

THE AMERICAN JOURNAL OF THEOLOGY
EDITED BY THE DIVINITY FACULTY

THE AMERICAN JOURNAL OF SEMITIC
LANGUAGES AND LITERATURES
EDITED BY THE SEMITIC FACULTY

THE BIBLICAL WORLD
EDITED BY THE BIBLICAL FACULTIES

The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER

Arnolt

CHICAGO

5-19-98

AM

Dear H.P. Judson

Dear Professor Judson:

Here are the facts concerning your Department Programmes.

Ms. received. History 1/31/98; Sociology 2/5; Pol. Science 2/7; Political Economy 2/8.
At that time the Summer Circular was gotten up, which in accordance with the order
of the President, delayed all Programmes. A number of questions, coming up in the matter
of that Programme, and Summer Appointments delayed the release of type copy into
April. In April a number of questions connected with the History Department had yet
to be settled and Professor Perry being absent, on account of his father's illness, had to be
awaited for. The Conspectus of History had to be sent to the Department 4 times
as it was correct. all this implied delay. Page proof of History was sent to
Dean Perry on 4/18/98, but retained for quite awhile, owing to various slight.

When every thing was ready: the programme was sent to the President for approval, which caused another slight delay; then came the order to submit all programmes to a committee, of which I believe you were chairman, another delay of more than a week, and when at last everybody seemed to be satisfied, comes the examiner and causes another delay, in as much as he had to examine the programmes for certain points. A number of these delays could have been done away with, if the points in question had been settled upon in good season, as could easily have been done.

respectfully

Wm. A. Arnold

Press Division

HAZLITT ALVA CUPPY, Director.

CORRESPONDENCE should be addressed to

THE UNIVERSITY OF CHICAGO PRESS

REMITTANCES should be made payable to

THE UNIVERSITY OF CHICAGO

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, PRESIDENT

Cuppy
261

Chicago, Ill., Feb. 24, 1898.

Dr. W. R. Harper, President,
The University of Chicago.

Dear Sir:-

I have felt for more than a year that we ought to have a booklet which would be in itself an advertisement for the University of Chicago Press. My idea of this booklet would be to have it comprise, say, thirty-six to forty-eight pages, gotten up in the finest style of the printer's art, giving a view of each of the buildings on the campus, an interior view of at least one of the students' rooms in one of the ladies' buildings, also one in one of the men's buildings and a drawing room in one of the halls. The Quadrangle Club should also be put in, and the President's residence.

The reading matter should be to the point, sketchy, interesting, accurate, reflecting the University as it is today and foreshadowing its splendid future.

I believe such a booklet would easily sell for ten cents in the book-store and that it would sell from year to year. It would be well to edit the matter very carefully, make up the pages in taste and then electrotypes them. Special artists should be employed to make a cover design and probably illuminate a few of the pages.

I think the cost might fall within \$300 or \$350, probably all of which would come back to the University directly or indirectly in the course of two years. I do not mean that the sales would leave any margin of profit or pay the actual expenses, but the new business which would come in the way of advertising would be considerable and the new students enlisted might be many. Friends of the University who have never visited its campus would be enabled to get a just idea of the institution.

This matter I have suggested to you once before. I urged the expenditure of about the above mentioned sum while you were away in Europe. I hope the matter may have immediate attention and that it might be finished before you grant me my vacation.

One other point: I do not know of any immediate returns which would come from a trip east. I should be very glad if the semi-annual trip might be omitted this spring. It is not good business policy, I admit; for if not a single contract were closed the trip east would still prove a good investment. And yet it is a trip which I always make under great protests. If my vacation should begin April 1st it would be necessary to go not later than the 15th of March. If the vacation should begin May 1st, as suggested in my letter of the 5th, then two or three weeks in April might be spent in Philadelphia, New York and Boston.

Awaiting your pleasure in the matter I am

Very respectfully yours,

Hazlitt Alva Cuppy

The University of Chicago

Press Division
UNIVERSITY OF CHICAGO
COMMUNICATIONS SECTION
THE UNIVERSITY OF CHICAGO
540 EAST 58TH STREET
CHICAGO, ILL. 60637

Chicago, Ill., Feb. 24, 1938.

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Press Division

HAZLITT ALVA CUPPY, Director.

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The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, PRESIDENT

Dear Mr. President:

I am informed that the Directorship of the University Press will soon be vacated; and I, herewith, beg to submit to you my application for the position. I believe that such an arrangement would work to the benefit of the University as well as to that of your applicant, for these reasons:

I. As to myself: I am compelled to state positively that under no circumstances can I continue for any length of time the kind of work which I am now doing principally. My eyesight is becoming worse and worse, owing to the constant painful, straining use that I have to make of them in preparing copy for printers and revising proofs. This is the chief reason, on my part, for asking to be relieved of my present duties. Of course, there are others, but they are secondary in importance.

II. As for the University: I beg to submit to your consideration the following points:

1) I hope to have shown, during the summer of 1896, that I am as capable of managing the Press Division, as any one of your 3 Directors has been. I do not believe in making much ado about every little thing; but I am, nevertheless, just as keenly cognizant of the duties and responsibilities of a Director of the Press as any man may be. I also beg to remind you of the fact that two years ago, you spoke to Professor Small and others in terms of praise of my work in the Press at that time.

2) Of the Printing Department of the Press Division, I may say, without overbearing, that few men, unless they be professional printers, have gathered more actual experience than I have. I know the practical needs as well as the actual capacities of that Department, and I can promise you that within less than one year the running expenses of

that Department could be materially decreased, without impairing its usefulness in the least. I know exactly what I am speaking about. I have been for years in contact with every phase of the work of that Department, thus enabling me to make promises, the significance of which I am fully aware of, but which I can also fully accomplish.

3.) In the Subscription Department I have almost as wide an acquaintance with the constituency of the Journals, published by the University, as any man will have, whom you may select; and having had a more or less intimate relationship with three of the most important ones, I believe that I can attend to their circulation to the best of any man's ability.

4.) An important item is the advertising secured for the Journals. I have plans, which, if carried out, will certainly not decrease the income derived from this source.

5.) A most important Department of the Press Division is the Bookstore. I have for the last two years paid close attention to this; and, on the basis of my experience - gained during my connection with the Johns Hopkins Library (we ordered our books directly from the Library) - I frankly say here: (a) that the bookstore and its management should be materially reorganized. The business of the bookstore has not increased as under ordinary circumstances it would have been the case, principally owing to the fact that Mr. Ryerson has too much and too many things to attend to, making it impossible for him to do everything as it should be done, and as he would like to do. I have some experience in that line, enough to suggest that Mr. Ryerson should be relieved of all foreign trade and confine himself to the immediate wants of the Bookstore and the American book trade. This he can do most faithfully. (b) The foreign book orders - and all American book orders for the library of the University should be under the immediate supervision of the Director, who would be held responsible for the careful filling of these orders as quickly and economically as possible. (c) I believe that the time has come to establish a special "new book Department", where foreign books are laid out for inspection a week or ten days at the time. Mr. Stecher, and other booksellers, have offered to send books on

Press Division

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The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, PRESIDENT

III

the same rates as is done at Harvard, Yale, Hopkins and other universities. I believe that this will respond to an often expressed desire on the part of many members of staff and students. It would naturally fall under foreign book trade.

I believe that I can satisfactorily remove most of the objections that might be raised against the transfer, prayed for. If the arrangement could soon be decided upon, I would have several months during which I could induct another into most of the duties that I am now charged with, and I would, at any time, be very glad to lend as much assistance as I can. I beg to say also that I would continue an active interest in

Two important matters: the bibliography and the Hebraica.

I do not believe that there are many men who can work equally well in the several departments of the Press Division. You can undoubtedly secure a man who knows the details of the Printing Department, but would he have a practical knowledge of the needs of bookstore and journal trade? You may get men who know this latter phase of the work, but would they know the needs of the Printing Department? It may be answered that a man knowing the one part of the work, could easily learn the other after he has come here. Has that not been the sad experience of the University during the past four years, greatly to the detriment of the Division?

What I ask for, Mr. President, is the appointment for only one year. If after that period I have not made good my promises, viz.: to reduce the expenses of the printing departments without in the least impairing its usefulness and capacity, and, on the other hand, to increase the business of the bookstore materially and thus also its income, I would not ask for a reappointment.

I have good prospects opening in the East; a position is offering which will not strain my eyesight. I owe it to myself to take advantage of it; and if you should decide adversely, I intend to go East, during the next recess and look the new field over. One thing, I am convinced of, viz: that I cannot continue my present work without running the risk of injuring my eyesight beyond repair.

Respectfully

W. Mun-Allen

Press Division

HAZLITT ALVA CUPPY, Director.

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WILLIAM R. HARPER, PRESIDENT

W. R. Harper - President

Press Division

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The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER
WILLIAM R. HARPER, PRESIDENT

March 7, 1898.

President W. R. Harper,
The University of Chicago.

Dear Sir:-

I send you herewith my resignation to take effect October 1st as therein stated. I resign for reasons well known to you and which need no elaboration here. As I have before stated to you, if I can be of any great service to my successor or to the University I shall be pleased to remain at my desk until May 1st, provided my year be extended to November 1st and my resignation become operative at that date instead of October 1st.

Regarding the difference between us, is it not better that you and I adjust that? In face of all the facts there can be no shadow of doubt that my contention is right, honest and just, and I feel that when you have given the matter your careful consideration we shall no longer differ. I should be sorry to be compelled to take the matter up with any one else, though I should not hesitate to present my case before any tribunal.

Awaiting your early decision in the matter I am

Yours most respectfully,

Hazlitt Alva Cuppy.

Cuppy
Board of Trustees
File

The University of Chicago
WILLIAM R. HARPER, President
CHICAGO, ILL.

Press Division
The University of Chicago
Chicago, Ill.
Communications should be addressed to
The University of Chicago
Chicago, Ill.

March 7, 1898.

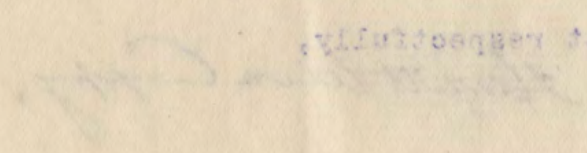
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Press Division
HAZLITT ALVA COPPY, Director.
CORRESPONDENCE should be addressed to
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The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER
WILLIAM R. HARPER, PRESIDENT

Cuppy

March 17, 1898.

W. R. Harper

President W. R. Harper,
The University of Chicago.

Dear Sir:-

You will recall the very unusual proceedings which you permitted in allowing an employee of this office to bring a charge against the Director for misrepresentation in a contract with the Sozodont people.

You will also recall the fact that I virtually admitted the misrepresentation, not because I thought that I had misrepresented anything, but because any other course would have reflected upon the President and the Press Board, as the matter of circulation of the journals had been immediately brought to your attention at the first intimation the Press had that there would be a reduced number issued.

In order to satisfy myself as to just how the party who made this contract with me understood it, I addressed him a letter, copy of which I beg to enclose herewith. Under date of March 15th I received his reply, copy of which I enclose also.

This is certainly sufficient to satisfy you that there has been no misrepresentation regarding this matter on the part of the Director of the University of Chicago Press.

I have expressed myself as to the contemptibleness of pasting on to that contract a rate card which I did not use. However, this is now passe; and I do not believe that the party who took this course has had any occasion to say that he has been treated any differently because of the dishonesty of his action in that case.

Very respectfully yours,

Hazlett Alva Cuppy

The University of Chicago

WILLIAM E. HARRIS, PRESIDENT

Y. Press Division
Chicago Press
The University of Chicago
Chicago Press
The University of Chicago
Chicago Press

March 14, 1893.

President W. E. Harris,
The University of Chicago.

Dear Sir:-

You will recall the very unusual proceedings which you permitted in allowing an employee of this office to bring a charge against the Director for misrepresentation in a contract with the Board of Trustees. You will also recall the fact that I virtually admitted the misrepresentation, not because I thought that I had misrepresented anything, but because any other course would have reflected upon the President and the Board, as the matter of circulation of the Journal had been immediately brought to your attention at the first intimation the Press had that there would be a reduced number issued.

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The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER
WILLIAM R. HARPER, PRESIDENT

March 10, 1898.

Mr. Frederick L. Perine, Adv. Manager,
Hall & Ruckel,
New York City.

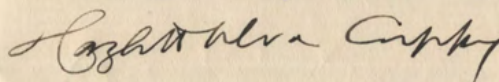
My dear Mr. Perine:-

I had intended writing you many weeks ago regarding your contract with the University of Chicago Press.

There seems to have been a mistake made (whether it was my fault or not I am not able to say) in filling out the contract. The rate card which I gave you and which you probably have on file will show that our statement of circulation for last year included the University Record, an official publication issued practically for the members of the faculty and intimate friends of the university.

The nine journals have a guaranteed circulation of 150,000 copies.

With very kindest remembrances I am
Yours very sincerely,



Director
THE UNIVERSITY OF CHICAGO PRESS.

(COPY)

Division Press
HAROLD ALVA CHAPMAN
CORRESPONDENCE should be addressed to
The University of Chicago Press
Remittances should be made payable to
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The University of Chicago
WILLIAM R. HARTMAN, President

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With very kindest remembrances I am
Yours very sincerely,

Director
THE UNIVERSITY OF CHICAGO PRESS.

(COPY)

New York, March 15, 1898.

Mr. Hazlitt Alva Cuppy,
University of Chicago Press,
Chicago.

My dear Mr. Cuppy:-

I have your courteous favor 10th inst., and beg to assure you the understanding you present is identical with the record here concerning agreement made with the University Press for Sozodont publicity. We are obliged to you for this explanation and the confirmation afforded us of our understanding of the matter.

Yours very sincerely,

Frederick L. Perine,

Manager,

Advertising Department.

(COPY)

New York, March 15, 1898.

Mr. Harriet Alva Guppy,

University of Chicago Press,

Chicago.

My dear Mr. Guppy:-

I have your courteous favor 10th inst., and beg
to assure you the understanding you present is identical
with the record here concerning agreement made with the
University Press for Secondhand publicity. We are obliged
to you for this explanation and the confirmation afforded
us of our understanding of the matter.

Yours very sincerely,

Frederick L. Perkins,

Manager,

Advertising Department.

(copy)

Press Division

HAZLITT ALVA CUPPY, Director.

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The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, PRESIDENT

Cuppy

March 18, 1898.

President W. R. Harper,
The University of Chicago.

Dear Sir:-

I understood from one of your secretaries yesterday that I am expected to remain here until the first of May. If this is your wish, subject to the conditions of my letter of March 7th or pending the adjustment of the differences between us, will you kindly signify the same on the margin of this letter and return it?

You will be interested to know that the receipts for this month are good. Up to date The Biblical World, The School Review and The American Journal of Sociology have run ahead. The American Journal of Sociology now has over nine hundred on the paid list for the first time in its history.

We shall be able to close up a two-hundred-dollar advertising contract if we have the endorsement of the "History for Ready Reference", a book which merits the endorsement of any one, I think.

We have this morning received this proposition: and I should be glad to have your earliest possible decision. The Waukesha Water Company propose to give us \$340.00 worth of water, the same to be paid for in advertising. I have noticed that a certain amount of mineral water is used about the campus. Perhaps some arrangement can be made whereby this water can be bought from the Press and the money credited to the account of the journals. The claim of the Waukesha people is that if we are boiling city water by gas to be used for drinking purposes they can sell us Waukesha water at less expense than that incurred in using gas to boil the water.

I have today some little hope of closing up with the Ivory Soap people, an advertisement that I have been most anxious to get from the beginning. These people are one of the most difficult firms to make a contract with and at the same time one of the best for our purpose because of their influence among other advertisers.

I have thought a great deal about this matter of analyzing Royal Baking Powder by some one in the department of chemistry. It seems to me there could be no objection to this sort of thing, as there is no request on the part of the Royal people that we do anything more than analyze the baking powder. They require no approval: just a plain statement of the analysis. If this can be done I think we can close up that business. It not only means a hundred-dollar contract this year but probably means a renewal of the same as long as the University of Chicago journals are published.

I should be very glad to have you make marginal notes as to your ideas regarding the matters herein referred to.

Very respectfully yours,

Hazlitt Alva Cuppy

151

The University of Chicago
WILLIAM R. HARKINS, President

Press Division
The University of Chicago
Chicago, Ill.

March 18, 1898.

134

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The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, PRESIDENT

Cuppy

March 21, 1898.

President W. R. Harper,
The University of Chicago.

Dear Sir:-

I thank you for your favor of March 19th.

In regard to the matter of vacation, I have your unqualified promise that I am entitled to the vacation given an associate professor,- the same privileges as those extended to Dr. R. F. Harper, Professor Goodspeed, Dr. I. M. Price, and others whom you mentioned.

That I regret to be compelled to appeal to outside help to get justice in my dealings with the University of Chicago I need not tell you. I have put the matter off from day to day hoping you would see that there could be no question as to my claim, which is based upon my agreement with you.

After tomorrow, if I hear nothing further from you, I shall feel free to pursue what seems to be the only alternative left to me to get justice from the University.

In the light of what I have accomplished, in the face of all the difficulties, during these eighteen months, and since I have not at any time even at the holidays asked for a two days' leave of absence, not only does your ruling seem unjust but ungrateful as well.

This affair is no longer a matter of salary only: it is a question of justice; and on that line there is nothing to do but to fight it out.

Yours very respectfully,

Hazlitt Alva Cuppy

(31)

Press Division
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Chicago, Ill.
March 21, 1898.

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Robert C. Ogden

Press Division

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Cuppy

March 26, 1898.

(4)

President W. R. Harper,
The University of Chicago.

Dear Sir:-

Regarding your reply to my communication of March 21st, I beg to say that you cannot by half regret the misunderstanding as much as I do.

Until March 5th, at the time of our interview, I had never known that any one connected with the University of Chicago with any rank whatever was not given the usual vacation of three months out of the twelve or its equivalent. Upon that occasion you only mentioned two exceptions: Dr. T. W. Goodspeed and Major H. A. Rust. I have for eighteen months not only always spoken of my position as entitling me to three months' vacation out of the year, but have mentioned it in my letters to friends at home and abroad.

It seems almost incredible that in all our interviews this matter should not have been referred to by you; and yet I recall only one instance when the subject was mentioned, and that you will remember. It was when you asked me as to what I thought of the future of the Press and I replied that I had large hopes for a great future; that I had hope of spending one of my vacations making a study of the Oxford Press in England and one or two establishments in Paris and at my own expense. You did not correct me, nor give me any reason to suspect that I had erroneous ideas as to vacations; nor did you then or at any time previous to March 5th intimate that among the nearly two hundred men connected with the University of Chicago I was to be one exception in the matter of vacation.

Is there another one of all the heads of the five divisions who is made an exception to the rule?

Is there another director of any department who is made an exception to the rule?

Is there another member of the University Council who is made an exception to the rule?

Are the examiners, the deans, the director of the gymnasium, the associate librarian, the heads of the women's houses, the recorder exceptions to the rule?

It never occurred to me that there was any such exception to the general rule, much less that I should be made an exception, until long after I had had my second misunderstanding with you, in which without any delay you admitted that my contention was right.

I was not mistaken in my contention regarding my being called to the directorship without the immediate oversight of the book-store and the department of purchase and sale; but I yielded to your ruling.

I was not mistaken when I called to your attention that it had been agreed that I was to receive \$2500 for my second year's service.

Press Division
HARVARD UNIVERSITY
Cambridge, Mass.
The University of Chicago Press
The University of Chicago
The University of Chicago

The University of Chicago
The University of Chicago
The University of Chicago

March 26, 1898.

President W. R. Harper,
The University of Chicago.

Dear Sir:-

Regarding your reply to my communication of March 21st, I beg to say that you cannot by half regret the misunderstanding as much as I do.

Until March 25th, at the time of our interview, I had never known that any one connected with the University of Chicago with any rank whatever was not given the usual vacation of three months out of the twelve or its equivalent. Upon that occasion you only mentioned two exceptions: Dr. T. W. Goodspeed and Major H. A. Rust. I have for eighteen months not only always spoken of my position as entitling me to three months' vacation out of the year, but have mentioned it in my letters to friends at home and abroad.

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I was not mistaken in my contention regarding my being called to the directorship without the immediate oversight of the book-store and the department of purchases and sales; but I yielded to your ruling.

I was not mistaken when I called to your attention that it had been agreed that I was to receive \$2500 for my secretary's service.

Press Division

HAZLITT ALVA CUPPY, Director.

CORRESPONDENCE should be addressed to

THE UNIVERSITY OF CHICAGO PRESS

REMITTANCES should be made payable to

THE UNIVERSITY OF CHICAGO

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, PRESIDENT

(President W. R. Harper)

(2)

I am confident that I am not mistaken in my present contention; and in the face of your statement, which has not been questioned, that I was entitled to all "the privileges, honors, etc." that went with "the rank of an associate professor", I do not understand how you can make such a ruling.

It may be shown that I am in error; and if I am I will take my defeat gracefully; but I do not believe any judge, in the light of all the facts, or any jury will say that I am wrong in my contention.

Failing to hear from you I put the matter into the hands of one of the ablest lawyers in Chicago and shall be guided absolutely by his advice.

I am always willing to do, not as much as I agree, but more; and since it would be embarrassing to the Press for me to begin my vacation April first I shall remain until the first of May.

Again receive my assurance that I regret more than you possibly can that you and I could not adjust this matter.

Yours very respectfully,

Hazlett Alva Cuppy,

Press Division
HARVARD LAW SCHOOL
COMMUNICATIONS SECTION
The University of Chicago Press
Harvard Law School is a member of the
The University of Chicago

The University of Chicago
WILLIAM E. HARPER, PRESIDENT
FOUNDED BY JOHN D. ROCKEFELLER

(President W. E. Harper)
(2)

I am confident that I am not mistaken in my present
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Yours very respectfully,
Robert H. Cooley

Press Division

HAZLITT ALVA CUPPY, Director.

CORRESPONDENCE should be addressed to
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REMITTANCES should be made payable to
THE UNIVERSITY OF CHICAGO

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER
WILLIAM R. HARPER, PRESIDENT

Com. on Press Affs
April 2, 1898.

President W. R. Harper,
The University of Chicago.

My dear Sir:-

Under date of March 30th I am advised that my contention, in the absence of a written contract, may not hold, and that I therefore better accept your ruling.

I quote from the opinion given: "Your contention briefly stated is that by your employment as director of the Press you became entitled to a vacation of three months in each year; and you base this contention upon the ground that when Dr. Harper talked with you about your employment there he said that you would be entitled to 'the privileges, honors, etc.' that went with the rank of an associate professor'. By the statutes of the University it is provided in section 13 that among others the director of the University Press shall be appointed by the Board of Trustees. In conformity with this your employment or appointment was in fact by the Board of Trustees of the Chicago University at one of their regular meetings."

It is assumed that "not one of the heads of divisions is granted a three months' vacation on account of being a head of a division, but the right to such a vacation is found in the fact that their primary work is that of an instructor, to which is added as an extra the headship of a division, with some additional compensation for the extra work involved in such headship. In paragraph 20 of the statutes of the University it is provided that 'the instructor takes his vacation', etc. It must be clear that your work is not primarily that of an instructor."

The above statements, taken from a much lengthier opinion, are sufficient to assure me that my contention is not a tenable one. I therefore accept your ruling; and since the time of my going abroad is not under my control (I being but one of a party of seven) I will ask you to release me May first, and will be glad if you will name the date at which my resignation should take effect.

If in the correspondence that has passed between us there has been anything in my letters which did not appear courteous or dignified I am sure you will know that it was not meant to be so. It never occurred to me but that my contention was just, and you can understand this when you realize that I knew of no single exception to the rule until our interview of March 5th; and even now, under the circumstances, since my work is fully as important and since the time has been put in with as strict application as the time of those who teach, I cannot understand it; but I would be untrue to myself did I not accept defeat in the same spirit in which I should accept success.

Yours very respectfully,

Hazlitt Alva Cuppy

The University of Chicago
WILLIAM R. HARPER, President

April 2, 1938

President W. R. Harper,
The University of Chicago.

My dear Sir:-

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it is stated in that by your employment as director of the Press
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year; and you base this contention upon the ground that when
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is granted a three months' vacation on account of being a
head of a division, but the right to such a vacation is found
in the fact that their primary work is that of an instructor,
to which is added as an extra the headship of a division,
with some additional compensation for the extra work in-
volved in such headship. In paragraph 30 of the statutes
of the University it is provided that 'the instructor takes
his vacation', etc. It must be clear that your work is not
primarily that of an instructor."

The above statements, taken from a much lengthier opin-
ion, are sufficient to assure me that my contention is not
a tenable one. I therefore accept your ruling; and since
the time of my going abroad is not under my control (I being
but one of a party of seven) I will ask you to release me
May first, and will be glad if you will name the date at
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the time has been put in with as strict application as the
time of those who teach, I cannot understand it; but I would
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Yours very respectfully,

Press Division

HAZLITT ALVA CUPPY, Director.

CORRESPONDENCE should be addressed to
THE UNIVERSITY OF CHICAGO PRESS

REMITTANCES should be made-payable to
THE UNIVERSITY OF CHICAGO

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER
WILLIAM R. HARPER, PRESIDENT

Copy
File

April 9, 1898.

Dr. T. W. Goodspeed, Secretary,
The University of Chicago.

My dear Sir:-

*Very small
figure.*

In reply to the queries of President Harper handed me yesterday I would call your attention to two or three points. In the Consolidated Publications Financial Statement the University Record does not appear. On the sheet next to the last of the report, under Journals Common Receipts, there is a certain amount apparently set aside to the credit of the University Record. The University Record is not an earning factor and should have no place in the apportionment of Journals Common Receipts. Again, the apportionment of this account, as well as that of the Journals Common Expense, is not in accordance with the circulation of the journals. This apportionment should be equitable and upon the following basis: The Biblical World, 2/5; The School Review, 1/5; The American Journal of Sociology, 1/10; The Botanical Gazette, 2/25; The Astrophysical Journal, 1/15; The Journal of Geology, 4/75; The American Journal of Theology, 4/75; The Journal of Political Economy, 2/75; The American Journal of Semitic Languages and Literatures, 1/50. All general advertising should be pro-rated in accordance with these percentages.

1. Regarding point 1, Receipts for 1897:- Those you have, and I presume they show on the report.

2. Regarding the next point, Astrophysical Money:- That is an account which has not been reported to this office.

3. Regarding point 3: I presume the advertising is all counted in. To show anything different we would have to go through the report and verify a great many figures, which would take more time than we have at our disposal this morning.

4. The subscription lists, with the exception of The Journal of Geology and The American Journal of Theology, are fairly well paid up. They have never been in better condition. We have weeded out a great many worthless accounts and old hangers-on who have not paid and who could not be induced to pay. Of course this is at the expense of the number of subscribers, but it puts the lists in better shape. Receipts from all sources have been running over two thousand dollars a month for the past four months. I do not anticipate that receipts will average much more than a thousand dollars per month between now and the first of July, with the possible exception of a larger amount during the month of June as the result of statements sent out to close up the accounts for the fiscal year.

5. Special efforts out of the ordinary channel to get new subscriptions at this season of the year or between now and October would be a fruitless waste of time and money. Little, therefore, can be expected from new subscriptions. Our season practically closes April first, and does not begin again until the middle of October.

Press Division
University of Chicago
Chicago, Illinois

The University of Chicago
Chicago, Illinois

Handwritten initials or mark.

April 9, 1928

Dr. T. W. Woodhead, Secretary,
The University of Chicago.

My dear Sir:-

In reply to the queries of President Harper handed me yesterday I would call your attention to two or three points in the Consolidated Financial Statement the University Record does not appear. On the sheet next to the last of the report, under Journals Common Receipts, there is a certain amount apparently set aside to the credit of the University Record. The University Record is not an earning factor and should have no place in the apportionment of Journals Common Receipts. Again, the apportionment of this account, as well as that of the Journals Common Expenses, is not in accord with the stipulation of the Journals. This apportionment should be equitable and upon the following basis: The Biblical World, 2/5; The School Review, 1/5; The American Journal of Sociology, 1/10; The Botanical Gazette, 2/25; The Astrophysical Journal, 1/15; The Journal of Geology, 1/15; The American Journal of Theology, 1/15; The Journal of Political Economy, 2/15; The American Journal of Semitic Languages and Literature, 1/10. All general advertising should be prorated in accordance with these percentages.

1. Regarding point 1, Receipts for 1927: - Those you have, and I presume they show on the report.

2. Regarding the next point, Astrophysical Money: - That is an account which has not been reported to this office.

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Press Division

HAZLITT ALVA CUPPY, Director.

CORRESPONDENCE should be addressed to
THE UNIVERSITY OF CHICAGO PRESS

REMITTANCES should be made payable to
THE UNIVERSITY OF CHICAGO

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

WILLIAM R. HARPER, PRESIDENT

(Dr. T. W. Goodspeed)

(2)

6. I have urged from the beginning that every exchange be ordered from the Press as if magazines were ordered from an outside agency, so that charges could be made. Very little if any credit has been given for exchanges. Of course, this is absolutely unjust to the journals.

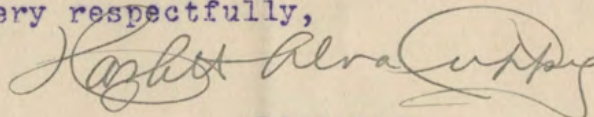
7. My information is that with the exception of books which are received for review by the editors of The American Journal of Theology no credit is given for books as they are delivered to the general library or to the departmental libraries. This is another case of injustice to the journals.

8. This point was answered at the beginning of this communication.

9. I am not able to reply to this point and could not without considerable work. I have, however, in the past few days had a statement made which covers the eighteen months of my services, from which the following data may be interesting: The total receipts during these eighteen months from new subscriptions, renewals and advertising amount in round numbers to thirty thousand dollars. The present list of subscribers is 7621. This would make an average for eighteen months for each subscription of nearly four dollars, which is a high average and appears so because of collections made during the eighteen months for subscriptions due prior to this period. From this same report it is also seen that eighteen months ago we had 5923 subscribers to all the journals, not including Terrestrial Magnetism, which was transferred to the University of Cincinnati during this period. During the eighteen months 3459 new subscriptions have been obtained, or 498 more than half of the total number which we started with and only 351 less than half of the present subscription list. In the same period we lost 1875 subscribers, or a little more than half as many as we have obtained. The receipts from subscriptions during this period were \$23532.54; from advertising, \$6448.98; total for the eighteen months, \$29981.52.

10. Regarding point 10, of course we have no information. Hoping this letter will be of some service to you I am

Yours very respectfully,



Director

THE UNIVERSITY OF CHICAGO PRESS.

(Dr. T. W. Goodspeed)
(2)

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10. Regarding point 10, of course we have no information. Hoping this letter will be of some service to you I am Yours very respectfully,

Director

THE UNIVERSITY OF CHICAGO PRESS.

April 30" 1898

My dear Sir

Your recent favor, in which you defined the limits of my vacation, is not satisfactory. I accept it because I am powerless to do otherwise.

I note the scrupulous care exercised in making this vacation end in the middle of the week "on the supposition that" I "have had no vacation." I may say that on December 24, 1896, I requested your permission to be absent one day during the holidays. During the summer of 1897 I was absent one day with friends. In January of this year, at the time of my brother's failure in business, I was absent two and a half consecutive business days. That which led you to the scrupulous care of figuring out the vacation should also enable you to make due allowance for the amount of extra time I have devoted to my work. But it would be superfluous to go into detail, as the results of the nineteen months could not have been brought about except by the most rigid application and the most careful devotion to the business of the Press Division.

During the nineteen months we have received in cash from advertisements \$7348.27 no receipts from this source appear on the records previous to Nov. 1896, though there had been small amounts received which were credited to book-store merchandise. During the same period we have received from subscribers \$26294.65. During the same period 3576 subscribers have been received, or 269 less than half of the entire list. There has been a greater gain in the subscription list than is apparent from the reports, as the lists eighteen months ago were carrying a great many people who had not paid for a number of years and who had to be discontinued without having their accounts settled. There were also on the lists names of parties who had been dead for months. Individual subscribers owed in certain cases eighteen, twenty-one, twenty-four, twenty-seven, and as high as thirty dollars. The lists have been fairly well cleaned up and the non-paying element eliminated. April is the banner month of the current year, our receipts amounting to \$2661.40. This makes the fifth consecutive month that we have had receipts aggregating over two thousand dollars, the total for the five months being \$11,207.44.

I am glad to note that you invariably speak in high terms of my work. This is very much appreciated, and is in some measure a satisfaction, as it indicates your recognition of something of effort that has been put into the work.

Since we have had three rather serious misunderstandings, in no one of which I have yet been led to believe that my view was a mistaken one, it has occurred to me that there may be a misunderstanding as to the specific causes of my resignation on March 5th. Some of these may be mentioned here:

April 30. 1898

1. Because I was not made Director of the Press, as was understood.
2. Because my salary was not increased at the beginning of the second year (in accordance with our understanding), until after I had made a fight for it.
3. Because the period of my vacation was not in accordance with that of others of the same rank and in accordance with our understanding.
4. Because, by your manner of dealing direct with those under me, you have made it impossible for me to exert authority over those connected with the Press or to enforce proper discipline. Cases in point may be mentioned. Mr. Simpson (purchasing agent) assures me that he had it from you direct that he was responsible only to you. I had it from you direct that he was absolutely responsible to me. Mr. Walter (foreman) has maintained from the start that he was as independent as the Director of the Press and responsible only to you. I had it from you that he was responsible to me although when I have asked certain things to be done he has taken the matter up with you, and you have stood by him rather than by the Director of the Press. In various instances you have turned over to those connected with the Press complaints and suggestions which I have made regarding their work and which were made for the purpose of bettering that particular part of the work. This has naturally created feeling against me on the part of these employees, which I have taken more to allay and which furnishes occasion for your stating that I have trouble with my employees. It could not be otherwise. You will recall the conversation in which I had to inform you that no more complaints would be sent you while I was connected with the Press or while they were handled in the manner in which you had handled them.
5. Because from the beginning I have insisted upon knowing the expenses of this Division, without avail. I have been assured by you from time to time, that all matters charged to the Press would be reported to this office. This has never been done and is not done at the present time. By making out a report in this office, with a great deal of trouble we are able to get it supplemented in the Comptroller's office.
6. Because you have promoted over my protest one who in my judgment is unfit to be connected with the University of Chicago.
7. Because I am forced to certify to printing office payroll when I am morally convinced and absolutely certain in my own mind, that the entries are not honest.
8. Because I am and have been convinced since the end of the first three months that the Press Division was costing more money than it ought to cost; that there is no just and equitable system for making out the bills against the journals or for job-work; that men of insufficient ability are paid the usual wages; that it has been my duty to approve bills for composition in the case of advertisements when the charges cost more than the original composition should have cost, due entirely to the inferior ability of the workmen who did the work.

9. Because there has been charged to the University Record a fee for "special editing" for the services of one who did not "specially edit," and because the same individual was paid from the time of my connection with the Press up to and including the week ending June 25, 1897, ten dollars per week, which is charged to the printing office, without rendering any adequate services in return for the amount paid.
10. Because I do not consider the charge of Dr. Knoll's salary against the Press just, and have protested against the same to you more than once.
11. Because the Press has not been able to get from the Library compensation for the journals furnished in exchange, or compensation for the large amount of work done. A conservative estimate of the postage and labor for a period of twelve months would be five hundred dollars. In this opinion I am confident you will find Dr. Thomas concurring.
12. Because of the evident injustice regarding salaries, which up to this date I have been powerless to remedy. A case in point is the bill-clerk in the printing department, who receives eleven dollars a week, more than the head of the subscription department has been receiving. The case of Mr. Stocks receiving \$65.00 per month in cook and free room rent, while Mr. Ryerson in the book store has received for his services \$65.00 per month until the beginning of December, when he was advanced to \$70.00. His knowledge of books makes him useful to the University. Mr. Stocks goes but little more than two hours a day to the work here, except on Saturdays. The Director has never understood how it was that the foreman could determine the salary of his bill-clerk or of other men in the printing office, while the Director had apparently no authority to do anything more than advise, - and his advice has received very little consideration.

I am very sorry indeed to leave the University feeling as I do toward its President. Whether or not all these misunderstandings and other matters which are to me unjust and from my point of view unfair can be explained by you I do not know. I should be glad to know that I was mistaken. I regret that in my dealings with the President I feel that he has not been truthful to me. I have never said he was dishonest, but I do feel that he is not truthful. This much I have said to two or three of my friends, and in justice to myself I must say it to you. If I am at fault or do you an injustice I shall be the first to apologize and should suffer most for the wrong I had done you. Sincerely and candidly wish me to be frank with you.

Yours

Hughit Alva Cady.

William R. Harper Ph. D. L. L. D.
President the University of Chicago.

Wm. H. H. H.
H. H. H. H.

Com. W. H. H.

Copy

THE AMERICAN JOURNAL OF THEOLOGY
EDITED BY THE DIVINITY FACULTY

THE AMERICAN JOURNAL OF SEMITIC
LANGUAGES AND LITERATURES
EDITED BY THE SEMITIC FACULTY

THE BIBLICAL WORLD
EDITED BY THE BIBLICAL FACULTIES

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

CHICAGO

April 5, 1898.

File

Arnold

My dear Mr. President:-

I beg leave to call your attention to the fact that next Thursday evening, May 12th, with the end of the first term of the Spring Quarter, my year's work comes to an end; and I herewith, respectfully, but most positively decline a reappointment to my present work, and on the basis of my present rank and salary. On next Thursday I shall have been at work twenty-one (21) months since July 1, 1896, i.e. July 1, 1896--June 30, 1897 = 12 months, and August 12th, 1897 (officially; although I returned to my work at least 10 days earlier) until May 12th, 1898 = nine (9) months. These twenty-one (21) months entitle me to the great amount of three months vacations of which I have had six (6) weeks during the first term of the Summer Quarter, 1897.

When I applied to you on March 16, 1897, for the position of Director of the Press, one of the main reasons was that my present work is gradually but surely killing my eyesight; that within two years I would be unable to do any work and then -- of course -- would be thrown away as useless. I believed when I made my application that on the basis of former work in the Press, which at the time even elicited the praise of the president, I would have just ground on which to claim fitness for that place; when I made my application I asked for certain reasons for a speedy answer; I received the answer after wait-
fully
ing six weeks.

I beg to say, in conclusion, that in addition to six weeks vacation credit for this year, the University owes me another three months vacation credit for the year 1895-1896, when, although my work was not half as nerve- and eye-killing, I was still entitled to three months vacation a year.

Yours respectfully, *Wm. M. Arnold*

THE AMERICAN JOURNAL OF THEOLOGY
PUBLISHED BY THE DIVINITY FACULTY
OF THE UNIVERSITY OF CHICAGO
THE AMERICAN JOURNAL OF SEMITIC
LANGUAGES AND LITERATURES
PUBLISHED BY THE SEMITIC FACULTY
OF THE UNIVERSITY OF CHICAGO
THE BIBLICAL WORLD
PUBLISHED BY THE BIBLICAL FACULTY
OF THE UNIVERSITY OF CHICAGO

The University of Chicago
CHICAGO, ILL.

CHICAGO, April 2, 1937.

My dear Mr. Eusebio:-

I am sorry to hear that you are unable to visit Chicago this year. I had hoped to call upon you at the time of the Spring Conference, but your work is so pressing that I am sure you will excuse my not doing so. I have been very busy at work since the last time I saw you, and I have not had time to write you. I have been very busy at work since the last time I saw you, and I have not had time to write you. I have been very busy at work since the last time I saw you, and I have not had time to write you.

Sincerely,
Eusebio

When I applied to you on November 1, 1937, for the position of Director of the Press, one of the main reasons was that my present work is gradually but surely killing me. I have been very busy at work since the last time I saw you, and I have not had time to write you. I have been very busy at work since the last time I saw you, and I have not had time to write you.

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Press

The University of Chicago

Luffy

May

April 30 1898

Dear Sir

I am sorry to have missed
you this afternoon when I called to say
good-bye. I wished to express my
regret that I had ever been connected
with the University of Chicago, as I
should have liked to think of you
as I did previous to my coming
here, and not as I do after
unpleasant service. I sincerely
trust I do you no injustice.

Yours truly

Hazlet Alva Cuffy.

To Resident W. R. Harper.

CHICAGO

Nov 12 / 98

My dear Mr. Flood.

In response to your request, I may say, that the proposed book will be a publication of my lesson outlines, which I use with my classes in English Political and Constitutional History. I have had a number of requests for them and besides my own students here I think we may expect an increasing sale as their students themselves become teachers in time. My classes at present number upwards of 70. In history teaching, the discussion of topics and the arrangement of historic data in groups, representing some logical discussion or progress, is of the utmost pedagogical importance. Such a work will be valuable for its suggestiveness and will enable the teacher independent of the usual textbook. It is my plan to accompany each chapter or lesson with the book references or bibliography needed by the student in preparation. Every other page or leaf will also be blank for notes - either upon additional questions raised before the class by the instructor or gathered from the student's reading.

as to style, size, type, paper &c, I refer to
matter as agreed upon by ourselves tentatively and
leave you to make statement to the
President,

Very truly

Benjamin Terry

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER
WILLIAM R. HARPER, PRESIDENT

The University of Chicago Press

NED ARDEN FLOOD, DIRECTOR

Chicago Ill.

Nov. 15, 1898.

President W. R. Harper,

The University of Chicago.

My Dear Dr. Harper:

Having made your suggestion to Prof. Terry for a detailed statement covering his proposed book, I am in receipt of the enclosed letter in reply, to which I beg to add the following:

A book of the size and character proposed by Prof. Terry, as described to me, would cost in editions, approximately, as follows:

500 copies	-----	\$320.00
1000 "	-----	420.00

From my conversation with Prof. Terry, I judge that the book would sell at retail for \$1.00 or \$1.25 per volume. From what I know of the character of the book and the probabilities of its use, as described by Prof. Terry, together with an estimate of the demand for such a book, I judge that the average sale for the first year at least would not be likely to exceed 100 copies, and I judge it would not in any event go beyond 200.

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER
WILLIAM R. MARSHALL, PRESIDENT

The University of Chicago Press

NEED ARDEN FLOOD, DIRECTOR

Chicago, Ill.

Nov. 2, 1898.

President W. R. Harper,

The University of Chicago,

My Dear Dr. Harper:

Having made your suggestion to Prof. Terry for
a detailed statement covering his proposed book, I am in receipt
of the enclosed letter in reply, to which I beg to add the fol-
lowing:

A book of the size and character proposed by Prof. Terry, as
described to me, would cost in addition, approximately, as fol-
lows:

500 copies	-----	\$380.00
1000 "	-----	\$20.00

From my conversation with Prof. Terry, I judge that the book
would sell at retail for \$1.00 or \$1.25 per volume. From what
I know of the character of the book and the probabilities of its
use, as described by Prof. Terry, together with an estimate of
the demand for such a book, I judge that the average sale for the
first year at least would not be likely to exceed 100 copies, and
I judge it would not in any event go beyond 200.

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REMITTANCES, WITHOUT EXCEPTION, SHOULD BE MADE PAYABLE TO THE UNIVERSITY OF CHICAGO

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER
WILLIAM R. HARPER, PRESIDENT

The University of Chicago Press

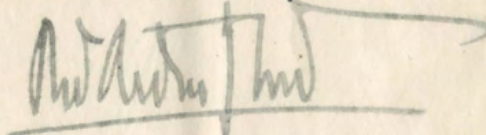
NED ARDEN FLOOD, DIRECTOR

Chicago Ill.

President Harper -2-

With this information I submit the matter to you for your
consideration, and await your further advice.

Faithfully yours,

A handwritten signature in dark ink, appearing to read "Ned Arden Flood", written over a horizontal line.

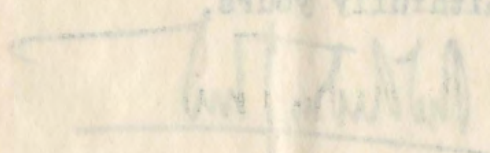
Director.

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ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PERMISSION IN WRITING FROM THE UNIVERSITY OF CHICAGO PRESS.

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FOUNDED BY JOHN DICKSON
WILLIAM R. HARRISON, PRESIDENT
NEED ARDEN FLOOD, DIRECTOR
Chicago, Ill.

President Harper - 3-

With this information I submit the matter to you for your
consideration, and await your further advice.

Respectfully yours,

Director.

Flood

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER
WILLIAM R. HARPER, PRESIDENT

The University of Chicago Press

NED ARDEN FLOOD, DIRECTOR

Chicago Ill.

Nov. 16, 1898.

President W. R. Harper,

The University of Chicago.

My Dear Dr. Harper:

Referring to the matter of reducing the cost of the Biblical World, I beg to advise you as follows:

First. The cuts for illustration for the twelve numbers ending with that for October 1898 cost \$309.10. To eliminate them in the future would cause a saving of approximately this amount, the extra cost of typesetting for matter to take the place of the illustrations being about offset by the reduced cost of the paper which would not need to be of such high finish as that required for the printing of cuts. As to whether the Biblical World could afford to dispense with illustrations and thus diminish its claim to popularity is a question. My opinion is that it would be a hazardous experiment, and that instead of eliminating the illustrations, more should be added to increase the popular quality of the magazine and add to its attractiveness. If they are not to be increased, much could be gained, it seems to me, by paying more attention to illustration, exercising greater skill in the selection of subjects, and adding to their ef-

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The University of Chicago

PAID BY JOHN D. ROCKEFELLER
WILLIAM R. HANCOCK

The University of Chicago Press

RED ARDEN FLOOD DIRECTOR

Chicago, Ill.

Nov. 18, 1892.

President W. R. Harper

My Dear Dr. Harper: Referring to the matter of reducing the cost of the Biblical World, I beg to advise you as follows: The cost for illustration for the twelve numbers ending with that for October 1892 cost \$308.10. To eliminate them in the future would cause a saving of approximately this amount, the extra cost of typesetting for matter to take the place of the illustrations being about offset by the reduced cost of the paper which would not need to be of such high finish as that required for the printing of cuts. As to whether the Biblical World could afford to dispense with illustrations and thus diminish its claim to popularity is a question. My opinion is that it would be a hazardous experiment, and that instead of eliminating the illustrations, more should be added to increase the popular quality of the magazine and add to its attractiveness. If they are not to be increased, much could be gained, it seems to me, by paying more attention to illustration, exercising greater skill in the selection of subjects, and adding to their ef-

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WILLIAM R. HARPER, PRESIDENT

The University of Chicago Press

NED ARDEN FLOOD, DIRECTOR

Chicago Ill.

President Harper -2-

fectiveness by having them appear in a less detached way, with greater continuity to the end that they might better illustrate the subject matter. The selection of illustrations for a magazine requires the editorial and artistic instinct quite as much as the selection of articles. It is not to be forgotten that from the popular standpoint, it is often necessary to select the illustrations first and the article afterwards rather than to make the illustrative matter merely incidental and secondary to the reading matter. To cut down the illustrations, or eliminate them entirely would be, in my judgment, to save at the expense of the popularity and possibly the circulation of the Journal itself.

Second. There are now being printed 5,000 copies of the Biblical World each month. The total mailing list at present requires about 2,500 copies. I believe for the sake of a saving it is worth while to cut down the edition by at least 500 copies. The regular edition would then be 4,500 copies, which after deducting 2,500 for the regular mailing list, would leave 2,000 copies for "samples" and future use, in my judgment a sufficient quantity at least for the present, and in view of the saving it is desired to make. A reduction of 500 copies

The University of Chicago Press
The University of Chicago Press
The University of Chicago Press

President Harper--2-

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WILLIAM R. HARPER, PRESIDENT

The University of Chicago Press

NED ARDEN FLOOD, DIRECTOR

Chicago Ill.

President Harper -3-

in the edition, would mean a monthly saving of \$23.39 on the basis of the present cost, or \$280.68 for the year.

Third. The normal, and I judge the standard size of the Biblical World is 80 pages, or five 16 page signatures. During the year ending November 1898 there were only six numbers printed of the standard size. Of the remaining six, four numbers each contained one extra signature of 16 pages; one number contained 20 pages extra, and the other contained 24 pages extra. Again, two numbers published during the year contained 4 pages each of extra matter, consisting of an "index by numbers." This practice is unusual and since the General Index is a regularly and necessary feature, it having appeared in the same numbers as the "index by numbers," the latter is not held to be essential. Thus has the normal size of the magazine been increased during eight of the last twelve months.

If the magazine were confined to 80 pages, the standard size, during the next twelve months, a saving would be rendered on an edition of 4,500 copies of \$324.00 over the cost of the last twelve numbers, and this from my remote viewpoint seems not only possible but desirable.

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University of Chicago

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WILLIAM R. HANCOCK, PRESIDENT

University of Chicago Press

HED ARDEN FLOOD, DIRECTOR

Chicago, Ill.

President's Report - 3-

in the edition, would mean a monthly saving of \$23.32 on the basis of the present cost, or \$280.68 for the year.

Third. The normal, and I judge the standard size of the Editorial World is 80 pages, or five 16 page signatures. During the year ending November 1938 there were only six numbers printed of the standard size. Of the remaining six, four numbers each contained one extra signature of 16 pages; one number contained 20 pages extra, and the other contained 24 pages extra. Again, two numbers published during the year contained 4 pages each of extra matter, consisting of an "index by numbers." This practice is unusual and since the General Index is a regularly and necessary feature, it having appeared in the same numbers as the "index by numbers," the latter is not held to be essential. Thus has the normal size of the magazine been increased during eight of the last twelve months.

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The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER
WILLIAM R. HARPER, PRESIDENT

The University of Chicago Press

NED ARDEN FLOOD, DIRECTOR

Chicago Ill.

President Harper -4-

Fourth. The present practice of "inserting" a frontispiece.

printed on a special coated paper, better than that used for the letter press, is expensive, and it seems to me needlessly so. Few magazines follow this plan which requires the printing of an extra small form on more costly paper, and an additional charge for binding the single leaf. It would be preferable to devote the first two pages of the first signature to the frontispiece and its blank back and let it be regularly printed in the first form with the type on the same paper as used for the other cuts. This would mean the cutting down of two pages elsewhere, which could easily be done, and the elimination of extra cost in paper, printing, and binding. The last twelve numbers of the magazine each contained an inserted frontispiece leaf of the sort described. To make the change as suggested, would save \$5.00 per month, and \$60.00 per year over the charges of the last twelve months.

Fifth. To summarize the foregoing, the following annual reduction in expense is possible over the cost of the magazine for the year ending November 1898.

The University of Chicago Press
NEED ARDEN FLOOD, DIRECTOR
The University of Chicago Press
CHICAGO, ILL.
CHICAGO, ILL.

President Harper - 4-

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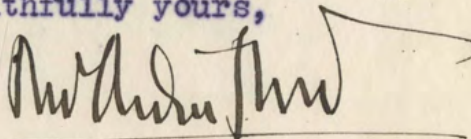
President Harper -5-

By elimination of cuts	-----	\$309.10
By confining size to the standard of 80 pp. and killing the "Index by Numbers."	-----	324.00
By reduction of 500 copies in printed edition.		280.68
By killing the inserted frontispiece leaf and making same part of first form	-----	60.00
Total	-----	\$973.78
Less the first item of cuts not recommended		309.10
Total net saving	-----	\$664.68

For the twelve months ending with the November number, the cost of manufacturing the Biblical World was \$5407.47. To work the economies suggested in the sum of \$664.68 (not including elimination of cuts) would, therefore, render a saving in round numbers of 12% on the year's cost of manufacture, which I am free to recommend from my viewpoint. This is as near as it seems possible to come to a saving of 20%, that which you desire.

I am fully persuaded that the modifications suggested by way of retrenchment can all be made, except in the matter of illustrations, without affecting the popularity, or practical value to subscribers, or the attractiveness of the magazine.

Faithfully yours,



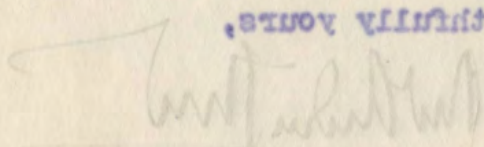
Director.

The University of Chicago Press
WILLIAM R. HARRISON, PRESIDENT
ROBERT W. JOHN, VICE-PRESIDENT
The University of Chicago Press
NEED ARDEN FLOOD, DIRECTOR
Chicago, Ill.

President Harper -5-

By elimination of cuts	
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Numbers."	
By reduction of 500 copies in printed edition.	
By killing the inserted frontispiece leaf	
and making same part of first form	
Total	
Less the first item of cuts not recommended	
Total net saving	
\$303.10	
324.00	
280.68	
60.00	
\$373.78	
303.10	
\$68.68	

For the twelve months ending with the November number, the cost of manufacturing the Biblical World was \$2407.47. To work the economies suggested in the sum of \$684.68 (not including elimination of cuts) would, therefore, render a saving in round numbers of 12% on the year's cost of manufacture, which I am free to recommend from my viewpoint. This is as near as it seems possible to come to a saving of 20%, that which you desire. I am fully persuaded that the modifications suggested by way of retrenchment can all be made, except in the matter of illustrations, without affecting the popularity, or practical value to subscribers, or the attractiveness of the magazine.

Faithfully yours,

Director.

Flood

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER
WILLIAM R. HARPER, PRESIDENT

The University of Chicago Press

NED ARDEN FLOOD, DIRECTOR

Chicago Ill.

File

Dec. 16, 1898.

President W. R. Harper,

The University of Chicago.

My Dear Dr. Harper:

Herewith I send you the Journal reports as requested. Following our conversation to-day I beg to submit the following points for your convenience:

First: The Publishing Charges include the following:

(a) All expenses incurred in marketing the Journals and promoting their circulation and advertising patronage. Where expense is incurred by a single Journal (stationery, for instance) it is charged directly to that Journal; where expense is incurred by one Journal in common with others (such as circularizing or advertising) the same is divided pro rata according to circulation.

(b) General and Special Salaries of persons concerned with this work. These are charged according to the following basis: - 8% to the Record and 5% to the Register of the whole amount set off against the Journals. The balance, 87%, being divided among the Journals according to circulation, which is at the following ratio:

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The University of Chicago Press

WED ARDEN FLOOD, DIRECTOR

Chicago, Ill.

Dec. 18, 1898.

President W. B. Harper,

The University of Chicago.

My Dear Dr. Harper:

Herewith I send you the Journal reports as re-

quested. Following our conversation to-day I beg to submit the

following points for your convenience:

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WILLIAM R. HARPER, PRESIDENT

The University of Chicago Press

NED ARDEN FLOOD, DIRECTOR

Chicago Ill.

President Harper -2-

		%
Biblical World		36
School Review		25
Botanical Gazette		8
Geology		6
Political Economy		3
Sociology		10
Theology		4
Astrophysics		7
Semitics		1

Second: Bills are to be rendered monthly for the complete cost of each issue of each Journal. These bills are to include absolutely all charges to be made against the Journals at time of each bill. Bills for printing and manufacturing, contributions and reprints are to be approved by the editor of each Journal, and all bills for publishing each Journal are to be approved by the President.

Third: Accompanying the bills will be sent, on or about the 15th of each month, a report similar to those dated Nov. 30, 1898, and including all charges.

Fourth: The present practice is to enter all charges for reprints and contributions in the same account, the idea being that in most cases reprints are given contributors in lieu of money. This seems desirable. In the circumstances the expense for

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 530 N. Dearborn Street
 Chicago, Ill.

President Harper - 2-

30		Biblical World
25		Social Review
8		Botanical Gazette
6		Geology
3		Political Economy
10		Sociology
4		Theology
7		Anthropology
1		Semitics

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Chicago Ill.

President Harper -3-

reprints is not legitimately to be entered in the charge for cost of printing and manufacture.

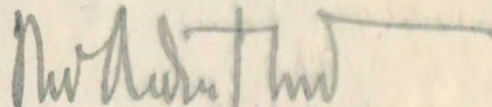
Fifth: To prevent any possible misunderstanding it is suggested that a part of the appropriation for each Journal be set aside and designated "Appropriation for contributions," and that all charges for contributions and reprints be set off against this appropriation.

Sixth: It is understood that the editor in each case will be held accountable for the contribution appropriation to the end that the expenditures for reprints and contributions may not exceed the appropriation.

Seventh: It is understood that the Director of The Press will be held accountable for the balance of the appropriation in ^{the} case of each Journal, and that he will be empowered to so arrange that the appropriation (except that for contributions) is not exceeded.

These are the main points which it seems proper to emphasize in connection with these reports.

Faithfully yours,



Director.

The University of Chicago Press
NEED ARDEN FLOOD, DIRECTOR
The University of Chicago Press
CHICAGO, ILL.

President Harper - 8-

reprints is not justifiably to be entered in the charge for cost of printing and manufacture.

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