

REPORT OF THE PUBLICATION COMMITTEE SOCIETY OF MOTION PICTURE ENGINEERS

With the No. 20 TRANSACTIONS, the present Publication Committee has rounded out one year of activity and has had published three issues. These volumes have not been up to the desired standard for a good many reasons. However, less delay and effort was experienced by the Committee in publishing the No. 20 TRANSACTIONS than for previous issues. A little care and consideration on the part of the authors would even further reduce the work of the Publication Committee. As all work must be done by the Committee either after hours or sandwiched in with regular business, the Committee would like to suggest that the authors give particular attention to the following outlines:

NOTES ON THE PREPARATION OF PAPERS FOR THE SOCIETY OF MOTION PICTURE ENGINEERS

A. *Title*.—The title of a paper should be as short as possible, but should be indicative of the nature of the text.

B. *Author's Name*.—The author should give his full name.

C. *Author's Affiliation*.—Company affiliation should appear as a footnote on the first page.

D. *Origin of Paper*.—Communication number or place of issue should appear as a footnote on the first page.

E. *Illustrations*.

1. Illustrations should be used only when required to elucidate the text of a contribution.
2. Cuts should be clearly marked showing to what part of the text they refer and where located in the text.
3. The importance of cuts should be marked as an aid in determining their relative size.

F. *Captions*.—A number and a caption or explanation should be given for each picture, diagram and table.

G. *Formulae*.—Equations, formulae, etc., should be given in the exact form desired by the author. Where abbreviations are used they should be consistent throughout.

H. *Pagination*.—Each page should be numbered consecutively.

I. *Summary*.—A summary should be given at the end of each paper showing the number of pages and the number of cuts.

A large part of the time of the Committee is taken up in the proper placing of cuts, sorting of cuts, captions, proper titling of

ELECTRICAL TESTING LABORATORIES
80TH STREET AND EAST END AVENUE, NEW YORK

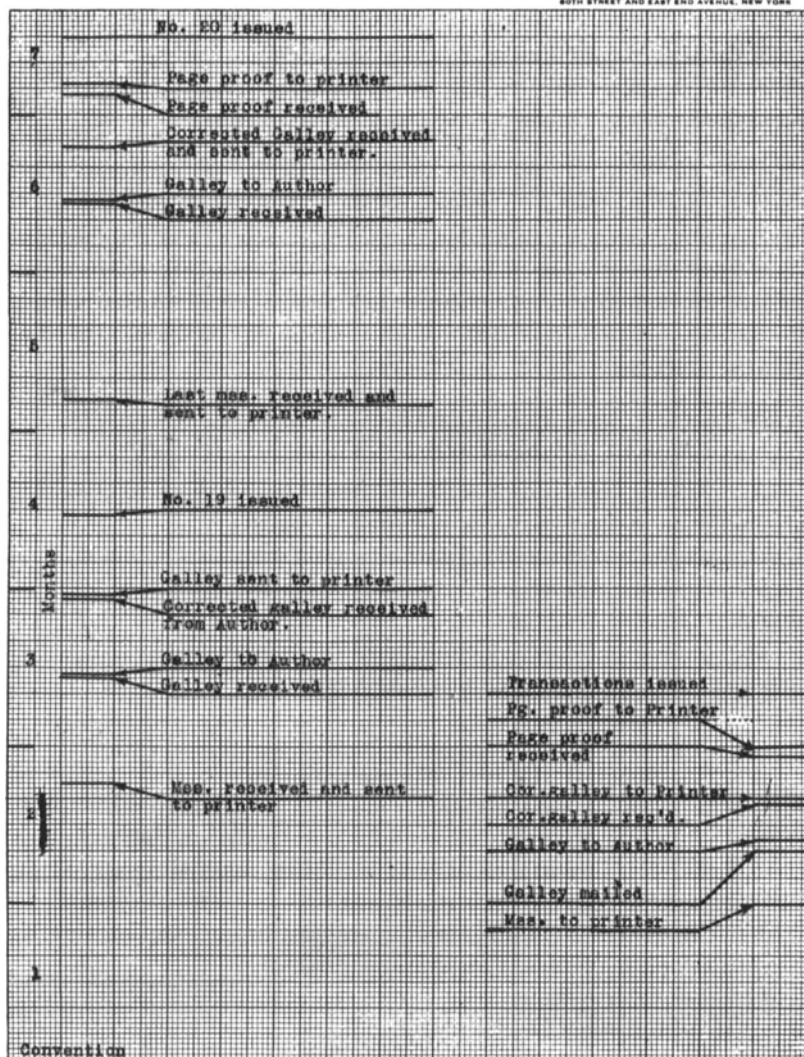


FIG. 1.

manuscript, securing author's full name and company affiliations, etc. All of this work may be obviated with very slight additional work by the author.

There has been some criticism on the part of members, of the delay of issuance of the TRANSACTIONS. In order that you may see just where these delays occur, we have prepared a time table.

An examination of the time table shows clearly where delays occur. As the minimum time from the receipt of the papers to the issuance of the TRANSACTIONS is forty days, it is most important that all papers be in the hands of the Publication Committee not more than ten days after the convention closes. It will then be possible with the proper co-operation from the authors to issue the first number in two months, and the second number at the most desirable time, probably one month prior to the next convention. Even though the TRANSACTIONS are printed in two issues, it is desirable to have all material in promptly so that the papers may be grouped to form a well balanced volume. For the last convention, the papers which were handed in first made up the first volume (No. 19), with the results that the No. 19 issue included sixty-nine typed pages and eleven cuts, the No. 20, one hundred typed pages and forty-three cuts.

The growth and dignity of the society would seem to warrant a little more attention given to the TRANSACTIONS. The Publications Committee offers as suggestions:

(a) That an introduction be prepared for the coming issues, probably in the form of an editorial or editorials written by influential persons in the motion picture field together with abstracts of articles, pertinent to Motion Picture Engineering. Much of this data is already prepared and issued by the Eastman Kodak Company, National Lamp Works, Edison Lamp Works, and Westinghouse Lamp Company, etc., and a committee of one to collect such data, might be appointed by the chairman.

(b) That the TRANSACTIONS be set up in ten point leaded type instead of solid. The cost in printing will be increased about 17 per cent (forty and forty-eight lines per page) but part of this increase can be eliminated by allowing the discussion to follow immediately after the paper rather than placing it on a separate page. In fact this will compensate almost entirely, as many pages of the discussion occupy only a paragraph or two and all papers do not end at the bottom of a page.

May 15, 1925.