Digital Computer Laboratory
Massachusetts Institute of Technology
Cambridge 39, Massachusetts

SUBJECT: PUBLICATION SERIES

To: Laboratory Staff and Secretaries

From: J.N. Ulman, Jr.

Date: October 3, 1952

Reference: Supersedes A-29, and A-78 on Publication Series.
             Supplements A-128. See also A-38-1, A-104

Abstract: This memorandum lists and describes the various types of reports
             and publications issued by the Digital Computer Laboratory. The
             following series are now standard:

             1. SR-Series Summary Reports and Project Lincoln
                 Division 6 Quarterly Progress Reports
             2. R-Series Reports
             3. E-Series Engineering Notes
             4. M-Series Memoranda
             5. A-Series Administrative Memoranda
             6. L-Series Limited Distribution Memoranda

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        Each of our publication series is intended for a particular class
of material. Please try to use the appropriate series for each of your reports.

        Report numbers are assigned by the Library, where copies of all
published reports (except L-Series) are available.

        The series are described in the following paragraphs. Samples of
their formats may be seen in Administrative Memorandum A-128.

        1. SR-Series Summary Reports and Project Lincoln Division 6 Quar-
terly Progress Reports are issued quarterly, one month out of phase. They
are reviews of the work for the periods. The sections of these reports are
written by the appropriate project engineers as assigned by Mr. Ulman, who edits
the reports. A limited distribution and circulation is made in the Laboratory.

        2. R-Series Reports are formal reports (with a cover, title page,
table of contents, etc.) that may be considered more or less final. That is,
they describe projects or parts of projects that are essentially complete, and
they contain only substantiated judgements. Thus they are carefully prepared
and appropriately polished.

        R-Series Reports are issued with Mr. Forrester's approval for
distribution outside the Laboratory. They are edited by Mr. Ulman or Mr.
Rathbone before publication.

An abstract of each R-Series Report is prepared by the author for publication in the E-Series.

3. E-Series Engineering Notes are primarily for the dissemination of technical information -- particularly interim results of investigations -- within the Laboratory, and they are consequently less formal than R-Series Reports. Distribution is only to those persons designated by the author, whose names should appear in the distribution list at the end of the Engineering Note. In addition, E-Notes are circulated among the Laboratory Engineers. See Administrative Memorandum A-38-1 for required approvals.

4. M-Series Memoranda are for other than purely technical or engineering aspects of a problem. They are for limited distribution as specified on the memorandum. The author will be responsible for securing the proper approval as outlined in A-38-1. The Biweekly, Thesis Proposals, and Thesis Progress reports are prepared as M-Series Memoranda. The format for the Thesis Proposals and Thesis Progress Reports is determined by the E.E. Department, on whose behalf these reports are prepared.

5. A-Series Administrative Memoranda are used for administrative subjects. They are directed to specific groups or persons, as designated by the author in the distribution list. They are approved by H. Fahnestock, J.W. Forrester, or J.C. Proctor.

6. L-Series Limited Distribution Memoranda are for limited distribution and are not generally available. They are not indexed in the Library, and original and extra copies are filed in Mr. Forrester's office. The format varies with the individual report.

The former C-Series Conference Notes have been dispensed with. Conferences held within the building may be reported as M-Series Memoranda, those held elsewhere as either M-Series or E-Series.

Signed..................
J.N. Ulman, Jr.

Approved..................
H. Fahnestock

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