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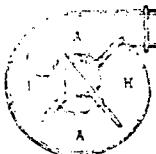
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May 24, 1946

TO MEMBERS OF THE EDITORIAL COMMITTEE:

Mr. E. C. Barnes
Mr. W. R. Bradley
Mr. Philip Brinker
Mr. T. F. Hatch
Mr. A. A. Kehoe
Mr. F. A. Patty, ex-officio
Dr. C. O. Sappington

Gentlemen:

General Format of Periodical

Without going into too minute detail concerning the format of the new periodical, I believe you will be interested in our ideas concerning the sequence of material and that you will wish to make suggestions for further amplifications or changes in it.

It is proposed to have no advertising on the cover. As I recall, this is generally in accordance with the ideas expressed by the Board of Directors. On the inside of the front cover it is proposed to set up the officers, board of directors and the committees of the AIHA. May I accordingly request Frank Patty to send us the members of those committees in addition to the editorial committee for inclusion.

It is proposed to use page 1 (that is, the page opposite the front cover) and page 2 for our best advertisers. Page 3 will be reserved regularly for the table of contents if you consider that this is better than placing it on page 2 as the AJPH does and that it will be readily located by the reader.

For the first issue it is hoped that the Mine Safety Appliances Company will take the page facing the first page of reading matter with a dignified and informative advertisement. Assuming that there will not be enough time to obtain proper paid advertisements for pages 1 and 2, filler ads will be used in this first issue.

The title of the periodical will be placed above the first paper and the original papers will be solid reading material. These will be followed by an editorial page or pages. Other articles and short of the page, the next paper will start at the center of that page rather than leaving a blank half or three-quarter page. It is hoped that a cumulative subject index for each volume may be placed near the end of the book. The back of the book will include additional advertising material.

KE 03102

Papers which may be assigned to our periodical which have a physiological, pathological or toxicological aspect should be referred to the Johns Hopkins for allocation of the to the proper journal and also for passing on the quality.

While printer's special function on the committee should be in connection with quality technical articles and determination whether they should go to J.T.H. or to the publication or other publication.

Dr. Capington would be available for similar functions in connection with papers on industrial medical subject matter and assist in determining whether such papers should more appropriately be published in "Industrial Medicine", "Occupational Medicine" or new periodical.

It has been my experience that publication deadlines have a habit of coming up on the calendar before many of the intended preliminaries have all been completed in spite of the very best intentions of the editor. With every effort to carry on our journal in order by manner following the procedures outlined above, we will have decisions to make on the last day or two before publication and I would like to leave heavily on a plug on in view of his availability in Chicago and his experience in the field in general and in editorial activities in particular where time limits do not permit contact with more distant members of the committee.

Proposed content of June issue

Dr. Lege of California presented a paper on history of industrial hygiene before the Detroit Industrial Hygiene Association recently. It is proposed that this be the first paper for our first issue.

W.E. ■ 03103

Special Assignments to the Committee Members

Following the outline of contents for the new periodical as given in Frank City's of April 25, it would seem preferable that General papers be referred to the appropriate members of the Committee for decision on inclusion in the periodical. In some cases it will be desirable to send such papers to other persons for opinions.

The National Association news, I would suggest, be the responsibility of Mr. Barnes. Will combine desire to keep in contact with the Secretary and the President of the Association in obtaining as complete coverage as possible.

The local section news is assigned to Mr. Bradley. Up to the present time, I have a somewhat too sketchy job of the local section news but I believe that will redress his wide acquaintance among the several sections will greatly increase the interest value of these local section news columns. As part of his activity, it would seem that he would be in good position to suggest certain of the papers of the local section for consideration for publication in the new periodical.

The news notes will be read Nathan's department. Rather than suggest that I be recalled to this duty as his responsibility, all members of the committee are asked to refer such notes of their to reach or to the chairman of the committee. It will also be our stimulator and foreman for papers appropriate to our periodical covering on the phases of the subject.

I believe that although he is not a member of the committee.

A general paper on experience of various laboratories in dust determination procedures which has been reviewed by Phil Brinker and revised by Dr. Bailey of the West Virginia Industrial Hygiene Division. This was the paper which was included in the dummy presented for discussion at the Board of Directors' meeting.

Is proposed to have a series on industrial hygiene organization of large corporations of the country. Dr. Taylor has prepared a good paper on the American an Company set-up.

Dr. Kehoe's presidential address before the Association will be published first in our Journal and then later in Industrial Medicine together with the presidential address of Dr. Newquist.

We hope to have a story on the Annual Meeting to be illustrated by a number of photographs taken during the meeting. There will of course be the photographs of the new officers. Any items of interest that any of the committee members have for us to be included would be greatly appreciated as I did not make any plans for writing up a story at the time.

We are asking Frank Ratty to write an editorial on some subject of his own choosing concerning Association's policies and outlook and I will prepare a brief editorial on the new publication.

I will plan to get together local section news notes as I have most of the material here but would welcome any further ideas from Dr. Bradley.

All your suggestions concerning the foregoing will be very welcome.

Chicago
3-24-48
MAC:AJH

Warren A. Cook
Warren A. Cook, Chairman
Editorial Committee