Publications went through several significant changes during the 2018–19 academic year. Most notable was Thomas G. Urban’s retirement on November 15, 2018. Over the course of thirty-two years, Tom has edited 481 books, prepared 76 dictionary (CAD, CHD, CDD) volumes, printed 210 News & Notes, overseen 27 Annual Reports, and provided countless amounts of kindness, wisdom, wit, patience, and of course, candies and coffee. Additionally, his involvement in the Electronic Initiative—making all OI publications available online in free PDF form—in years past has allowed all of the OI’s publications (over eight hundred) to be scanned and put online. Tom’s career in Publications has made a lasting impact for generations to come.

Tom’s retirement was celebrated on November 9 (to read more about it, see News & Notes 241). Fortunately, he has agreed to continue working on the Chicago Assyrian, Hittite, and Demotic Dictionaries, still gracing the office with his humor and helpfulness.

Full-time staff includes Charissa Johnson (third year), who took over as managing editor on January 1, 2019, and Steven Townshend (first year), whose experienced editorial eye, creative background, and congeniality are gladly welcomed. Part-time staff includes assistant editors Rebecca Cain (tenth year), Emily Smith (fifth year), and Alexandra Cornacchia, (third year). Alexandra Witsell (third year) continues contract ed work on The Second Cataract Fortress at Dorginarti, by Lisa A. Heidorn (OINE 14); and Excavations at Serra East, by Bruce Williams et al. (OINE 12). I could not be more grateful to work with such an incredible crew.
Before Steve’s welcome, staff came together to deep clean the office and sort digital file storage, consolidating and backing up the files on Publications’ computers and online server storage. The vault was also organized by Mike Ramberg, a volunteer who started on February 26. This was greatly needed after many of the items in the Publications Office were moved to the vault. Mike continues to volunteer, organizing files and making preliminary edits to manuscripts. We are grateful for his help.

Reorganization continued throughout the year, including the standardization of manuscript formatting templates, both in Word and InDesign. Having manuscript templates now allows for proofing to be done in Word, enabling author and editor to utilize track changes, which cuts down on errors and also expedites editing time. Additionally, setting paragraph styles in Word now allows for formatting to transfer to InDesign—the program used to lay out manuscripts—rather than having to make these formatting edits individually. The Word templates are available online for authors to download: https://oi.uchicago.edu/research/oriental-institute-publications-office.

This was an exceptionally busy year for publications with over twenty publications in print and online, and one title reprinted. The Annual Report, four issues of News & Notes, and the Chicago House Bulletin were published. Copy editing continues with museum labels, brochures, lecture series fliers, eTablet emails, and other notices. Publications also manages the printed material for the Postdoc Seminar, which includes copy editing and designing the program and poster and producing the name badges, informational packets, and miscellanea. Additionally, book proceedings from the seminar will be published. A good amount of time continues to be spent assisting the Chicago Demotic Dictionary (CDD) and the Chicago Hittite Dictionary (CHD).

Perhaps the largest Publications project this academic year, however, was the completion of two centennial publications. The first is a hardcover redesign of the OI’s museum guide, now with a new layout and updated images: 100 Highlights of the Collections of the Oriental Institute Museum (Jean M. Evans, Jack Green, and Emily Teeter, eds.). The second took the most work and involved many a twelve-hour day over the summer: Discovering New Pasts: The OI at 100 (Theo van den Hout, ed.). The latter involved sixty-two authors/contrib-
utors, contains over four hundred pages and nearly six hundred images, and is the first OI publication of this nature. A committee was created—Professor Theo van den Hout, chair; Gretel Braidwood and Jim Sopranos, long-time members of the OI community and OI Advisory Council; Anne Flannery, museum archivist; Charissa Johnson, Publications managing editor; and Professor John Wee—and the decision to format the book into three main sections was made (“Beginnings,” “The Institute,” and “Areas of Research”). Charissa designed a book template, Theo made initial edits, and both Charissa and Steve copy edited and laid out each article, also updating a world timeline and creating maps for each area of research.

SALES

In addition to the above Publications changes and projects, Publications changed book distributors at the beginning of the year. The bulk of OI book distribution is now handled by ISD Book Distribution, working very closely with Ian Stevens, owner, who has increased advertising of OI books at conferences and online. UK and Europe sales are handled by University of Exeter Press. A limited number of titles are also available for in-house sales in the Suq museum gift shop.

For book order information, please contact:

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**ELECTRONIC PUBLICATIONS**

The Publications Office continues to upload PDFs of new publications simultaneously with the release of corresponding printed titles. Downloads of printed materials remain complimentary. To access the complete catalog of Oriental Institute titles, which includes Annual Reports, News & Notes, and Chicago House Bulletins, please visit:

http://oi.uchicago.edu/research/catalog-publications
TITLES PUBLISHED IN PRINT AND ONLINE
(JULY 2018—PRESENT)


7. *Unpublished Bo-Fragments in Transliteration II (Bo 6151–Bo 9535)*. Oğuz Soysal and Başak Yıldız Gülşen. CHDS 3.

8. *100 Highlights of the Collections of the Oriental Institute Museum*. Edited by Jean M. Evans, Jack Green, and Emily Teeter. Miscellaneous.


LEFT: A handful of the publications produced during the 2018–19 year.


VOLUMES REPRINTED


VOLUMES IN PREPARATION


12. *The Hittite Dictionary of the Oriental Institute of the University of Chicago*. Edited by Theo van den Hout. CHD.


**BACKLOG**


