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GINN AND COMPANY
THE ATHENÆUM

EDUCATIONAL PUBLISHERS
FOUNDED BY EDWIN GINN
1867

BOSTON
NEW YORK
CHICAGO
LONDON
ATLANTA
DALLAS
COLUMBUS
SAN FRANCISCO

DICTATED BY

15 ASHBURTON PLACE, BOSTON,

March 1, 1917

To our Authors:-

Our royalty contracts in the past have provided for a semi-annual rendering of accounts as of February first and August first. As our offices have multiplied and the list of our publications has increased, the date when we can actually send out the royalty statements and forward payment has steadily moved ahead, so that now the statements are sent out in March and September, respectively. In order to make up these royalty statements, the sales for the six months' period must be made up by each one of our offices, including our London office. These reports are then forwarded to our head office in Boston, where they are checked up and combined. Finally, the royalty must be computed and something like a thousand separate statements made up. The labor involved in this process is very great and each year sees the work more complicated and the date when it can be finished is pushed farther and farther ahead.

To do this work twice a year is exactly twice as burdensome to us as it would be to do it once a year. In our new contracts we are striking out the provision for semi-annual accounts and are providing for an annual accounting as of February first of each year. We are now asking you to agree to a similar change. We select February rather than August for the annual accounting because the payments in the August period are relatively small and therefore of less importance to the recipients, and also because August is the hottest part

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of the summer, when vacations are most desired and when at the same time, owing to the opening of schools in September, the work of the accounting department is increased by the large business that always comes at that time.

If the relief that we now ask is granted us by our authors, we shall be very glad, in the case of any one who has need of the money that would naturally come due in the August period, under the old arrangement, to pay, without accounting, such a sum as seems equitable, the payment to be regarded as in no sense a favor and to be charged against the author's account until the next regular accounting. This provision seems to us to remove the chief, if not the only, objection to an arrangement that will be a very substantial favor to us. In the hope that the matter will thus appeal to our authors, we are enclosing two forms, with the request that both be signed, one retained by the author as a memorandum and the other returned to us in the stamped and directed envelope herewith provided.

Yours truly,

Ginn and Company

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