

THE DICTIONARY OF ART

4 Little Essex Street London WC2R 3LF Telephone 01-836 6633 Night line 01-836 3139 Fax (01) 240-1075

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17 August 1989

Dear Contributor,

Nearly 85% of the Dictionary has been commissioned and we hope to complete all commissioning by the end of this year. We now need to concentrate on the stages from editing to typesetting. It is therefore increasingly important that we know when we can expect to receive your commissioned articles.

We are writing to all contributors who have not returned their contracts or have not submitted their articles by the deadline stated on their contracts. In order to keep to our schedule for typesetting we must be sure we will receive articles on time, otherwise we cannot maintain a steady flow of articles to our typesetter and the subsequent proof stages will be disrupted. Details of the commissions concerned and the categories into which they fall are given on the attached sheet. Should you have any queries, please contact your area editor, assistant who is Frances Bullard.

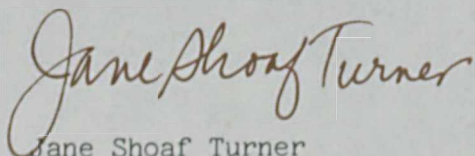
If your contract only is overdue, could you please sign and forward it to us as soon as possible. Without it, we cannot pay you for your article when it arrives. If you did not receive a contract in the post, please contact your area editor assistant who will arrange for a duplicate copy to be sent to you.

If your article is overdue, could you please let your area editor assistant know when we can expect it. If we do not hear from those contributors whose articles are more than six months overdue by the date noted below, we may have to assume that they do not wish to write for the Dictionary and may be forced to cancel their commissions.

We are extremely eager to include your name in our list of distinguished contributors, and I would be grateful if you could contact us before
1 November 1989 Should you wish to fax your reply, please use
the above number.

If you have already sent in your article or contract by the time you receive this letter, please forgive us for troubling you.

Yours sincerely,



Jane Shoaf Turner
Editor

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Art ref no	Heading	AE ini	Article deadline		Category: article/ contract overdue
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Arşiv ve Dokümantasyon Merkezi

Jale İnan Arşivi



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