

and D.L. (2) and Personnel Divisions will be included in the regular distribution of minutes and agenda. The Editorial Committee is responsible for editorial policy, format, distribution, finance and other policy matters; and for suggesting articles and planning the content of each issue. The Secretary is provided by the Information Division.

Production

The Information Division is responsible for implementing the decisions of the Editorial Committee and producing the Bulletin (securing contributions, selecting photographs and deciding on the lay-out of each issue, etc.). The content as a whole must be carefully edited in order to ensure that the literary quality of the Bulletin is maintained, special articles are properly prepared and a balance is achieved between reference features and informative articles. Editorial changes necessitated by considerations of style may be made and material may be excluded or held over in order to meet deadlines, or for considerations of policy or for technical reasons.

Preparation of Articles

All submissions should be double spaced and in three copies. The primary responsibility for ensuring that the content of an article comes up to standard rests with the Head of the Division in which the article is prepared. Where considerations of policy are involved, the Head of Division will be responsible for clearing an article with the Assistant Under-Secretary concerned.

Style

Since the Bulletin is an official publication of the Department, it must be accurate and written to appeal to its audience. For example, many articles are of course prepared from Departmental sources and care must be exercised in avoiding unduly terms, "officialize" and the style and terseness of memoranda. It must also be remembered that the Bulletin is prepared for the general public and all readers will not have expert knowledge or easy access to reference material. Explanations and background information should therefore be included in the substance of an article.

Illustrations

It is desirable to lighten the text by the judicious use of maps, graphs and pictures. In the use of pictures, and in general presentations, care should be taken to ensure that the Bulletin does not lay the Department open to charges of running a "house organ". As a general rule, photographs of External Affairs personnel, including Heads of Mission, will not be used. Exceptions to this general rule may be made in cases where Canadian representatives are attending international conferences or other occasions where the inclusion of a suitable photograph (e.g. a Delegation Meeting, the visit of a Head of State or Foreign Minister to Canada) provides a simple way of catching the reader's eye and telling the story.