc. are known

only to the Society at their meetings by subjects or authors, after which and until such time as the TRANSACTIONS are mailed to the members, all papers and discussions lose their identification as to author and subject and are only identified by number. This system operates very efficiently and extends to the Papers Committee, Publication Committee, Printer, Engraver, and finally to those mailing the TRANSACTIONS. Instructions as to the mailing of the TRANSACTIONS to members are finally issued to use Item 4 (Membership list) as a mailing list. If you have not notified the Secretary of your new address, you may not receive your copy of the TRANSACTIONS.

The Publications Committee has standardized on a printing specification, and you who may operate this branch of the Society in the future, will find that standard specifications will do much to assist you in obtaining the proper printing estimate, and for those of the future *Publications Committees specifications are herewith given:*

The Edition (as may be designated by the Board of Governors), pages 220—size print $6'' \times 8\frac{3}{4}''$, type size $4\frac{1}{16}'' \times 7\frac{1}{4}''$, type 10, 8 and 6 point monotype No. 8A to suit copy.

Paper 38×50 —140 lb. white empress enamel. Cover 20×36 —80 lb. buff antique. Press work black, binder machine folded, side wire stitch and trim. The price complete according to these specifications should be \$—— with the following provisions.

A. If the material makes more or less than 220 pages, and an addition or reduction as the case may be of \$—— per page.

B. Alteration in the type after it has been set will be charged for at the rate of \$—— per hour.

C. Cost of half-tone plates and cuts is not included, but will be furnished at \$—— per ——.

The Committee has also studied the cost and plotted several curves, and suggests that each cut of every paper be studied, reducing it in size, if necessary, and at the same time maintain the value of the cut as an important part of the paper. Cuts should be encouraged, but should be added only where necessary, in that the cost of TRANSACTIONS may be increased very materially, per page, by the number of cuts required in the complete edition.

Cuts and half-tones make our TRANSACTIONS more valuable to those seeking our engineering data, and wherever they are necessary they should be added.

More attention should be paid to the advertising section. Additional advertising should be obtained, and to such an extent only that, we may pay the cost of our TRANSACTIONS.

One feature that should be considered is, do we desire speed of printing or quality. It is almost impossible to obtain both. I have therefore selected quality, using every available effort to obtain speed. Your committee selected the George Banta Press, 450 Ahnaip St., Menasha, Wis., because they are reliable, come well recommended, and deliver quality printing. The Geographical locations of New

York and Wisconsin, make extreme high speed impossible. Had it not, however, been for the delay in receiving the return of the galley-proof and other required information from the authors, there should be no reason, why the TRANSACTIONS could not be in the hands of the members two months after the meeting. I would, therefore, again suggest that the authors be punctual in returning their manuscript to the committees.

For those who may be interested in information on the TRANSACTIONS previously printed I am quoting as follows:

<i>Trans.</i> No.	<i>Pages</i>	<i>Advertising</i>	<i>Place of Meeting</i>	<i>Date of Meeting</i>
1	—	—	Washington	July 24, 1916
2	20	—	N. Y. City	Oct. 23, 1916
3	20	—	Atlantic City	Apr. 6-7, 1917
4	14	—	Chicago	July 16-17, 1917
5	40	—	N. Y. City	Oct. 8-9, 1917
6	72	—	Rochester	Apr. 8-9, 1918
7	92	—	Cleveland	Nov. 18-20, 1918
8	88	—	Philadelphia	Apr. 14-19, 1919
9	40	—	Pittsburgh	Oct. 13-15, 1919
10	136	8	Montreal	May 9-11, 1920
11	148	16	Dayton	Oct. 11-14, 1920
12	212	13	Washington	May 9-12, 1921
13	188	12	Buffalo	Oct. 31-Nov. 3, 1921
14	214	10	Boston	May 1-4, 1922
15	187	15	Rochester	Oct. 9-12, 1922
16	352	7	Atlantic City	May 7-10, 1923
17	224	8	Ottawa	Oct. 1-4, 1923
18	—	—	Roscoe, N. Y.	May, 19-22, 1924

The Publications Committee desire to extend their hearty thanks for the valuable advice rendered the chairman by one of our former members, Mr. E. L. Bragdon, now Technical Editor of the *Radio Sun and Globe* and formerly with the *Motion Picture News*. Mr. Bragdon has been of great service to this committee and the Society.

In conclusion I desire to extend to those who will continue this work, our hearty cooperation in extending such information as they might desire.

The job is not a small one. It requires constant attention from the period that the manuscript is delivered to the Publications Committee, until the TRANSACTIONS are actually in possession of the members, in printed form, the remaining stock delivered to the Secretary, reprints sent to the authors and memorandums as to the billing, etc., forwarded the Treasurer.

Return your manuscripts promptly—make only such correction as may be necessary.

Each issue is a personal report to you of the Publications Committee.

Thanks.

O. A. GAGE
L. L. NIXON
J. H. McNABB
J. A. SUMMER
J. C. KROESEN, *Chairman*.