



IEEE Group on Professional Communication

ΣKS-1A
Newsletter

NEWSLETTER

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No. 3

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LETTER FROM THE PRESIDENT

It is most encouraging that 216 members of G-PC answered the questions of our survey. Bill Bulloch's report elsewhere in this Newsletter tabulates some of your responses and recommends definite action. Marv Thurn's report about our publications sets forth more detailed ideas.

Both reports were accepted by G-PC's AdCom and approved in appropriate offices at IEEE Headquarters. Our new Editorial Advisory Board will consist of

Marv Thurn (Chairman)
Tom Patterson
Bob Woelfle

and a practicing engineer yet to be named. They will first specify the publication policies of G-PC (basically as stated in the Thurn Report); second, outline duties and responsibilities for the Editor of G-PC's Transactions and recommend a definite salary; and third, select an incumbent for this essentially new position—heretofore, we have given our Transactions editor neither a formal job description nor a stipend. We are soliciting applications as announced in the advertisement "Positions Open."

In addition to the paid job of editing the G-PC Transactions, two volunteer jobs have become available. Irv Seideman, editor of G-PC's Newsletter, and Craig Harkins, secretary of the AdCom, both resigned in July. We will greatly miss their conscientious and excellent work in these positions, but hope to have the benefit of their ideas, active help, and moral support in less demanding functions for some time to come.

Any qualified member of G-PC may serve the Group as Newsletter editor or AdCom secretary; AdCom membership is not a requirement. Here is opportunity for those of you who have wondered what you could do for G-PC, or who like to rise to a challenge. For further information, see "Positions Open."

A fourth G-PC job—engineer-member of the Editorial Advisory Board—is being created to implement recommendations of the Thurn Report. The incumbent must be a practicing engineer, in any engineering discipline, and a member of IEEE. Membership in G-PC is optional, but a real interest in techniques of writing and speaking is required. See "Positions Open."

Tom Patterson's summary of the long Report submitted early this year by IEEE's Long Range Planning Committee is printed here for the information and convenience of G-PC members, as are William R. Kruesi's consolidation of comments on the same Report.

News of the National Science Foundation's Editorial Processing Center will interest engineers, editors, and publishers variously, but all members of G-PC should either join or seriously promote participation in the Group's program of writing courses prepared by Ron Blicq. See separate description.

G-PC's AdCom or individual members thereof will be happy to discuss any aspect of any of these articles, or to receive offers of help in furthering the projects described here. Do let us hear from you.

MEETING OF ADCOM

G-PC's Administrative Committee met in Baltimore on July 16. Highlights of the minutes are as follows:

1. In Los Angeles, a joint Chapter is being formed by local IEEE members of Engineering Management, Engineering Education, and Professional Communication.
2. Irv Seideman has resigned as editor of our Newsletter. He will be replaced temporarily by "guest editors"--a different AdCom member for each issue.
3. Bill Wells has no articles on hand or promised for our Transactions. Members of the Group are urged to submit original or reprint papers.
4. Dave Dobson has arranged to have the handbook, Report Construction, by Mary Fran Buehler, reprinted for G-PC. Copies are available as stated in the brief review which appears in this Newsletter. Beyond a small sales royalty for Ms. Buehler, all profits will accrue to the Group.
5. Arrangements for presenting Ron Blicq's home-study course, "Technically--Write," in the IEEE Continuing Education Series are on schedule. The August Spectrum will carry the first announcement. Six instructors are ready to begin correspondence. See announcement, "Writing Program," with call for teachers and students.
6. Bill Bulloch's report on Ways and Means contained six recommendations which were accepted as revised at the meeting and distributed with the minutes. The report also discussed responses to some of our membership survey questions. See separate printing in this Newsletter.
7. Marv Thurn's report on G-PC publications is also printed separately. This has been revised to conform with recommendations of the Bulloch Report. Marv was further charged with submitting to the AdCom a program for implementing his recommendations and all but the last of Bill Bulloch's. Bill will work toward implementing the latter.
8. The next AdCom meeting will be held:

Tuesday, October 12, 1976
East Board Room
IEEE Headquarters
345 E. 47th Street
New York, NY 10017

REPORT OF WAYS AND MEANS COMMITTEE

Bill Bulloch

For the past year and a half, the Ways and Means Committee has been conducting a study leading to a set of recommendations on the mission and future of G-PC, for consideration by the Administrative Committee. This is the final report on that study.

The study consisted of a three-phase program designed to help us take a fresh look at our Group, and perhaps to find ways to redirect it.

In the first phase of the program, we collected background data: history, past activities, a look at our membership, and an attempt to identify our basic problems.

The second phase included a fairly detailed analysis of our membership: who they are, what they want, and what they feel they are getting. It also included input and advice from AdCom members, past and present, and from the IEEE staff.

The third phase consisted of data synthesis and analysis, and recommendations for a revised organization and re-stated mission for G-PC.

Early in the study, we identified three major problems, of which the first seemed to be the most important.

First, G-PC has, in recent years, been operating without a clearly-defined, generally-accepted mission.

Second, although membership is primarily engineers, AdCom is made up mostly of publication people.

Third, with few exceptions, AdCom has been oriented primarily toward the Northeast.

There have been a number of symptoms of the G-PC problem, including decreasing membership, difficulty with publications, comments in letters from members and IEEE staff, and our financial condition.

Observations over the past year or two have indicated that we have some moderate strengths: a series of more or less successful symposia; some quite good short courses; and some good content in various publications.

With a few notable exceptions, however, it seems that we have, in the recent past, been oriented primarily toward inter-relationships and information exchange among professional communicators, with little or no direct association with the electrical engineering profession.

Interviews with particularly active people indicated several possible "missions" important enough and interesting enough to support an active IEEE professional group:

Tutorial services for practicing engineers by professional communicators;

Development, application, and engineering of various devices, systems, and techniques for word processing, photo-typesetting, and machine editing and formatting;

The care and feeding of technical and scientific journals;

Some combination of the three.

It was necessary to find a suitable mission that would satisfy all or almost all of these criteria:

Useful;

Appropriate use of IEEE funds;

Sufficiently interesting to attract and hold a large enough group of active members and officers;

Financially sound;

Wanted by enough members of IEEE to be worthwhile.

Early this year, we conducted a survey to elicit information about the composition and desires of our membership.

We sent out a total of 1421 questionnaires: 1028 in the U.S. and 393 to foreign countries--Europe, 113; Canada, 107; Asia, 100; South America, 40; Mexico, 18; Australia, 11. There were 216 returns, which seems to be about 15%. We know, however, that some of the 1421 addressees represent libraries and companies who automatically join all the IEEE groups just to get the publications. There is also a small number who have joined G-PC by mistake, thinking that they were getting into an organization concerned with telecommunications. The return is probably closer to 30% of the potentially interested members.

One question was, "Why did you join G-PC?" The replies are given in Table I.

TABLE I

General Professional Interest	74%
Improve Professional Skills	65%
Receive <u>Transactions</u>	42%
Receive Newsletter	16%
Attend National Conferences	4%
Other	9%

A series of questions was asked about the G-PC national conferences. Answers indicated that most of the respondents had not attended any and weren't particularly interested in them.

Another question asked about areas of activity in which the respondents were particularly interested. These results are listed in Table II.

TABLE II

	<u>Considerable</u>	<u>Moderate</u>	<u>Little</u>
Exchange Ideas	15%	49%	22%
Maximize Skills	22%	49%	20%
Solve Specific Problems	15%	47%	27%
Learn of New Advances	25%	50%	16%
Develop Standards	12%	45%	29%

About a third of the respondents indicated that their experience with G-PC generally matched their expectations, a third find that results generally fall short of their expectations, and another third didn't answer.

A great deal of additional information in these forms will be useful to people concerned with specific areas. But from the replies to several questions, we determined that 42% of the respondents want to improve their communication skills, and that 36% are interested in both improving their skills and learning about new techniques. Eight percent specified "learning about new techniques" only.

All of this input led us to the following: G-PC should

1. Continue as an independent operating organization within the structure of IEEE.
2. Consider its primary mission tutorial for IEEE members; i.e., direct its efforts toward helping working engineers improve their communication skills, and toward guiding engineering organizations in establishing new or improving existing communication programs.
3. Conduct special programs, such as national meetings and conferences, to establish and maintain a cadre of professional communicators dedicated to the primary purposes of the Group.
4. Maintain representation on G-PC AdCom of working engineers.
5. Adopt publication policies geared to carry out these objectives.
6. Investigate, with IEEE management, a new organizational position for G-PC; e.g., establishment as part of the IEEE national structure, rather than continuation as a "traditional" Group organized and financed like the more technically specialized Groups and Societies.

This report was accepted and the recommendations adopted as written here at an AdCom meeting in Baltimore, Maryland, on July 16, 1976.

RECOMENDATIONS OF TASK FORCE ON PUBLICATIONS

Marv Thurn

1. Mailing Schedule and Frequency of Publication
To assure a regular flow of material to the G-PC membership, a mailing schedule should be established for a quarterly journal or magazine and a quarterly membership newsletter. Target mailing dates should be

<u>G-PC Newsletter</u>	<u>G-PC Transactions</u>
January 15	March 1
April 15	June 1
July 15	September 1
October 15	December 1

This schedule should be implemented no later than January 15, 1977.

2. Journal Content
To replace the Transactions, a quarterly journal or magazine would be published consisting of articles which help the practicing engineer and engineering organizations improve communication skills or inform engineers about new techniques in technical communications. The journal should be a practical, "how to" type of publication. Articles can be either original by-lined articles or reprinted articles from other journals or business publications.

Included in the journal should be articles covering preparation of proposals and handbooks; the writing of articles and technical papers; business correspondence; technical presentations; good illustrations and graphics; relationships with the press; presentations before non-technical or community groups; etc. The target number of pages for the journal should consistently be 48.

3. Editorial Advisory Board for Journal
The President of G-PC should appoint an Editorial Advisory Board of three to five members, including at least one practicing engineer. The Board should solicit applications for journal editor and make a final selection. The position of journal editor should be a paid part-time position with a negotiated "salary" of \$500 to \$1000 per issue.

It will be the responsibility of the Editorial Advisory Board to review editorial plans, review the relevance of the journal to the practicing engineer, assure timely publication, and set such policies as may be necessary for a successful journal. Only the paid journal editor, not the volunteer newsletter editor will be responsible to the Board, which will also select an appropriate name for the publication.

4. Newsletter Content
The content of the quarterly newsletter should be oriented primarily towards keeping together a group of professional communicators and engineers who provide tutorial services to the IEEE membership. The Newsletter should include news and photographs of current activities of G-PC, reports on AdCom meetings and committee reports, news items of general interest, notes on activities of communication societies or groups that would be of interest to G-PC members, and member news, including positions wanted and positions available. Also, the Newsletter should provide a forum for

the exchange of views on communication topics of current interest.

5. Proceedings of Meetings
G-PC may sponsor meetings of special interest on topics such as scientific journals, communication psychology, computerized information retrieval, etc. The Group may publish Proceedings of these meetings for use by meeting attendees and for subsequent sale. The cost of printing the Proceedings should be an expense of the sponsored meeting. Editorial responsibility rests with the Meetings Committee.

I write every paragraph four times--once to get my meaning down, once to put in anything I have left out, once to take out anything that seems unnecessary, and once to make the whole thing sound as if I have just thought of it.

--Margery Allingham

Put it before them briefly so they will read it, clearly so they will appreciate it, picturesquely so they will remember it, and above all, accurately so they will be guided by its light.

--Joseph Pulitzer

WRITING PROGRAM OPPORTUNITIES FOR TEACHING AND LEARNING

Writing Program--Opportunities for Teaching and Learning

Ron Blicq, Chairman of G-PC's Education Committee, is still accepting the names of experienced technical writers and editors who want to take part in two courses designed to help engineers improve their writing ability. The Committee needs instructors and markers for

"Technically--Write," a fast-paced workshop for groups of 20 or 25, and

"Technical Communication and Report Writing," a comprehensive 3 1/2-month correspondence course for individuals.

Both courses cover organization, style, and technique for business correspondence, long formal reports, feasibility studies, and short reports on events, trips, progress, and investigations. The home-study course offers more writing practice and covers such additional topics as technical description and instruction.

Announcement of these courses and a request for participants first appeared in our April Newsletter, but it is not too late to ask for information. The courses are part of IEEE's effort to provide opportunities for the continuing education of engineers. Ron Blicq developed details of the courses and has refined them by pilot-testing in the U.S. and Canada.

The instructional work is challenging and satisfying--either teaching a group in person or corresponding with students. To maintain quality of teaching and uniformity of content, instructors and markers will be given training, extensive guidance, and some remuneration.

Some G-PC members may wish to take one of these courses or to encourage the enrollment of others, rather than to be a marker or an instructor. Both the workshop and the home-study course are being developed as units in IEEE's Continuing Education Series, and details will be released later from Headquarters.

If you are interested now, however, in learning how to help yourself and G-PC educationally, fill out and mail the form below. Your inquiry will be sent to Ron Blicq and you will receive information about either or both of these new educational activities.

To: Education Committee
IEEE Group on Professional Communication

I'd like more information about the PC Group's continuing education program and how I can take part in it. If I participate, I would prefer to be

- A home-study student
- A workshop student
- A home-study course marker
- A workshop instructor
- Either an instructor or a marker

Mail this form to E. K. Schlesinger
Baltimore Gas & Electric Co.
Baltimore, Maryland 21203

POSITIONS OPEN

Secretary — G-PC AdCom

G-PC is seeking a member of IEEE to attend the four to six AdCom meetings held per year, take notes, and submit minutes to the G-PC President within 10 days. Election to AdCom is not required. Call or write Dr. E. K. Schlesinger, Baltimore Gas And Electric Company, Baltimore, MD 21203 [telephone, (301) 234-6137].

Editor — G-PC Newsletter

G-PC is seeking a volunteer editor for a quarterly G-PC newsletter which aims to keep together a group of professional communicators who desire to improve their skills and provide tutorial services for the IEEE membership. The editor will be responsible for collecting news on current G-PC activities, reports of AdCom meetings and G-PC committees, news of G-PC members, and items of interest from IEEE and other technical communication groups. The Newsletter editor should also seek an exchange of views on communication topics of current interest. If interested, call or write Dr. E. K. Schlesinger, Baltimore Gas and Electric Company, Baltimore, MD 21202 [telephone, (301) 234-6137].

Editor — G-PC Transactions

G-PC is seeking a part-time editor for a quarterly, 48-page, G-PC Transactions with the new editorial purpose of helping the practicing engineer and engineering organizations improve communication skills and informing them about new techniques in technical communications. The editor will be responsible for soliciting original articles, suggesting improvements to manuscripts under review, and performing the copy-editing functions necessary for preparation of camera-ready pages. To supplement the original articles, the editor will also research the availability of existing articles fulfilling the new editorial purpose and be responsible for obtaining necessary copyright release and reprint permissions.

The editor will have substantial freedom in selecting articles which conform to an editorial plan developed by the editor and approved by the G-PC Editorial Advisory Board. A nominal payment will be made to the editor upon completion of each issue. Send your resumé, or request additional detail from Marvin A. Thurn, Westinghouse Electric Corporation, 1801 "K" Street, NW, Washington, DC 20006 [telephone, (202) 833-5052].

Practicing Engineers for Positions on G-PC AdCom and Editorial Advisory Board

G-PC members in engineering positions are being sought for available positions on G-PC's AdCom and the G-PC Editorial Advisory Board, to help provide inputs and suggestions concerning future activities for the G-PC group and its publications. Over half of present G-PC members are practicing engineers, but the G-PC AdCom now consists almost entirely of professional communication people. If interested in such an advisory position, call or write Dr. E. K. Schlesinger, Baltimore Gas and Electric Company, Baltimore, MD 21203 [telephone, (301) 234-6137]; or Marvin A. Thurn, Westinghouse Electric Corporation, 1801 "K" Street, NW, Washington, DC 20006 [telephone, (202) 833-5052].

"I am a Bear of Very Little Brain, and long words Bother me."

--A. A. Milne

Perhaps of all the creations of man, language is the most astonishing.

--Lytton Strachey

LRP

Summary of IEEE Long Range Plans Report

Tom Patterson

The IEEE Long Range Plans Report was prepared by an ad hoc committee appointed by the Board of Directors in January 1973 to serve through December 1975. The first part of the Report reviews the present IEEE and the second part contains recommendations. This Summary has been prepared to reduce the Report's 66 pages to a manageable size for study and discussion.

The Report explores many subjects under five major headings:

- Aims
- Organization
- Policies and Procedures
- Resources
- Activities

These are inter-related as follows: 'Organizations' are established to undertake 'Activities', which, governed by 'Policies and Procedures,' make use of 'Resources.' Enterprises combining these elements seek to produce the results called for by 'Aims.'

Aims (Chapters 2 and 8)

Chapter 2 defines Aims in an hierarchical way as deriving from missions, from objectives, from goals, and from targets (most specific).

Chapter 8 urges the Board of Directors to standardize the use of these terms as defined.

Organization (Chapters 3 and 9)

Chapter 3 reviews the present (1973-75) organization. In addition to the Volunteer/Paid-Staff breakdown and the Geographical/Technical breakdown, the Professional/Technical breakdown is emphasized. The Constitution was changed in 1972 to permit professional activities that include lobbying; an inconsequential tax status change resulted.

Chapter 9 recommends a re-structured IEEE along Professional/Technical lines (instead of Regional/Technical lines). Features would include separation of U.S. and Foreign organizations, and creation of an Education and Information Board. A subsequent proposal by J. Zaborsky, TAB Planning Committee (April 1976), suggests a Membership/Technical organization, which would divide the technical and delivery aspects of E & I between membership and technical, but under a single chairman.

The Headquarters Staff reorganization earlier this year was related to neither of these proposals, but was to reduce staff by 8% and to combine some functions under the remainder under a new General Manager, H. A. Schulke.

Policies and Procedures (Chapters 4 and 10)

Chapter 4 calls "adequate" the existing IEEE Policy and Procedure Manual that gives the methods for the complex operation of IEEE.

Chapter 10 waxes philosophic about "professionalism"; it urges that IEEE form closer ties with NAE, develop and maintain a dialog with employers of engineers, nominate qualified members to serve on ad hoc government committees, and explore areas of common interest to bring all members together in mutual support.

Resources (Chapters 5 and 11)

Chapter 5 briefly describes the human and fiscal resources available to run IEEE. The former is now 173,523 members, the latter is now \$11,500,000.

Chapter 11 recommends restricting membership to professionals and educationally qualified individuals (elitist concept). The proposal would drop the Associate grade and create a grade of Professional Member. Member status would be attained through passing an examination in the senior year of college; elevation to Professional Member would be possible after a later professional examination. Other recommendations include promoting IEEE programs to government, industry and university management; instituting a financial monitoring scheme; and planning on a five-year basis.

Activities (Chapters 6 and 12)

Chapter 6 reviews administration activities, including those which involve the Headquarters staff, membership, election, appointment, awards, conventions, public relations, and coordination with other societies. Regional, Technical, Publications, Educational, and Professional activities are also discussed.

Chapter 12 recommends strengthening professional, educational, and U.S. activities. It also proposes that IEEE change the name and function of the Regional Activities Board to "Member Services Board" and include responsibility for admissions, advancements, transfer, history, and public relations under this Board. Another recommendation is that the Long Range Planning Committee should study in depth the IEEE's role in the technical sphere, in particular the relationship between Groups/Societies and the central organization. Still another recommendation is to restructure the present six Divisions to form three as follows:

- Technical Disciplines
- Technologies of Specific Industries
- Interdisciplinary Services

The final recommendation on this subject relates to Publications: present Transactions are thought to be often unreadable or too theoretical; the Publication Board might look into adding helpful notes, practical applications, or a "bag of tricks."

Nearly a thousand copies of the Report have been distributed, and many people are talking about it. As noted, the recommended organizational change has already elicited a counter-proposal. The most controversial suggestion is, of course, the one related to the elitist approach to membership requirements.

There are no indications that all, or even any, of these recommendations will be adopted, but the Report has elicited a great deal of discussion. It comes at a time when the Group on Professional Communication is looking at its own goals and functions; discussions at both the IEEE and the Group level seem appropriate.

COMMENTS

Comments on IEEE Long Range Plans Report

William R. Kruesi

Leadership of the Groups and Societies were asked to comment on the Report of the 1973-1975 IEEE Long Range Planning Committee, the proposed Revisions to the By-Laws, and the new organization for IEEE suggested by the chairman of the TAB Planning Committee. In the case of most Groups and Societies, there has been insufficient time for review of these documents by their executive committees. This summary is of a relatively small number of comments received up to the TAB meeting in Boston on May 13, 1976. However, there is considerable agreement in the comments received so far, so this summary is worthwhile now.

The comments can logically be organized under 3 headings: membership grade change proposals, organization change proposals, and the philosophical basis that appears to underlie the Long Range Planning Committee recommendation for separation of technical and professional activities. This format is followed in summarizing the comments, rather than the organization of the Report. Also, as few of the reviewers were commenting on specifically identified paragraphs, no tie-in with the numbering system of the Planning Report will be attempted.

I. SEPARATION OF TECHNICAL AND PROFESSIONAL ACTIVITIES

IA. Philosophy

The basis of TAB opposition to the Long Range Plan, and the reason for the development of the TAB Technical Planning Committee proposal, is the belief that the Long Range Planning Committee does not recognize that the technical activity is the basic attraction of IEEE to its members and the basic reason for the Institute.

IB. The Separation

Division of technical and professional activities is viewed as one of the major problems of the Institute. Clarification is considered essential to achieving any meaningful progress. There is opposition to both the concept of separation of professional and technical activities and to the specific proposals for doing so. Separation is viewed as artificial. Much of what is called professional in the Long Range Planning Study is actually technical,

as it originates in the technical ability and interest of the individual members. To clarify the concept, it is suggested that the term "Professional Activities" be named instead "Member Services" and that the responsibilities allocated to that area be limited to what are services to members.

IC. Education

Objections were expressed to separating educational activities from the technical branch. The proposal is inconsistent with the Constitution, Article 1, Section 2: "Its purposes are, a) scientific and educational . . . b) professional." Keeping up with technology requires participation of the Groups and Societies, the part of IEEE that is most aware of the emergence of new technology. Education cannot logically be separated from the technical activities.

ID. Sections

Sections exist primarily for technical reasons, and they should not be further cut off from direct contact with the Societies and Groups. Concern was expressed that the organizational changes proposed will isolate the Sections from the technical activities. It was suggested that Sections be more of an alliance of Chapters, thereby effecting a coordination of technical activities in support of the professional activities of all members.

IE. Dues

It was noted that the recommendation in Section 11.2 is that allocated cost be assigned to the activities of the technical division, and used as a basis for determining the dues schedule for non-US Affiliates. The complement to this recommendation is that an allocated cost be assigned to the Activities of the proposed Professional Division. There is interest among some persons in TAB that those who want to participate in only the technical activities of IEEE have that option. IEEE members now have the option of paying for participation in the technical activities of the Groups and Societies. There should be the option of paying for participation in professional affairs activities.

II. MEMBERSHIP GRADE CHANGES

IIA. Qualification

IEEE should remain the professional society of the electrical engineering field, rather than become a society just for electrical engineers. Persons trained as scientists and other professionals practicing in the electrical engineering field should have equal status with those trained as electrical engineers. Thus there is opposition to membership proposals that give precedence to those trained in electrical engineering, and to a qualification requirement of an electrical engineering examination.

IIB. Member Grade Requirements

The existing requirements for Member grade qualifications are preferred.

IIC. Professional Member

There is tolerance to addition of this new grade for those members who want that recognition. However,

there is definitely opposition to having this grade interfere with acceptance in or achievement to other Institute membership grades. Thus there is opposition to the Professional Member grade being the path to Senior Member grade.

IID. Associate

There is strong opposition, from most of the Groups and Societies that have expressed a position, to the elimination of the Associate grade. Associates are considered to be assets to IEEE.

IIE. Examinations

Doubts were expressed as to the value of examinations to determine membership status. Examinations of necessity emphasize mathematics and stable theory, rather than technical progress.

III. ORGANIZATIONAL CHANGES

IIIA. Added Levels

There is general opposition to the creation of additional levels of organization and thus of further isolation of the Board of Directors from the operating levels and from the members.

IIIB. Directors

Proposed organization recommendation 9.19 creates the separation of current director positions into two, one for a director and the other for a chairman. The point to having representatives is to have people who know and represent a constituency, and who vote considering that as well as the organization as a whole. The proposal functions would tend to create a Board of Directors whose knowledge of regional and divisional concerns is minimal.

IIIC. Nominations

The recommendation of paragraph 9.1.10, that candidates for divisional and regional directorships be nominated by the Nominations and Appointments Committee is opposed. Directors should be nominated by the Groups and Societies, and by the Sections, respectively.

IIID. Support Functions

Departments, Committees, and Boards which exist as service functions to the Groups and Societies should have a voice in governing bodies, but not enough votes to prevail over the Groups and Societies which they serve.

Report to Technical Activities Board
May 28, 1976

NSF PLANS EDITORIAL PROCESSING CENTER

The National Science Foundation (NSF) intends to sponsor a special meeting later this year to discuss its plans to award a major contract for the operational evaluation of a novel system for publishing scientific and technical journals. Implementation of this system, known as the Editorial Processing Center (EPC) will be achieved through the coordinated efforts of a consortium of journal publishers and an organization charged with management of the EPC. A single contract will be awarded to a management organization that proposes and represents such a consortium; this organization will be responsible for establishing and operating the EPC according to the publishers' requirements. The Foundation will provide computer services and necessary technical support; therefore, prospective contractors need not have computer expertise or data-processing facilities.

This meeting is not a bidders' conference. It is, however, intended for representatives of organizations that might be interested in participating in this EPC project. The Foundation anticipates that these organizations will fall into two major categories: publishers of scientific and technical journals (both commercial and not-for-profit), and organizations with the staff, financial, and other resources required to manage the project.

The meeting will have several purposes. Plans for the forthcoming project to establish and operate a full-scale EPC will be described, and NSF will outline the method it will use to solicit proposals, as well as the criteria by which proposals will be judged. In addition, the Foundation will summarize the work it has already sponsored to define, test, and evaluate the concept of the EPC.

Organizations interested in attending this meeting should notify the Foundation, in writing, as soon as possible. Correspondence should be mailed to the following:

EPC Meeting Coordinator
P.O. Box 34445
Bethesda, MD 20034

REPORT CONSTRUCTION

Mary Fran Buehler

Mary Fran Buehler's Report Construction gives step by step advice on preparing a technical report--not on how to write, but on how to organize time, effort, and material to convey information. It is based on the idea that if a report isn't well presented, the best writing in the world won't save it.

Seven sections of Report Construction discuss the preliminaries of organizing to write; six discuss the preparation of text; four discuss tabular and graphic material; four discuss revision, references, and other courtesies which orient the reader. The treatment of tables and illustrative material is particularly good. A list of books consulted, a selected bibliography, and two appendices (the Greek alphabet in upper and lower case and several paragraphs on report-heading systems) complete the contents.

This is an excellent set of rules for organizing a technical report--clear, concise, exact, and efficient, like the reports it was written to engender. Any writer can take Report Construction in hand and set forth, fully armed, to report on any technical project. G-PC AdCom members recommend it highly. To order, send check with request to

IEEE--PC
6411 Chillum Place, N.W.
Washington, D.C. 20012

Prices are as follows: 1 to 10 copies, \$2.00 each; 11 to 25 copies, \$1.90 each; 26 or more copies, \$1.75 each.

A PAGE FROM GEORGE S. OHM'S NOTEBOOK

April 12, 1832

[Liberally translated from the German]

Lately, a trend towards abbreviating everything in sight with initials I've noticed. This ruse at once makes the paper or talk appear more academic and decreases its understandability, hence the author's prestige raising. But most advantageous of all, the pesky neophytes, the amateur scientists, the fledgling students, and the general busy-bodies are (r) effectively shut out. This trend is to be applauded and nurtured, even if it did cost me three weeks decoding Count Volta's latest communication.

But back to work (BBTW), today, taking (TNG) a block of C (BOC), I made contact to the ends using the new clips invented by Baron Von Alligator. TNG several (N) voltaic piles (VPs), I was able to double (X2), triple (X3), quadruple (X4), and so on (ETC), the potential (U) (U because Legendre seems to have usurped P for his series (S)). The current (I) was measured by plating out silver (Ag) and the cathode before and afterwards weighing. The ratio of U to I (UTI) can be best explained as (BEA) an S of points which r functioning ultralinearly (FUL). BBTW, TNG N BOC, I showed results BEA before; seemingly UTI= constant (R for reasonable) depending on geometry of BOC.

The unit of measure of R, I name after my correspondent Oscar Hobart Maxwell (OHM).

Hence OHMs r BEA UTI FUL

Courtesy of Doug Tremere and Mike Driver, Newsletter of the Election Devices Society, April 1976.



Join G-PC... and become a better communicator



– IEEE's Group on Professional Communication – G-PC

is for –

- Engineer and scientist communicators
- Professional technical editors, writers, and speakers
- Management communicators
- Educators
- Report and proposal writers
- Business communicators and persuasive writers

strives to –

- Improve communication between engineers, engineers and managers, and engineers and the public
- Improve professional technical communication in industry
- Develop effective communication techniques
- Help engineering writers and editors in their profession
- Develop high standards for communicators

Here's how to join G-PC



✓ If you are an IEEE member,

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