

^{Note}
These instructions will be assembled in a binder;
therefore leave 1-1/2" margin on the left-hand side.

25 October 1985

INSTRUCTIONS

(Note: separate page. Please note the following instructions).

Typist: your name, address code and extension number.
Will you be our regular typist?

Editor & organizer: Sylvia A. Rose
3014 Tilden
Houston, TX 77025

Telephone No. 667-6939

(Note: Separate page.)

1. all manuscript typing will be double spaced and paragraphs will be indented 5 spaces unless otherwise noted.
If in doubt please ask me.
2. Date each page in the upper right hand corner.
3. Note successive pages with numbers at the bottom center of each page.
4. Leave 1-1/2 inch margins top, bottom and sides.
5. Color successive copies as follows: (See item No. 7)

first copy - yellow

second copy - green

third copy - blue

fourth copy - red.

6. Final manuscript - white bond paper
Spacing: If possible 1-1/2 spaces between lines; otherwise, single spacing.
margins: Top and sides - 1 inch, bottom - 1-1/2 inch.
Do Not date pages or use color symbols.
Numbering: Do not number p. 1.

7. A Mission and Discipline Color Code is attached. Please type it. The symbols noted are individualized for each mission and discipline.

Place the proper symbols in the upper right hand corner of p. 1 of each copy typed. Also place these symbols on the file folder label. (The final manuscript (on bond paper) will not have the date or color codes.

8. make one Xerox copy of everything typed for correction by Dr. Thornton & myself. *Keep this.*

9. Do not discard anything unless instructed to do so. Return all copies for correction