

Report of the Journal Committee

It is probably unnecessary to recount the financial difficulties encountered by all journals and publications during the past year. Our journal, which, as you know, was started in January, 1932, has had an extremely hard struggle, and it has only been able to survive in these strenuous times through the financial support given through advertising by a limited number of firms which sell their product to the oil, fat and soap trade. Early in 1932 the publishers found it necessary to stop the salary of the editor and base the compensation on a commission for advertising only. This arrangement was maintained until January, 1933, when Mr. Lee, who has been our editor for many years, found it necessary to resign because of the increasing demands of his engineering and consulting practice, which made it impossible for him to continue his services to the Society. The Journal Committee decided, for the present at least, that they would attempt to carry on the work without the appointment of an editor.

We think you are all aware of the fact that the possibility of continuing and developing our journal depends on the amount of advertising we can secure, and while as stated above, we have had a few loyal supporters, there are many concerns which cater to the oil, fat and soap trade from which we have only been able to get promises. The Journal Committee feels that if our membership would give us the proper support in insisting on buying from the firms which advertise in the Journal, other things being equal, our financial difficulties would soon be over. We are entitled to advertising from the firms that manufacture and sell chemicals and chemical equipment, yet an examination of our issues for the last year will show that we have only had one or two such advertisers. There has been no advertising from the essential oil, alkali trade, etc., although all of the larger soap firms are represented within our Society.

To turn to the more pleasant side of the situation, we think the papers in our Journal have been of a high order and are attracting wide attention. During the year 1932 we published 33 original papers and 11 committee reports in addition to the many other miscellaneous papers covering production, markets, etc. The addition of the Abstract and Patent Section, we think, has materially increased the value of the Journal to our readers.

The December issue of OIL AND SOAP carried an annual index and the committee hopes to publish a decennial index during 1933, covering all papers published in our Journal, Oil and Fat Industries and Oil and Soap. We think this index should be invaluable to all of us.

In regard to the prospects for the future, we plan to increase the editorial matter in the Journal just as rapidly as it is possible to do so, but this will depend entirely upon the advertising which we are able to secure, and we believe the amount of advertising very largely will depend on the attitude of our members and the support which we get from them in buying from our advertisers and helping us to secure new ones.

JOURNAL OIL AND SOAP COMMITTEE.

W. H. Irwin, Chairman.
T. C. Law
H. P. Trevithick
J. J. Vollertsen
E. R. Barrow
A. F. Sanchez
L. M. Tolman
J. P. Harris

By-Laws — Amendments

Change the wording in all sections of Article II where the "Journal of Oil and Fat Industries" is mentioned to read "Oil and Soap."

Change Articles VI, VII and VIII, to VII, VIII and IX, and insert a new Article VI in the By-Laws to cover the Journal, Oil and Soap, as follows:

Article VI Journal

Section (a):

The Society shall maintain an Official Journal which shall be called "Oil and Soap." Supervision and direction of the Journal shall be under a Journal Committee consisting of seven or more members.

Section (b):

The Chairman of the Journal Committee shall be appointed by the President with the advice and consent of the Governing Board.

Section (c):

The other members shall be appointed by the Chairman of the Journal Committee with the consent of the President.

The Journal Committee shall, at their discretion, appoint an Editor-in-Chief. They shall appoint an Advisory Board of Editors, consisting of 9 members, each of whom, after the first two years of the appointment of said Board shall serve for terms of three years.

The Journal Committee, with the consent of the Governing Board, shall be empowered to make such arrangements and enter into such negotiations as may appear advisable for the publication and maintenance of said Journal, Oil and Soap.

Employe Handbooks

To acquaint employes with the idea, methods and policies of the organization they work for and to give them a complete understanding of the rules and regulations of the office, store or factory, many companies have published informative handbooks of varying types. An analysis of the subjects discussed in these manuals, their physical make-up and the methods used to distribute them, is contained in a new report entitled *Employe Handbooks*, published by the Policyholders' Service Bureau of the Metropolitan Life Insurance Company. The material in the report is based on a review of selected manuals.

That these booklets, when properly planned, have been found to be of distinct value in improving and preserving relations between management and the individual employe, and in increasing efficiency throughout the organization, is one of the facts revealed by the survey. The report observes that the material in these booklets differs to a marked degree. Some of the items that are mentioned in representative handbooks, and which are discussed in the report, include company data, personnel administration, employment, remuneration, hours and attendance, joint relations, health, safety, training and education, economic security, services for employes, and general instructions. The study concludes with an analysis of the physical factors governing the make-up of these publications, and the distribution methods which are commonly employed.