

Indication of Change of Officer in Yearbook Organization

- only applies to the President or Chairman and the Secretary General or Chief Executive Officer
- the Yearbook master copy is modified
- a single entry is made out for the Yearbook supplement
- this procedure is only followed up until the fourth Yearbook supplement, after which too many entries are returned with changes to warrant the publication of the information prior to the following edition of the Yearbook

Initialese

- this is not part of the normal processing of the Yearbook section; it is only dealt with for Yearbook purposes at the time of preparation of the indexes to the new Yearbook entries for the Yearbook (not the supplement)
- a file is maintained by the magazine editor for odd items of initialese
- no data is collected in any other way for further editions of the Yearbook

Keywords

- keywords in the Yearbook supplements are not kept up to date between editions, although cards for new organizations are flagged in the demi-dossier card index which is in English keyword order
- keywords for new entries are made out systematically when the new editions is prepared
- French keywords for new entries are made out at the same time

A. DURING PERIODS WHEN THE YEARBOOK IS IN PREPARATION

New editions of the Yearbook have to be on sale in December of every second year. The normal processing is carried out from January to November of the first year of the cycle. The remainder of the cycle is:

- plan and prepare dispatch of first circular to organizations (December)
 - listed in current Yearbook
 - listed in published supplements (1-4)

The December start is necessary to allow

- one month to get final versions of letter
- 3 weeks to get envelopes addressed and checked
- 10 days to locate missing address plates and type out appropriate addresses

Because of these delays the letter should be dated to correspond to the expected time of arrival at destination

- should have 80% of replies by February
- reminders are prepared for remaining organizations and sent first class airmail during the last 2 weeks of March
- 90% of replies should be returned by beginning of May

- as replies are received:
 - check running total
 - get duplicate proof from dossier and attach to reply
 - the geographical index is checked in the master copy
 - the dictionary text entry is checked in the master copy
 - replies are accumulated into groups of 50 and then passed to the calendar section where
 - data from the calendar is added to the entry
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 - replies are returned to the Yearbook section and examined for changes of address or title; if there is a change:
 - green slips are prepared as in the normal processing routine
 - index slips are made out for all changes and new entries:
 - old index slips are retrieved from dossier suspendu
 - list of member countries is compiled or updated
 - corrections are refiled and accumulated into groups of 50
 - editor prepares new or updated entries from these groups of 50
 - updated proofs and manuscript (for new entries) is sent to printer in groups of 25 with a covering index for each group showing:
 - organization English title in title order
 - page number of old entry in Yearbook
 - sequence number
 - editorial work on the first run through the alphabetical sequence of replies should be completed by end of July; indexes should be completed in August; page proof for all parts should be available by the end of October; printing should be started at the beginning of November; first copy should be available from the publishers at the beginning of December; remaining copies should be bound during the first three weeks of December