

PUBLICATIONS OFFICE

Thomas A. Holland

The demand for publications of the Oriental Institute continued at a record pace for the third consecutive year as sales reached their highest mark and surpassed one-hundred twenty-five thousand dollars. Keeping up with the burgeoning sales put the Sales Office to the test when James Wherry Willis, Manager of Marketing and Sales, resigned and accepted a position with the University of Chicago Press. James' expert marketing skills were ably succeeded by those of Christopher G. B. Kahrl, who was hired as the new Sales Manager in October 1993. The Editorial Office was equally busy as Richard Schoen, Publications Assistant, also resigned and accepted a job with the University of Chicago Press. Due to budget constraints, Richard's position will not be replaced until sometime in the future; thus, the staff of the Publications Office has been reduced to three: Thomas Holland, Thomas Urban, and Christopher Kahrl. Amidst the transitions the Publications Office had a very fruitful year and I am pleased to report as follows.

Sales Office

Christopher continued the practice of hiring independent agencies to exhibit our books at the meetings of various societies. This year he made arrangements with Scholars Choice to exhibit our books at a number of conferences, he advertised our books in the Oriental Institute Research Archives Acquisitions List, and he announced the publication of new titles on the electronic Ancient Near East Mailing List. It was an excellent year for sales, much of which must be credited to the popularity of several new titles, as well as to our price increases from a year ago.

TABLE OF SALES

<i>Series</i>	<i>Number of Volumes Sold</i>
Assyriological Studies (AS)	84
Chicago Assyrian Dictionary (CAD)	889
Chicago Hittite Dictionary (CHD)	39
Materials and Studies for Kassite History (MSKH)	18
Oriental Institute Communications (OIC)	145
Oriental Institute Nubian Expedition (OINE)	164
Oriental Institute Publications (OIP)	371
Studies in Ancient Oriental Institute Civilization (SAOC)	847
Miscellaneous*	20
TOTAL	2,577

*Volumes published jointly with other institutions:

Quseir al-Qadim 1978: Preliminary Report. D. S. Whitcomb and J. H. Johnson.

Uch Tepe I: Tell Razuk, Tell Ahmed al-Mughir, Tell Ajamat. McG. Gibson, ed.

Uch Tepe II: Technical Reports. McG. Gibson, ed.

John Sanders, Head of the Computer Laboratory, completed the database system for the sales office. John has completed its design and needs only to convert the computer code from DOS to Macintosh code.

Editorial Office

The highlight of the year in the Editorial Office was the successful testing of a new method of preparing manuscripts for printing. Rather than preparing camera-ready copy in-house, an electronic version of a manuscript was transmitted to a printing company, which output the electronic file as a negative from which metal printing plates were made. Last year's *Annual Report* was prepared electronically and served as a test for this new method of book production; the results could not have been more spectacular. Thomas Urban, who prepared the manuscript, reports that every special character and mix of fonts and typefaces printed without any problems. The valuable information learned during production was put to use immediately in the production of the *Hittite Dictionary*. At the time of this writing a one-hundred twenty page fascicle of the *Hittite Dictionary* was almost ready for press. I wish to thank Professor Harry Hoffner for his patience during this first attempt to publish this extremely complicated manuscript in-house. The Editorial Office hopes to send all future titles to press in this format as it not only results in better quality books but it is also less expensive.

The Editorial Office upgraded its book production software (Microsoft Word to v5.1 and PageMaker to v5.0) and acquired a Macintosh Quadra 610 from Apple Computers, Inc., as a part of a grant program. The development of a new font for the Assyrian and Hittite dictionaries, this time based on the New Baskerville typeface, continued. With regard to the development of fonts, we hope in the end to have two fonts that would be used by our authors: one for the Egyptologists and a second for the Assyriologists and Hittitologists.

Thomas Urban continues to work with Melanie Jansen, Membership Coordinator, to produce the Membership quarterly newsletter, *News & Notes*, the *Annual Report*, and various other publications for the Membership Office that can be prepared in-house. Although these Membership publications add to the workload, the experience he gains by using PageMaker is quickly put to use in preparing the *Hittite Dictionary* for press.

The three titles listed as "in preparation" in last year's *Annual Report* were printed—OIP 111, SAOC 55, OINE 10:

1. *Nippur III: Kassite Buildings in Area WC-1*. Richard L. Zettler. OIP 111.
2. *Excavations at Serra East, Parts 1-5: A-Group, C-Group, Pan Grave, New Kingdom, and X-Group Remains from Cemeteries A-G and Rock Shelters*. Bruce B. Williams. OINE 10.
3. *For His Ka: Essays Offered in Memory of Klaus Baer*. David Silverman, ed. SAOC 55.

In addition to the above publications, three other volumes were printed, were sent to press, or were in preparation, as follows:

1. *The Festival Procession of Opet in the Colonnade Hall*. Epigraphic Survey. OIP 112. Plates: Printed; Text: In Press.

2. *The Hittite Dictionary of the Oriental Institute of the University of Chicago*, Vol. 4/1, P. H. G. Güterbock and H. A. Hoffner, eds. In Preparation.
3. *The Assyrian Dictionary of the Oriental Institute of the University of Chicago*, Vol. 17, §, part 2. Printed.

The following titles were accepted for publication during the period covered by this *Annual Report*:

1. *The Festival Procession of Opet in the Colonnade Hall*. Epigraphic Survey. OIP 112.
 2. *Letters from Turkey, 1939–1946*. Georgie Maynard.
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