

Marian

URANTIA FOUNDATION  
INTRA-OFFICE MEMORANDUM

U.F.

FROM Mark Kulieke

DATE July 20, 1977

TO Trustees and Trustee Emeritus

SUBJECT Suggested procedure for checking wear and tear corrections of The URANTIA Book

When work on the wear and tear corrections for The URANTIA Book is undertaken by Donnelley's, we will receive both galley proofs of corrected material and ozalid proofs of new and/or corrected positives. Therefore, we will see each reset passage twice--once in August and once in October according to the schedule supplied by Phil Smith.

I believe the procedure should be the same for proofreading the galley proofs and the ozalid proofs. I would suggest that we take the following steps in checking this material:

1. Material will be received from Donnelley's by me. I will check for such things as spacing of words and letters where necessary, check to see that all material which we instructed them to reset was, in fact, reset and finally read and check each reset passage for accuracy.
2. The material will then be passed on to Marian who will also read and check each passage for accuracy.
3. Marian will then pass the material to Edith who will read and check each passage for accuracy.
4. Each person will initial each separate passage which is found by them to be OK. Material will be returned to me after proof-reading. Each separate passage which has all three initials marked beside it will be marked OK on the copy to be returned to Donnelley's.
5. An X should be marked by any passage which contains an error of any kind and the error circled or otherwise indicated. A separate list of page numbers which contain errors should also be kept. When material is returned to me, I will mark by each passage which requires correction "Further correction required" on the copy to be returned to Donnelley's. This passage is then to be returned by Donnelley's to us in the same form before proceeding to the next step.
6. A complete list of all pages to be corrected will be prepared with columnar headings as follows:

1. Galley received
2. Galley complete
3. Spacing
4. Accuracy
5. Galley returned for correction
6. Galley approved and returned
7. Ozalid received
8. Ozalid returned for correction
9. Ozalid approved and returned

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To: Trustees and Trustee Emeritus

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corrections of The URANTIA Book

Check marks will be placed in the appropriate columns as we proceed with this work so that we have a clear picture of the status of each page at any time.

7. Each batch of material returned to Donnelley's will include a covering letter listing those pages which have been approved and those which have been marked for further correction. To the extent possible, approved pages and those marked for correction will be returned to Donnelley's in separate bundles with separate covering letters.
8. Donnelley's will send us two copies of everything. We will retain one copy of each galley proof and ozalid proof for our files.

In order to complete this work by November, Phil has planned a schedule which provides for our having the galleys for a week to 10 days in August and the ozalids for a like period in October. We should keep to this schedule so that this work is completed before preparations for the Sixth Printing begin in earnest. We will have the galleys from approximately August 10 to August 18. We will have the ozalids from approximately October 10 to October 21.

Mark

MWK:kfm