

# F.A.S.

FEDERATION OF AMERICAN SCIENTISTS  
307 Massachusetts Avenue, N.E.  
Washington, D.C. 20002 (202) 546-3300

Lumpe

## Board of Sponsors (Partial List)

\* Sidney Altman  
\* Philip W. Anderson  
\* Christian B. Anfinsen  
\* Kenneth J. Arrow  
\* Julius Axelrod  
\* David Baltimore  
Lipman Bers  
\* Hans A. Bethe  
\* Konrad Bloch  
\* Norman E. Borlaug  
Anne Pitts Carter  
\* Owen Chamberlain  
Abram Chayes  
Mildred Cohn  
\* Leon N. Cooper  
Paul B. Cornely  
Carl Djerassi  
\* Renato Dulbecco  
John T. Edsall  
Paul R. Ehrlich  
George Field  
\* Val L. Fitch  
Jerome D. Frank  
\* D. Carleton Gajdusek  
John Kenneth Galbraith  
Richard L. Garwin  
\* Walter Gilbert  
Edward L. Ginzton  
\* Donald A. Glaser  
\* Sheldon L. Glashow  
Marvin L. Goldberger  
\* Dudley R. Herschbach  
\* Alfred D. Hershey  
William Higinbotham  
Roald Hoffmann  
\* Robert W. Holley  
\* Jerome Karle  
\* H. Gobind Khorana  
\* Arthur Kornberg  
\* Polykarp Kusch  
\* Willis E. Lamb, Jr.  
\* Leon Lederman  
\* Wassily W. Leontief  
\* William N. Lipscomb  
Roy Menninger  
Robert Merton  
Neal E. Miller  
Philip Morrison  
Richard A. Muller  
\* Daniel Nathans  
\* Marshall Nirenberg  
\* Severo Ochoa  
Charles E. Osgood  
\* Linus Pauling  
\* Arno A. Penzias  
Gerard Piel  
Charles C. Price  
Mark Ptashne  
\* Edward M. Purcell  
George Rathjens  
\* Burton Richter  
David Riesman, Jr.  
Alice M. Rivlin  
Carl Sagan  
\* Arthur Schawlow  
\* J. Robert Schrieffer  
\* Julian Schwinger  
\* Glenn T. Seaborg  
Phillip A. Sharp  
George A. Silver  
\* Herbert A. Simon  
Alice Kimball Smith  
Cyril S. Smith  
\* Henry Taube  
\* Howard M. Temin  
\* James Tobin  
\* Charles H. Townes  
Frank von Hippel  
\* George Wald  
Myron E. Wegman  
Robert A. Weinberg  
Victor F. Weisskopf  
Jerome B. Wiesner  
Robert R. Wilson  
C. S. Wu  
Alfred Yankauer  
Herbert F. York

\* Nobel laureates

\*Robert M. Solow  
*Chairman*

Richard L. Garwin  
*Vice-Chairman*

Ann Druyan  
*Secretary*

Carl Kaysen  
*Treasurer*

Jeremy J. Stone  
*President*

April 1, 1993

Matthew Meselson  
Department of Biochemistry  
Harvard University  
7 Divinity Avenue  
Cambridge MA 02138

Julian Perry Robinson  
SPRU, Mantell Building  
University of Sussex  
Falmer, Brighton  
BN1 9RF England

Dear Matt and Julian:

Please consider this formal notice that I can no longer oversee the production and distribution of the CWCB here at FAS.

While working on issue no. 19, it became clear to me that I will not be able to turn over the production to Ann as I had hoped a year ago when she was hired. And as time goes on I am becoming ever more committed to arms trade policy and missile proliferation projects. I'm currently fully funded on two separate projects here, to which I must devote all of my time. Ann's time is already fully committed between my arms trade project and Barbara Rosenberg's projects as FAS.

Working on the last issue I was struck by what an unprofessional job we are doing on both the production and the mailing, and by the realization that I don't have time to do the amount I'm currently doing, let alone more.

As an example of our failure, the data base mailing list is a mess. We should be mailing out bills or at least response cards eliciting definite interest in obtaining the Bulletin, address changes, etc. with each issue or at least twice a year. We should be aggressively promoting the CWCB through exchanges with other similar publications (Export Control News, MedNews, etc.); we should be promoting it through subscription agencies. We should be obtaining 2nd class mail permit to greatly reduce distribution costs. And so on.

In terms of information-gathering, I noticed while reading through no. 19 several chronology entries on general political events for which only British

## National Council Members

Barry M. Casper  
Stephen F. Cohen  
Denis Hayes

Gerald J. Holton  
Thomas L. Neff  
George W. Rathjens

Barbara Hatch Rosenberg  
Arthur H. Rosenfeld  
Lawrence Scheinman

Martin J. Sherwin  
J. David Singer  
Valerie Thomas

*Ex Officio:* John Holdren, Matthew S. Meselson

Facsimile: (202) 675-1010 Telex: 9102509251 FAS DC UQ

APR 6 1993

sources are given—often of events that happened in the US, but for which I had not sent Julian clips because perhaps they did not specifically relate to CW. If I were really doing this job well, I would look up and provide NYT and WP sources for those entries. Or I would be sending him those sorts of clips in the first place. And we would be obtaining and scanning hearings and budget documents on a regular and timely basis, instead of on the hit or miss basis by which we now operate. Ditto for other information sources that we don't regularly get at FAS, but could be scanning more regularly at the Library of Congress.

All of this leads me to suggest that you need some bright, energetic, detail-oriented and committed person working on the bulletin for you full time.

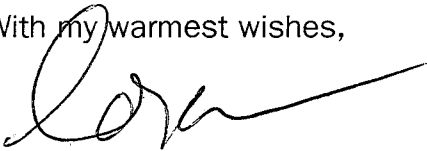
This notice gives you two months until the start of production of the next issue to locate the person. When I discussed this with Matt a couple of weeks ago, Matt suggested that the alternatives were for SHIB to hire someone to produce the CWCB out of FAS offices, or to hire someone at either Sussex or Harvard. I think that the latter makes much more sense in terms of speeding up and easing the production process. But if you think you want someone at FAS to continue, you should talk to Jeremy about it.

I will of course be happy to train whomever you hire, if you like, and turn over all of the archival CWCB information and back issues, mailing list data base, etc. And I am able to continue scanning for the Bulletin all publications FAS receives in house. I wrote a manual (attached) for Ann outlining the steps involved in the production of the CWCB, as it is currently produced (I'm certain that, as Julian has suggested over the years, Ventura or PageMaker or many other desktop publishing systems would be easier than WP5.1).

Please let me know if I can do anything to help you find someone. I don't have any good candidates for you in mind, but I do have resumes from a couple of students graduating in May who have written to me about arms trade policy jobs.

I'm really sad to have to end our 4-year-long collaboration, but I think that at this point you deserve a lot better than I can give. I've enjoyed working with you both, and have learned a tremendous amount.

With my warmest wishes,



Lora Lumpe

P.S. I hate to cheapen this with talk of money, but... To even up accounts between SHIB and FAS I propose that I give you an itemized account of expenditures since August 31, 1992 which FAS has paid out for the CWCB, and we drop the personnel costs and overhead costs for production of the last couple of issues. I'll tally up the bill in a few weeks after we get the bills for production and mailing of the latest issue.

**Checklist and Style Guide**  
**For Production of the Chemical Weapons Convention Bulletin**

1. Send Julian regular and timely bundles of xeroxed American news clips, FBIS translations, government documents, etc. for integration into the chronology.

2. In between production of CWCB issues, keep an eye out for relevant books, articles and reports which you assume Julian will receive, and which should be included in the bibliography. Make a file folder for the next issue of the Bulletin and put a note or a copy of the title page of such publications in the folder. When you later receive the bibliography from Julian, check the folder and make sure that all those resources which you noticed are included.

Also keep an eye out for conferences, hearings, lectures, UN activity, etc for inclusion in the calendar. Put any notices for events in the folder and check later to make sure that you have included all relevant ones in the CWCB.

3. Talk to Julian about a month before the next issue is to be produced to set a rough schedule with him. He will send a floppy with the chronology and bibliography, as well as a hard copy, by express mail, usually Fed Ex or DHL.

4. A month before the next Bulletin is to be produced, call Matt and inquire about lead articles---see if you need to do anything to facilitate this. Remind him of when you need the article (depending on what the schedule with Julian for transmitting the chronology is) and urge him to have the author transmit it to you via e-mail if at all possible, or to send it on disk as well as a hard copy. This saves you having to type it in and the inadvertent errors that might creep into it when being typed.

5. When the chronology from Julian arrives, the first thing to do is make a backup copy of all of the computer files he sends. I usually do this on my hard drive, and actually work on these files, since the computer operates faster on files on the hard drive than on floppies. His original floppy then becomes my backup. Put this floppy in a safe place.

6. Look through the chronology for any queries Julian has marked. Highlight these things that you need to track down or call around about. Do this right away. FAX any articles that he has marked as soon as you can, so that he can incorporate the information in the chronology. He will then transmit some corrections or additions to the chronology to you later. Also, anything in "redline" should be deleted as it is from an undocumented, personal source.

7. After you have taken care of the "Checks", format the chronology. Since there is always a one-month overlap in the chronology from Bulletin to Bulletin, for the first month covered in the new issue, I usually go back to the final version of the

previous Bulletin, block and copy the last month of that issue, and dump this chunk into a new CWCB file. Then, on the second screen, call up the first month of Julian's new chronology. Entries that have been changed since they were published in the last issue of the Bulletin will have either a "\*\*\*" or a "\$\$" in front of the date. For these entries, you need to block/copy them and replace the old text with them. You will then have to format the footnotes for these into the CWCB shorthand codes. (Don't forget to delete the old version from the new CWCB file.)

New entries for this month (as in subsequent months) will be denoted by an unformatted date code, like "920912" (meaning 12 September 1992). All new entries will have to have the footnotes converted into the CWCB shorthand citation codes and be blocked and copied onto the other new CWCB file.

**Make sure that you convert the date of the entry and the source citation absolutely correctly!** And, of course, make sure that you place these entries in the correct chronological order (i.e., the same as in the new file for the month that Julian sent.

For the rest of the months, you will need to convert all of the dates and footnotes.

The easiest way to convert the dates is to do a "search and replace" (alt F2). This also applies to the footnotes (shift F2, ctrl F7, 1). If in doubt about a footnote reference include more rather than less information -- you can always edit later.

**Keep a hard copy of the "Glossary of Abbreviations" handy while you do this, so that you render them correctly and so that you can jot any down on the list that you add while you are converting them.** Jotting down citation sources while editing the footnotes will save you time in the end. Also, keep an issue of the Bulletin next to your computer while you are doing this so that you can refer to it often to remind you of the correct format for citations.

here are a few examples:

{Obs 5 May}  
{NYT 12 Jun}  
{Stern 14 Apr in FBIS-WEU 15 Apr}  
{HansC 21 Nov}  
{FedR 15 Feb p. 65009}  
{CR 23 Oct pp. H5098-9}

8. Run a search and replace for English-English (unless it is agreed to change this--when I took over, I was told that it was to be done in American-English grammar and spellings). I search/replace "defence" with "defense" except when used in a British, Canadian, Australian or New Zealand institutional name (such as the Ministry of Defence). Search/replace "programme" with "program"; "upto" with "up to"; and others such as "harmonises", "centre", "favoured", etc.. **The one British-cism you should absolutely not change is "tonne," since this actually means**

something different than "ton."

9. Run the spell check. Running the spell check on this long document takes a long time. You don't want to have to do it again, so if you add any text later, block it and run the spell check on that chunk of text.

10. Now it is time to start putting together the pieces of the Bulletin.

The first thing to do is to make sure that you have the correct fonts for producing the Bulletin selected on your computer. Those fonts currently used are as follows:

22 Old Style bold (for title)  
14 Old Style bold (for section headings and titles of articles)  
12 Old Style regular, italic and bold  
(11 Old Style regular, italic and bold---possibly needed)  
10 Old Style regular, italic and bold  
10 Gothic regular, italic, bold and bold italic  
9.5 Gothic regular, italic, bold and bold italic  
8.5 Gothic regular, italic

To select these fonts, hit shift F7, S (for select printer), E (for edit), C (for cartridges and fonts), "soft fonts". Then you put an "\*" by the above listed fonts. Remove the "\*" from any others, since selecting unnecessary fonts will slow up the initialization and printing.

Now initialize the printer. (Any time you change the fonts selected, you will have to re-initialize.)

11. Go back into the last issue of the Bulletin and turn on the "reveal codes" (alt F3). Go to the very beginning of the document and block and copy all of the code from the very start through the end of the masthead.

12. Dump this copied text at the beginning of your new CWCB file. (Or alternatively, just make a "Masthead" file, which you can read into each issue of the CWCB that you produce.) Make the necessary changes in the masthead on the date and issue number.

13. Put a page break (ctrl -- enter) after the masthead, to separate it from the chronology. At the beginning of the chronology, enter a "hyphen on--auto" code (shift F8, 1, 1). Then hit Alt F8 ("style"). On the style menu on my computer, you will find one that is called "Chron heading" or something like that. Hit E (for edit), C (for codes). Change the time period covered to match those covered in the new chronology. Hit F7 a couple of times to exit the edit mode. When you get back to the menu of style options, hit O (for on), to place the style at the beginning of the Chronology.

I think that the style contains the proper column settings and text font code, but if not, set and turn on the columns and set the font

at the beginning of the chronology text. Make the distance between the columns .3 instead of .5.

Now you will have to hyphenate the document. It should do so automatically, if you put the hyphen on-auto code in at the beginning as advised above. **Make sure that you have the font set correctly.** You don't want to have to go through this more than one time. If you change the font size, you will have to re-hyphenate.

14. When you have received the lead article and or any editorials by Matt and Julian, you can enter them in on the front page. If I have to type them in, as opposed to receiving them on a disk or by e-mail, I type them on a separate computer file first, so that I can print them out without columns and all for easier proof reading. **If you type these in, proof read carefully.** Having someone eye the original while you read your typed in version out loud is probably the best and easiest way to do this to ensure that you have not left anything out or changed anything.

As a rule, I edit these pieces very lightly. If I have any substantive or major grammatical suggestions, I usually underline the text in question and ask Matt and/or Julian before making the change myself. They want to retain the tone of the author as much as possible, but not at the expense of clarity.

15. The title of the article is put in the largest, boldest type in which it will fit on one line (sometimes two). This is usually Old Style bold 14 point. The author's name and affiliation are in Gothic Italic 10 point, with the author's name in bold, but the affiliation not in bold.

The text of the lead articles is either 10, 11, or 12 point Old Style regular font, depending on how long it is and how much space you have to play with. The article is put in columns, and again the columns should be separated by .3 instead of .5.

16. At the end of the lead article, I place a little box. Hit flush right (Alt F6) and then Ctl 2, 5, 18). Right after this box code, hit the column off code. If you don't turn the columns off here, the Headline for the chronology section will be all bunched up in columns instead of running across the page as desired.

17. Format the bibliography. This usually entails changing some names from uppercase to lowercase, changing some periods to commas, adding periods after "no", "vol" and "pp" (as in number and volume), etc. Look at past issues as a guide. Each entry should be reverse indented. To do this you hit the F4 key and then Shift Tab.

(Reveal codes here to see how it should look.)

At the top of the bibliography, make a thick line (Alt F9, 5, 1, 4, .05). Hit the return two times and then write "Recent Publications" in Old Style bold 14 point. Change the font to Old Style 9 point regular and hit return two times. Then draw a thin line (Alt F9, 5, 1, 4, .01).

Hit the return a couple of times and then set and turn on the columns (two columns, .3 apart).

18. To make the calendar, follow the instructions for the heading of the bibliography, except write "Forthcoming Events".

Hit the return a couple of times and then set and turn on the columns (three columns, .3 apart). I use what ever font is needed to fill up whatever space I have for the calendar.

Usually the bibliography and the calendar are on the last two pages. For the upcoming events section talk to Kyle Olson at the Chemical and Biological Arms Control Institute (CBACI), (703) 739-1033 and Brad Roberts at the Center for Strategic and International Studies (CSIS), (202) 887-0200, Dave Barton at HFAC...

19. On the very last page, at the top of the page, turn off footer and page numbering. To do this, hit Shift F8, 2, 3, A, 1. If the columns are on, turn them off. On the right hand side, on the top line, write:

Chemical Weapons Convention Bulletin  
307 Massachusetts Avenue, NE  
Washington DC 20002 USA  
(202) 546-3300

Write the first line in Old Style 14 point bold, with the following lines in Old Style 12 point regular.

You want to do this on the top line so that the mail house which meters and mails the Bulletins can run them through their metering machine rather than having to affix meter labels on the middle or bottom of the page. They charge more if they have to do this, because it is more labor-intensive.

Leave enough room then for the addressee labels to be affixed, but you still have about two-thirds of the last page which you can fill with the continuation of the bibliography or the calendar or whatever.

20. Perhaps before you have actually gotten this far, and certainly before you have the whole thing fitting perfectly, you will FAX a copy of the formatted lead article, chronology, bibliography and calendar to Julian. He will read it carefully and call with any additions or corrections he has. This usually entails one long trans-Atlantic phone conversation, where you will be scribbling his comments on a copy of the working text. It helps if, when you have this conversation, you are looking at the exact same text that you FAXed to him. Write whatever he tells you clearly enough so that you can remember **exactly** what changes you are supposed to make. **Enter those changes as soon after you get off of the phone with him as you can so that you can remember and read you writing. Spell check any additions you make (block the text and then hit Control F2).**

When you FAX it to Julian, you should also FAX or FedEx it to Matt. Matt prefers to have it FedExed unless there is a real time constraint. This is usually the first time Matt has read the chronology, so he may have some major suggestions for changes to it (especially for deletions).

You too should read it carefully at this point, if you haven't already done so. Read it for clarity; make sure that you don't have any weird hyphenations; look for items that you suggest be cut if need be for space considerations; read your abbreviated citations carefully to make sure that they make sense---and that you haven't introduced any errors into the process.

21. After Matt and Julian have made all of the major changes they are going to make to the chronology, you need to put the glossary of abbreviations in. You should delete any abbreviations which are not used in this issue, and add any new ones that you made up. The glossary always appears on the second full page of the Chronology, at the bottom of the page. After you add and delete all abbreviations as needed, count the number of lines that the entire glossary takes. Then count up that number of lines plus two extra lines (for space) from the bottom of the correct page, in the first column. Hit a hard return to end that column at that point. Then count down the second column, from the top of the page to the line at which you just cut off the first column. At the end of that line, turn the columns off (alt F7, 2). Hit the return once for an empty space line, and then copy and dump the glossary text into the empty space. It should fit more or less perfectly. At the end of the glossary (which is bordered on top and bottom by thick horizontal lines) turn the columns back on to their initial settings. Also set the font back to 9.5 or whatever the chronology is in (the glossary will be in a smaller font).

22. You must make the Bulletin end up as some number of pages that is divisible by 4. So now you have to either space out or tighten it up to meet that constraint. You really have a lot of flexibility in doing this. You can use different font sizes to take up different amounts of space; you can change the line height; you can change the top and bottom margins slightly or the space between columns.

23. **Look the Bulletin over extremely carefully.** Are all of the chronology entries in the right order? (Sometimes dates change because Julian was uncertain of them.)

Check for "widows and orphans" (words that are left dangling at the end of paragraphs).

Make sure there's no weird hyphenation and no gaping holes where the wording is super-spaced out.

Is it pretty and easy to read?

Are there any funny spaces where a hard return has snuck in accidentally?

24. When it is perfect, call a courier to have it delivered to Daystar Printers, to the attention of Anne. You should have called Anne about a week before this point to tell her that it is coming, and tell her which day you think you will have it to her. Be realistic and meet this schedule, as they will block out some time to run off our copies.

For the last year or two I have been ordering 1,350 copies. This seems to be plenty, with the mailing list currently around 900.

Call her when you have it sent over, to let Anne know it's coming. Ask her when it will be done. Tell her to send about 600 to Gem Mailing (or whichever mail house you use). The rest should be brought to the FAS office.

25. As soon as you hang up with Daystar, call the mailing house and tell them it's time for another mailing of the CWCB. Tell them when they will arrive from Daystar. Have your mailing labels to them the day **before** Daystar says they will be finished printing the Bulletin, so there is no delay. You also have to send to the mailing house a check for the amount of first class postage they will need to mail out the Bulletins. Figure this out yourself. Depending on how many pages the Bulletin is the cost will vary. Since we have in the past produced issues of various page lengths, find one that corresponds to the number of pages in this issue. Weigh it and multiply it by the number of domestic issues you are having the mailhouse send out. Request the check from Eleanor ASAP, since this can take days.

So this means that the mailing list data base needs to be up-to-date at all times, to save you a bunch of work on it at this time.

26. Use the Avery label maker software to make perfect labels quickly, after the d-base is updated.

Either call the mailhouse to pick up the labels and check or have it delivered by courier.

27. For the foreign issues, put the labels on the special CWCB envelopes. Separate the European addresses from all non-European, foreign addresses. Also keep Canadian and Mexican addresses in a third, separate pile. When the office copies of the Bulletin come from Daystar, stuff them in the labeled envelopes. Do Europe first. After they are enveloped and sealed, put all of these, plus about 15 extra (unenveloped) copies in a box (or two if necessary) and ship them by the cheapest, fastest way to Peter Herby at the Quaker UN Office in Geneva. Include a note in the box thanking Peter, as always, and asking him to mail them by priority mail.

Mail the rest of the foreign issues out yourself.

**Make sure that you mail these out Air Mail and that you use the correct amount of postage. Stamp them "Airmail". It is usually about \$2.00 or more to mail each one.**

28. Keep track of all expenses incurred on producing and distributing the Bulletin. Make copies of any check requests and any bills that come in. Put them in a file folder for bills for the year.