

The difference which has not been brought out so far is that the style of type in the proposed consolidated publication would be that of typewriter type as opposed to the variable "letter press" typeface presently used. The former is the style of the Washington Diplomatic List and may therefore be considered to be acceptable. However, if an I.B.M. Selectric Automatic typewriter is to be used, the style of type may readily be altered within the publication, and it is considered that the style of type as illustrated in the sample is entirely acceptable.

The Organization and Methods Unit has recently completed an "ad hoc" survey of five other similar departmental publications and is in the process of recommending that the Department of External Affairs acquire an automatic typewriter to be used in the production of these publications. Pending departmental acquisition of such a machine (rental about \$225/mo.) an IBM machine is available through Mr. Dubois, 6-8516, of the Bureau of Public Printing and Stationery. Mr. Dubois has stated (telephone) that sufficient machine time can be made available for the purpose of creating the "file" in the first instance and also for producing issues as required.

RECOMMENDATION: It is therefore recommended that the new consolidated publication be produced by the use of an automatic typewriter.