

7. No later than 6 weeks prior to publication, these paste-ups are sent to the Queen's Printer.
8. The Queen's Printer sets up the individual pieces of type according to the "letter-press" process and prints two proofs. This step requires three weeks.
9. During the creation of the proofs the incumbent must maintain records of further changes and, when the proofs return must enter these changes as well as proofreading the proofs. This step requires seven days.
10. The altered and corrected proofs are returned to the Queen's Printer who makes further changes and prints the publication. This step requires fourteen days.

COMMENT: Steps Nos. 9 and 10 in this procedure delay publication by at least three weeks, and it is said that fewer than six typographical errors are identified on average by this process of proof-reading. Changes due to the delay caused by proof-reading which are made at the end of this period are not themselves proof read. It is considered that the above mentioned frequency of error is not unacceptable in a publication which is produced every four months. It is therefore proposed that arrangements be made with the Queen's Printer which preclude the process of proof-reading and the resulting delay.

Distribution:

The precise distribution of these publications is not readily ascertainable as they are distributed from three locations and also as the lists are currently under review. Some copies of each publication are also sold to the public through the Queen's Printer Bookshops.