

The Mathematical Association of America

(INCORPORATED)

Alfred B. Willcox
Executive Director



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To: Section Chairmen and Secretaries

Dear Colleagues:

Since writing my letter to you of February 5, I have received cries of alarm from the Editor of the MONTHLY and the Association's Editorial Director. In my letter I indicated that material for the News and Notices Section received by Dr. Hailpern six weeks before the first of month x would be included in the issue of the MONTHLY for month x. That statement was not correct, and it seems destined to cause a great deal of misunderstanding unless it is clarified immediately.

The schedule I described refers to deadlines for small corrections or additions to page proofs for an issue of the MONTHLY. At the time of this deadline all material for the issue has been set in type, carefully proof-read, and paged. Small changes, such as corrections in the date and place of a future meeting or, in an emergency, the addition of meeting information not previously submitted, can be made at that time. However, nothing can be added at that time that would substantially increase the amount of material on a page. Thus, for example, a report of a Section meeting requires a much longer lead time for publication.


So that there will be no misunderstanding in the future, Dr. Hailpern has supplied the following table of deadlines, which should guide you in submitting material for the MONTHLY.

AMERICAN MATHEMATICAL MONTHLY - 1975

	March	April	May	Jun/Jul	Aug/Sep	Oct.	Nov.	Dec.
Deadline for Receipt of MS in Buffalo	10/8/74	11/14/74	12/12/74	1/17/75	4/15/75	5/13/75	6/10/75	7/11/75
Deadline for <u>small</u> corrections &/or addenda	1/8/75	2/13/75	3/12/75	4/15/75	7/15/75	8/12/75	9/10/75	10/10/75

A similar table, generalized and somewhat less definite will be reproduced on all Section meeting report forms in the future.

Sincerely,


A. B. Willcox
Executive Director

ABW/mst

cc: Leonard Gillman H. O. Pollak
Raoul Hailpern D. P. Roselle
L. H. Lange Alex Rosenberg