

July 25, 1964

RESEARCH AND PUBLICATIONS COMMITTEE

TO: Staff of Missouri Institute of Psychiatry  
FROM: Chairman, Research and Publications Committee  
SUBJECT: Committee Operations

The Research and Publications Committee will meet monthly on the third Friday of the month at 9 a.m. in Room W-105 to review ongoing research programs, consider new programs, and make recommendations regarding publications and presentations of the Institute.

To provide that Committee members be apprised of ongoing and new programs, the following procedures are recommended for trial, effective this date.

## RESEARCH AND PUBLICATIONS COMMITTEE

### PROCEDURE

#### 1. RESEARCH PROPOSALS

Research proposals to the Committee should be submitted to the Secretary by the second Wednesday of any month, on stencil if possible, or in 8 copies. The proposal should provide the following information, succinctly in a simple format:

Source of proposal

Title

Aim

Methods, including subjects and an outline of operations sufficient to provide a clear image of staff requirements

Statistical and analytic methods

Facilities available  
" needed

Funds available  
" needed

Investigator  
Co-investigator (if any)

Staff needed and time estimates

#### 2. PRESENTATIONS

Notice of proposed presentations of studies of the Institute are to be submitted to the Secretary of the Committee for presentation to the Committee. Such abstracts will be circulated and read by title, name of society, author and sponsors, at the Research and Publications meeting.

Acceptances of abstract proposals should be promptly filed with the Secretary.

#### 3. PUBLICATIONS

Penultimate copies of all proposed publications relating to studies of the Institute or bearing the name of the Institute are to be submitted to the Secretary of the Research and Publications Committee. Such proposals will be circulated and the title, authors, funds and proposed journal made a matter of record.

3. PUBLICATIONS (continued)

A final draft copy is to be filed by the Secretary for the permanent Missouri Institute of Psychiatry file.

Following publication, 50 reprints are to be sent to the Secretary for distribution.

- 1 to each member of the Research and Publications Committee and Division Director.
- 10 to the National Institutes of Health, where applicable.
- 10 to the Missouri Institute of Psychiatry Library files.

Max Fink, M.D.  
Director  
Missouri Institute of Psychiatry

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