

DATE 29 July 1957  
TO Aerodynamics and Stress  
FROM T.D. Earl and D.C. Ferguson  
SUBJECT TYPING OF REPORTS

Experience is showing that a good deal of time is being wasted in retyping aerodynamic and stress reports. Whereas this is to a certain extent inevitable, nevertheless a good deal of time can be saved by a better and uniform procedure. The following must therefore be adhered to in future.

1. All technical reports will be draft typed on plain paper, set out page numbered and illustrated in final form. Sketches may be roughly drawn in freehand, or drawn separately on vellum for incorporation in the finished report. Any photographs or illustrations must be included but if for rush reasons these cannot be obtained the draft must include a blank sheet with the title written on.

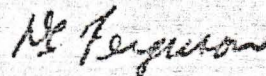
For the draft all difficult typing (sub-suffices and formulae etc.) should be written in by the author.

2. Authors corrections will then be added in pencil, not typed, and the report submitted for approval.
3. Any further alterations required will normally be indicated in pencil but if necessary portions may be re-typed in draft.
4. The report to be final typed on vellum, checked for errors by the typist, finally checked for errors by the author, signed and approved.

cc. Miss C. Simpson  
Miss I. McMullen



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