

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

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ROBERTS BROWN OROLOGER
WILLIAM B. HARRINGTON

The University of Chicago Press

RED ARDEN FLOOR DIRECTOR

Chicago Ill.

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WILLIAM R. HARPER, PRESIDENT

The University of Chicago Press

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Chicago Ill.

President Harper -2-

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 effectiveness 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

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Chicago, Ill.

President Harper - 2-

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WILLIAM R. HARPER, PRESIDENT

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NED ARDEN FLOOD, DIRECTOR

Chicago Ill.

President Harper -3-

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 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 regular and necessary feature, it having

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Chicago, Ill.
NEED ARDEN FLOOD DIRECTOR
WILLIAM L. JAMES PRESIDENT
FORD W. L. JAMES PRESIDENT

President Harper - 3-

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The regular edition would then be 4,500 copies, which after
deducting 8,500 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
in the edition, would mean a monthly saving of \$23.33 on the
basis of the present cost, or \$280.66 for the year.
Third. The normal, and I judge the standard size of the Rip-
pistol World, is 30 pages, or five, 16 page signatures. Dur-
ing the year ending November 1898 there were only six numbers
printed of the standard size. Of the remaining six, four
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number contained 20 pages extra, and the other contained 24
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President Harper -4-

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.

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

-4- President Harding

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NED ARDEN FLOOD, DIRECTOR

Chicago Ill.

President Harper -5-

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, or \$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.

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

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 UNIVERSITY OF CHICAGO
 545 EAST DUBLIN STREET
 CHICAGO, ILL.

President Harper - 5-

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WILLIAM R. HARPER, PRESIDENT

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NED ARDEN FLOOD, DIRECTOR

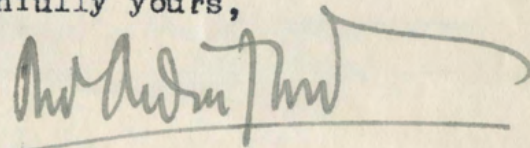
Chicago Ill.

President Harper -6-

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 the illustrations, without affecting the popularity, or practical value to subscribers, or the attractiveness of the magazine.

Faithfully yours,



Director.

The University of Chicago

FOUNDED BY JOHN ROCKEFELLER
WILLIAM R. FURCHGROF, PRESIDENT

The University of Chicago Press

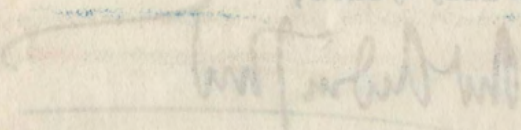
NEED ARDEN FLOOD, DIRECTOR

Chicago, Ill.

President Harper - 8-

cost of manufacturing The Biblical World was \$2407.47. To work
the economies suggested in the sum of \$2407.47 (not including elim-
ination of cuts) would, therefore, render a saving in round num-
bers of 13% on the year's cost of manufacture, which I am free to
recommend from my viewpoint. This is as near as it seems pos-
sible to come to a saving of 30%, 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 the il-
lustrations, without affecting the popularity, or practical value
to subscribers, or the attractiveness of the magazine.

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.

to ans

April 15th, 1899.

President William R. Harper,

The University of Chicago,

My Dear Dr. Harper:-

From your letter of this date questioning our bid for the production of editions of the Report of the Educational Commission, I judge there must be some misapprehension as to the basis of the estimate.

I was not informed that the type was standing and that it would be available for our use. Our estimate was therefore made to include the entire resetting of the type. If the type or plates are available and an estimate is desired simply for paper, presswork and binding our estimate will be materially reduced.

Of course if neither type or plates are available, and we must reset the type, the fact that the copy is reprint instead of manuscript will not help us. In this case we should pay precisely the same for composition, the compositor alone gaining a small advantage on his own account by the "good copy".

If, after all, we have estimated on the correct basis by including composition for the entire book, imposition,

The University of Chicago

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WILLIAM H. HARRIS, PRESIDENT

The University of Chicago Press

WED ARDEN FLOOD, DIRECTOR

Chicago, Ill.

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Chicago Ill.

Dr. Harper-2-

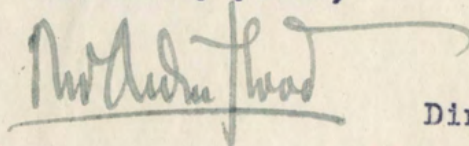
paper, presswork and binding, and our bid is still considered high I can only offer a suggestion. It is that our bid be compared with the prices charged for the production of the first edition whatever they were, and which I presume you can easily obtain.

I do not know the number printed of the first edition but if it was the same or nearly the same as any one of the three editions upon which we have estimated it would afford a basis for comparison. The first edition was well made and the work appears to be of high character and I feel confident our estimate for the same grade and amount of work would not suffer by comparison.

I need not assure you in the present case that this matter has had most careful and painstaking attention, our estimate being based on the present inflexible rule of the Press with relation to the making of prices.

Awaiting your further pleasure, I am

Faithfully yours,



Director.

University of Chicago Press
FOUNDED BY JOHN D. ROCKEFELLER
WILLIAM R. HARTMAN, PRESIDENT
HED ARDEN FLOOD, DIRECTOR
Chicago, Ill.

Dr. Harper-2-

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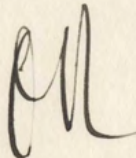
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The University of Chicago Press

NED ARDEN FLOOD, DIRECTOR

Chicago Ill.



May 4, 1899.

President W. R. Harper,

The University of Chicago.

My Dear Dr. Harper:

In a conference this day with Miss Chamberlin I have learned that an itemized bill rendered by us a few days ago for the account of The American Institute of Sacred Literature does not contain a credit of \$209.90, which amount Miss Chamberlin tells me was paid in the month of January last.

Upon investigation I find that this amount was paid directly to the Comptroller's office. No return up to this time has been made to the office of The Press, and for this reason we could not credit the account on the books of The Press. It is clear that unless money is paid directly to The Press, or unless a return is made by the Comptroller's office to the office of The Press for money received by the Comptroller's office, acting as agent for The Press, we cannot give proper credits or have our books in the condition desired from the standpoint of good business.

I invite your attention to this matter at the risk of troubling you unnecessarily with a question of detail for the reason that you have already had the matter before you and it has

The University of Chicago

FORWARDED BY JOHN B. ROBERTS
WILLIAM R. HARTSHORN, DIRECTOR

The University of Chicago Press

RED ARDEN FLOOR, DIRECTOR

Chicago, Ill.

May 4, 1908.

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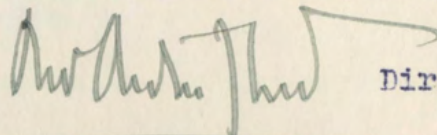
Dr. Harper -2-

been given your attention. I desire you to know, therefore, the status of this case which is due to a policy which I judge it will be desirable to change.

Permit me to suggest in this connection that it would seem desirable to adopt some course to prevent a repetition of this difficulty. It has occurred to me that it might be well to institute the practice in the Comptroller's office of reporting to The Press all payments made directly to The Comptroller for The Press. Such reports should, of course, be made daily, and I judge they are not of sufficient number to involve any considerable amount of additional labor. If it is not desirable to adopt this policy, it may be thought wise to have all payments due The Press made directly through the office of The Press through which channel they would ultimately reach the Comptroller's office.

I judge it is exceptional when anything like the case first above cited occurs, but it is embarrassing to all concerned to be confronted with such a case, and I judge it is desirable to have the matter adjusted to our common satisfaction. I need not say that I shall be glad to follow whatever direction you may have to give concerning the matter.

Faithfully yours,



Director.

University of Chicago Press
NED ARDEN FLOOD-DIRECTOR
WILLIAM R. HARRIS-PRESIDENT
FORWARDED BY JOHN D. ROBERTS
University of Chicago
Chicago, Ill.

Dr. Harper - 8-

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Director.

Flood

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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.

May 8, 1899.

President W. R. Harper,

The University of Chicago.

My Dear Dr. Harper:

Agreeably to your request I beg to submit herewith a statement of the cost of manufacturing and publishing The Journal of Political Economy for the year ending July 1, 1898 and for the current year to date, during which three of the four numbers have been published, this statement being based on the reports for this Journal for the year ending June 30, '98 and that for the nine months ending March 31, 1899, both of which have been previously submitted for your consideration.

The total cost of manufacturing and publishing the four numbers issued during the year ending June 30, '98, was \$1792.53, making an average cost of \$448.13 per number.

The total cost of manufacturing and publishing the three numbers of the present year to date was \$1286.53, making an average cost of \$428.40 per number.

There have been some slight variations in the cost of publishing and manufacturing, but they are owing to the changed conditions and the variable character and amount of the work.

Chicago Jr.
The University of Chicago Press
WILLIAM R. HARPER, PRESIDENT
HED ARDEN FLOOD, DIRECTOR
The University of Chicago

May 8, 1898.

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The total cost of manufacturing and publishing the four numbers issued during the year ending June 30, '98, was \$1792.23, making an average cost of \$448.13 per number.

The total cost of manufacturing and publishing the three numbers of the present year to date was \$1286.55, making an average cost of \$428.85 per number.

There have been some slight variations in the cost of publishing and manufacturing, but they are owing to the changed conditions and the variable character and amount of the work.

The University of Chicago

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WILLIAM R. HARPER, PRESIDENT

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NED ARDEN FLOOD, DIRECTOR

Chicago Ill.

President Harper -2-

It will be observed that whereas the cost of the average number for last year was \$448.13, it is this year, \$428.40, or \$19.73 less per number than during ~~the~~ last year.

The records of this office show that between July 1, '98 and April 1, '99, representing the first nine months of the present fiscal year, there has been paid out the sum of \$505.75 for contributions and \$11.43 for reprints, making a total of \$517.18 for contributions and reprints for this Journal during the present fiscal year. The amount paid for contributions during the twelve months of the year ending June 30, 1898, or the last fiscal year, was \$244.50, which it is to be noted has already been exceeded in the last nine months by the difference between \$505.75 and \$244.50 or \$261.25

In conclusion I beg to advise that the total cost of manufacturing, publishing, contributions and reprints for this Journal for the nine months ending March 31, ^{1899,} is represented in the following statement:

Print. Mfg. Pub.	-----	\$1286.53
Contributions	-----	505.75
Reprints	-----	<u>11.43</u>
Total	-----	\$1803.71

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The University of Chicago

President Harper - 8-

It will be observed that whereas the cost of the average number for last year was \$443.12, it is this year, \$428.40, or \$14.72 less per number than during the last year.

The records of this office show that between July 1, '92 and April 1, '93, representing the first nine months of the present fiscal year, there has been paid out the sum of \$505.75 for contributions and \$11.43 for reprints, making a total of \$517.18 for contributions and reprints for this Journal during the present fiscal year. The amount paid for contributions during the twelve months of the year ending June 30, 1893, or the last fiscal year, was \$344.50, which it is to be noted has already been exceeded in the last nine months by the difference between \$505.75 and \$344.50 or \$161.25.

In conclusion I beg to advise that the total cost of manufacturing, publishing, contributions and reprints for this Journal for the nine months ending March 31, is represented in

the following statement:

Print. Mfg. Exp.	\$188.55
Contributions	505.75
Reprints	11.43
Total	\$695.73

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WILLIAM R. HARPER, PRESIDENT

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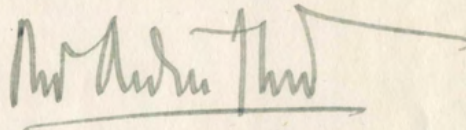
NED ARDEN FLOOD, DIRECTOR

Chicago Ill.

President Harper -3-

Since the appropriation for the year is \$2,000. it will be seen that there is now remaining the sum of \$196.29, which, if the previous standard of this Journal is maintained, will not be sufficient to cover the expenses to the ^{end of the} present fiscal year, concerning which the editors of the Journal have been duly advised by The Director in accordance with the rule having application to such cases.

Faithfully yours,



Director.

The University of Chicago

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

The University of Chicago Press

NED ARDEN FLOOD, DIRECTOR

Chicago, Ill.

President Harper - 3-

Since the appropriation for the year is \$2,000. It will
be seen that there is now remaining the sum of \$196.82, which,
at the previous standard of this Journal is maintained, will
not be sufficient to cover the expenses to the present fiscal
year, considering which the editors of the Journal have been duly
advised by The Director in accordance with the rule having ap-
plication to such cases.

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.

(34)

May 17, 1899.

President W. R. Harper,

The University of Chicago.

My Dear Dr. Harper:

In response to your suggestion I write you concerning the matter of advertising the Summer Quarter of the University within the limits of an appropriation of four or five hundred dollars.

We are much too late to secure the insertion of any sort of an advertisement in the forthcoming June numbers of any of the monthly magazines of any importance. I assume that it would be of no use to advertise in the July numbers since their appearance would be almost simultaneous with the opening of the Summer Quarter.

It is much of a question in my mind as to the value of advertising the Summer Quarter in any periodicals, even weeklies, at this late day. My honest judgment is that it would not be productive of much result, and I fear it would not pay from the viewpoint at least of a business proposition. I am quite sure the amount of money that would be necessary to make anything of an impression in an advertising way at this late day

University of Chicago

WILLIAM R. HARRISON
PRESIDENT

University of Chicago Press

NEED ARDEN FLOOD-DIRECTOR

Chicago Ill.

44

May IV, 1899.

President W. R. Harper,

The University of Chicago.

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In response to your suggestion I write you
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We are much too late to secure the insertion of any sort
of an advertisement in the forthcoming June numbers of any of
the monthly magazines of any importance. I assume that it
would be of no use to advertise in the July numbers since their
appearance would be almost simultaneous with the opening of the
Summer Quarter.

It is much of a question in my mind as to the value of
advertising the Summer Quarter in any periodicals, even week-
lies, at this late day. My honest judgment is that it would
not be productive of much result, and I fear it would not pay
from the viewpoint at least of a business proposition. I am
quite sure the amount of money that would be necessary to make
anything of an impression in an advertising way at this late day

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-

could be spent to much better advantage by bringing influences to bear directly upon teachers and others interested in the Summer Quarter who might be approached directly through circulars or letters.

If, however, it is desired to use a small appropriation for advertising in the Summer Quarter, it will necessarily have to be done among a restricted list of publications which are issued weekly. An inch advertisement could be inserted four times in each of the following publications for less than one hundred dollars:

The Outlook,	New York.
The Independent	" "
The School Journal	" "
The Interior	Chicago
Baptist Union	"
The Standard	"
The Advance	"
N. W. Christian Advocate	"
Baptist Outlook	Indianapolis

Most if not all the school publications east, west and south and especially in the west and south are issued monthly, for which we are now too late. The foregoing list represents, in my judgment, the best weeklies available for our purpose, but I am not sure that it would be worth our while to insert an advertisement for more than three weeks or three times in each one

The University of Chicago Press
FORMED BY JOHN B. JOHNSON
WILLIAM R. HARRIS, PRESIDENT
NEED ARDEN FLOOD, DIRECTOR
The University of Chicago Press
Chicago, Ill.

President Harper - 2-

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"	The School Journal
Chicago	The Interior
"	Baptist Union
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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 -3-

of the foregoing list for the reason that a three time insertion would appear the last week in May, the week following divided between May and June, and the second week in June. A four time insertion would run into the third week of June. My suggestion of this list is only tentative and is made under stress, thinking possibly it may be your wish from the standpoint more particularly of general policy to do some advertising. As I have before said, I am of the opinion that the results to be obtained from advertising of any sort at this time for the Summer Quarter are entirely problematical and likely to be without avail.

We have already arranged that the June numbers of the University Journals shall contain well displayed announcements of the Summer Quarter, this being possible by reason of the fact that our Journals are issued later than most others.

In this connection permit me to suggest that if it is desired to do any advertising for the Academic year beginning in October, it should be undertaken at once in order that the issues of the monthly magazines and other periodicals to be used may contain our advertisements as early as the July numbers. I

University of Chicago Press
FOUNDED BY JOHN D. ROCKEFELLER
WILLIAM R. HARRIS, PRESIDENT
NEED ARDEN FLOOD, DIRECTOR
Chicago, Ill.

President Harper -3-

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ADDRESS ALL COMMUNICATIONS TO THE UNIVERSITY OF CHICAGO PRESS
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

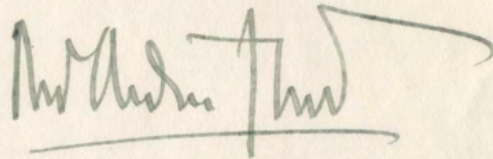
NED ARDEN FLOOD, DIRECTOR

Chicago Ill.

President Harper -4-

commend this matter to your early consideration, if indeed it
is your plan to advertise the Academic year which begins with
the Autumn Quarter.

Faithfully yours,

A handwritten signature in dark ink, appearing to read "Ned Arden Flood", with a long horizontal flourish extending to the right.

Director.

The University of Chicago

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

The University of Chicago Press

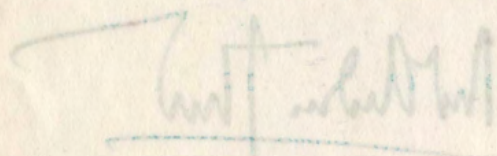
NEED ARDEN FLOOD, DIRECTOR

Chicago, Ill.

President Harper -4-

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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.

AM

Oct. 3, 1899.

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

My Dear Dr. Harper:

Herewith I am pleased to hand you my
Annual Report of the work of the Press Division for the
year ending June 30, 1899.

I confess I am almost appalled by the length of
the document which is accounted for by my effort to meet
your expressed wish for a detailed and exhaustive report.
I shall indulge the hope that it may meet with your approval.

Faithfully yours,

Ned Arden Flood

Director.

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER
WILLIAM RICHARDS, PRESIDENT

The University of Chicago Press

NED ARDEN FLOOD, DIRECTOR

Chicago Ill

Oct. 8, 1892.

President W. R. Harper,

The University of Chicago.

My Dear Dr. Harper:

Herewith I am pleased to hand you my

Annual Report of the work of the Press Division for the

year ending June 30, 1892.

I confess I am almost appalled by the length of

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I shall indulge the hope that it may meet with your approval.

Respectfully yours,



Director.

ADDRESS ALL COMMUNICATIONS TO THE UNIVERSITY OF CHICAGO PRESS
REMITTANCES, WITHOUT EXCEPTION, SHOULD BE MADE PAYABLE TO THE UNIVERSITY OF CHICAGO

*Will you please
read & endorse
this letter*

Flood

W

The University of Chicago

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

The University of Chicago Press

NED ARDEN FLOOD, DIRECTOR

Chicago Ill.

Meadville, Pa., November 17, 1899.

President William R. Harper,

The University of Chicago,

Chicago, Ill.

My Dear Dr. Harper:-

Replying to your letter of the 13th inst.
respecting the charging of all items of expense in the case of
each of the Journals, permit me to say that our system is now so
arranged and carried out as that a full and complete return for
all expenditures is made to the Press monthly in the case of
each Journal.

Before the present system was put into effect there
was no process by which the Press was advised of all expenditures
until the end of the year. As the matter now stands the books
of the Comptroller and the Press as they relate to Journal ex-
penditure are checked up together each month and if the Comp-
troller has paid out anything on Journal account and salaries
or otherwise which has not gone through the Press office, we are
at that time advised and an entry made of all such expenditures.
By this it will be seen that unless new charges against the
Journals are determined or made retro-active, we shall each month

The University of Chicago Press
FOUNDED BY JOHN DROGHTEN
WILLIAM R. HARPER, PRESIDENT
HED ARDEN FLOOD, DIRECTOR
Chicago, Ill.

Headville, Pa., November 14, 1888.

President William R. Harper,

The University of Chicago,

Chicago, Ill.

My Dear Dr. Harper:-

Replying to your letter of the 12th inst.

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each of the Journals, permit me to say that our system is now so
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all expenditures is made to the Press monthly in the case of
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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.

Dr. Harper-2

be able to tell definitely just where we stand. Of course our present system presupposes the accurate keeping of accounts which I have no doubt will be done.

Respecting the charges for contributions, if you will examine the Journal reports sent you monthly during the past year, you will find the charges to contributions periodically entered therein and that custom is still in vogue. In this matter we still employ the rule laid down by you a year ago by which all vouchers for contributions must pass through the hands of the Press on their way to the Comptroller, at which time they are entered in our books. Of course if any editor delays to report his contribution account it is a matter for which neither the Press nor the Comptroller can be accountable, but I judge there is little embarrassment to be expected from this source since editors commonly desire to pay contributors promptly. By reference to the reports you will find a separate charge entered in each case for contributions where there has been such charges to enter.

Aside from the detailed side of this case I may say to you what is my conviction, that this whole matter of charges for expenditures on the Journal account is now in hand as it never

The University of Chicago Press
NEED ARDEN FLOOD-DIRECTOR
The University of Chicago Press
WILLIAM R. HARRIS-PRESIDENT
FOUNDED BY JOHN D. ROCKEFELLER
The University of Chicago

Mr. Harper-S

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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

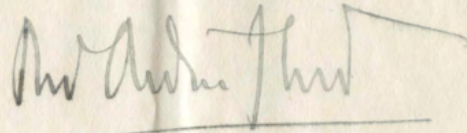
Chicago Ill.

Dr. Harper-3

has been before and it would seem from our present system that
nothing can well escape us.

I trust that this information will be all that you
desire and beg to remain,

Faithfully yours,



(Dictated)

REMARKS: WITHOUT EXCEPTION, SHOULD BE MADE AVAILABLE TO THE UNIVERSITY OF CHICAGO
ADDRESS ALL COMMUNICATIONS TO THE UNIVERSITY OF CHICAGO PRESS

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

Dr. Harper-3

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Faithfully yours,

W. R. Harrison

(Dictated)

Book

W **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. 23, 1899.

President W. R. Harper,

The University of Chicago.

Dear Dr. Harper:

Returning herewith correspondence and bill for the manufacture of "Semitic Languages and Literatures" for October, you will permit me to say that the bill for the manufacture of the October number of this Journal is not an excessive bill. The cost of the composition (\$205.49) is a little larger than the average, but this is due to the fact that for several months past type which had been used in this Journal had not been distributed, and the distribution was during the period this Journal was being manufactured and was charged to it.

That you may have a thorough understanding of the situation permit me to say that the system on which the books of The Press are kept, and the work in the Printing Office is carried on, will not permit an excessive charge on any particular job of work that is turned out by The Press. A daily report is made by every person employed in the Printing Office, and the exact minutes employed on any particular job are charged

University of Chicago Press
The University of Chicago Press
Chicago, Ill.
WED ARDEN FLOOD DIRECTOR
WILLIAM R. HARRIS PRESIDENT
JAMES W. HARRIS SECRETARY

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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 -2-

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If, for any reason, in the case of a Journal, the type set, for which a charge is made to-day or this week, is not used in the Journal for which it was set, the cost for doing the work must of necessity be charged to that Journal or that particular number of the Journal for which it was intended. It would be, of course, possible to keep an account and make a charge against each article, or against each department, but the system prevails of charging in the case of the Journals of all work to the Journal for which the work was done, even though it is not used in that particular num-

The University of Chicago

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

The University of Chicago Press

NED ARDEN FLOOD, DIRECTOR

Chicago, Ill.

President Harper - 2-

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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-3-

ber.

I think you will agree with me that this is the proper way to make the charge. It is the system that prevailed when I became connected with The Press, and is quite the proper one.

It would be manifestly unfair to The Press, and by that I mean the University, to simply charge to any particular Journal the cost of setting the type that actually appeared in the Journal, provided any number of pages had been set and was not used. Let me say to you that several times since I have been connected with The Press, both in the case of the Biblical World and the School Review, numerous articles have been set for a particular number of the Journals and they have been thrown aside and other matter set to take their places, and the articles originally intended have not been used for months. In one instance the article was killed. In another instance the Journal was partially made up in page form, and one article was thrown aside and type set for another article to take its place, and the pages had to be remade. It would not be fair to the University to allow the Journal that was the cause of this extra work to pay only for what appear-

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

President Harper-3-

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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-

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Now as to the question of cost of the Journal of Semitic Languages. In the manufacture of the January number of this Journal, a considerable amount of type was set over and above that used in the January number. The cost of manufacture of this January number was \$474.14. The real value of that particular number, or what appeared within its covers, was less than the cost, but it was not the fault of The Press that this extra type was set, type that was not used in the January number. The April number cost \$266.96, and is perhaps a fair average cost, but the extra type set for

The University of Chicago

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

The University of Chicago Press

NEED ARDEN FLOOD, DIRECTOR

Chicago, Ill.

President Harper - 4-

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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 -5-

the January number was not used in the April number. The July number cost \$249.47. In this number was used the extra type that was set for the January number. The October number, as already stated, cost \$275.71.

To be a little more explicit, and for your better information, let me say that the composition for the January number cost \$362.91; for the April number \$178.92; for the July number \$162.43; for the October number \$205.49. Let me further say that during the ^{spring and} summer Mr. Herdman, whom you understand has charge of this Journal, was engaged in the setting of type for a work we are manufacturing for Dr. Ernest Goodspeed, and while he was engaged in this work, quite a large amount of type used in the Journal of Semitic Languages accumulated, and between the months of July and October, while the manufacture of the October number of the Journal was in progress, this extra accumulation of type was distributed, and was charged to the Journal on the actual day and for the actual hours in which the work was done. Let me further say that the term distribution is used in this instance as the time actually employed in distributing the type. In the case of men who are employed to set type by the thousand ems, the

The University of Chicago Press
NEED ARDEN FLOOD, DIRECTOR
The University of Chicago Press
FORWARDED BY JOHN DICKERSON
WILLIAM R. HARRIS, PRESIDENT
The University of Chicago

President Hargrett - 2-

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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 -6-

distribution is a part of the setting of the type, or in other words, the price per thousand ems is based not only on the setting of the type, but the correcting of the proof and the putting of the type back into the case ready for another setting. Mr. Herdman works by the day, or is a time man, and whatever he does in any particular hour or any particular day is charged to the job on which he is employed.

All of which is respectfully submitted.

Frederic L. Root

Superintendent.

The University of Chicago

FOUNDED BY JOHN DICKENSON
WILLIAM R. HARRIS, PRESIDENT

The University of Chicago Press

NED ARDEN FLOOD, DIRECTOR

Chicago, Ill.

President Harper - 6--

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Superintendent.

Univ. Press

The University of Chicago

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

The University of Chicago Press

NEWMAN MILLER, DIRECTOR

Chicago, Ill.

Copy

March 27th, 1900.

Professor John Dewey,

The University of Chicago.

Dear Professor Dewey:-

The statement of the first edition of "The School and Society" is as follows:

Bill for Printing 1st Edition 1 M	\$500.91	
Postage & Time for Mailing Review Cop.	9.09	\$510.00

Cr.

By 275 Review Copies at 51¢	140.25	
By 725 Copies sold to Press Div. at 45¢	326.25	466.50
		\$ 43.50

This statement is simply made up for your own convenience and I would say, that the item \$510.00 has been paid. The chief thing in which you are interested I presume is, that 725 copies were sold by The University Press, netting a credit to your account of \$326.25. I have understood that this was to be applied toward the publication of the second edition. Is this your understanding of the matter? We have disposed of nearly 1000 copies of the second edition up to date.

Sincerely yours,

Director.

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

Copy

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Dear Professor Dewey:-

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Bill for Printing 1st Edition 1 M \$500.00
Postage & Time for Mailing Review Cop. 2.00 \$510.00

Or.

By 275 Review Copies at 51¢ 140.25
By 725 Copies sold to Press Div. at 45¢ 326.25 466.50
\$ 43.50

This statement is simply made up for your own convenience
and I would say, that the item \$510.00 has been paid. The
chief thing in which you are interested I presume is, that
725 copies were sold by The University Press, netting a credit
to your account of \$326.25. I have understood that this was
to be applied toward the publication of the second edition.
Is this your understanding of the matter? We have disposed
of nearly 1000 copies of the second edition up to date.

Sincerely yours,

Director.

The University of Chicago

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

The University of Chicago Press

NEWMAN MILLER, DIRECTOR

Chicago, Ill.

Copy.

April 21st, 1900.

Dr. John Dewey,

The University of Chicago.

Dear Dr. Dewey:-

We enclose herewith a detailed statement of the second edition of "The School and Society". I have gone over the matter carefully and I think, after you have made a comparison with the previous bill, that you will agree with me that the charges are about what they should be.

Of course, you will understand that differences of conditions from time to time will make a corresponding difference in the cost and charges in various items on a job of this sort, which accounts for a slight variation in some of the items in the two bills. In considering the charges, the fact must be kept in mind all the time, that since December both labor and raw material have advanced in price. The effect of this is noticed in the binding and stock items, although it is in each case very slight. The cost of binding the first edition per copy was slightly more than fourteen cents, while the cost of binding the second edition per copy is slightly more than thirteen cents. An advance of about 20% appears in

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NEWMAN MILLER, DIRECTOR
The University of Chicago Press
CHICAGO, ILL.

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Dr: Dewey-2-

the cost of stock.

With reference to the item of composition I would say that this includes the proof reading and the correction of accidents which may have occurred in transportation of the type after its use on the first edition, as well as the new matter which you put in the second edition. The item of alterations, of course, will be understood. The item of electrotypes represents the cost of the cover plate.

You mentioned the other day that you had an understanding that no charge was to be made for the use of the type. We have been unable to find any record of such an arrangement and as it is our custom to make a charge of this sort, it is included in the accompanying bill. This is about two percent per month, and I think you will find upon investigation that it is no more than any reputable house would charge under the same circumstances.

I trust that after looking the matter over carefully you will see the matter from the standpoint as indicated above and in case any further explanation is desired, I shall be pleased to give it to you.

Sincerely yours,

Director.

Dr. Dewey-S-

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The University of Chicago

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WILLIAM R. HARPER, PRESIDENT

The University of Chicago Press

NEWMAN MILLER, DIRECTOR

Chicago, Ill.

Copy.

April 23rd, 1900.

Professor John Dewey,

The University of Chicago.

Dear Professor Dewey:-

You will remember that I intimated to you in our recent talk that the time is at hand when we should consider the printing of another edition of "The School and Society". This should be attended to at once, if it is to be done, as the expense connected with having to care for correspondence and orders when we have no books in stock in considerable, and should be avoided by prompt action.

It was intimated to me the other day that you were probably contemplating a change of publishers. Of course, as the matter stands we have no control over your decision in this, much as we should regret the loss of the business. If, however, you are contemplating this, it would be a favor if you let us know your decision as soon as possible, as there are several things which we have in hand on which work should be suspended immediately, if we are not to have the distribution of the next edition. Thanking you for the

University of Chicago Press
CHICAGO, ILL.

Copy.

April 28th, 1900.

Professor John Dewey,

The University of Chicago.

Dear Professor Dewey:-

You will remember that I intimated to you in my recent talk that the time is at hand when we should consider the printing of another edition of "The School and Society". This should be attended to at once, if it is to be done, as the expense connected with having to care for correspondence and orders when we have no books in stock is considerable, and should be avoided by prompt action.

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Professor Dewey-2-

favor of an early reply, I remain

Sincerely yours,

Director.

The University of Chicago

Professor Dewey-2-

The University of Chicago Press

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Sincerely yours,

Director.

The University of Chicago

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

The University of Chicago Press

NEWMAN MILLER, DIRECTOR

Chicago, Ill.

Copy:

May 19th, 1900.

Professor John Dewey,

The University of Chicago.

Dear Professor Dewey:-

Since talking with you the other day I have gone over my figures on the cost of printing an edition of 5000 of "The School and Society", and I find that I omitted the consideration of an item which will increase the total cost from \$1035.50 to \$1087.00.

We have not figured the cost of the plating in this item, and if you care to have the plates made at your own expense, in which case, of course, you would have control of them, the price will be 54¢ per page. I should be glad to go over the matter with you in detail at any time which you may find convenient to drop into the office.

Sincerely yours,

Director.

The University of Chicago

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

The University of Chicago Press

NEWMAN MILLER, DIRECTOR

Chicago, Ill.

Copy:

May 1st, 1900.

Professor John Dewey,

The University of Chicago.

Dear Professor Dewey:-

Since talking with you the other day I have gone over my figures on the cost of printing an edition of 5000 of "The School and Society", and I find that I omitted the consideration of an item which will increase the total cost from \$1035.50 to \$1087.00.

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Sincerely yours,

Director.

The University of Chicago

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

The University of Chicago Press

NEWMAN MILLER, DIRECTOR

Chicago, Ill.

(Copy)

June 11th, 1900.

Professor John Dewey,

The University of Chicago.

Dear Professor Dewey:-

Since talking with you the other day regarding the third edition of "The School and Society", it has occurred to me to suggest a possible arrangement which might be made with the Press along the lines suggested by you as an arrangement which you were contemplating with the McClure Company. Would you be willing to let the Press take the book on a royalty basis, the amount of the royalty to be considered later? I am not sure that this could be worked, but I have given the matter considerable thought during the past two days and have talked with one or two of my friends in the city who have had considerable experience in the publishing business. I am inclined to think that for a book of this kind the Press is in position to do as well by it as a firm like the McClures who are engaged in a very general line of business. Our publications are reaching a special class of people who are interested in educational work and as advertising media they are just as good as a single publication going to all kinds of people,

REMITTANCES WITHOUT EXCEPTION SHOULD BE MADE PAYABLE TO THE UNIVERSITY OF CHICAGO PRESS
ADDRESS ALL COMMUNICATIONS TO THE UNIVERSITY OF CHICAGO PRESS

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FOUNDED BY JOHN D. ROCKEFELLER
WILLIAM R. HARRIS, PRESIDENT
The University of Chicago
Chicago, Ill.

(Copy)

June 11th, 1900.

Professor John Dewey,

The University of Chicago.

Dear Professor Dewey:-

Since talking with you the other day regarding the third edition of "The School and Society", it has occurred to me to suggest a possible arrangement which might be made with the Press along the lines suggested by you as an arrangement which you were contemplating with the McGraw Company. Would you be willing to let the Press take the book on a royalty basis, the amount of the royalty to be considered later? I am not sure that this could be worked, but I have given the matter considerable thought during the past two days and have talked with one or two of my friends in the city who have had considerable experience in the publishing business. I am inclined to think that for a book of this kind the Press is in position to do as well by it as a firm like the McGraws who are engaged in a very general line of business. Our publications are reaching a special class of people who are interested in educational work and as advertising media they are just as good as a single publication going to all kinds of people.

Professor Dewey-2-

many of whom would not be interested in a publication like "The School and Society". An arrangement of this sort would relieve you of considerable annoyance and if my predictions are well-founded it would be just as profitable for you as a change of publishers.

Without seeming to be egotistical in the matter it appears to me that the Press should receive some consideration in this matter. Since the first of January we have spent a good deal of time and considerable money in working up a demand for the book which has had free and extended notices in all of our publications and it would hardly seem fair at this stage to give some other publisher the benefit of all of this work. The nature of the arrangement, of course, places the Press in a helpless position and we will be subject, of course, to your sense of fairness in the matter.

Personally, I think that an arrangement such as we have now is liable to be a source of dissatisfaction to both parties concerned. You already expressed yourself as desirous of being relieved of the annoyance connected with the present arrangement which position, of course, I can understand perfectly well. Unless we can meet this demand by some such arrangement as I have suggested, of course, I should not feel that we had the same demand on the book that we otherwise would have. Will you kindly let me know how this

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Professor Dewey-3-

suggestion strikes you and if at all favorable I will see what arrangement we can make for carrying it out.

Sincerely yours,

Director.

Professor Dewey-5-

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Sincerely yours,

Director.