



EDITORIAL ROOMS OF THE JEWISH ENCYCLOPEDIA



New York, APR 13 1904

TO THE EDITORS AND COLLABORATORS OF THE JEWISH ENCYCLOPEDIA.

Dear Sirs:

We well know that you will agree with us as publishers that no effort should be left untried that will tend to make as complete and satisfactory as possible the volumes that still remain to be issued of the Jewish Encyclopedia. It goes without saying that we should provide in every way possible against every danger of error either of commission or omission.

Kindly consider the following: In order to avoid duplicates, prevent errors in cross-references, and to give more time to consider the question of proportion it is necessary that more time should be given the editors and the office between the receipt of copy and the final proof-reading.

To secure this addition of time we ask your cooperation in the adoption of this new policy of having all manuscripts in hand by the time that composition should begin on each of the succeeding volumes. We are sure that you will see at once the importance of a policy of this kind if adhered to. May we not have your hearty cooperation in making the policy effective?

The date when composition is to begin on each of the succeeding volumes is as follows:

Volume VIII.....	May 1, 1904.
" IX.....	Aug. 30, 1904.
" X.....	Oct. 31, 1904.

Collaborators should see that their articles reach our office at least thirty days before this date, so that they can be passed upon by the editors by the date that composition begins.



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As so little time intervenes between now and the first of May we ask every collaborator and editor to send us immediately all copy for Volume VIII. that they have ready and as much more as possible by May 1st, and the completion of the copy not later than June 1. In addition we ask that all copy reach us for the succeeding volumes by the dates above mentioned.

Kindly forward as heretofore all articles in strict alphabetical order as soon as finished. If our collaborators will each see that he complies with the above request, much additional value will be given to the succeeding volumes of the Encyclopedia.

Trusting that we may have your hearty cooperation in this matter, we remain

Yours most respectfully,

I. K. FUNK, President,
Funk & Wagnalls Company.

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