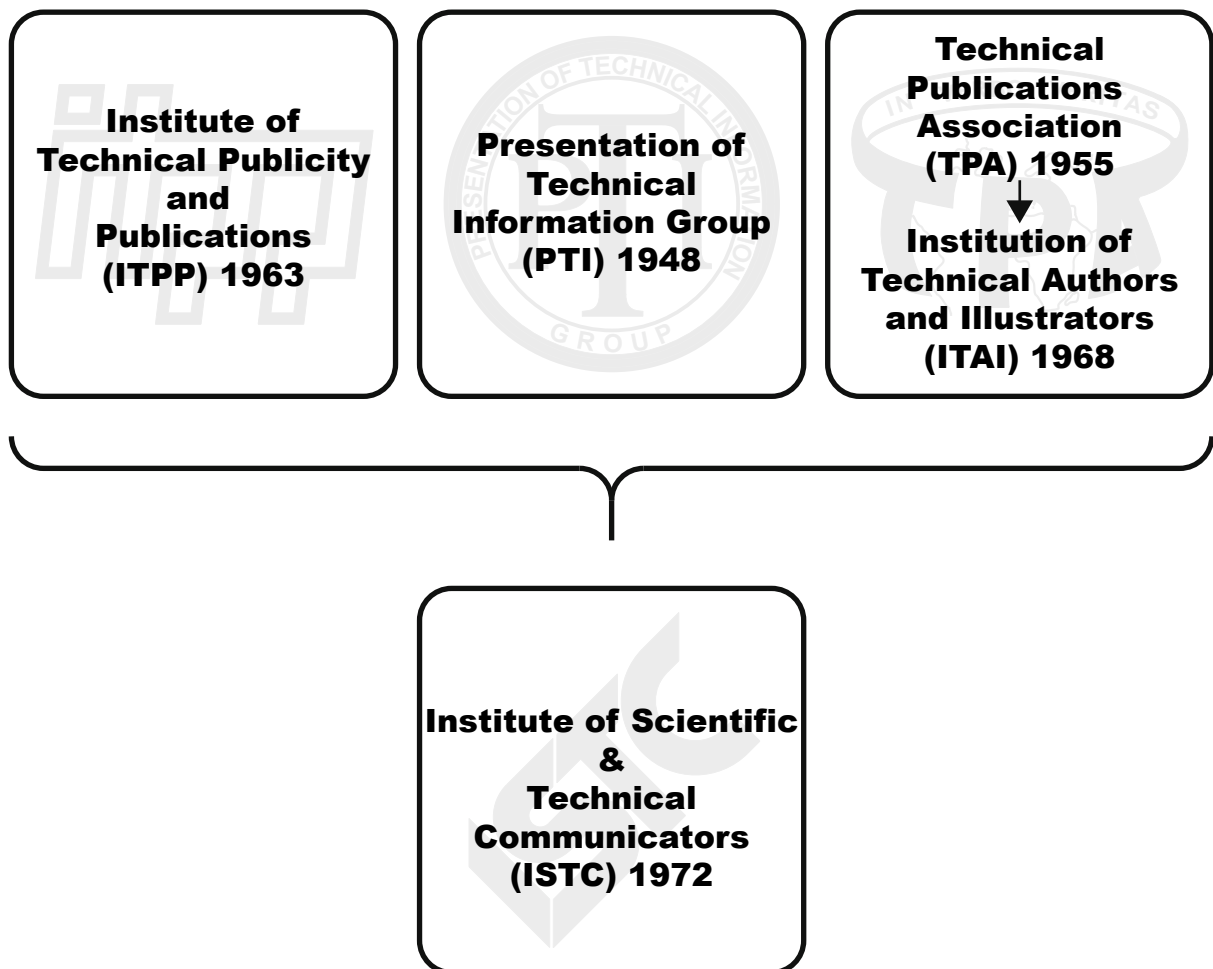




Pioneering Technical Communication

The incomplete history of the ISTC from start to date



September 2008

Introduction

Emma Bayne explains the background to this record of the activities of the ISTC and its constituent associations.

Acknowledgements

Many people have contributed to this history. In fact it may be more correct to say it is a history of the ISTC, by the ISTC. It would be impossible to name all the people who have helped me in various ways, lest the acknowledgement section become as long as the book itself. However, their names are all mentioned in the book and/or the reference section.

John Kapp (son of the late Professor Kapp), George Hockley (the son of Major Horace Hockley), Paul W Sowen and Adam G Sowen (F A Sowen's two sons), Doris and Robert Oakes (widow and son respectively of Nick Oakes), have all helped in finding information about the achievements of their late relatives.

C R Shaw and Cyril Windust have contributed with anecdotes, photos and feedback that could not have been gained anywhere else. The sub-title of the book, "The incomplete history of the ISTC", is a phrase coined by Cyril Windust.

Ralph Maciejewski's scans of old *Communicator* issues have proved invaluable, as have Gavin Ireland's and Marian Newell's scans of ISTC meeting minutes, and Iain Wright's and John Tooze's miscellaneous photos and documents. Also thanks to Urban Vida for helping me scan old copies of the *TPA Journal*.

Mike Unwalla, David Herbert, Chris Knowles and John Tooze contacted me of their own accord and Robert Beck made an extra effort to enable me to take over his old *Communicator* copies. For this I owe them special thanks.

Marian Newell has done a tremendous job in retouching images, as has Urban Vida in recreating bitmapped images as vector graphics and creating the amalgamation chart of the ISTC.

I would also like to thank Nick Robson, Jean Rollinson and Marian Newell who very kindly volunteered to edit this history, making invaluable comments and suggestions. In addition, Marian Newell has done a great job with the layout.

Finally, I would like to thank Richard Pears, Faculty Support Librarian at the Harold Bridges Library and co-author of the book *Cite them right* for helping me clarify how to cite a few slightly unusual sources.

I take full responsibility for any errors in this history.

History — why do we need it anyway?

When I started doing some genealogical research on my father's side of the family, I discovered that some of the anecdotes he had told me weren't entirely synchronised with official records of events. For example, what had been generally described as a brief love affair (this took place more than a hundred years ago) turned out to be a relationship that lasted for many years and produced not one child, but three.

Point being? With an insufficient knowledge of history, it is easy to either distort the past, or pass on distorted versions of the past.

I once spoke to a gentleman working in the automotive industry. He was a keen automotive enthusiast with an interest in all matters to do with automotive vehicles and automotive history in general. He gave several examples of career-focused R&D engineers with recent degrees from university but no knowledge of automotive history, who produced what they believed were complete innovations — they did not realise they were only doing revamped versions of ideas that had seen the light of day many years, or even decades, ago.

Point being? With an insufficient knowledge of history, there is an increased risk of people re-inventing the wheel.

A serious professional society without a sense of its history is only half a society.
(Robert Beck, FISTC)

Overview

Longevity often brings a call for documenting the past — be it the past of a celebrity, nation or an organisation. So too for the ISTC.

As early as 1972, Richard Graham Martyr, then a member of the ISTC Council, "felt that steps should be taken to produce a history of the three organisations [Presentation of Technical Information (PTI), the Technical Publications Association (TPA) and the Institute of Technical Publicity & Publications (ITPP)]. A letter on this subject should appear in '*The Communicator*' bringing the matter to the attention of the members." (ISTC meet. mins. 003: 11c)

In 1986, when preparing for the 40th anniversary of the ISTC, Council meeting minutes show that “Mr Sowan has agreed to consider writing a leaflet on the history of the Institute. Other senior members of the Institute to be asked for help with dates and other historical data.” (ISTC meet. mins. 090: 4a) Later meeting minutes show progress was made in producing material for the history of the ISTC. Although the project did not yield a published result at the time, a handwritten copy of F A Sowan's manuscript still exists and so it is fair to say he has contributed to this history (and quite considerably so), albeit posthumously (he died in April 2006).

Between 1996 and 1999, in connection with the 50th anniversary of the ISTC, a series of seven articles was published in *Communicator*. The articles were produced by Cyril Windust, with the help of F A Sowan and Peter Greenfield. In the sixth of those articles (cited at length in the section on conferences), Peter Greenfield (1998) very accurately noted the problem with producing a history of the ISTC: “As with so many things in a voluntary run body like the ISTC, things just seem to happen and the procedure or history is never accurately captured.”

In the seventh and last article, Cyril Windust (1999) invited the membership to contribute with further information and explained the reason for his producing the articles:

It would be nice to record that the ISTC and its predecessors had followed such a steady evolution. Although our 1998 Conference at Churchill College Cambridge was titled “50 Golden Years” and a most useful and enjoyable time was had by all, I am afraid that I would have to put a question mark after the word golden because, like many small societies, we've had our ups and downs with changes of leadership, administration, and address. All these factors have tended to the inevitable ‘clear-outs’ and consequent archival losses, material which obviously could have been most helpful our institute's historians.

[---]

Wartime service instilled in me a tendency to never volunteer for anything. My reason for attempting this history was simply that at a Council meeting I accidentally caught our President's (Gerry Gentle) eye. There had been two previous attempts including a notable effort by F. A. Sowan, editor of our journal for 18 years. Perhaps on the basis that “An editor is a person who separates the wheat from the chaff and prints the chaff”, his efforts did not win approval by a subsequent editor. However, I did manage to salvage one chapter FAS completed and I would record my very grateful thanks to Fred for a lot of early information he verified and expanded for me. Philip Hutton-Wilson provided a very useful section on the City and Guilds part in our history and just a few others have provided information which, as a ‘toe in the water’ exercise, has been published in *Communicator*.

[---]

A this point I would outline the proposed contents of what I have in mind, a publication about the size and nature of the 1998 Conference Proceedings to keep the cost down to what people would be willing to pay.

My proposed outline is;

- 1) Introduction
- 2) Our history
- 3) Our Presidents
- 4) Some memorable people
- 5) Communications through the ages
- 6) Publications
- 7) Our management
- 8) Meetings and conferences
- 9) Our future

As Cyril Windust points out, the passing of time tends to make for a loss of information, in either part or whole. The research for this book was relatively quickly finalised, not due to speediness on my part but, sadly, due to a lack of material. However, I was quite fortunate in some of my research. For example, finding any relatives of Major Horace Hockley initially seemed difficult. However, a *Communicator* article from 1990 yielded the name George Hockley, and an internet search for “George Hockley+UK” located a George Hockley mentioned in a BBC online article, ‘Villagers restore ancient sheepwash pool’, who indeed turned out to be Major Hockley's son.

What is the present today will be the past tomorrow. For that reason, and due to my inability to find all the information I was looking for, I prefer to regard this history as a living project. If it can act as a prompt or memory jogger in any way, you are very welcome to contact me or the ISTC with any information that you may have. I hope to add regular updates to this history.

Lastly, this being a history, I have chosen the method of direct citation rather than paraphrasing in many places. Although this may make my contribution to this book seem more like that of an editor than an author, I stand by my choice as I feel this does more justice to the sources, to history itself.

Achievements

I hope you enjoy reading it as much as I have enjoyed producing it. While reading, you might like to consider some of the ways in which the ISTC has been a pioneer in technical communication:

- In 1948, the Presentation of Technical Information Group (one of the ISTC's constituent associations) was the first professional organisation for technical communicators.
- In 1963, the *TPA Newsletter* was probably the first periodical published by an association (another of the ISTC's constituent organisations) for technical communicators.
- In 1964, the TPA awarded the first prize in the ISTC's history—possibly in the history of technical communication—to the best student in the Final City and Guilds Examinations.
- In the late 1960s, one of the ISTC's constituent associations carried out a salary survey that was probably the first in technical communication.
- ISTC members have often been ahead of their time: in 1974, a suggestion was minuted that support documentation should become a 'provided item', for which the manufacturer would make a charge (and profit) so that industry might become 'communication-motivated'.
- In 1996–9, the ISTC participated in a project to produce National Occupational Standards for technical communication, once again a first in the field.
- In 2000, the ISTC joined tekomp in setting up TCEurope, an umbrella organisation for technical communication in Europe.

Structure

I have organised the information yielded by my research into the following sections:

- **Beginnings** establishing professional links between technical communicators
- **Amalgamation** pooling resources to create one association to represent all disciplines
- **Education** training and examination in technical communication
- **Publications** periodicals and other information channels
- **Awards** prizes given to recognise achievement in technical communication
- **Logos** visual identities developed over the years
- **Activities** events organised by the ISTC and its constituent organisations
- **Professional** issues around the status and conduct of technical communication
- **People** people involved in running the ISTC and its constituent organisations
- **References** sources from which information was obtained

Glossary

BAIE	British Association of Industrial Editors In 1995, the name changed to British Association of Communicators in Business (CiB)
BSI	British Standards Institution, the national standards body of the UK
CEI	Council of Engineering Institutions, set up in 1965 by the major engineering institutions to promote the interests of the engineering institutions
CiB	British Association of Communicators in Business Before 1995, known as British Association of Industrial Editors (BAIE)
CIPR	Chartered Institute of Public Relations, previously Institute of Public Relations (IPR)
C&G	City & Guilds
ILEA	Inner London Education Authority
IPR	Institute of Public Relations, now Chartered Institute of Public Relations (CIPR)
ISTC	Institute of Scientific and Technical Communicators
ITAI	Institute of Technical Authors and Illustrators Before 1968, known as Technical Publications Association (TPA)
ITPP	Institute of Technical Publicity and Publications
PARN	Professional Associations Research Network
PTI	Presentation of Technical Information Established in 1948 by Professor Reginald Otto Kapp
PUKE	Principal UK Expert BSI standards terminology for a Principal UK Expert on a standards committee
QPiD	Quality and Professionalism in Documentation, a conference organised by Phillip Hutton-Wilson in March 1991
SERT	Society of Electronic and Radio Technicians
SIAD	Society of Industrial Artists and Designers, became Chartered Society of Designers (Note: the Society of Illustrators, Artists and Designers was formed in 1983 and now uses the abbreviation SIAD)
TMTR	Technical Manuals, Technical Reproduction, the name given to Nick Oakes's company, Illustrated Manuals, following the takeover by Robert Maxwell's Pergamon Press
TPA	Technical Publications Association Later became the Institute of Technical Authors and Illustrators (ITAI)

What's in a word—how it all started

The origin of the ISTC is not that of one, but three, organisations. This section summarises those organisations, in order of establishment.

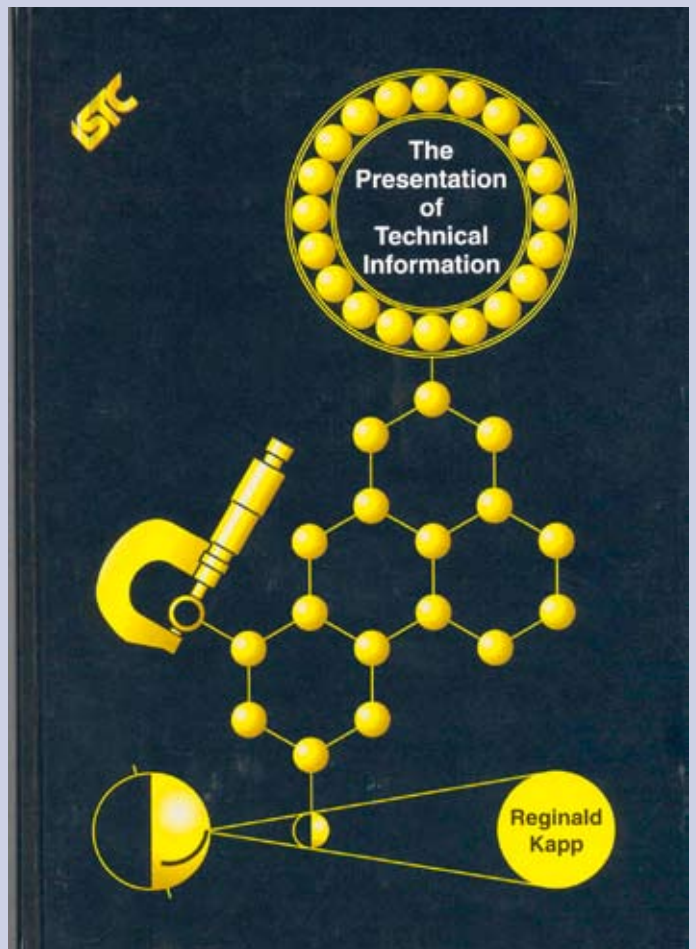
The PTI Group

Teach people to think clearly, and they are likely to express themselves clearly; teach them to think about the person addressed, and they will have learnt the first lesson in the art of conveying information effectively from mind to mind. But teach them only how to turn out well constructed sentences and they may fail badly in the art of exposition.

This is one of many poignant passages from the book *The Presentation of Technical Information* by Professor R O Kapp.

John Kapp, the son of Professor Kapp, neatly depicts the life and origins of his father on the web site www.reginaldkapp.org, which is devoted to his life and works. Reginald Otto Kapp was born on 2 August 1885 in Brentwood, Essex, to Austrian parents. His father, Gisbert Kapp, had been appointed the first professor of electrical engineering at Birmingham University in 1905, and it was a position he held until he retired in 1919. Reginald Otto Kapp studied electrical engineering under his father at Birmingham University and graduated from there in 1909. He then joined Brown Boveri in Switzerland, a producer of power machinery, and in 1913 he started working for the consulting engineering firm Kennedy and Donkin. After having served in World War I, he returned to Kennedy and Donkin and worked there until he was made redundant in 1935. After a few months he joined the University College London as professor of electrical engineering.

John Kapp (2005), himself an electrical engineer like his father, says R O Kapp had himself struggled with producing good technical information while writing the book *Science versus*



Professor Reginald Otto Kapp was professor of electrical engineering at University College London, author of the book *The Presentation of Technical Information* and founder of the PTI Group in 1948.

[Left: photographer unknown, 1945, courtesy of John Kapp. Right: scanned by Emma Bayne, 2005]

Materialism, hence his keenness in making his students good expositors.

Bertram Claude Brookes, a close colleague of Professor Kapp's and in 1965 the second person to chair the PTI Group after Professor Kapp himself, was appointed part time lecturer in The Presentation of Technical Information in the Department of Electrical Engineering on 1 October 1946 (Butler 2006b). Brookes gave another explanation for Kapp's interest in making his students improve their communication skills, as noted in a supplement to Kapp's obituary in the *TPA Journal* (Brookes 1966) and also cited in Cyril Windust's second article (1997a) on the ISTC history in *Communicator*:

As an engineering consultant Kapp depended heavily on information provided by others. He found such information often badly presented and so when, at the age of fifty, he became head of a university department of engineering, he hoped to remedy what he regarded as a serious weakness in engineering education. But he immediately found a new difficulty — the deplorable near-illiteracy of many students. He realized that teaching much more basic than he had anticipated would be needed and that it would be too onerous a task for the head of the department to undertake.

He therefore sought the help of the local department of English but the response was unhelpful: it was not their job to teach grammar to engineering students, they said, and it was implied that the ephemera of technology were of no concern to those devoted to appreciating the eternal values of Literature. Kapp was puzzled. Surely there was a problem? Look at the students' scripts! — but no other engineering or science teachers complained. Surely it was primarily a problem of teaching English — or was it? He decided to give the series of public lectures which he later published as *The Presentation of Technical Information* [...] to publicize the problems as he then saw them.

Professor Kapp himself noted in the preface of his book *The Presentation of Technical Information* (Kapp 1948) that he was initially expecting the subject to be of little interest to his students but believed he would find it easy to find a suitable lecturer, and added he was proved wrong on both expectations. So, as Brookes noted in his supplement to Kapp's obituary, Professor Kapp ended up teaching the subject, called 'The Presentation of Technical Information' (PTI for short), himself and with lectures proving so popular he repeated them as public lectures in his college (Kapp 2005). Eventually, the lectures were published as a book in 1948, one of the earliest books on technical communication, and one of the most popular books on the subject.

Kapp's book remains a classic among technical communicators and has been cited and reviewed long after it was first published.

Godfrey and Parr dedicated their book *The Technical Writer* (1958) to Professor Kapp:

To
Reginald O. Kapp
(Professor Emeritus in the University of London)
who first organized in Britain the study of the
Presentation of Technical Information as a
Necessary part of a scientific education.

a fact noted by Ron Blicq in his paper at the joint IEEE (Institute of Electrical and Electronics Engineers, Inc.) Professional Communication Society's international professional communication conference and the 18th annual ACM (Association for Computing Machinery) international conference on Computer documentation, Technology & Teamwork in 2000.

Professor Kapp's book was also reviewed by Cunningham in the Winter 2000 edition of *Technical Communication Quarterly*, a publication issued by The Department of Rhetoric at the University of Minnesota for the Association of Teachers of Technical Writing.

The continued interest in the subject prompted Professor Kapp to start the PTI Group, the first professional organisation in the world for technical communicators.

Cyril Windust (1997b) paints a very vivid image indeed of the actual formation of the PTI Group, its achievements and objectives in the third article in his seven-part series on the history of the ISTC published in *Communicator* between 1996 and 1998:

On 15 October 1948, a 'provisional committee' met at University College London. Those present were L. Bainbridge-Bell (well known in the electrical world), J.C. Banks, R.O. Kapp, and Geoffrey Parr (a director of Chapman & Hall and author (with J.W. Godfrey) of the *Technical Writer* (1959)). The committee had been appointed by the Discussion Group to prepare draft rules for the Group and to arrange for a lecture (the Group's first formal activity) on 26 November. That date was, in the event, the occasion of the PTI Group's first annual general meeting. The nineteen attendees included Bainbridge-Bell, Kapp, Godfrey, Parr, P.I. Nicholson, and Mrs M.L. Neurath who had been associated with her husband in the development of the Isotype system of 'sign language' [---]. Kapp was elected President, Mrs Neurath Treasurer, and J.C. Banks Hon. Secretary.

In its first months the [PTI] Group organised lectures, and announced its existence, aims,



Cyril Herbert Windust worked in the technical publication department of De Havilland Aero-Engines in the 1950s. He initiated a history of the ISTC that led to a series of articles in *Communicator* from 1996 to 1998. He became an Honorary Fellow. [Photo: photographer unknown, no later than 1974]



A J Wheeldon — Manager of the Technical Information Department of Marconi Company and Chairman of the TPA/ITAI in 1968. He was, according to Windust (1997b), the real driving force in the amalgamation of the PTI Group, TPA and ITPP. [Photo: *TPA Journal*, Vol. 5, No. 7, March, p. 312]

objectives, and activities to publishers, journal editors, professional and learned societies, the Patent Office, and so on. Publication of proceedings was deemed to be not practicable until the group had greater resources.

At this time, and throughout the [PTI] Group's existence, there was a simple flow of suggestions for lecture topics, ranging from the academic to the practical.

New members came in gratifying numbers; they included an electrical engineering lecturer from Northampton Polytechnic (now the City University), a technical production editor from Pitman, a special appointments manager from Dunlop, someone from the Admiralty Signals and Radar Establishment, a departmental head from Unilever, the Professor of English at the Institute of Education, a head of research, and no fewer than 17 employees of the BBC (this was noted, 'not to establish a precedent').

On 8 November 1949, B.C. Brookes (later Reader in technical communication studies at University College London) attended the executive committee meeting by invitation. He was later to succeed Kapp as PTI Group President.

Early in 1950 two proposals were made: that the [PTI] Group should consider 'means of providing an editorial and advisory service on written and visual presentation'; and that a small annual publication should be started. In March, R.G. Martyr of Kodak — later to succeed B.C. Brookes as President, and later still to be one of the main architects of the ISTC — was accepted into membership.

Publication came closer in October, when fund-raising for a 32-page quarto journal (£80 for 500 copies) was considered. In November, the Group's bank balance was £9; and 26 of the [PTI] Group's 96 members had not paid their subscriptions; 21 — including 10 founder members — had never paid. However, such things happen in all voluntary bodies, including (as we shall see later) those concerned with technical publication.

Early in 1951 the [PTI] Group's interests were listed:

- Publishing and printing
- Publicity
- Films
- Research

- Models and diagrams
 - Broadcasting and television
- in an order that may be random.

Funds were still insufficient for the publishing of a journal, but were sufficient to cover normal working. Preliminary contacts were made with like-minded bodies: ASLIB and the British Association of Science Editors. At the end of the year the membership subscription was raised from five to ten shillings a year. The deficit on poorly-selling badges (perhaps bearing a symbol provided by Mrs Neurath) was two shillings and eleven pence.

In February 1952 any substantial increase in membership was seen as a producer of financial and lecture accommodation problems.

An informal meeting was to be arranged with the then Ministry of Supply, who were interested in technical writing standards and the status of technical authors.

In mid-1953 an 'Assessment subcommittee' was preparing a method of assessing the abilities of applicants for 'technical writer' jobs. The sub-committee was also interested in salaries. The possible establishment of PTI branches in Birmingham and perhaps Glasgow was also discussed.

In October the fear was expressed that the [PTI] Group's active interest in the abilities and salaries of technical writers might provoke the idea that the Group was a trade union.

Dr Long (the voicer of this fear) had joined on the understanding that the Group was limited to discussion.

MIDDLE YEARS

The concern expressed by Dr Long was followed, in January 1954, by a report, by Martyr and Godfrey, of the inaugural meeting of the Technical Publications Association — a body that, if any, might be anywhere near being a trade union (it never was). The main purpose of the TPA, it was reported, seemed to be to improve the status of writers of technical publications within industry. It was agreed that the [PTI] Group should express its goodwill toward the TPA, and exchange programmes.

The [PTI] Group's publishing activities has started with one paper (by Godfrey) in a short run. By June 1954 there was a more ambitious venture: a 'Symposium on technical writing' comprising papers by Kapp and several others. The first branch outside London — Midland (Birmingham) — had been started.

Late in October Martyr reported that the TPA had 'lost its President' and was reorganising itself.

In February 1955 there were 170 Group members — 65 of them not paid-up. Things improved by June.

A technical publications society, recently started in Los Angeles, would be contacted, likewise the Society of Technical Writers at Boston, Mass. Alas, there was no response from L.A., and the enquiry to Boston was returned 'ADDRESS UNKNOWN'.

In October a course in technical writing, it was noted, had been started by Coventry College of Art — now a university.

Martyr, in April 1956, reported a meeting he had had with Major Hockley of the TPA, and it was agreed that the Presidents of the two bodies should keep in touch. (The TPA had Chairmen, not Presidents.) Hockley then joined the PTI Group, and was soon urging that the Group should seek representation of the committee of examiners for the proposed City and Guilds technical writing course.

Paid-up membership late in 1956 was 100 — a proposed membership drive within industry had either not happened or had so far failed. In January, 1957, however, the reported membership was 175 — 185.

An 'Education subcommittee' was set up in April 1957, and worked effectively with the City and Guilds technical writing syllabus committee. A three-year part-time course was envisaged. However, the C&G, in January 1958, was about to publish a four-year syllabus. The PTI representative thought that he had shifted the emphasis from printing/duplicating to writing and he suggested that a Diploma in technical writing should be aimed at (Kapp said this would best be an extramural Diploma).

The years 1959 and 1960 seem to have been quiet, with the usual series of lectures and discussions. At the end of 1960 Kapp had attended the inaugural meeting of the Dutch PTI Group (based on Delft and Eindhoven).

THE LATER YEARS

In May 1961 a questionnaire on members' interests revealed the following order of preference:

- Presentation in writing
- Dissemination, classification, etc., of technical information
- Techniques of printing and duplication
- Teaching PTI [sic]
- Theory of communication

This order suggests a dominance of the practical over the theoretical/academic.

The year 1961, like 1959 and 1960, was quiet, with little of moment other than a decision not to bring technical writing vacancies to the attention of members; 1962 saw a reduction of Group meetings from nine to seven a year, and Dr Stickland, the Physical Society's editor, gave the Group 240 copies of her "Notes for authors" for distribution to members.

The 'Research subcommittee', which had collapsed after Dr Wason's departure to the USA, was, in 1963, to be reinstated (no accounts of its earlier activities have been found in the minutes).

In May 1964 Brookes handed over the Secretaryship to Martyr. Brookes succeeded Kapp as President early in 1965. In March, AJ Wheeldon of Marconi — to be, six years later, the real driving force in the long-drawn-out and difficult amalgamation exercise — made his first appearance in the Group. A decision to explore relations with like-minded bodies (TPA and the recently-formed 1964 Institute of Technical Publicity and Publications) may or may not be merely coincidental.

A significant event in 1965 was Hockley's observation that a professional survey of employment, conditions and salaries of technical writers could possibly cost £1500. He said that before the Group sought funds on that scale, it should consider becoming a limited liability company or appoint trustees.

By July, steps had been taken toward establishing the 'Presentation of Technical Information Research and Education Trust', with Kapp, Brookes, Hockley, and Martyr as proposed trustees. Consequent changes to the Group's Rules received legal blessing, and an Extraordinary General Meeting in August unanimously approved both the rule changes and the establishment of the Trust.

Doubling of the subscription, to allow a better publishing programme, was discussed in November 1965. An increase to £2 was accepted by the membership in February 1966. In May, the bank balance was £50. There was further thought on collaboration with other 'overlapping' bodies, and the seeming need for a joint committee was noted (the 'Joint Council').

Professor Kapp died in February — four days after the death of his wife, Dr Dorothy Kapp. His last connection with his PTI Group was the sending of an apology for absence from a Group meeting, only a few days before her death.

Sowan (1988) added membership figures for the PTI Group (as well as for the TPA):

"A sideways (forward) glance at the membership (218) of the PTI Group (in 1960) shows the following backgrounds:

Electrical / electronics	26
Chemicals / oil	18
Book / journal publishing	18
Education / museums	18
Aircraft / automobiles	12
Research establishments	10
Government departments	8
Trade associations	5
BBC	5
Professional institutes	5
Libraries	5
Tech. pubs contractors	4
Public utilities	4
Computing	3
Armaments	2
Hospital service	1
Miscellaneous industrial	11
Not given	19"

The TPA

It is not clear exactly when the TPA was officially formed:

- The Technical Publications Association (TPA) was conceived in 1953.
- According to Sowan (1988) the Association became a legally constituted body in June 1954.
- According to the regularly occurring feature 'Introduction' in the *TPA Journal* the organisation was 'formed in 1955'.

Sowan (1988) gives a very detailed account of the beginnings of the TPA in Chapter 3 of his ISTC history, citing several of the earliest newsletters of the Association, of which there are no existing copies:

The undated (January 1954) News Letter No. 1 of the Technical Publications Association (in formation) relates the Association's birth:

On October [1953] a letter was sent to a group of 6 or 7 persons engaged in the production of Technical Publications suggesting that a meeting be held to discuss the possibility of forming an Association.



Group photo from the TPA Exhibition, held with the TPA's 10th AGM on 4 April 1964 in Birmingham. The photo shows some of the people involved with the TPA at the time: (from left to right) W G Diffey (Assistant Editor, *TPA Journal*), M Sheffield (Publicity Officer), D W Goddard (Assistant Editor), A D Oakes (Assistant Secretary) and A C Clegg (ex-Editor).

[Photo: *TPA Journal*, Vol. 2, No. 1, May, p. 8]

This first meeting was held on Tuesday 13 October [at the Marlborough Head in North Audley Street]. The eight people present decided to proceed and to meet informally each month to discuss in more detail the form the Association would take.

As a matter of policy we refrained from any large-scale publicity campaign, preferring to expand in a controlled manner. A small number of T.P.D.s [technical publication departments] in industry were contacted direct, and announcements appeared in *Wireless World* and *Design*.

At the fourth meeting, in January [1954], 27 prospective members attended. In addition we have had a gratifying number of enquiries by post, mainly from the Greater London area but others as far afield as Bournemouth and Liverpool.

A firm foundation has now been laid for further expansion leading to the early formation of an Association.

The aim of the proposed Association was 'to promote the advancement of technical publications techniques by the interchange of ideas, and to ensure a recognized status for those engaged in publication production. A carefully graded membership structure from student to fellow was envisaged. The Association would hold no executive power over its members; it would not debar its members from joining any other similar organization; and it would be strictly non-political and non-trades union in nature.

There was no set subscription rate at this stage, but contribution of small sums were invited to cover meeting expenses and postage.

Finally, 'we plan to produce a *TPA Journal* at some future date'.

The organizing committee members were Messrs Cunliffe (Chairman), Pontifex (Treasurer), Potter (Social & secretary), Benlow (Librarian), Claudot (Organization adviser), Martyr, and Murison.

A programme of lectures and discussions (February to June 1954) comprised:

How can the efficiency of a T. P. Department be calculated?

Standardization — a discussion.

The role of the commercial photographer.

What the 'user' thinks.

The ideal presentation.

The 120 copies of this first publicity effort were sent to various companies and to all enquirers.

News Letter No. 2 (again, undated; probably March 1954) reported that organizational matters were being formalized by solicitors, and that professional accountants were giving advice. Eighty applications for provisional membership (the only kind available before formal establishment) had come in, with a further 90 completed application forms hoped for. Members were accepted 'without screening'; there being no membership committee and only outline definitions of requirements.

In March 1954 an unexpectedly well-attended meeting (56 persons) took place in a small room above the New Crown in New Oxford Street. (It was uncomfortably hot.) It was agreed that all applicants should be granted provisional membership.

Establishment

The draft Constitution and Rules of the TPA were presented to the provisional members in News Letter No. 3. They provoked little comment, and the Association became a legally constituted body in June 1954.

Formal minutes start with a meeting of the organizing committee at 17 Danvers Street, London SW3 on 18 October 1954. It decided that the TPA should have a 'working' (rather than 'managing') council. In addition to four officers (Chairman, Secretary, Treasurer, Vice Chairman) there were to be an Editor, Librarian, and chairman of committees concerned with membership, standards, publicity, training/employment, lectures, and social activities.

It was 'heartily agreed' that Major H. R. Hockley — a member with long experience in the technical publications field — should be invited to chair the membership committee. Thus started Major Hockley's close and very active association with the TPA's direction and management which lasted until soon after the foundation of the Institute of Technical Publicity and Publications.

At its second meeting, on 9 December 1954, the organizing committee sorted out the problems posed by the existence of only an 'unscreened' membership and the non-existence of an elected membership committee. The committee would nominate, for election at the TPA's first general meeting, suitable persons as members of the association's first Council: they would be persons deemed to meet the provisional requirements for the membership grade. Such problems must surely beset any voluntary body that chooses to set itself up!

The first AGM was held in London at the Albert Tavern, Victoria Street on Thursday 3 February 1955. A historical resumé by the Secretary (T. G. Potter) included the statement that 'Mr Cunliffe and I had discussed the formation of an Association for technical authors and illustrators for some time before he decided to take practical steps in an attempt to found such an Association. He wrote to a few technical authors and illustrators, all of whom were known personally to us both...'. This statement was overlooked by those who, years later, alleged that the TPA had been established by a certain person for his own company's presumably lucrative purposes.

The Treasurer (C. S. Burring) announced a balance in hand of £253.7. There were 68 paid-up provisional members.

The main business was the election of the first ('Organizing') Council:

[see the section of this history on people — council membership]

Representation of (future) area groups was urged from the floor. An informal contingent from Winchester was in fact present at the meeting.

Membership grading at really worthwhile levels was the main concern during the general discussion that followed the formal business. [---]

By November 1955 'Minutes of Council meeting' supplanted 'Minutes of a meeting'. The TPA had at last emerged from its formative phase. At the same time, it was decided that 'provisional membership' would cease on 31 December 1956. [---]

The second AGM, held in February 1956, was told that the TPA had at last 'emerged as an Association which has to perform a public service. During the early days...we tended to be regarded as just an excuse for writers and illustrators to get together to discuss their business'. [---]

A major preoccupation in the latter part of 1956 was the forthcoming *TPA Journal*. [---]

The third AGM, held at the Albert Tavern in February 1957, sounded a note of optimism, and reflected the healthy and stable state of the Association — its teething troubles safely past. [---]

Toward incorporation

After so many trials and tribulations the Association entered its final, and most successful,

phase. The need for re-establishment as a registered institution was recognised, and the achieving of this dominated the Association's thinking and acting in the years 1964 to 1967. A first step was the recruitment of the proposed 'persons of standing'. One of the earliest was A J Wheeldon. In his reply to the letter of invitation, Wheeldon said: 'I see from the Constitution dated 1963...that the Association has still not changed the requirements for the various grades of active membership. It is in large measure because I have been unhappy with the standards that TPA has been setting, that I have been uninterested...in being associated with the Association...I recognize that any new association must set its sights a little on the low side if it is to gather support quickly, and thus become viable. Despite this recognition, I must say that I feel that the TPA have set their sights very low indeed...I am most interested in developing the concept of technical authorship as a fully professional activity, and, indeed, am sympathetic to the idea that the TPA should be the effective association'.

In 1965 five Fellows-by-invitation were introduced:

A J Wheeldon (Marconi)

K G Stoker (Marconi)

R E V Hawker (B. A. C. Guided Weapons Division)

F E Whitehouse (B. A. C. Operating)

P T G Hutton-Wilson (Rolls Royce Aero Engine Division)

Wheeldon immediately became chairman of the committee set up to consider change of title and constitution. [---]

The 14th (and final) AGM was held in the Gustave Tuck Theatre of University College, London, on Saturday 20 April 1968. [---]

Sowan (1988) also describes in detail the membership numbers of the TPA during various periods, as well as giving breakdowns of membership numbers:

The same News Letter [No. 6, September 1955] contained a first list of 'screened' members:

Full membership:	19
Associate membership:	12
Students:	12
	45

[---]

The first ever batch of membership applications (98 in 1954-1955) had broke down into:

Author	48
Illustrator	31
TP manager	7
Editor	6
Librarian	1
Clerk	1
Unknown	4

The great majority worked in the aircraft industry (72), with a mere 7 in electrical / electronics, 7 in telecommunications, 4 in mechanical engineering, and one man whose doctor had advised him to take up technical writing. [---]

TPA membership

Year	Companions	Full Members	Associate Members	Graduates	Students	Total
??1955	-	19	12	-	12	43
1955	-	22	26	-	16	64
1956	?	?	?	?	?	64
1957	-	25	59	-	41	125
1957	-	26	74	-	49	149
1958	1	26	90	-	57	173
1958	1	30	94	4	56	184
1959	1	33	110	15	51	209

In terms of membership, the TPA was the most successful of the three organisations later to form the ISTC. A note on the TPA Executive Council Proceedings in the March 1968 issue (*TPA Journal* 1968c) shows the membership numbers growing between 1961 and 1967:

1961	225	1965	510
1962	315	1966	580
1963	355	1967	670
1964	455		

The TPA received some publicity in 1957 when the journals *Art & Industry* (1957) and *British Communications & Electronics* (1957) noted that the recent annual general meeting had stated



Christopher Richard Shaw, technical editor at Marconi Defence Systems, here seated at his desk on the day of his retirement, 3 March 1989. He was advertising officer of the *TPA Journal/Technical Publications* and later the editorial assistant of *Technical Publications Journal*. He sat on the Council of both the TPA and later the ISTC. He was also involved in the creation of the second of the two TPA logotypes (see section on logotypes).



Eileen Parkinson (right) – here pictured with Mrs Audrey Hockley, one of the prominent figures in the history of both the TPA and ISTC – was secretary of the TPA from late 1963 (Oakes, 1963) and later of the ISTC. She was elected an ISTC Honorary Fellow in May 1976 (ISTC meet. mins. 031) and retired from her duties in 1987 (ISTC meet. mins. 099). She and her husband, Bill Parkinson, provided the ISTC's archive and organisational headquarters for many years. [Communicator, No.71, April, p. 11]

doubling membership figures to nearly 150 members.

An important name in the history of the TPA is Nick Oakes, or Albert Dennis Oakes to use his full name. According to Windust (1996) he joined the technical publication department of De Havilland Aero-Engines in the 1950s, where he and Windust worked together for several years. Later Nick went to Potters Bar, Hatfield, where he started a business venture that would have a great impact on the TPA.

Another important name in the history of the TPA is Christopher Richard Shaw. He was the Advertising Officer of the *TPA Journal* between September 1963 and September/October 1964 and editorial assistant from October 1968 up to and including December 1969. C R Shaw's (2006c) involvement with the TPA started after he joined the company recently started by Nick Oakes and the illustrator Pat Tranfield, a business venture that soon turned into a limited company, Illustrated Manuals Ltd. According to C R Shaw (2006c) the TPA had strong ties with his then employer, Illustrated Manuals. Nick Oakes became the TPA's Honorary General Secretary in 1963, when C R Shaw started working for his firm.

Many other names later associated with the TPA in some way also had a connection with Illustrated Manuals (Shaw, 2006c): Ted Ditchburn, printer of the *TPA Journal* from January 1964 up to and including January 1967, had his shop below the office space acquired by Nick Oakes and Illustrated Manuals; Chris Clegg, editor of the *TPA Journal* from June 1963 up to and including the spring of 1964 (Issue 1, No. 6, no month specified) and from September 1969 up to and including December 1969, also worked at Illustrated Manuals; Janine Kirwan, whom C R Shaw (2006b) believes might have designed one of the two logotypes used by the TPA and who also served the TPA for some time, worked as an illustrator at Illustrated Manuals. C R Shaw's memoirs (2006c, pp. 375) recall some of the people involved with the TPA:

Nick was very keen on all his authors and illustrators joining the Technical Publications Association, or T.P.A. This was one of two professional organizations for technical publications personnel, the other being the Presentation of Technical Information (P.T.I.) Group, started by Professor R.O. Kapp, which was more for academics than practising authors and illustrators.

The T.P.A. was started in 1955 and, in 1963, when I joined Illustrated Manuals, generally known

as I.M., Nick became the Association's Honorary General Secretary. It was not long before he persuaded me to stand for election to its Executive Committee. He also started a Newsletter for the members and this, in various formats, continued to 1970, being produced by his staff and funded almost entirely out of Illustrated Manual's profits.

T.P.A.'s Chairman was Major Horace Hockley, an officer and a gentleman of the 'old school', who owned another technical publications agency, Technical Designs.

For many years the Association was loyally served by its Secretary, [---] named Eileen Parkinson. She [---] was universally adored by the members and seemed to remember every one by name. Many years later I was privileged to propose to Council that, in recognition of her long and valued service to the Association, she be made an Honorary Member and this was carried unanimously.

Another of T.P.A.'s officers was Amory Toogood from Elliott's, who was its Librarian and Historian, while one of the Newsletter's joint editors was my friend and colleague, Chris Clegg.

Eileen Parkinson, the long-standing secretary of the TPA, and later the ISTC, became involved with the TPA because of her employment with Illustrated Manuals. The involvement of Eileen Parkinson in the TPA started after the TPA had felt it necessary to end collaboration with its current secretarial service provider, Industrial and Financial Secretariat Ltd. in late 1963. An open letter (Oakes, 1963) sent out with the December 1963 issue of the *TPA Journal* revealed the announcement of the formation of a Society of Technical Publications Contractors (STPC) earlier that year, adding that the new organisation had chosen the same address as the secretarial services, Industrial and Financial Secretariat Ltd., which was employed by the TPA. Although the TPA valued greatly the services offered by the Industrial and Financial Secretariat, the TPA was unable to employ its services as it was felt that the TPA could not allow its name to be linked with the STPC, 'however remotely'. Interestingly, the TPA and the STPC were to have contacts in the future.

Apart from introducing the services of Eileen Parkinson, the open letter (Oakes 1963) also mentions an interesting shift in TPA chairmanship:

At an Executive Council Meeting held on Monday December the 14th, the Council heard with regret that their Chairman, Major H. R. Hockley, had resigned from his position on the Executive Council and was also resigning from the Association. The Council was reluctantly forced to accept this resignation and take this opportunity of thanking Major Hockley publicly for his many past services to the Association.

The Council has unanimously elected Mr A. G. Toogood to the position of Acting Chairman and he has agreed to act in this capacity until the next Annual General Meeting of the Association when the members will be asked to ratify the decision of the Council.

Mr A G Toogood was to remain Chairman until the 1966 AGM. Further information regarding this shift in chairmanship is given in the obituary of Major Hockley (HWR 1979):

Later on in the 1960s he [H R Hockley] became unhappy about the progress of the T. P. A. and turned his attention to the founding and formation in 1964 of the Institute of Technical Publicity and Publications, taking on the onerous and time-consuming task of its Honorary Secretary.

TPA becomes ITAI

The June 1965 issue of the *TPA Journal* has the editorial 'A New Title For The Association' (Wheeldon 1965). The decision to "investigate the pros and cons of a change in the title of the Association" had been taken at the 1964 AGM, with a sub-committee "on change of title and related matters" being set up (chaired by A J Wheeldon). A ballot form sent out with that same issue to give the alternatives considered by the Council to enable a vote by the whole membership.

The suggested titles (Lee-Frampton 1965) were:

1. Institute of Technical Communication
2. Institute of Publications Engineers
3. Institute of Technical Writers
4. Institute of Technical Authors
5. Institute of Technical Authors and Illustrators

The title change suggestion gave rise to some criticism, with J. B. Lee-Frampton of Adstock, Bucks (Lee-Frampton 1965) wondering "what is wrong with the present title?", while R S de Haaff, J R Evans, V B Hough and T H D Roberts of Bramhall, Cheshire (de Haaff et. al. 1965) asked "Why the sudden discrimination against the Illustrator?" adding that "Two of the titles for the Association virtually rule him [the illustrator] out of membership?"



Nick Oakes started Illustrated Manuals and was considerably involved with the TPA and its journal. He persuaded many of his employees to join the TPA, among them, Christopher Richard Shaw. [1983, photo booth, courtesy of Doris Oakes]

The latter piece of criticism might have been expected, with a number of TPA members being illustrators rather than authors.

However, by May 1966 (*TPA Journal* 1966f) there was finally a decision to change the title and constitution of the organisation:

The 1966 AGM proved to be the last held under the old title; and it will almost certainly be the last held under the old Constitution and Bye-laws.

Changing the Association's title has been difficult. No overwhelming wish for any one title was shown by the postal ballot. The proposal which received most votes (with a lead of only 6 votes in a total of more than 300) met strong opposition both in Council and from the engineering Institutions, since it implied that technical writers and illustrators were necessarily 'engineers'. Another title was rejected by the Board of Trade. But — third time lucky — we were able to register the title:

INSTITUTE OF TECHNICAL AUTHORS AND ILLUSTRATORS.

Adoption of this title was ratified by a substantial majority at the AGM, after a last-minute alteration of Institute to Institution. (How we love redundant syllables!). An announcement about the consequent changes in the abbreviations of membership grades will be made as soon as possible. Meanwhile the abbreviations MTPA and so on should be used. [---]

The titles TPA and ITAI were both used for some time after this notification of title change. By June 1967 (*TPA Journal* 1957c) the Board of Trade had yet to officially approve the Draft Memorandum and Articles of Association:

Until then, we remain the Technical Publications Association, and the present membership designations should continue to be used.

By October 1967, the registration of the new title with the Board of Trade was still pending, but by now other matters were occupying the TPA. This is illustrated by the executive council proceedings notes in the October 1967 issue of the *TPA Journal* (*TPA Journal* 1967e), with the release of a proposal to form a Joint Council for Scientific and Technical Communication, the ultimate intention being to form The Institute of Scientific and Technical Communicators:

The three top-level questions of registration, federation and amalgamation have been the major preoccupations of Council throughout the summer. Consideration of the proposal to federate with other bodies, and perhaps to amalgamate with one or more of them, has necessarily been a slow process, since Council has been only one of the parties concerned.

It did not seem wise to hurry on with the Association's registration [of the new organisation ITAI] with the Board of Trade until the possibility of an early amalgamation had been determined. However, discussions have now taken place with the Presentation of Technical Information Group and the Institute of Technical Publicity and Publications. The joint Statement that has been issued by the representatives of the three bodies is reproduced below. This Statement was considered by the TPA Council at its September meeting, and there was unanimous agreement that the Statement should be accepted by the Association. The PTI Group and the ITPP will be making their own decisions very shortly, and it is hoped that the establishment of the Joint Council for Scientific and Technical Communication will be announced at the end of October.

Council's decision to accept the Statement means that the TPA will become a founder member of the Joint Council. At this stage the Association's own constitution is in no way affected. Later, as outlined in sections 3 and 4 of the Statement, absorption of the three constituent bodies into a comprehensive Institute will be proposed. This proposal will need the sanction of members at a general meeting before it can be put into effect.

Since amalgamation is not an immediate possibility, but will need at least a year of planning and discussion, Council have now taken the final steps toward registration of the Institution of Technical Authors and Illustrators, so that we may approach any proposed amalgamation from a strong and clearly defined position. We understand that the remaining formalities required by the Board of Trade can be accomplished in a matter of weeks, so that an announcement of our new title should be possible at about the same time as the announcement of the Joint Council.

Views of membership

The TPA Council will, of course, welcome comment and suggestion from members, so that it may fully represent the wishes of the membership in this important matter.

Windust (1997b) explains the drawn-out transition from TPA to ITAI:

The matter [of amalgamation of the PTI Group and the TPA/ITAI] would have to wait, in any event, for the completion of ITAI's incorporation [i.e. TPA's transition into ITAI], which had run into trouble with the Board of Trade who questioned the incorporation of a new body which already had its own demise in sight.

A year later, in the October 1968 issue of the TPA journal (*TPA Journal* 1968e), there was finally a notice to confirm the transition from the TPA to the ITAI:

For several weeks the Technical Publications Association and the Institution [sic] of Technical Authors and Illustrators existed alongside one another, thanks to certain formalities that had to

be observed if the assets of the Association were to be properly transferred to the Institution. During this period the Institution had a Council but no assets and no members (other than the members of Council). However, on 8th July the TPA ceased to exist, its affairs were wholly transferred to the ITAI, and Council became free to devote its energies to more obviously constructive matters than the intricacies of the changeover.

The ITPP

The Institute of Technical Publicity and Publications (abbreviated either ITPP or ITP & P), was formed in 1964 (*The Communicator* 1969a), and was the youngest of the three bodies that eventually amalgamated into the ISTC.

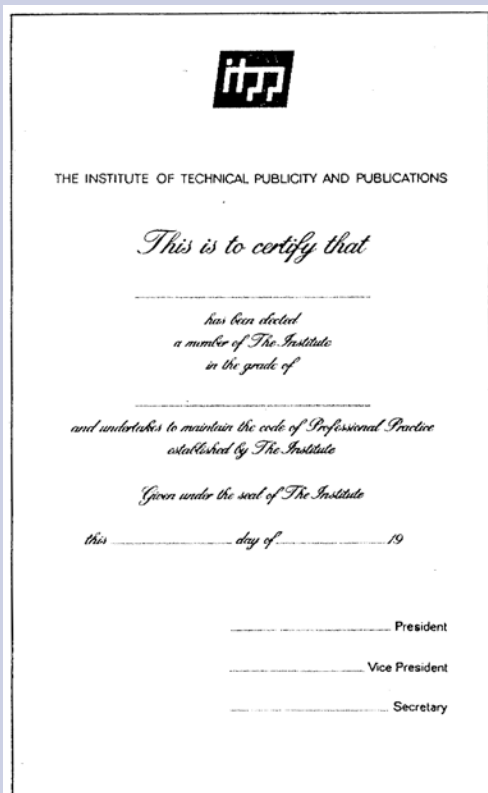
Three of the founding members were E A Bowles, H R Hockley (Bowles and Hockley 1968) and D R Charles (Charles 1968). Major H R Hockley, who had left the chairmanship of the TPA the year before (Oakes 1963) was also the Institute's first Honorary Secretary.

Just as the PTI Group was associated with the University College London through Professor Kapp, so the Institute of Technical Publicity and Publications held an association with the Coventry College of Art, citing its address as Coventry College of Arts, Coventry (*ITPP bulletin* nos. 1-9). The likely connection between the ITPP and Coventry College of Arts is David Bethel, Deputy Principal at Coventry College of Art (Sowan 1988). In addition, Kirkman (2006) mentions that representatives from the ITPP helped formulate the undergraduate scheme in Communication and Design.

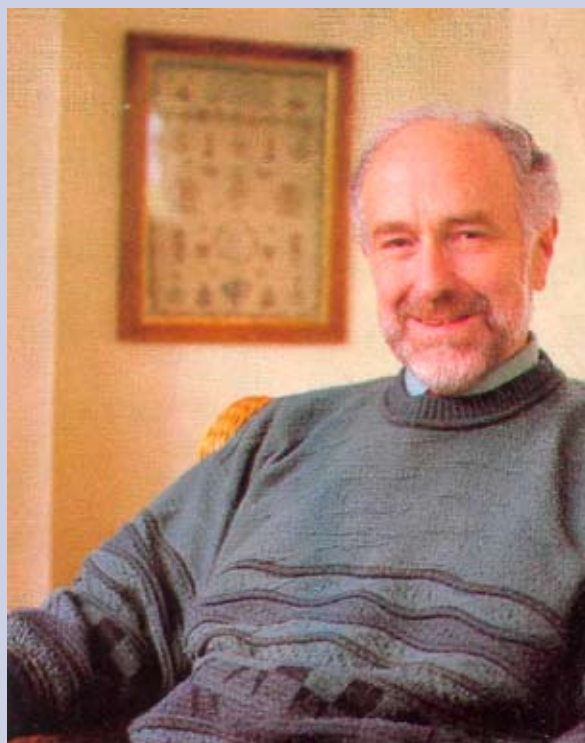
Coventry College of Art merged with Lanchester College of Technology & Rugby College of Engineering Technology to form Lanchester Polytechnic in 1970, changed names to Coventry Polytechnic in 1987, and finally to Coventry University in 1992 (Wikipedia 2006e, 2006f).

As in the case of the history of the TPA, Sowan's (1988) own ISTC history gives a very in-depth account of events of the beginnings of the ITPP:

The proposal to form a 'Technical Publications Managers' Association' early in 1960 led to little or no immediate action, mainly, it seems, because its necessarily small membership would severely restrict its subscription income and thus its activities. The matter surfaced again at a conference on 'Publications for industry' held at the Production Engineering Research Association, Melton Mowbray, on 27 June 1963, attended by, among others, H. R. Hockley and W. F. Allery. Allery, a publications manager, asked if there were any publications managers present who would be interested in joining a managers' association. About thirty names of interested



The ITPP membership certificate
[bulletin No. 6, March 1967]



Dr John Kirkman, university teacher of the English language and linguistics, was already a member of the PTI Group when he became an honorary fellow of the ITPP in late 1967. He was later to sit on the ISTC Council and contributed many articles to the ISTC journal, *Communicator*.
[*Communicator*, NS Vol. 4, No. 10, December, p. 1]

persons were collected.

A 'steering committee' was rapidly formed (or, perhaps, it already existed informally). It held a meeting at Coventry College of Art on 24 July 1963, at which the following were present:

W. Moran, Chairman (Divisional Chief of Technical Publications at English Electric Aviation Ltd)

H. R. Hockley (Chartered Mechanical Engineer, of Technical Designs Ltd)

S. C. Murison (I. C. T. Engineering Ltd)

S. A. White (De Havilland Aircraft Ltd)

J. S. Mark (Head of Technical Publications Service, Production Engineering Research Association)

David Bethel — in attendance (Deputy Principal, Coventry College of Art)

J. S. Mark made two proposals:

(1) That the 'Society' should comprise persons at management or executive level, responsible for the production of technical publications, with practical experience of technical authorship or illustration; and that there should be two membership grades:

Membership: Persons of executive status whose normal responsibilities include economic control, personnel management, staff selection and training, print handling, and control of practical work. They should also 'belong to one of the professions represented in the field of technical publications'.

Associate membership: Persons who, though not belonging to any of the professional groups represented, have executive responsibility for technical publications. They would be sub-executive or supervisory whose duties include direct control of practical work; and those who have considerable experience as authors or illustrators, and whose skill has been logically extended to the supervision of staff.

(2) That the Society should admit technical authors and illustrators, and other professional workers in the field, who have administrative or executive authority. This proposal envisaged a hierarchy of:

- Fellowship (by election)
- Associate Fellowship (by examination or interview)
- Membership (by examination or proof of equivalent experience)
- Associate membership (non-professional; by examination or proof of equivalent experience)
- Graduate membership (trainees or apprentices; by graduation examination)
- Affiliateship: (non-professional, for example technical clerks)

S. A. White suggested as the 'Society's' aims and objects:

- (1) Promotion of new ideas, new techniques, and 'management controls'.
- (2) Exchange of information between members.
- (3) Standardization of terminology, preparation methods, copy handling, printing.
- (4) Setting of standards of competence and the erection of staff structures.
- (5) Indication, at management level, of the profession's views on training, recruitment, etc.
- (6) Assistance to industrial organizations entering the technical publications field.

He made reference to the TPA, and, in particular, to the attitude that some TPA members had adopted toward the proposed body. Murison (TPA) disagreed with some of the views expressed concerning TPA; he suggested that TPA should be the recognized professional body, alongside a Forum of managers rather than a managers' association.

The meeting felt that this latter suggestion could lead to friction in the industry (profession?).

H. R. Hockley felt that, whatever the aims and objects of the proposed body, it should not concern itself exclusively with the production of instructional handbooks, parts lists, etc. (later to be called, by some, 'handbookery' or 'manual labour'), but should include technical journalism, technical advertising, technical films, and technical sales promotion.

After discussion, the following aims and objects were agreed:

- (1) Establishment of professional criteria in the communication of technical information through the media of literature and the visual arts.
- (2) Encouragement of higher standards of training, and cooperation with educational authorities in providing courses and examinations up to and including university first degree, or equivalent.
- (3) Liaison with professional societies and manufacturing guilds.
- (4) Establishment and maintenance of the highest possible standards of accuracy, economy, and creativity in the communication of technical information.
- (5) Provision of an information service to industry.

By April 1964 a letter (with the printed heading: Institute of Technical Publicity and Publications, c/o Coventry College of Art, Cope Street, Coventry) was sent to 228 persons known to be interested, along with a reply postcard. It reported the setting up of the steering committee and its activities to date, the proposed aims and objects, reduced and simplified to:

- (1) To establish and maintain professional standards.

- (2) To encourage and cooperate in professional training.
- (3) To provide an information service...and to maintain liaison with professional societies.

On 14 May 1964 a 'meeting of [12] members' was held at Coventry, with Moran as Chairman, Allery as Deputy Chairman, Hockley as Hon. Secretary, and Mark as Hon. Deputy Secretary. Moran reported the following response to the postal enquiry:

Letters/cards despatched:	228
Returned cards:	
Interested	160
Card handed to others more directly interested than the recipient	3
No interest	9
Dead	2
No reply	54

A Membership Sub-committee had been set up in December 1963, but a proposed 'Selection Committee' to 'vet' applicants had, on legal advice, not been proceeded with.

It was agreed that the Institute should seek registration as a Company Limited by guarantee. It was also agreed that details of the Institute should not be sent to 'persons who would (or might) not ultimately be acceptable for membership'.

Contact had been made with the PTI Group's committee on technical writing. The need for an ITPP journal was recognised. The resignation of Murison from the steering committee, and (because of a change of job) from the treasurership, was received with regret.

Getting known

Engineering of 3 July 1964 had an editorial mention of ITPP, noting the 72% favourable response to the card exercise. A meeting, of 80 persons, held at the Royal Society of Arts in London on 14 November 1964, earned an enthusiastic 600-word report in *The Engineer* of 27 November 1964: 'the new body is likely to receive widespread support'. There was another editorial mention in *The Engineer* in January 1965.

The 14 November event was an 'informatory meeting' at which an elegant and well-produced document, 'a declaration of intent' (even the membership application form had no capitals, not even for 'coventry college of art') was presented. Curiously, its title-page (off-white tracing paper) was printed in white.

Here is the major part of the 'declaration':

[attachment not included, author's notes]

The corporate membership was to comprise Founder Members, Fellows (a maximum of 24), Honorary Fellows (a maximum of 20), and Members, with admission requirements very much in line with those proposed at earlier meetings, except that there was no mention of admission by examination.

The first Ordinary Meeting of the Institute was held on 6 May 1965 at Church House, Westminster. The meeting (62 members or visitors) heard three short papers, under the general title 'The need for our Institute':

- Technical publicity: B. P. Ryle, of British Petroleum
- Technical publications: E. J. Murray, of the Ministry of Defence, Navy Dept.
- Technical journalism and technical editing: B. W. Pendred, Editor-in-Chief, *The Engineer*. This meeting was the subject of a 500-word second leader in *The Engineer* of 14 May 1965.

In July 1965 an Extraordinary General Meeting was held at the Royal Society of Arts to consider proposed changes to the bye-laws. The changes were agreed after minor amendment, and the Council was instructed to report back to the Institute within 15 months of operation. A letter from F. E. Whitehouse, head of technical publications at BAC (Operating) Ltd, was read to the meeting. It opposed the changes, and said:

I view the Institute of Technical Publicity and Publications as a management organization, the members of which are mainly of manager calibre. In my view it will be disruptive to arrange a tiered hierarchy after the style of the proposed rules. It will place the Institute at a level with, and make it of the same type as, the Technical Publications Association...

There is bound to be some overlap between the Institute of Technical Publicity and Publications and the Technical Publications Association, but there is every reason for emphasizing the differences rather than making the overlap complete.

I think that the Technical Publications Association is a professional body for the practitioners of the skills required in presenting technical information, whereas the Institute of Technical Publicity and Publications is the professional body for those who direct, organize, or manage those skills.

There was no comment from anyone present.

Middle years

The present writer has been provided with only scanty information for the period from mid-1965 to October 1968 (which saw the establishment of *The Communicator of Technical*

Information, edited by Malcolm Radcliffe, which succeeded *The Bulletin*, which had been in publication since before October 1967). However, there seems to be no reason to think that any great changes occurred in the Institute.

In 1967/68 there had been a sufficient number of subscription defaulters to warrant the use of a form letter of reminder.

The first meeting of a sub-committee on 'Research into methods of predicting technical authorship capability' was held on 18 March 1968. This committee proposed drawing up job descriptions, definitions of the personal qualities and abilities needed by technical authors. They would also explore 'the application of current methods of occupational psychological testing (and intelligence tests) for selection of technical authors. TPA representation on the committee would be invited'.

In January 1969 'Appraisal of the documentation industry and staff requirements', with comparison of American and British practices, was presented to Council. The conclusions were that staff should have the 'need to know', a willingness to achieve objectives, and the mental ability to 'transfer to the position of the first user'. She or he did not necessarily need academic or technological qualifications; but should be mature (about 27 years old), and should have 'self-confidence, tempered by understanding so as to receive information without assuming aspects of criticism which were not intended by the communicator'. Psychological aptitude tests, supported by personal interview, and practical and theoretical test sessions were recommended.

A detailed criticism of this document described it as premature, insufficiently researched, and sketchy.

Membership

A first membership list (237 members) was published in June 1969 [sic]:

	(June 1969)	(August 1972)
Founder Member:	10	(7)
Hon. Fellow:	4	(5)
Fellow:	1	(4)
Member:	140	(159)
Associate Member:	58	(101)
Associate:	5	(7)
Companion:	-	(1)
Graduate Member:	15	(20)
Student Member:	4	(4)
	-----	-----
	237	(308)

Job classification (where given)

Director	27	
Proprietor	2	31
Publisher	2	
Manager, tech. pubs.	74	
Manager, reprographics	1	76
Manager, works	1	
Tech. author/writer (senior)	19	
Tech. author/writer	24	
Editor	9	
	58	
Editor, technical	4	
Copywriter	1	
Journalist	1	
Illustrator	4	
	12	
Illustrator, chief	8	
Sales promotion/publicity	14	
Education	8	
Tech. information officer	5	
Engineer	2	
Production inspector	1	
Design officer	1	
Senior executive officer	1	

Accounts executive	1
Consultant	1

Affiliation to other bodies (This is an illustrative, but not exhaustive, list):

Institution of Technical Authors and Illustrators	42
Society of Industrial Artists and Designers	5
Institute of Information Scientists	3
British Association of Industrial Editors	2
The Advertising Association	1
The Incorporated Advertising Managers' Association	4
Institute of Marketing	1
Institute of Public Relations	2
Institute of Journalists	1
British Institute of Management	1
Institute of Physics	1
Institution of Electrical Engineers	11
Institution of Electronic and Radio Engineers	6
Society of Electronic and Radio Technicians	1
Institution of Mechanical Engineers	3
Royal Aeronautical Society	3

Geographical distribution

Greater London	20
Home Counties	102
Wales and Midlands	22
Southwestern	21
East Midlands and East Anglia	26
Northern England	23
Scotland	11
Continental Europe	6
South Africa, Australasia	3
Canada, USA	3

The meeting of parallels

Euclidean parallels never meet; or, to avoid Einsteinian complexities — nowhere meet, not even between Thirsk and Northallerton. But a Euclidean line is length without breadth. Parallel bands may meet, and merge, by broadening and overlapping.

That ITPP had broadened from its 'declaration of intent' and its narrow range of membership grades, is evident from the above analysis of its membership.

True, in 1969 there was preponderance of directors and managers — 107, to 70 'practitioners'; nevertheless, there were graduate and student grades, no matter how thinly populated. Further, there were 42 persons who were accepted as members by both of the corporate bodies — ITPP and ITAI.

That ITPP had substantially remained a technical publications (that is, 'handbook/manual') body is evident from the list of members' affiliations: fewer than a dozen with the world of advertising, marketing, publicity, and journalism. (Sadly, affiliation with science was represented by the smallest possible minority.)

The Institution of Technical Authors and Illustrators was, as the TPA had been, certainly concerned almost exclusively with 'handbookery'. But, to a much greater extent than the TPA, it had, by design and intent, a considerably increased 'management' membership.

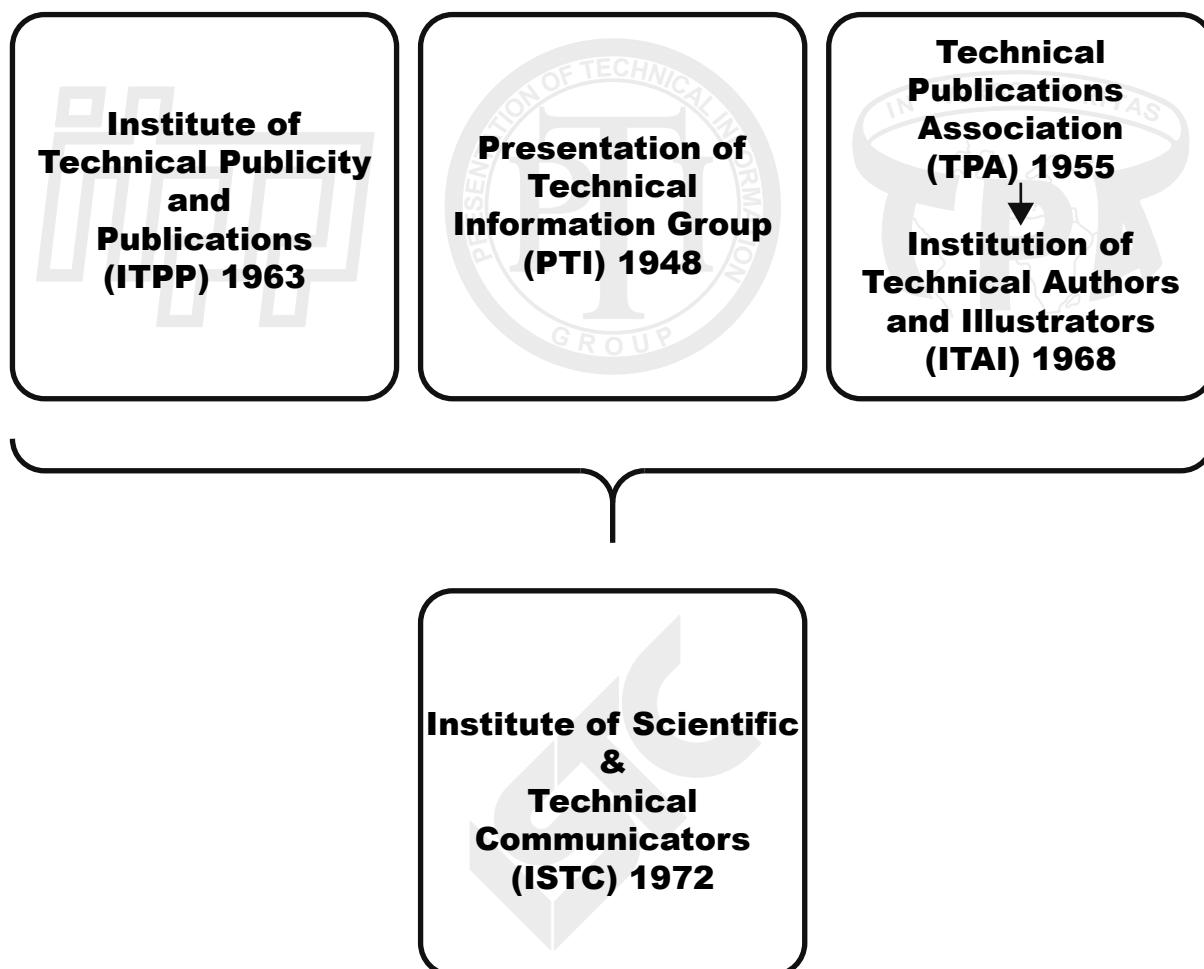
The move to complete amalgamation of the two bodies became inevitable, and by late 1971 it was accepted overwhelmingly by both memberships. That its final stages were tedious, but not brief, was due mainly to the slow grinding of bureaucratic machinery.

The PTI Group took an active part in the Joint Council's work, but, as it was not a corporate body, its entry into ISTC took, for legal reasons, a nominally different course.

During 1967, the ITPP elected its three first Honorary Fellows. Mr D Bethen, A.R.W.A., A.T.D., S.G.A, Principal of the City of Coventry College of Art was the first person to be elected (*ITPP bulletin* 1966). But Honorary Fellowships were not only awarded to members of the ITPP. By late 1967, B C Brookes, Reader in Information Studies, University College London, was awarded an ITPP Honorary Fellowship, together with Dr John Kirkman, Lecturer in English at the Welsh College of Advanced Technology, Cardiff (shortly to become the University of Wales Institute of Science and Technology) (*ITPP bulletin* 1967).

Unification and collaboration

Eventually the three organisations got together. This section describes the amalgamation process and what followed.



Amalgamation chart of the ISTC [2007, Urban Vida]

An amalgamation of the PTI Group, TPA and ITPP was perhaps a natural development of events as there was clearly some cross-membership and sharing of interests among the three bodies:

- A G Toogood, once the chairman of the TPA, was a member of both the TPA and the ITPP,
- A J Wheeldon was a member of both the PTI Group and TPA and was, on different occasions President of the former and Chairman of the latter,
- E A Bowles was a member of both the PTI Group and the ITPP and was President of both on various occasions,
- Major Horace Hockley was one of the earliest members of the TPA and later its chairman. In addition, he was a founding member of the ITPP, and according to his obituary in *Communicator* (HWR 1979) he had been since 1948 'a most regular and influential member of the relatively informal and academic body of the Presentation of Technical Information Group',
- the ITPP awarded at least two of its Honorary Fellowships to members of the PTI Group, B C Brookes and Dr John Kirkman.

The amalgamation of the PTI, TPA and ITPP

According to Cyril Windust (1997b) the first efforts toward amalgamation of the PTI with other organisations started following the death of Professor Kapp in February 1966, when a



Amory G Toogood was chairman of the TPA between late 1963 (open letter with *TPA Journal* December 1963) and April 1966.
[TPA Journal, Vol. 6, No. 1, September, p. 31]

decision was taken to invite 'the TPA and the ITPP to a discussion of shared interests'. Windust continues describing the work towards amalgamation of the PTI with the TPA and the ITPP:

Martyr and Wheeldon, in October 1966, reported TPA and ITPP interest in joint activities; the TPA invited the contribution of papers to its journal.

In his article 'The future of the industry', the last in a four-piece series called 'Problems of management in technical publications', Amory G Toogood (1967), earlier the chairman of the TPA, notes some interesting aspects about the PTI, TPA and ITPP:

The P.T.I. Group founded by the late Professor R.O. Kapp in 1948, seems to concentrate mainly on the academic side, and can be said to represent more strongly the interests of the work rather than the people in it. It is the T.P.A. (formed in 1953 [sic]) and the I.T.P.P. (formed in 1964) which set out to represent the interests of the people engaged in publications work, and whose aims and objectives include training those people, formulating professional standards and qualifications, and generally organising themselves along the same lines as the members of the C.E.I. [Council of Engineering Institutions].

[---] The membership of the T.P.A. is about 600, and of the I.T.P.P. about 200.

The view that the PTI Group was more an academic organisation, while the TPA was more an organisation for practising authors and illustrators, is shared by C R Shaw (2006c, p. 375), and this view is also confirmed by Sowan (1988):

The TPA and the PTI Group had an overlap of aims and interests; but the TPA was substantially an assemblage of rank-and-file, practising

authors and illustrators, and the PTI Group a 'think tank'. They were complementary, not competitive.

Toogood (1967), in his article, goes on to make suggestions for how the organisations could optimise their efforts and resources:

Since the T.P.A. and the I.T.P.P. have aims and objectives which are in many ways similar, and in some ways identical, it may seem unfortunate that there should be this division of the much-needed effort. My personal view is that, as a matter of some urgency, these two organisations should amalgamate; if the present division continues, it is probable that neither will be strong enough to play its part effectively in the future.

In the July 1967 issue of the *TPA Journal*, C R Shaw (1967a) argued in favour of federation in an article in the *TPA Journal*:

At the 1967 AGM of the Technical Publications Association a resolution was passed requesting the Executive Council to approach other Technical publications organizations with a view to forming a Federation of bodies having similar aims to our own.

During the discussion on this resolution, however, it emerged that some members preferred the idea of amalgamation. Since the same thought may well occur to members of the other groups concerned, I should like to explain, as the proposer of the resolution, my reasons for suggesting federation.

[---]

Paradoxically, one of the arguments in favour of federation might at first seem more applicable to amalgamation: namely, that a whole house is better than a load of loose bricks. This, of course, is true. But it is equally true that a house takes time to build and costs more money. Essentially, it depends on what you want, and if all you need is a representative sample of the bricks, then you can satisfy that requirement much more easily and economically than by building a complete house. Applied to federation versus amalgamation, this argument resolves simply into the fact that it is both quicker and less expensive to form a federation of representative samples from member organizations than to attempt to combine a host of differing opinions on a variety of subjects in the 'whole house' of amalgamation.

From this, it should not be assumed that the opinions of a Federation would carry less weight than those of a large amalgamation. It is not the physical size of the speaker which carries the impact, but the number of those for whom he speaks.

A Crowd on the Bridge

Those readers who have had the misfortune to travel in a ship in ballast will doubtless recall what happens when the sea becomes a trifle rough, as all seas will from time to time. The vessel begins to roll. [---]

This, in essence, is what is liable to happen in an amalgamation. Big organizations, particularly when formed from smaller ones, tend to become less manageable. [---]

In every organization — and the T.P.A. is no exception — there exists a strong sense of family loyalty. Some of our members have been with the T.P.A. since it began. [---]

Such men as these do not easily accept the swallowing up of their organization and its loss of identity in some amorphous monster of a new creation. They remember with painful clarity and pride their struggles to produce the sort of organization which they believed to be the best for their profession. [---]

Again, there might be those who, from less worthy motives, would oppose any mixing of blood in a marriage which they would deem unworthy of their own high standing.

Whatever their motives, however, it is not unreasonable to assume that there would always be some who would oppose, clause by clause and word by word, any dilution of their precious independence. Such people would commit infanticide rather than allow their offspring to be devoured by the tiger of amalgamation.

Amplification

Federation, I submit, could not reasonably sustain any of these undoubtedly sincere objections. Its member organizations would retain all their original and sovereign authority.

But to their own authority they could add that of one or more similar organizations. And only a united voice, amplified by the overall authority of a Federation, is strong enough to command attention in the clamorous world in which we live today.

The Challenge

This brings me to perhaps the most important of all the reasons for federation: the fact that we need action now!

Amory Toogood, himself a member of both the TPA and the ITPP, had already declared his preference for amalgamation (Toogood 1967a) in April 1967. In September 1967 Toogood (1967b) once more made a case for amalgamation in a letter to the editor, stating that “Any suggestion that it [federation] should be a permanent alternative to amalgamation would not be conducive to our future well-being”, giving a few reasons:

Government bodies and industry would not know which to recognise and support, prospective members would hesitate and, being unable to decide which to join, join none; and the financial resources of the separate organizations would be inadequate to do all that needs to be done, while their combined resources could be adequate.

In another letter to the editor, Norman E. Hardy (1967) argued that “Federation and amalgamation are not alternatives, they are different degrees of integration. A loose federation is at one end of the scale and complete amalgamation at the other.” Ultimately, Hardy’s preference appears to have been in favour of amalgamation: “A united voice of a single organization is far more likely to be heard than the (possibly) united voices of three or more different organizations.”

In yet another letter to the editor in the December 1967 issue of the *TPA Journal* C R Shaw (1967b) defended his viewpoint adding that he never intended to imply that the TPA should never amalgamate, agreeing with the presentation of federation and amalgamation as degrees of integration.

With hindsight, these intense discussions may appear exaggerated, but at the time the thought of amalgamation may have seemed fraught with potential hurdles to some members and a great leap to many others.

By October 1967, the matter seemed all but settled, with the release of a proposal for closer co-operation between the PTI, TPA (or ITAI) and ITPP, published both in the *TPA Journal* (TPA Journal 1967e), (the ITPP bulletin 1967a):

A PROPOSAL FOR CLOSER CO-OPERATION BETWEEN T.P.A. AND I.T.P.P.

A meeting has been held by representatives of the three organizations concerned with technical publications, attended by the following:

Mr. B. C. Brookes (P.T.I. Group)

Dr. B. Strickland (P.T.I. Group)

Mr. R. E. V. Hawker (T.P.A.)

Mr. A. J. Wheeldon (T.P.A.)

Mr. R. J. Bannister (T.P.A.)

Mr E. A. Bowles (I.T.P.P.)

Major H. Hockley (I.T.P.P.)

The following statement was prepared for circulation to the three organisations.

1) There are at present three organisations active in the field of technical publications: generally, they are as follows:

(i) The P.T.I. Group –

this is the oldest and has been concerned more with teaching and research in this field than with the actual preparation of technical publications.

(ii) The T.P.A. –

this is the largest of the three organizations and now has a professional membership structure based upon the requirements of the engineering institutions.

(iii) The I.T.P.P. –

this was formed comparatively recently to cover all aspects of the field of technical communication.

2) While there has been a great expansion in the requirements for technical publications over the last decade, and there is now much greater consciousness of their importance than was previously the case, nevertheless the publications industry is still a very small facet of the industrial scene. Total membership of all three bodies, overlapping to some degree, is not much more than a thousand. It is felt that very little progress will be made in achieving the basic objects of all three organizations while they exist as separate bodies. The ultimate objective should be nothing less than complete amalgamation so that there can be a single spokesman on these increasingly important matters. The fact that two of the three bodies [the TPA and the ITPP] are concerned with practising members of the profession and their problems, while the third [the PTI Group] is strongly biased towards the more academic aspects, is not seen to be a fundamental obstacle. The Engineering Institutions have for many years fostered a similar duality, in the sense that they have consciously concerned themselves with professional matters, while at the same time placing emphasis upon the “learned society” aspects of their activities. In the long term, therefore, no contradiction is seen in the concept of the P.T.I. Group as the more academic element of a single professional organization, with the T.P.A. and I.T.P.P. providing the main stimulus in the field of professional technical communication. Such a single organization would be able to pay much needed attention to the promotion of better facilities for education in this field.

3) We therefore suggest, as a first step, that we form a Joint Council perhaps along the lines of the Engineering Institutions Joint Council, which preceded the Council of the Engineering Institutions. If this is done the Council will work towards the formation of a new body which will combine the existing bodies, since only in this way can dissipation of effort be avoided and a single viewpoint be expressed.

4) We therefore propose the immediate formation of this Council to be called “The Joint Council for Scientific and Technical Communication” with the intention that this should ultimately form “The Institute of Scientific and Technical Communication”. Not more than four nominees from each constituent organization shall form the Joint Council, with delegated power to reach agreement on the action to be taken to this end.

With the November 1967 issue of the *TPA Journal* (*TPA Journal* 1967f) came the confirmation of the new state of affairs:

The Joint Council for Scientific and Technical Communication has now been formally established, with Mr. B. C. Brookes as Chairman, Mr. E. A. Bowles and Mr. R.E.V. Hawker as Vice-Chairman, and Major H. R. Hockley as Secretary. Each of the three component bodies has four representatives on the Council, including the officers named above.

An early task, on which a start is already being made, is the co-ordination of the meetings programmes of the three bodies.

We regret that in the October issue of the *Journal* the ‘joint statement’ inadvertently appeared with a misleading title, the name of the PTI Group being omitted.

One step in the direction of closer cooperation was a joint meeting of the PTI Group and the ITPP on 25 January 1968 at the University College, Department of Electrical Engineering, headquarters of the PTI Group and one-time workplace of the late Professor Kapp. The notice, published in the December 1967 issue of the *TPA Journal* (*TPA Journal* 1967g) included an invitation for TPA members to attend.

In 1968, the Joint Council arranged further London meetings at the School of Engineering at the University College of London; on 16 October the PTI Group arranged for J V Evans to speak on ‘Wider uses of the teleprinter’, while on 30 October, the ITAI hosted a meeting where D C Harper spoke on ‘Micro-filming of Technical Material’. (*TPA Journal* 1968f). Further meetings were arranged in the coming months. The topics of the talks given provide an interesting overview of technical developments at the time:

13th November [1968] ‘Aspects of Automatic Information Dissemination’, G Cutts.

27th November [1968] ‘Translation of Technical Material’, P Elphick. (English Electric Co. Ltd.)

11th December [1968] ‘The high speed photo-composition of reading matter’, R Boyd, A.M.I.O.P. (Richard Clay (The Chaucer Press) Ltd).

15th January [1969] ‘New Research into PTI by Royal Institution of Public Administration’ R. W. Bell, (Barrister-at-law).

29th January [1969] ‘Pre-sensitised plates’, F J Smart. Visit to 3M Company at 19.00. (Limited to 15). (*TPA Journal* 1968h)

In March 1969, the joint council again ventured into new technical grounds by announcing

the approval to set up a small study group:

to study the particular problems of communication in the computer industry, if enough support can be organized.

The main work of the group would be to devise and validate more effective techniques for describing computer operations to potential users who lack knowledge of electronics and computer systems. Anyone who is involved in the presentation of computer operations for non-technical users and who would like to contribute to this proposed study is invited to contact Mr B. C. Brookes (*TPA Journal* 1969c)

Windust (1997b) gave a summary of amalgamation events, seen from a PTI Group perspective in his third article '50 Years of the ISTC' in the seven-part series of the ISTC history, published between the winter of 1996 and the summer of 1998:

An expression of the [PTI] Group's desire for the continuation of amalgamation negotiations was sent to the TPA/ITAI and the ITPP [in 1968].

[---]

In May [1969] it was noted that in recent years the PTI Group had deliberately moved away from the academic toward the practical aspects of PTI. The Group's contribution to the 'Joint' programme should now be reversed, thus balancing the programme. It was asked if this return to the academic would attract more members.

The establishment of the Joint Council's 'Lecture Planning Committee' would end the identification of events with any of the constituent bodies. This would, of course, apply to the Kapp Memorial Lectures. An invitation to Lord Beeching to deliver the next lecture had fallen through; and, in any event, the probable support for a KML was small.

During 1970 there was much concern over the possible loss of the (45-member) [PTI] Group's identity in any amalgamation. The amalgamation was perhaps only one year off. Backing-out was seriously urged by some members. 'Private' membership of the new Institute, with reduced subscription, was seriously proposed.

In February 1971 it was noted that a recently-issued ITAI newsletter [---] had been sent to the Group for circulation; its content had not been approved by the ITAI Council, and it contained errors and undiplomatic statements that were an embarrassment to ITAI in their relationship with ITPP. It was decided to circulate it to PTI members with a covering note. However, ITAI had now asked that it should not be circulated at all.

[---]

An Extraordinary General Meeting held on 3 October 1972 unanimously voted for amalgamation. The Group's 23rd, and last, AGM immediately followed. The Group would hand over its funds (£375) to the ISTC; it was not justifiable to put this sum into the Trust. The Trust should become the concern of the ISTC, with perhaps appointment of additional trustees. However, ITSC's commitment to education and training might well render the Trust superfluous.

The President (R.G. Martyr) said that the PTI Group would continue to exist within ISTC, perhaps with a change of name. In the event a proposed 'Kapp Circle' unfortunately came to little or nothing.

The [PTI] Group's committee remained in office as caretakers. The last act of all was handing over, on 27 February 1973, by the President and Treasurer (D.E.H. Reeder), of the remaining funds, the final balance sheet, the stock of publications, and the copyright contained therein.

Despite the incident with the unauthorised ITAI newsletter, it was reported at the second ISTC Council meeting in October 1972 (ISTC meet. mins. 002: 6), that "legal procedures towards amalgamation are continuing satisfactorily", and in March 1974 it was reported that the ISTC's solicitors were expected to make available a Draft Agreement between the ITAI and the ITPP by 18 March 1974. However, later records show little result in this direction.

United we stand — the years following the amalgamation

Following the amalgamation in 1972, there remained hopes with past members of the PTI Group to maintain a core of the original PTI Group within the ISTC. Council member B C Brookes, raised the matter of forming a PTI Section within the institute (ISTC meet. mins. 013: 8b). Other names given to this core were 'Kapp Group' (ISTC meet. mins. 019: 6), and Kapp Circle (ISTC meet. mins. 030: 7a). However, in the end these plans came to nothing. The constituent bodies that had formed the ISTC have never been revived again.

In July 1975 (ISTC meet. mins. 026: 29a) Mr MacDonald Ross joined Council and he immediately reported an interest in helping to form a group within the ISTC called 'The Kapp Circle', with an ambition to organise a series of lectures. The Kapp Circle project received funding in the form of £100, a fair amount of money at the time. However, the project attracted criticism when it was discovered the lectures planned contained no references to the ISTC. Judging by later ISTC meeting minutes, the entire Kapp Circle project appears to have faded into oblivion.

However, the Council of the amalgamated organisation continued to meet at University College London, the workplace of the late Professor Kapp, up to and including the 122nd Council meeting on 19 February 1992 (ISTC meet. mins. 122).

The full title of the Institute following the amalgamation of the PTI, TPA and ITPP had originally been 'The Institute of Scientific and Technical Communicators Limited', but in January 1983, the ISTC has received approval from the Registrar of Companies to omit the word 'Limited' from the title (ISTC meet. mins. 071: 2).

In the following years, the ISTC worked on:

- Improving training for technical communicators
- Developing its publications
- Organising various awards ceremonies
- Developing the ISTC logotype
- Standards
- Encouraging international involvement
- Organising regular conferences
- Improving the status of the profession as well as the conditions of its practitioners.

The meeting minutes of the ISTC occasionally offer a fascinating insight into the technical development that has taken place over the years (ISTC meet. mins. 081: 8):

PURCHASE OF A COMPUTER

Mr Gardner reported on the action of the Computer Sub-Committee as detailed in the Minutes of the F&GP Committee of the 5.9.84.

A demonstration of the new computer will be given to the Council in due course.

ISTC meeting minutes from March 1974 also show that ISTC members were ahead of their time in some ways (ISTC meet. mins. 017: References section: f):

Mr Gardener — Suggested that support documentation should become a 'provided item', the manufacturer to make a charge for — and a profit from — the 'software' as well as the 'hardware'.

Industry might then become 'communication-motivated'.

It is worth noting that this suggestion was made long before the origination of the EU Machinery Directive (1998) that states that "All machinery must be accompanied by instructions" and the General Product Safety Directive (2001) that defines 'safe product' as any product including any necessary technical documentation.

Both in mid-1991 and in 2002, there were discussions on whether to wind up the ISTC. Votes were held on both occasions and the outcome was in favour of keeping the ISTC. At the beginning of the new millennium, the ISTC hit a financial downturn but it managed to get back on its feet, much thanks to some hard decisions that had to be taken by the then president, Iain Wright.

Following the return to a sound financial position, the ISTC has developed its reputation as an organisation of substance, with regular conferences, an established awards scheme, institute-organised training and regular communication through its web site, journal and newsletter.

Collaboration with other bodies

Following the amalgamation, the ISTC made further attempts at collaborating with other organisations.

In 1975 it was reported (ISTC meet. mins. 026: 23c) that interest had been shown by representatives of the Inner London Education Authority (ILEA) in joining The Institute. Although Mike Austin, member of Council, did write an article for the ILEA magazine *Contact* in 1977, the aims of collaboration with the ILEA were short-lived, and in 1990 the ILEA authority itself was abolished (Wikipedia 2006a, 2006b).

Likewise, there were discussions within the ISTC in late 1978 to consider affiliation with the Council of Engineering Institutions (ISTC meet. mins. 046-047: 6a).

While the ISTC sought to collaborate with other bodies, some of those bodies had other plans. The British Association of Industrial Editors (BAIE, now CiB, British Association of Communicators in Business) published a page one article in its December 1975 issue of *BAIE News* (then a quarterly publication), inviting its members to debate "BAIE's changing role" in industrial communication, ahead of its next Council meeting. The aim was to "widen the horizons" of BAIE members to include modern communication techniques such as radio, TV and video, but also to encompass other media than just house journals that were doomed to "be completely out dated in 20 years time". The article did not pass unread. Mr D. E. Westcott, member of both the BAIE but also the IPR (Institute of Public Relations, now CIPR, the Chartered Institute of Public Relations) felt the need to set the boundaries:

WHILST I appreciate the value of the BAIE as a practical association for people involved in house journal production, your recent proposals in BAIE News to extend the association's

influence into a realm of industrial communications is fraught with problems.

Not the least of which its obvious clash between the responsibilities of the IPR and the BAIE. Now is not the time to promote inter association/institute debates.”

The ISTC, being itself the product of a successful three-body amalgamation, had a somewhat different viewpoint of the matter, as expressed by Mike Austin, then a member of the ISTC Council and the Institute’s Press and Public Relations Officer:

Independence or federation?

DECEMBER BAIE News poses the challenging question: ‘Are Industrial Editors ready to widen their horizons and become all round industrial communicators?’

The Society of Industrial Artists and Designers also appears to be reconsidering its role in terms of the broad spectrum of communication media: and this may well become the predominant theme of the Society’s forthcoming conference.

So may I pose a few further questions on behalf of the Institute of Scientific and Technical Communicators? How do BAIE members see their role relative to those of the ISTC and SIAD [Society of Industrial Artists and Designers, today the Chartered Society of Designers] ? Are we all industrial communicators? Do we share a lot of common interests? If so, is there scope for a co-ordination of effort between the three bodies? Alternatively, should we each jealously maintain our independence and strenuously resist any attempt to poach on our own territory?

MICHAEL AUSTIN, FISTC,
Institute of Scientific
and Technical Communicators

This discussion did not preclude a joint ISTC/BAIE seminar held on 15 July that same year (ISTC meet. mins. 034: 33). For further information on collaboration on seminars and conferences, see the section on conferences.



Birmingham Exhibition in April 1964: (left to right) J Wicks, A G Toogood (Chairman), Sir Eric Clayson, D W Searley (Secretary, Midland Area Group — partly concealed) and L W Shaw, (Area Group Liaison Officer — Midlands and North).
[TPA Journal, Vol. 2, No. 1, May, p. 5]

Area Groups

Area Groups go back a long way in the history of the ISTC. Although there is no mention of Area Groups within the PTI Group, the TPA (established in either 1954 or 1955) began organising Area Groups as far back as in January 1957 when G A Frodsham was elected Area Group Liaison Officer, to represent the Groups on the Council (Frodsham 1957):

With the ever increasing growth and wider dispersal of members, the need for setting up groups throughout the Country has become a factor of prime importance and a necessary step in the progress of our Association.

The Group Scheme will enable members to organise and attend their own meetings and participate more actively in Association affairs.

The rules regarding formation of Area Groups at this point appear precise, by modern standards (Frodsham 1957):

A Group will consist of not less than 5 members who will be represented by an elected Hon. Area Group Secretary, of Member or Associate Member grading, who shall be approved by the Council.

Each established Area Group will receive such proportion of subscriptions as approved by the Council to offset expenses incurred by the Group.

The Group members will be responsible for establishing a venue for meetings, one of the meetings being the Group Annual General Meeting.

The ambition ingrained in the idea of Area Groups was grand (Frodsham 1957):

The early formation of Groups will lead to a firmer bond of friendship with our growing Technical Publications Community and ultimately with the complete organisation of all Groups, inter-group meetings and visits for both vocational and social purposes will be possible.

The list of Council members for 1964 (*TPA Journal* 1964b) shows two Area Group Liaison Officers: R M Dobson and L W Shaw, of which the latter was responsible for Midlands and North.

Area Groups featured as one of the main topics at the Exhibition “Technical Publications — An Aid to Industry” which was sponsored by the Technical Publications Association and held in Birmingham on 4 April 1964, in conjunction with the TPA’s AGM (*TPA Journal* 1964a):

Three aspects of the work of the T.P.A. as a professional association of Technical Authors and Illustrators were shown on the T.P.A. stand. These aspects were Training and Area Groups, Standards, and T.P.A. Journal.

From the June–July 1964 issue of the *TPA Journal* (*TPA Journal* 1964c), there was a regular column called ‘Area Group News’, a feature that remained throughout the existence of the *TPA Journal*.

No mention is made of Area Groups in the first nine editions of *the bulletin* of the ITPP between 1965 and 1968. However, the absence of Area Groups within the PTI Group and the ITPP may be explained by the relatively low membership numbers as compared by those of the TPA.

The legacy of Area Groups continued when the three organisations amalgamated to form the ISTC in 1972. *Communicator*, and later the *ISTC Newsletter*, regularly features Area Group activities.

John Young, member of Council between 1982 and 2007, was Secretary of the Wessex Area Group throughout its existence between 1982 and around 1990. Among the benefits of Area Groups, John Young (2007b) mentions arranging visits to different industries, recruiting ISTC members and socialising. This only goes to show that the ISTC is not all about rigid hard work, but also about meeting other people and putting some fun into the business of technical communication.

A little learning

Education and training was an important objective in setting up the ISTC and has recently become a key facet of its operation.

A little learning is a dangerous thing;
 Drink deep, or taste not the Pierian spring:
 There shallow draughts intoxicate the brain,
 And drinking largely sobers us again.
 From "Essay on Criticism". (Part ii. Line 15)
 by Alexander Pope (1688–1744)

Continued training is one of the hallmarks of the technical communication profession, explained in the TecDoc document produced by TCEurope in 2005 (Dujardin A-F. et al 2005).

The ISTC, as well as its amalgamating predecessors, has always taken great interest in educational matters on all levels, from compulsory school to university level and beyond.

During his years as Press and Public Relations, Mike Austin produced a number of articles as well as letters to the editor of many well-known daily newspapers, many of which related to educational matters (see section on publicity through external media). In September 1983, he even suggested obtaining support from various organisations, such as the Society of Authors, the Institute of Mechanical Engineers, the Institute of Quality Assurance and the Institute of Civil Servants among others, with the possibility of presenting a petition to Sir Keith Joseph, then Secretary of State for Education (ISTC meet. mins. 075: 10).

The earliest involvement in training was the collaboration of the TPA with the City & Guilds, a collaboration that manifested itself in the C&G Awards (sometimes referred to as the 'TPA Awards', for further information see section on awards). Major Hockley was one of the key people in this collaboration between the City & Guilds and the TPA, as described in the obituary of Major Hockley in *Communicator* (HWR 1979):

In other areas his service to the association [TPA] was no less distinguished and he attended a meeting with the City and Guilds of London Institute in 1955 to explore the need for a national examination in Technical Illustration. He was forthwith made the association's representative and chairman of a syllabus drafting committee.

Then, at a national conference in Coventry in the same year, a committee was formed under his chairmanship to explore the need for providing national educational facilities in technical authorship.

The final result of the work of these two committees was the publication of Syllabuses No. 228 for Technical Illustration in 1956 and No. 229 for Technical Authorship in 1958.

Then came the moderating committees for each syllabus with the Major acting as chairman again, to draft examination papers and determine the procedure for conducting the courses and examinations.

Sowan (1988) provides a different slant on Hockley's involvement with the City & Guilds, as well as the expected outcome of the involvement with the C&G:

Some time after the AGM [First AGM of the TPA, held on 3 February 1955] News Letter No. 5 (undated) announced the formation, by the City & Guilds of London Institute, of a drafting committee for a Technical Illustrating syllabus. H. R. Hockley attended the committee's first meeting on behalf of the TPA at one hour's notice — an action that was followed by his many years' unbroken activity and enthusiasm in this field. The committee discussed, among other things, the existing number of technical illustrators in Britain (about 2000), and their salaries (in three grades: £400 to £700, £700 to £900, and perhaps a few over £1000). [---]

There was a basic disagreement as to whether illustrators were responsible for the preparation of technical publications assisted by authors, or vice versa.

There was general agreement, around this time, that the designation 'technical illustrator' was preferable to 'technical artist', and 'technical author' to 'technical writer' (this second preference was argued about, off and on, for years).

The Council meeting which discussed the proceedings of the C&G committee was much concerned that standards set by C&G examinations or otherwise in both illustrating and authorship, should be professional. It was even proposed (as it often was throughout the years) that a Royal Charter should be our long-term objective.

When Major Hockley went on to establish the ITPP, the new organisation followed in the footsteps of the TPA by monitoring what courses were available via the C&G to people wishing to pursue a career in technical communication.

However, in March 1981, the existence of the C&G courses was under threat (ISTC meet. mins.

060: References section):

CITY AND GUILDS EXAMINATIONS ENDING

It has now been confirmed that City and Guilds is ending examinations in Technical Authorship and Technical Graphics. No decision has been made regarding the examinations in Technical Communication Techniques and it is expected that these will continue for as long as there is sufficient demand.

Peter Greenfield, member of Council between July 1984 (ISTC meet. mins. 080) and 1999 (ISTC meet. mins. 145, 150) explains some of the difficulties surrounding the C&G courses (Greenfield, 2006b):

There were two reasons for [the C&G courses being regularly under threat]:

1. That numbers taking the exam were very low at times. At one time 536 was taught at tertiary colleges and numbers often threatened the courses; however as correspondence courses came in and were accepted by C&G the numbers picked up and the problem went away for a little while. Then:

2. The Government brought in success tables for colleges; this meant that the colleges were unhappy about outside people taking exams in their centres. [...] the centre was judged on passes, whether the candidate was taught at that college or not. As the result tables affected the reports and sponsorship the college received they only wanted candidates that they thought would pass; if they did not know you they did not want you. This meant that the centres where you could take the exam dried up and we were back to the situation where numbers taking the exam dropped again.

John Young, Council member between 1982 and 2007, was a lecturer of Technical Authorship at Chippenham College between 1979 and 2001. He says (Young 2008) that Chippenham College was instrumental in keeping the C&G courses going. This was done by introducing syllabus 5361 into all media and communication courses, which meant that for several years in the 1980s the college entries were about 100—more than the combined number from all other training providers.

John Crossley, Council member between 1991 and 2002, was a crucial force for helping students through the C&G 5360 syllabus. In 1988, he established a distance-learning college for technical communication students (Newell 2007a), the College of Technical Authorship, and through his courses helped many students pass the C&G 5360 exams.

However, John Young (2008) notes that Tutortex Services and Eston Training provided distant learning courses in technical communication long before both he and John Crossley became involved in channelling people into the technical communications field. He also points out that the Quality and Professionalism in Documentation (QPID) conference, organised in 1991 by Phillip Hutton-Wilson (see section on conferences for more information), focused partly on training issues.

But the ISTC Council planned to counter the soon-to-disappear C&G courses in March 1981 (ISTC meet. mins. 060: References section):

Proposals at present are for the I.S.T.C. to set its own syllabus and conduct its own examinations.

This was not the first, nor the last, expression of a long-held ambition within the ISTC to organise its own examinations. At a general discussion on the future development of the Institute at a Council meeting in April 1974 (ISTC meet. mins. 018: References section: 8), this was touched upon:

Examinations — it was envisaged that at some future date The Institute would hold its own examinations [---]

In January 1976 (ISTC meet. mins. 029: References section) the matter was again mentioned by A G Toogood:

Agreed that we should have an examination structure in existence to show the world the standard we are aiming at.

The desire for the ISTC to organise its own examinations was partly inspired by what others similar organisations had already achieved, as is shown in meeting minutes from May 1979 (ISTC meet. mins. 049: 8a):

Two small organisations — BAIE and the Institute of Information Scientists, run their own examinations, and it was suggested that we find out how these are organised.

However, the matter was put on the back burner once more, only to be brought to Council attention again in a Membership Committee Report from Mr A. H. Woodward, then a member of Council, dated 10 January 1980 (ISTC meet. mins. 053: References section). The reason for organising ISTC-run examinations was mainly to raise standards among corporate members:

So far as I can see, the only possible answer [to ensuring professionalism among Corporate members] is for the Institute to become an examining body itself. No person would then be admitted to Corporate membership until he had passed the Institute's examinations. Holding the



Gavin Ireland was ISTC President between 2002 and 2007. During his presidency the ISTC has further established itself as a major organisation for technical communicators, by securing the takeover of the 5360 syllabus from City & Guilds. [2006, Marian Newell]



John Young was a member of the ISTC Council from 1982 to 2007. Greatly involved in educational matters over the years, he eventually realised a long-held ambition by helping the ISTC to launch its own courses in technical communication. [2003, Iain Wright]



John Crossley (1927–2004) helped many people pass the City & Guilds examinations through his College of Technical Authorship and established the ISTC's Independent Authors Special Interest Group (see section on conferences). In 2002, he was awarded the Horace Hockley Award for his services to technical communication.

reins ourselves, we can ensure that the papers set are designed to really test a candidate's ability to marshal [sic] facts and present them in a professional manner.

The matter was raised again later that year but did not give rise to any further action. Meanwhile, the ISTC threw glances at other organisations that had managed to organise their own training, as becomes evident from a November 1977 minute (ISTC meet. mins. 040: 5d):

The [Education and Training] Committee have considered the BAIE [The British Association of Industrial Editors] Postal Course and it may be possible to add one or two units on technical authorship to widen the scope of the course.

In 1993, the ISTC launched what was called the ISTC professional development programme, a series of one-day training seminars, developed specifically to meet the needs of ISTC members. This followed a survey in 1992 where around 50 per cent of members asked for training courses (*Communicator* 1993a). Dr John Kirkman, formerly Director of the Communication Studies Unit at the University of Wales as well as regular contributor to *Communicator* and at one time ISTC Council member, presented the seminars (Webster 1993).

At the beginning of the 21st century the C&G courses were still under threat. There were suggestions, among others from Paul Bakker, for the ISTC to arrange its own courses, although the support was not unanimous at first (ISTC meet. mins. 161).

Finally, in the August 2005 issue of the ISTC *Newsletter*, it was announced that the City and Guilds would withdraw the 5360 scheme, Communication of Technical Information, with the last exams to be held in May and June 2007 (ISTC *Newsletter* 2005a). Gavin Ireland, President of the ISTC at the time commented the situation thus:

The announcement of the closure of 5360 could potentially mean there is no recognised entry-level qualification for technical communicators. However, please rest assured that the ISTC will work with City & Guilds (if applicable) and industry in general to ensure that a suitable solution is found. We will report developments as and when they happen.

By December the same year, he reported that the ISTC would take over the 5360 syllabus, thus ensuring the continuation of the only recognised UK entry-level qualification for technical communicators (Ireland 2005b).

The City & Guilds held its last examinations in the autumn of 2007 (Young 2007a).

According to Peter Greenfield (Newell 2007b), "Without people like John [Young], Philip

Hutton-Wilson and John Crossley [the ISTC] would have lost [the technical communication examinations] long before [it] did.”

According to John Young (2007), it is unlikely that the ISTC would have developed a course in technical communication had not the College of Technical Authorship stopped trading on the death of John Crossley in 2004. However, the ISTC Open Learning Course was developed from scratch and so provides an entirely new phase in technical communication training; it had 83 enrolments in the first two years of its existence and held its first exams in May 2008 (Young 2008).

Spreading the word

This section describes how the ISTC has used publicity and publications to tell people about itself and about the profession.

The mission of the ISTC, according to Iain Wright's (2003) presentation, *Technical communication*, available to all via the ISTC web site, is to "improve scientific and technical communication in the UK, to promote the importance of effective communication and to increase recognition of the profession", or to use another phrase from the presentation, "Our role is to communicate". A natural and essential part of the organisation's activities, not least for its members, is therefore to produce correct, useful and well-designed information.

The PTI Group publications

As far as is known today, the PTI Group never did publish a regular journal. Various other documents exist, such as the Proceedings of the Conference on the Training of Scientists and Technologists in Written Communication held at University College London on 18th April 1966. But no regular publication aimed at the membership ever seems to have existed. It is ironic that much of the information regarding the PTI Group in later years is provided through TPA and ITPP publications.

The TPA Journal

The *TPA Journal* was first published in January 1957 (Vol. 1, No. 1). This first issue mentions a newsletter, a publication of which no copies exist today. Surviving copies or not, this TPA newsletter is most likely the earliest newsletter published by a professional organisation of technical communicators in the world. The ambition, according to the Editor, was for the journal to be a quarterly journal "so that the next number should be in Members hands in April". However, the next issue (Vol. 1, No. 2) was not published until September the same year. Following those first two issues of the journal there appears to be a gap of four years.

In 1963, the TPA launched its newsletter in the near A5-sized format that had been used for the journal in 1957. This newsletter also had a new logotype on the front (for further information see section on logotypes). Unlike the two issues of the *TPA Journal* from 1957, this newsletter had named its two joint editors, Alan C Clegg and Dennis H Goddard. Another newsletter was published in July 1963.

By the next issue, published in August 1963 (Issue 1, No. 1), the publication had changed into a journal and the editorial (Clegg and Goddard 1963c) explained the reasons behind it as well as some ambitions for the future:

As you will have noticed from the front cover, this is the first issue of the regular Journal of the Technical Publications Association.

The Editors of the Association felt that the title "Newsletter" had outlived its usefulness and that the time had come to change the title and the distribution policy.

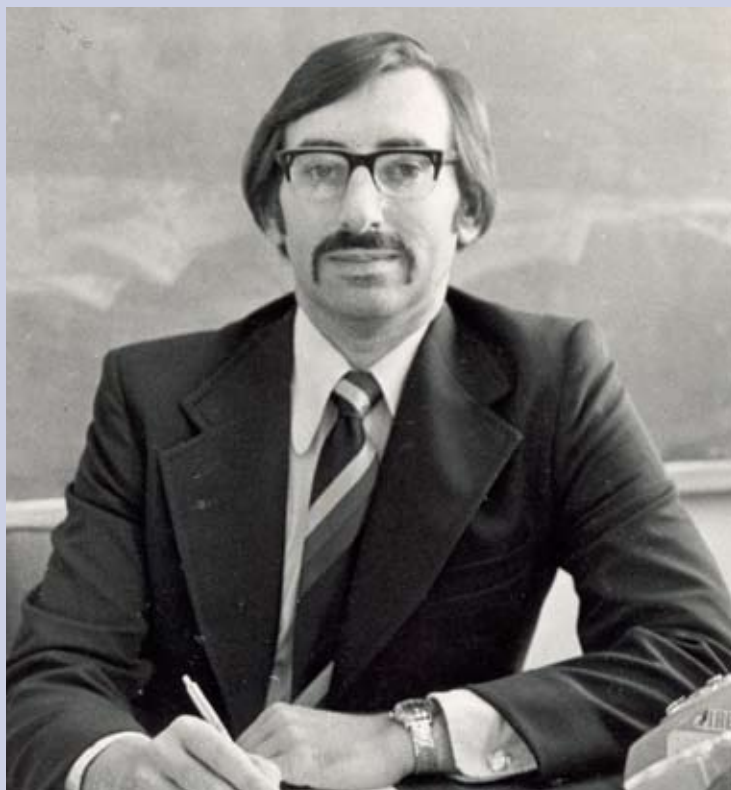
Hitherto the "Newsletter" has been distributed solely to members and to a very limited number of interested scientific bodies; now the distribution of the "Journal" is to be increased to include all who have any interest in Technical Writing or Illustrating. It is planned to increase the distribution in gradual stages and it is anticipated that, by next April, 2000 copies of the Journal will be circulated monthly. Concurrent with the increased circulation it is hoped that the revenue gained from advertising will more than offset the cost of publication.

However, by a clerical error the next issue, published in September 1963, had "Newsletter" printed on the front cover rather than "Journal".

During the latter half of 1963, the editorial team grew to include William G Diffey from the September issue and C R Shaw as the Advertising Officer from the October issue.

Issue 1, number 6 of the TPA Journal does not state which month it was published, although it would have had to have been prior to April 1964, as the editorial includes information on the upcoming AGM, held on 4 April 1964 at the Imperial Hotel, Temple Street, Birmingham. The editorial was the last one written by Alan C Clegg, who retired from the Executive Council at the AGM. His successor was F A Sowen (FAS to those who knew him and to the readers of his editorials signed in that way), who would be Editor of the journal for the next five years and fifty issues. A C Clegg returned as Editor from the September 1969 issue of the TPA Journal.

The *TPA Journal* conveys the air of a vibrant, resourceful, proactive organisation, a body that had the self-confidence to take initiatives and drive matters to completion. One aspect that underlines this energetic self-confidence is the jargon used in the Journal, aimed at further establishing the TPA as an authoritative organisation in its field:



Dennis Goddard was joint editor of the *TPA Journal* during 1963–4.



Frederick Arthur Sowan (1914–2006) was the editor of the *TPA Journal* from 1964 to 1969 and of *Communicator* from 1972 to 1978. He also began a history of the ISTC in the late 1980s, although the project was never completed. [*TPA Journal*, Vol. 4, No. 6, December, p. 274]

In the course of time, however, we shall need to add some of our own “rules” devised specially for T.P. work: [---] (Bennett 1957)

In all our contacts with major industrial concerns we are greatly encouraged by the obvious need for T.P. personnel: [---] (Claudot 1957)

In the January 1966 issue of the *TPA Journal* (Sowan 1966a), the editorial included information on the New Journal, a controlled-circulation monthly known as the *Technical Publications Journal* that would be sponsored by a publisher. The change of journal title was brought about by the change of the organisation’s title, a process that had started in mid-1965. Obviously, the *TPA Journal* title could not be used with a new organisation title. The new journal title came into use for the April 1966 (No. 1, Vol. 3) issue. It was in May 1966 (*TPA Journal* 1966f) that the *TPA Journal* finally announced the organisation’s new title as the Institute of Technical Authors and Illustrators (ITAI), although it took more than a year to get the change of title and Articles of Association approved by the Board of Trade.

During the transition from TPA to ITAI, the journal retained its subtitle “the official organ of the Technical Publications Association”. This was changed to “the official journal of the Institution of Technical Authors and Illustrators” as late as July 1968.

Like several other publications, the *TPA Journal* suffered a shortage of new material for publication:

We are sorry, however, that we receive so little correspondence that is suitable for publication. Indeed, in recent months we have received only one letter written for inclusion in the Newsletter. This sole representative is included in this issue. (Clegg and Goddard 1963a)

The pleas for material appear to have been commonplace in TPA publications:

Firstly, the recruitment of technical publications personnel. [---]

Second, the old plea for Newsletter material. We still receive nothing to publish without actually commissioning people. Can’t you put pen to paper? (Clegg and Goddard 1963b)

F A Sowan’s (1964a) first editorial in the May 1964 issue of the *TPA Journal* was entirely devoted to the matter of obtaining sufficient copy:

Sooner or later it will be interesting — and perhaps useful — to prepare and publish a bibliography of the Association’s journals, news-letters, and bulletins. At the moment, however, it is essential to concentrate attention and effort on next month’s Journal, and on the two or three

after that.

My hurried reading of a dozen back-numbers has shown that my editorial predecessors have had one outstanding and constant problem — the difficulty (apparently so great as to be a near-impossibility) of persuading the Association's members to write articles.

As an earlier editor remarked, it is indeed strange that the journal of an association of technical authors and illustrators should be chronically short of copy. However, I must perforce echo the tedious plea:

The *TPA Journal* cannot exist without articles; and these articles must, in the main, come from the general membership. The small editorial staff cannot be expected to write the whole thing (there are anxieties and problems enough without that); and there is a definite limit to the reprinting of material from external sources. So, please write.

It may be that subjects for articles are difficult to think up. Here are a few suggestions:

(a) An account of the recent exhibition of "electrical inkless printing" at the Saint Bridge Institute (Did anyone go?).

(b) A survey of the technical libraries that are available to technical authors in London and the provinces. (I have found people who have not known of even the most useful and obvious ones.)

(c) A review of the recent new edition of the "Concise Oxford", and an appraisal of its value to T.P.A. members. (My own standby is Swan's Anglo-American).

(d) Practical points on writing — as distinct from the rather general advice that is so often published.

(e) Discussion of present-day techniques of illustration.

(f) A lament for the strange "sixties" habit of under-punctuation — a habit that causes even its devotees to stumble when reading work that is ambiguous through lack of commas.

Or any other relevant subject. The Journal is yours. Volume 2 awaits your contributions.

The situation did improve somewhat, as is reflected in the editorial from the September/October 1964 issue (Sowan 1964b):

Though it is not the usual opinion, I believe that editors are quite readily pleased. Certainly, I have had a number of editorial pleasures in the past month.

[---]

The fourth [pleasure] has been the continuing flow, even during the holiday season, of articles for the "Journal". Perhaps I should not publish my calculation that one article from each member every fifteen years would end editorial headaches; it sounds discouraging. Fortunately, many members are generously exceeding their quota. I am grateful. A good journal is the Association's best advertisement.

Being the editor of the *TPA Journal* must have proved quite a challenge, as these pleas for material occasionally became quite spectacular:

The journal faces a serious situation. No, it isn't going to fold up. On the contrary, it has the prospect of becoming a major journal in the field of technical publications. To do this it must have an adequate supply of articles. The input must be four or five times greater than anything that we have seen so far.

Arrangements will be made for handling this volume of editorial matter; but first, the articles must be written. The Editor and his assistants are willing (and able) to look after book reviews, official TPA items, and the like, and to write an occasional space-filler; but the bulk of the editorial matter must come from the Association's membership.

Some time ago I made a rash calculation, and suggested that every members should contribute one article every fifteen years. Well, no doubt every member has taken the hint, and five-hundred articles will arrive by red van on Christmas Eve 1980. This sort of planning won't do; and, anyway, for "fifteen years" please now read "three years". Hint taken? (Sowan 1965a)

Judging by the editorial from the next issue (Sowan 1965b) nobody took the hint from the one before it, prompting F A Sowan to even greater heights of editorial skills:

"I have been tempted to repeat the October editorial word for word; but I will only ask readers to look at it again and consider if they might not write as well as read. The present issue exists, thanks to the editors of other journals who have given permission to reprint the two main articles. Apart from these articles, the issue contains an exhibition review and whatever oddments I can contrive to scrape together; nothing else. A non-member has pointed out that, for an organisation of technical writers, we seem to have remarkably few writers — or else they choose to hide behind one or two pseudonyms...

This question is serious. The Association is largely dependent on the Journal for the attraction of new members and for the publicising of our existence. With no Journal, progress would be extremely difficult and slow. But, for the January issue, I have no material whatever in hand; and my own ideas — such as they were — have already come to an end.

If present plans for expanding the Journal are to succeed (and we are approaching the stage at which we must say that they must succeed), then the Association's members must provide the

material that is essential to success.

I see that, though I have not reprinted the October editorial, I have paraphrased it. The subject must be on my mind.

In his next editorial, F A Sowan (1966a) simply stated in plain terms the worst-case scenario of copy shortage:

Readers of recent editorials will have tired of hearing that there is a great need for a much-increased flow of articles from TPA members and other readers. As every editor knows, a shortage of material has three immediate and very undesirable consequences: as acceptance of work that is below the standards that the journal would wish to maintain, the excessive writing of fill-ups by the editor, and the inclusion of matter that has only a marginal relevance. Further consequences range from the resignation of the editor to the demise of the journal.

It appears to have been quite a challenge for F A Sowan to fill the journal with material at regular intervals, as well as mustering a one-page editorial. On top of which some readers appear to have raised criticism for the contents of the journal. However, the editorials by F A Sowan are pieces well worth reading in their own right, thanks to his ease and poignancy of prose (Sowan 1966b):

The blankest of blank pages, to an Editor, is the page on which he has typed the word "Editorial". How to spin out another 400 or 500 words; words which probably won't be read by more than one per cent of readers, anyway...? The chatty editorial? The pontifical portentous? The "in-this-issue" (a mere expansion of the contents list)? The cajoling-for-copy? The heavily facetious? Or the hotch-potch of small items that won't decently go anywhere else?

I've tried everything except the portentous. I have at least discovered that being frank (rude?) brings in contributions to the bottom stratum of a long-imagined stockpile of articles. The response to recent appeals has been encouraging — a word that I use with deliberation and gratitude. My hope is that the good response came from the two one-per-cent batches of readers who read the October and December editorials. At this rate the Journal will be well-supplied for eight years or so.

In this issue will be found not, indeed, a selection of the articles that have come in (for selection is a luxury yet to come), but a more varied range of material than we have been able to present for some time.

* * *

With a little more effort this Editorial will present samples of all types — except the pontifical portentous. I'd work for ***** if I were capable of that!

I have been taken to task by a non-member (actually an anti-member) for printing specimens of poor technical writing. I could not determine why I should not do this; I am still waiting to be told. These Inelegant Extracts are page-fillers that are intended to be interesting or amusing or instructive to at least a few dozen readers. Anyone whom they bore or offend could, of course, send in something more worthy of print. I have published, in my two years as Editor, everything that has come in except merely negative letters, some rather poor smutty verse, and a short story related not very distantly (excuse the ambiguity of "related") to the peremptory instructions to minorities that are scribbled on the walls of the London tube. An editor gets everything.

I reluctantly resist the temptation to name, and quote from, a document that, of all documents, should not contain, in thirteen duplicated pages: ten spelling/typing mistakes; seven independent sentences which are tacked on to others with only a comma between; several simple errors of grammar; carelessly repeated words; a space for a number that was never put in; a wrong number to a numbered section; a space where an essential sub-heading should have been; a sentence which implies that a "word", or perhaps "the true meaning of a word", is part of an equipment; and so on.

Given these regular pleas or material, it is easy to imagine the *TPA Journal* as almost devoid of any content. By contrast, a browse through old copies gives the distinct impression of a thriving publication, covering a breadth of information ranging from poems on City & Guilds Exams, texts on how to write correct and concise technical information and book reviews to articles on technical equipment and information on future and past area group activities.

One feature, appearing in almost every issue from January 1964 to July 1965, was "Idle Thoughts on the Writing Game" by M G Shaw, then a member of the Executive Council. The series of articles covered matters of writing such as style, phonetic spelling, and the advertising aspect of a handbook.

Another interesting feature was a letter to the editor by an M. J. Spalding (1964) who noted that T[homas] E[dward] Lawrence, the British officer whose life forms the basis of the film *Lawrence of Arabia*, actually wrote an instruction manual in 1932, while retired from public life into the RAF.

An interesting contribution is the "Cogency in Technical Writing" series of articles by W. Hazell that appeared in 1969 issues of the *TPA Journal*, and was later republished as one

article in the SERT (Society of Electronic and Radio Technicians) Journal (Hazell 1976). Hazell's advice is to prefer the active voice to the passive, to prefer the concrete word to the abstract, to prefer the direct word to the circumlocution, to prefer the short word to the long, to omit needless words, to be economical with adjectives and adverbs and to avoid using vague words and phrases. This closely mirrors parts of the EU Council Resolution of 17 December 1998 on operating instructions for technical consumer goods (Council of the European Union 1998):

6. Communication of information

The communication of information ideally meets the following requirements:

- it is sufficiently clear and precise,
- [---]
- it uses comprehensible words,
- it uses active verb forms instead of passive forms wherever possible,
- it avoids unnecessary specialist terms,
- it uses everyday expressions,

A number of texts summarise contemporary technological developments. For example, the area group news feature in the March 1968 issue (*TPA Journal* 1968d) brings to readers' attention the novel technology of micro-films:

Unbelievable but true say the advertisers, and this can well be said of a whole telephone directory imaged page by page on to a single 6 x 4 inch transparency. The occasion was the visit to the National Cash Register Company made by T.P.A. and P.T.I. Group members in February. D. E. King, Esq., P.C.M.I. Sales Manger, gave a very lucid and interesting introductory talk on the newly introduced Photochromatic Micro-image system of information storage and retrieval. In this system, a linear reduction of 200-1 (area reduction of 40,000-1) is possible, and 2000 to 4000 pages may be recorded on a single transparency. Any page may be retrieved at will in about 3 seconds and displayed on a precision engineered reader.

The transparency is held between laminates which provide a high degree of protection from hard usage. Furthermore, dirt, fingerprints, scratches, etc., on the surface of the laminate are beyond the extremely short depth of focus of the reader.

Although the production of a single transparency is comparatively costly, when used for the mass dissemination of large volumes of information to multiple locations the system should make 80% to 90% savings in overall production and postage costs.

In the late 1960s the *TPA Journal* included regular information regarding PTI Group and ITPP activities, prior to the amalgamation of the three bodies. This included notices of, and invitations to, the PTI Group's Kapp Memorial Lectures, following the death of Professor Kapp in 1966.

Between 1963 and 1969, the *TPA Journal* (and later *Technical Publications*) was a near-monthly publication, another fact that underlines the hard work by all those involved in the journal. Furthermore, this was an age where publication production was carried out on a mechanical typewriter, possibly with double sheets of paper and a carbon copy sheet in between them to obtain a second copy. (No selecting any number of copies by typing a figure in a dialog box there!)

Apart from a diverse array of articles, notices and reviews, the high level of advertising in the Journal underscores the prosperity of the *TPA Journal*, despite repeated calls for copy from various editors. During his time (from September 1963 to September/October 1964) as Advertising Officer, C R Shaw attracted an impressive number of advertisers. In his contribution to the Issue 1, No. 6 1964 edition of the *TPA Journal*, "Advertising Can Increase Your Profits" he divided the circulation breakdown into two main categories, Readers (numbering 1330) and Potential Advertisers (numbering 293) and made the case that with a total circulation of approximately 1,623 the money invested in advertising with the *TPA Journal* could reach many readers. And starting with the May 1964 issue (Vol. 2, No. 1) the *TPA Journal* included a list of advertisers, a list that grew with time. In his memoirs, C R Shaw (2006c, p. 376) recalls some of his experiences in obtaining the ads for the *TPA Journal*:

I wrote an article called The Technical Publications Association — a Service to Industry, and I well remember my pride when I received the first ad. It was from a small tech. pubs. firm in Gloucester; but my joy was somewhat dashed when I received their cheque in payment with a note to say that they thought our charge of seven shillings and sixpence was rather steep.

We were well supported, however, by Major Hockley, whose company sent us many useful contributions, together with other agencies, including I.M. [Illustrated Manuals], all anxious to bring their services to the attention of prospective clients.

I wrote another article, Advertising Can Increase Your Profits, and was rewarded by eight advertisements. Industries like Rank Xerox, Kodak and a number of printing firms advertised their equipment while others, among them Marconi, Smiths Industries and Hawker Siddeley Dynamics, found the Journal a useful and economical means of advertising for staff, albeit for a

good bit more than seven and six!

As Windust (1996) notes in his obituary of Nick Oakes, Illustrated Manuals caught the eye of Robert Maxwell's Pergamon Press and in the late 1960s became Technical Manuals, Technical Reproduction (TMTR) with Nick as managing director. Changes in ownership of Nick Oakes' Illustrated Manuals inevitably led to changes in the production of the *TPA Journal*. In his memoirs, C R Shaw (2006c, pp. 400, 402–403) explains the changes affecting the *TPA Journal* in the late 1960s:

In June, 1966, Nick, who had been funding the *TPA Journal* largely out of his own pocket, concluded an agreement with Peter Shaw (Publishing) Ltd. which took over the publishing from Ted Ditchburn. The title was changed to the *Technical Publications Journal* and, a year later, we engaged our new Advertising Manager, Alan Bennett.

[---]

In April, Peter Shaw Publishing and Illustrated Manuals were taken over by Robert Maxwell's Pergamon Press and events started to move rapidly. The title of the journal was changed yet again to *Communicator* and, in November, we got our own printing press. This was a 2½ ton Aurelia which, owing to its size, had to be hoisted into our offices through a window over Ted Ditchburn's shop.

On the appointed day, police closed Southgate Road while an enormous vehicle with its own crane lifted the machine through the window which, complete with frame, had been removed beforehand. This was good publicity for Illustrated Manuals and Nick ensured that it received a full report, complete with photograph, in the local press and, of course, the journal.

[---]

Early in 1969, *Communicator* had been placed under the control of Pergamon's Publishing Director, R. D. Miller, who evidently felt that its status as the official organ of a semi-professional association was incompatible with the grandeur of Pergamon Press. Furthermore, its link with the Technical Publications Association (now known as the Institution of Technical Authors and Illustrators or I.T.A.I.), meant that, in effect, it remained largely outside his control. Consequently, plans were laid to put this right.

Since Chris Clegg had taken over from FAS [F. A. Sowen], he was naturally closely concerned with these plans which involved scrapping the existing A5 size *Communicator* and launching an entirely new A4 publication with a different title under the Pergamon imprint. Naturally, the I.T.A.I. were rather concerned. At a stroke, the only link with their members at home and overseas was being taken away. Finally, Pergamon agreed to let I.T.A.I. have a newsletter included as a loose insert and with that they had to be content.

A notice in the November 1969 issue (*TPA Journal* 1969d) of the *TPA Journal*, or *Communicator* as it was now called, informed readers of the imminent developments:

TECHNICAL PUBLICATIONS and *INDUSTRIAL & SCIENTIFIC COMMUNICATION*

As those of you who attended the 1st AGM of the Institution will know, there has been some difficulty in formalizing the contractual situation between the Institution and Pergamon Press the publishers of *Technical Publications*.

These difficulties resulted in a meeting between a working party formed by the Council of the Institution and representatives of Pergamon Press. At this meeting Pergamon put two alternative proposals to the Council. Your council has agreed to one of these proposals as follows:

Pergamon Press are to cease publication of *Technical Publications* and are to launch a new journal, independent of the Institution, called *Industrial & Scientific Communication*. Copies of this new publication are to be made available free to members of the Institution and the Council of the Institution will have the facility of placing Institution material, to a maximum of four pages in the journal. The Council of the Institution reserve the right to the names *Technical Publications Journal* and *Technical Publications* and also reserve the right to continue to publish under either of those names.

These terms having proved acceptable to both parties, the last issue of *Technical Publications* under the Pergamon imprint will be published in December, 1969.

Nick Oakes stayed with the Maxwell empire, except for a short time in the textile industry, until his retirement in 1975 (Windust 1996). The Pergamon Press, which had bought Illustrated Manuals and taken over the publishing of the *TPA Journal*, was sold off by Robert Maxwell to Elsevier in 1991 for 440 million pounds to cover debts (Wikipedia, 2006d). With hindsight, it is ironic to think that the ISTC would invite the same Robert Maxwell to deliver the Horace Hockley Memorial Lecture in 1985 (ISTC meet. mins. 083: 2a).

It was a sad demise of a publication that had experienced such a proud start and developed into a first-class publication. However, much thanks to Nick Oakes's efforts a foundation of devoted members, experiences and ambitions for the future existed that would prove useful in years to come. And with plans for an amalgamation of the PTI, TPA and ITPP, there would be the opportunity to produce a new journal, a different journal. And, with technology developing

at an ever faster pace, a journal would prove but one of many means of communication.

The ITPP bulletin

The ITPP regular publication was *the bulletin*. The first issue of the ITPP bulletin was a four-page, A4-sized, two-column publication released in November 1965, near the end of the body's first year in existence. The ITPP resorted to a clever means of spreading its first publication outside its present membership:

Two copies of this Bulletin are being sent to each member, in anticipation of his being able to pass the second copy to an interested colleague.

The content in the early issues of *the bulletin* was to a considerable extent concerned with ITPP matters such as summaries of meetings and Council activities.

As with the *TPA Journal*, some of the articles reflect technological innovations of the day, such as the article "Principles of Automation Applied to the Dissemination of Technical Information" in issue 8 (Cutts 1968) that enumerates the various means of automation available for information processing at the time:

- (i) IBM 72 equipments, which provide for receiving information on magnetic tape and incorporate play-back facilities.
- (ii) Xerography: an electrostatic process which makes dry, permanent prints, either on ordinary paper or on masters suitable for reproduction on offset litho machines.
- (iii) Facsimile reproduction, which is the transmission of data from a source — possibly by way of land lines — to provide an exact image at a terminal point.
- (iv) Digital computers; the concept of which is the electronic storage of information in a readily accessible form (usually by binary coded decimal technique for identifying and coding and then recalling the information).

And as with similar articles in the *TPA Journal*, these pieces make for an amusing read in an age where the technologies mentioned are either commonplace in our everyday surroundings or even out of date, replaced by even more complex innovations. But then, it is worth bearing in mind that this was a point in time when the word "spam" was only used to refer to canned meat and "XML" might have been thought of as a confused garment size.

The first issues of *the bulletin* were released at slightly irregular intervals:

- No. 1 — November 1965
- No. 2 — February 1966
- No. 3 — May 1966
- No. 4 — July 1966
- No. 5 — December 1966

The March 1967 issue of *the bulletin* (no. 6) mentions the intention to publish *the bulletin* at quarterly intervals, each issue comprising 12 pages.

Initially, this intention experienced some teething problems:

- No. 6 — March 1967
- No. 7 — December 1967
- No. 8 — April 1968
- No. 9 — July 1968

Issue 9 of *the bulletin* mentions some future publication plans:

"the bulletin"

All the plans mentioned at the previous Annual General Meeting in regard to "the bulletin" had materialised to the full, insofar as quality of both reproduction and content were concerned. Nevertheless, during the year design matters in connection with future issues of "the bulletin" had come up for consideration, and a new layout had been prepared for inspection. Advertising space had been actively considered as a source of revenue, and Rate Cards, giving full particulars for potential advertisers, had been laid out and approved for printing. There was a great need for more articles in connection with "the bulletin", and all members — of every grade — were asked to get in touch with the Editor, the object being to discuss titles and other details concerning articles, and to arrange dates on which the articles might possibly be inserted. During the year a system of Newsletters had been inaugurated — two appearing before 31st December 1967.

Unfortunately, no copies exist of these ITPP newsletters today. However, the ITPP did revamp its journal considerably, and the result is the first issue of what is today the ISTC's own journal, *Communicator*.

In October 1968, the first number of this revamped journal was issued, although the full title was *The Communicator of Technical Information* with the reference *Formerly, "the bulletin"* in small print below the title and the ITPP logotype and the phrase *THE JOURNAL OF THE INSTITUTE OF TECHNICAL PUBLICITY AND PUBLICATIONS* lining the lower part of the journal's front page.



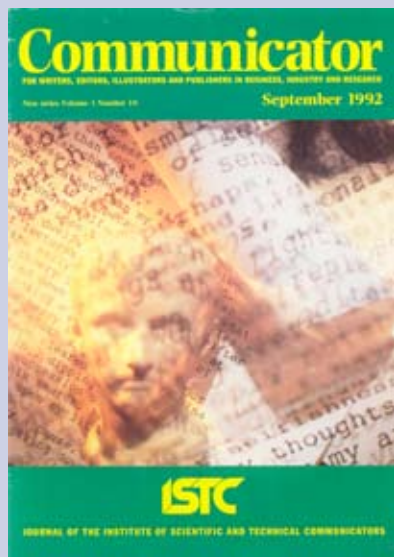
October 1968:
“Technical Information” in the name



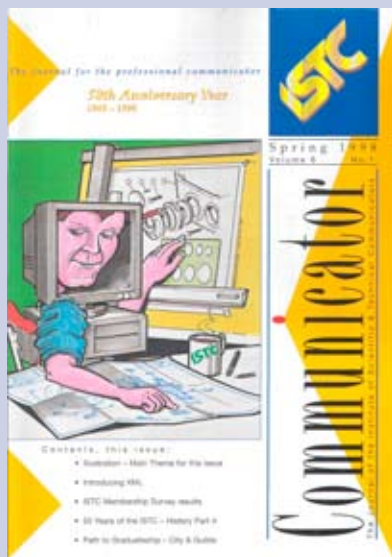
January 1973:
“Scientific” in the name



1 January 1989: graphic on the cover
and shortened name



September 1992: first colour cover



Spring 1998: one of many covers
designed by Peter Lightfoot in the 1990s



Phil Cleaver (1954–2005) was editor
of *Communicator* from November/
December 1989 to February 1993.

The ISTC *Communicator*

Communicator is not an entirely new creation by the amalgamated ISTC, but the product of the ISTC takeover of the ITPP bulletin, as becomes apparent when you browse through issues 1 (October 1968) to 12 (May 1972) of the journal. In these issues, focus is on the ITPP with a one-page summary of the ITPP’s “Aims and objectives of the institute” and the subtitle of the journal, “The journal of the Institute of Technical Publicity and Publications Ltd” retained.

However, from number 14 (January 1973) when the amalgamation was finalised, the publication was formally known as *The Communicator of Scientific and Technical Information*, with a new logotype at the bottom of the journal and the phrase “The journal of the Institute of Scientific and Technical Communicators Ltd” at the bottom of the front page.

Cyril Windust described the various name changes of *Communicator* during his presentation of the ISTC History at the 1998 ISTC Conference at Churchill College, Cambridge:

- *The Communicator of Technical Information* (ITPP)—Nos 1 (October 1968) to 13 (September 1972)
- *The Communicator of Scientific and Technical Information*—Nos 14 (January 1973) to 62 (January 1985)
- *The Communicator*—Nos 63 (April 1985) to the end of 1988 (No 77 October 1988 may not be the last issue of the “old” volume)
- *Communicator*—Volume 1 January 1989

F A Sowen, a past editor of the *TPA Journal*, took over the editorship between May 1972



Dave Cooper produced the newsletter from 2003 to 2004. He was also involved in international work. (Fisk 2006a; Cooper 2006) [2002, David Cooper]



Sophie Watson was newsletter editor for the September 2006 issue, continuing as layout editor from March to November 2006. [2005, Sophie Watson]



Kathryn Valdal-Fourie became content editor of the ISTC newsletter from the March 2006 issue [2006, Kathryn Valdal Fourie]

(No. 12) and October 1978 (No. 37). E A Bowles was editor for a short while, followed by M J Gardner who was in turn succeeded by Penny Mawson (later Morgan) in April 1981. During the editorship of Penny Morgan, in late 1989, there was a plan for a revamp of the journal, including a new front of the publication.

The revamp can be credited to Phil Cleaver (1954-2005), member of Council since 1987. He took over the editorship of *Communicator* from Penny Morgan in late 1989. ISTC meeting minutes (ISTC meet. mins. 106: 1) from September 1988 show that Phil Cleaver had tasked Mr Rob Waller with redesigning *Communicator*, a dummy of which project was shown to Council and accepted in most parts. From January 1989 the new journal design was applied, including the modification of the journal title, to *Communicator* from the previous title *The Communicator*. In addition to the revamped layout, the new issues received a new numbering system, with the January 1989 issue being volume 1, number 1 of the New Series of the journal.

Phil Cleaver did a considerable amount of work on *Communicator*, but for personal reasons had to give up the post as Editor in February 1993 (Cleaver 1993).

Rick Webster took over as editor in March 1993, and was to be joined by Dan Blackwell and Jeannette Hobart, Gordon Farrington and Mike Unwalla. In 1999, Dan Blackwell took over as Editor with Mike Unwalla as assistant Editor.

Meanwhile, Peter Lightfoot contributed several cover illustrations for the front page of the journal from the late 1990s and into the new millennium.

In the spring of 2001, Colin Battson took over from Dan Blackwell as editor. From the spring/summer 2002 edition of the journal, Marian Newell took on the editorship.

Apart from near-monthly publishing during 1989 and 1992 as well as the first half of 1993, and bi-monthly publishing in 1990, *Communicator* has mostly been a quarterly journal.

The ISTC *Communicator*, like the *TPA Journal* and the ITPP's *the bulletin*, offers considerable historical information, in that its content covers not only articles on contemporary technology and regularly occurring articles on language and communication, but also summaries of Documentation Awards, Conferences, AGMs and Council meetings. The accompanying photographs, like those in the *TPA Journal*, give a hint not only of fashion changes but also of settings and moods of various events.

The ISTC newsletter

In 2000, Ian Read began producing an ISTC newsletter, using PageMaker™. Paul Bakker also produced a few issues of the newsletter in 2002.

In 2003, Dave Cooper took over, producing the newsletter in Microsoft Word. He continued until May 2004, when Gavin Ireland took over and produced issues May–August 2004.

Sophie Watson took over from Gavin Ireland as newsletter editor, producing her first issue in September 2004. She moved from Microsoft Word to Quark Xpress for Mac, enabling her to work on her own computer. In conjunction with the change of software, she also gave the

design an overhaul, changing the typeface from Arial to Scala Sans (Watson 2006).

Sophie Watson produced the newsletter more or less on her own until Kathryn Valdal-Fourie joined her as content editor in February 2006 (Kathryn Valdal-Fourie's first issue being March 2006). However, Sophie Watson was helped with the events listings before then, as Jane Dards took this job on at around the same time that Sophie Watson took over as editor.

Meanwhile, Owen Flatau took over the events listing from Jane Dards at the beginning of 2006 (Watson 2006). With the December 2006 issue, Bob Hewitt became layout editor of the ISTC newsletter.

Books and other publications

In a professional organisation for people who in their everyday work often produce publications of different kinds, it is not unreasonable to envisage a similar flow of material from the organisation itself.

Professor Kapp's book *The Presentation of Technical Information* was the first book in this development. In 1998, to celebrate the 50th anniversary of the ISTC, the book was republished with the kind permission of the late Professor Kapp's son.

Following his half-decade dedication to the role of Press and Publicity Officer of the ISTC, Mike Austin initiated another project — the Books Committee. In mid-1981 he set up the committee and started working on the *ISTC Handbook*. Mike Austin was the driving force behind the book and Ralph Dodd was the coordinating editor, while contributors were Mike Austin, John Wakefield, Larry Irvine, Ted Marden, Denis Tyson, Peter Greenfield, and Dr John Kirkman (Kirkman 2006). The *ISTC Handbook* was published in 1985 and revised in 1990 (Griffiths *et al* 2001).

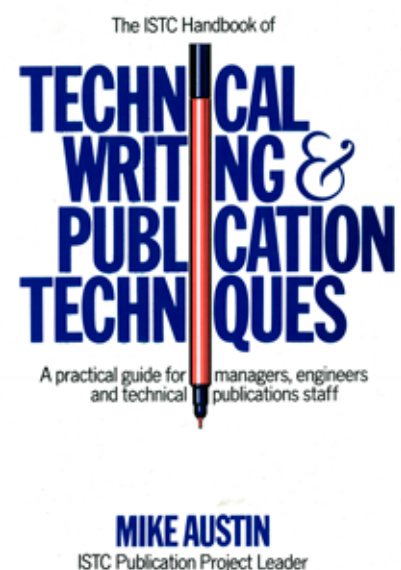
In 1991, the ISTC republished a special edition of Dr John Kirkman's book *Punctuation Matters* under the title *Points on Punctuation*. (Kirkman 2006).

Technological developments since the publication of the *ISTC Handbook* in 1985 as well as the increasingly diverse fields in which technical communicators work (legal, financial, business and public information) meant an entirely new publication was preferred to another update of the original *ISTC Handbook*. The work to produce a follow-up to the *ISTC Handbook* started around 1997 (Greenfield 2006d, Crossley 1997). The work was led by David Griffiths with assistance from Sandra Harrison and Craig Scott (ISTC meet. mins. 143: 8.2.5) and contributors were David Griffiths, Dr Ronald Brown, Kathy Lawrence, Kate Cooper, Sandra Harrison, Dr John Kirkman, Colin Battson, Peter Lightfoot, Richard Raper, Pete Greenfield, Clyde Hatter, Matthew Ellison, Bryan Little, Paul Warren, Roy Handley, Brian Gillett and Colin Battson. Entitled *Professional Communication and Information Design* this was launched in time for the 2001 annual conference (Battson 2001b).

In 2006 Alan Fisk, an experienced fiction author as well as technical author with no less than



Co-authors of the ISTC Handbook
[1985, Communicator, No. 64, July 1985, p. 11]



Cover of ISTC Handbook
[Scanned by Emma Bayne, 2005]



Paul Bakker, member of Council from June 1989 to 1993, was an editor of the ISTC newsletter for a brief period in 2002. In 1996, he put information about the ISTC on his web site, starting the work of establishing the Institute on the web. [2005, Paul Bakker]



Jane Dards produced events listings for the newsletter from September 2004 to December 2005, wrote articles about FrameMaker for *Communicator*, proofread BS ISO/IEC 18019:2004 for David Cooper and helped on the Education Steering Group. [2006, Jane Dards]



In 2006, Simon Butler was made President-Elect following his hard work on the ISTC web site. [2007, John Lee]

five historical novels under his belt, took on the task of working towards the establishment of a book-publishing arm to be called ISTC Books. In January 2008, Marian Newell assumed responsibility for this.

The ISTC web site

With the spectacular growth of the internet in general, and the world wide web in particular, I started to browse for resources for technical communicators living and working in the UK. Despite careful searches, I found very little. Some agencies have web sites, but these almost exclusively carry advertising rather than valuable information for communicators. So my firm decided to create a modest site with the dual functions of providing information for UK technical communicators *and* promoting our firm's services.

These are the words of Paul Bakker, member of the ISTC since 1979 and technical author who in 1987 started his own firm Peterborough Technical Communication. It was thanks to Paul Bakker that the ISTC first got its message across via the Internet, in 1996.

Paul Bakker's web site showed the information about the ISTC together with some other technical communication information (Bakker 1996):

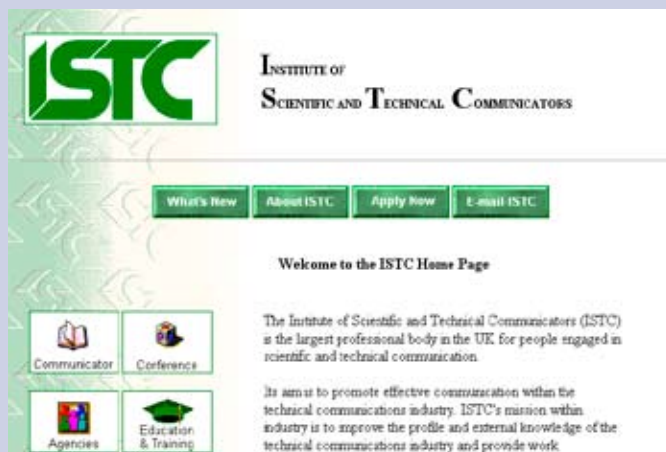
- other tecom organisations around the world
- links to other tecom sites of interest
- directory of main technical documentation standards
- EC Directives affecting product documentation
- Coventry University BA in Technical Communication
- software & product links for technical communicators
- events diary for technical communicators.

Most of these points of information have been retained since the time of that first web coverage.

The web site was created using Adobe's PageMill (ordinary HTML) on an Apple Macintosh computer.

In 1997, Graeme Hoyle and Kim Berquist launched a new web site for the ISTC (Hoyle and Berquist 1997). Initially, the web site had a non-memorable address, because this was the cheapest option, but later the ISTC got a dedicated server with its own URL www.istc.org.uk. The web site was created using HTML and the site was around 1.5MB in size (Wright 2006).

Iain Wright himself joined Kim's team in 1997, and in 1998 Clyde Hatter took over running



ISTC web site: 1997 (supplied by Iain Wright)



ISTC web site: 1998 (from 1948-1998 CD)



ISTC web site: 2002 (supplied by Iain Wright)



ISTC web site: 2006 (supplied by Gavin Ireland)



Simon Butler took on the task of revamping the ISTC web site, starting in 2004 and finishing in 2006.

the site with Iain Wright deputising. Wright (2006) points out that in those early days of the ISTC web site it was difficult to find content for the site for various reasons:

- volunteers
- incompatibility of systems: there was no easy way means of producing web content from *Communicator*—it all had to be tagged and prepared manually
- very few newsletters existed, making it difficult to find new material and content
- file transfers were slow and laborious, no high speed broadband available then.

But, as Wright (1999) points out, the number of hits increased: in May 1998, there were approximately 20 hits per day; by May 1999 it had increased to 270 to 280 hits per day and in October 1999 it ran at 545 to 2294 hits per day.

According to Wright (2006), 1998 saw a major revamp of the web site, as part of the celebrations of the ISTC's 50th anniversary, with Clyde Hatter creating a design of the web site based on David Dikken's new cover for *Communicator* and Peter Lightfoot's anniversary ISTC logo (see section on logotypes for more information on the latter). Wright (2006) adds that Clyde Hatter continued to help out in redesigning the site, based on feedback from the 1998 and 1999 Conferences.

Iain Wright himself took over the site in 1999 and continued developing the site. The development included a password-protected area, introduced on 1 January 2000 (Wright 1999). The new century also saw a XML-based redesign of the web site, again created by Clyde Hatter (Wright 2006).

Additionally, the winter of 2000 saw the start of another service to ISTC members—the ISTC discussion list (McGregor 2000). Initially co-moderated by Fiona McGregor and Iain Wright, the discussion list offers the possibility to exchange tips on anything from job vacancies to useful web sites, and share information on a real-time basis. In March 2007, Andrew Simpson took over as ISTC discussion group moderator from Fiona McGregor (ISTC *Newsletter* 2007a).

In 2004, the web site was redesigned again, this time by Chris Pearson. Wright (2006) points out that the design emphasised usability, especially for the visually impaired, and was easy to maintain. Also, editions of *Communicator* were made available in PDF format (Wright 2006).

At the 2004 AGM, Simon Butler also joined the ISTC Council specifically to join the Web Team and to assist in a revamp of the existing site, a job in which he was to be assisted by John Lee and Geoff Rose. Some of the main revamping tasks included (Butler 2006a):

- Performing an Information Mapping exercise on the content of the site and organising this information in a more logical structure.
- Engaging the services of a design company (Industrial Artworks—an ISTC Business Affiliate) to re-design the look and feel.
- Starting to develop processes whereby individual Content Owners can update content within their specific areas of responsibility with minimal support from the Web Team.

Publicity through external media

Members of the ISTC have on several occasions had articles published in various journals.

In the mid-1970s, the Society of Electronic and Radio Technicians was contacted by one of its members requesting assistance in the organisation of courses to improve members' communication skills (SERT Journal 1976). This led to cooperation with the ISTC and several articles by ISTC members, published in the SERT Journal, between 1976 and 1977. The articles covered a wide range of subjects relating to technical communication:

- Cogency in Technical Writing, by W. Hazell (1976)—an article that had been published earlier in the *TPA Journal* (Hazell 1969).
- Communication and the Technician: Gathering the Facts—Preparing the Material, by Cyril Windust (1976).
- Illustration and Copy—their preparation and use, by J. S. Mark (1977).
- Preparing Material for Translation—special considerations, by D. W. Tyson (1977)
- Oral Presentations: Visual Aids: Staging a Practical Demonstration by McIntosh & Hockley (1977)
- Magnetic Memories (Part I) by P. J. Langsdale (1977a)
- Magnetic Memories (Part II) by P. J. Langsdale (1977b)

Mike Austin, a member of Council between May 1975 (ISTC meet. mins. 025) and May 1987 (ISTC meet. mins. 099) and the ISTC Press Officer between May 1975 (ISTC meet. mins. 025) and June 1981 (ISTC meet. mins. 061) did considerable work to increase the awareness about the ISTC through various publications.

In a letter to the editor, published in the *Guardian* on 28 June 1977, he responded to an analysis on why school-leavers did not want to join industry that had suggested union membership being the main cause of the problem:

If industrial recruitment is to be improved, it is essential both to enhance the status of the

professional institutions and to accept membership of such an institution as an alternative to union membership in closed shop situations.

This does not imply that professional bodies should try to duplicate the role of the unions, but it does mean that they should be allowed to accommodate those who have a conscientious objection to trade union membership.

In another letter to the editor of the *Daily Telegraph* on 3 August 1983, Mike Austin responded to a previous letter from Donald Davidson, Head, School of Librarianship, Leeds Polytechnic, Leeds, who had written on the “inadequacy seen in graduates”. Donaldson’s letter in turn was a response to a previous leader in the same newspaper on the same topic, suggesting that “inadequate literacy could be confined to those held to have had inadequate opportunity to know better”. Austin’s remedy was to modify the choice of literature studied in schools:

The time has come to establish new criteria for the evaluation of literature. It is neither reasonable nor realistic that year after year a substantial part of the “A”-level English paper is based on Chaucer, an author whose works are hardly ever read by anyone outside the educational establishment.

The inevitable result of such policies is the creation of an intellectual gulf between educational literature and reality, and the consequent abysmal level of functional literacy of which Mr Davinson rightly complains. The failure to teach English in a way that is convincing and realistic, results in many pupils, especially boys, “switching off” at an early age.

Meanwhile, the panorama of factual literature, from the writing of Copernicus to the biographies of our most eminent statesmen, together with the scintillating spectrum of personal qualities from which this literature stemmed, is virtually ignored. This seems tantamount to an intellectually supercilious disregard for the very human bedrock on which our present civilisation is founded.

This viewpoint had previously appeared in an article by Mike Austin published in the ILEA (Inner London Education Authority) publication *Contact* (Austin, 1977). However, the article in ILEA *Contact* had also suggested other improvements in the teaching of English, such as marking essays properly “which means giving adequate explanations for all corrections that are not self-evident”, and discarding any “traditional rules that are patently useless”.

Educational matters are one of the things that have concerned the ISTC and its amalgamated predecessors over the decades. In one article in the *Mechanical Engineering News*, Horace R. Hockley and Mike Austin argued that the efforts of engineers in industry to instruct, advise and inform the work force on the shop floor were in serious danger of failure due to illiteracy on the shop floor (Hockley & Austin, 1976c).

Accidents and disasters gave further cause to argue the importance of correct information. In an article on potential problems leading to poor technical communication published in *The Engineer* in September 1976 (Austin, 1976b), Mike Austin mentioned the Turkish Airlines DC disaster near Paris in 1974 when 345 people died (BBC, 2006), and the incident at Devonport Hospital in 1972 when five people died following the use of a batch of infusion solution that had not been properly sterilised (Gough, 2001). And a blow-out of the Ekofisk Bravo Oil Rig in April 1977 (Det Norske Veritas, 2003) prompted Mike Austin to write a letter to the editor of the *Financial Times* on the need for comprehensive and accurate documentation support for engineers (Austin, 1976d).

In 2004, the ISTC was represented at the “Hong Kong Grand Dong” in London by member Debbie Stevens. The event was a conference between China and Britain addressed by John Prescott. Debbie Stevens was interviewed by the BBC World Service and mentioned the ISTC and INTECOM and made an appeal to persons who are in China and in the roles of Technical Author to contact the ISTC or INTECOM. Paul Ballard, Chairman of the Marketing Steering Group, followed up with a short press release about the ISTC (Ballard 2007a, 2007b). 2004 saw further publicity for the ISTC when *Reader’s Digest* published an article on careers with a future, and Paul Ballard provided the reporter with comments (Hickling 2004).

In 2005, the ISTC featured in an article in the *Guardian* on 15 January 2005 about careers in writing, thanks to Carol Hewitt, Company Secretary, who provided the journalist with information needed for the piece (Ballard 2007a).

In 2007, the ISTC featured in two one-page articles in the military resettlement careers training, *Pathfinder International*. One article (*Pathfinder International* 2007a) included interviews with several ISTC members, and the other (*Pathfinder International* 2007b) focused on Kirstie Edwards, the first student to be awarded a PhD in Technical Communication at Sheffield Hallam University. The publication is certainly a suitable one to include articles on technical communication and the ISTC, given the large number of ex-service people who choose to pursue a second career within the technical information field.

And the winner is...

The ISTC launched various awards and memorial lectures to recognise achievements in and contributions to the profession.

City & Guilds prizes

The first prize in the history of the ISTC, and possibly in the history of technical communication, was a prize issued to the best student in the Final City and Guilds Examinations. The prize was named the TPA Award and was first given in conjunction with the TPA 1964 AGM and Exhibition in Birmingham on 4 April. The May 1964 issue of the *TPA Journal* covering the event mentioned the award had been inaugurated two years prior to this first awards ceremony, something that hints at the possibility this may be the first award ever in the realm of technical communication. The prize was in the form of ten guineas and the first recipient was Mr J W Miller, who was presented with his prize and Certificate of Membership of the TPA by Sir Eric Clayson, Chairman at that time.

Following the amalgamation, the ISTC took over the City & Guilds (C&G) awards ceremony, and the first recipient of the award from the newly amalgamated ISTC was Mr P H Child, who in the spring of 1973 was awarded a prize of £5 for the Examination in Technical Graphics, Part II (ISTC meet. mins. 007: 6b ii). The Institute Annual Prize was increased from £10 and £5 to £25 and £15 respectively in July 1975 (ISTC meet. mins. 026: 26).

ITPP Award

The newly formed ITPP did publicise plans for an award in the December 1965 issue (no. 5) of its publication, *the bulletin*:

Many members have requested action on the matter of awards to be made by The Institute for high achievement within the profession, in accordance with our stated aims. The work of creating the machinery for such an award is now proceeding in various sub-committees (design, finance, standards, etc.). It seems probable that the first type of award will be in the form of a silver medal. Details should be finalised within a few months.

As far as we know today, nothing came of these plans to create an award.

Kapp Memorial lectures

Following the death of Professor Kapp on 20 February 1966, plans were made to launch memorial lectures in his name, the first known mention was in the *TPA Journal* (*TPA Journal* 1966g), and full details given in a later issue of the same publication (*TPA Journal* 1967a):

On February 24th at 8 pm, the Presentation of Technical Information Group will hold the first annual lecture in honour of its late founder, Professor R.O. Kapp. It will be held at University College London in the main lecture theatre of the Faculty of Electrical Engineering, Torrington Place, London W. C. 1.

Professor Dame Kathleen Lonsdale, DBE, DSc, FRS, will lecture on "Crystals". Professor Lonsdale has specialized in research on mathematical crystallography, is Head of the Department of Chemical Crystallography, University College London, and was President of the International Union of Crystallography in 1966. She is President Elect of the British Association for the Advancement of Science for 1967-8.

Professor Kapp was for many years associated with the British Association which is, of course, greatly concerned with the presentation of scientific matters to the lay public. Professor Lonsdale's lecture can be expected to be a model presentation, and should not be missed even though the subject matter may be unfamiliar. This invitation is made to members of the TPA and ITPP, as well as to organisations interested in the topic. Wives and friends will also be welcome, and the meeting will be preceded by a buffet served promptly at 7.30 pm.

Admission to the lecture will be free, but tickets must be obtained in advance. If the buffet is required, please remit 5/- per head when applying for tickets. Apply by February 14th to:

Hon. Sec. PTI Group, Kodak Limited 106E Victoria Road, Ruislip, Middx.

PLEASE ENCLOSE A STAMPED; ADDRESSED ENVELOPE.

The ITPP bulletin (*The bulletin on the ITPP* 1967b) also noted the first Kapp Memorial Lecture, albeit more briefly.

The second Kapp Memorial Lecture was given by Professor H E M Barlow, who succeeded Professor Kapp as Pender Professor of Electrical Engineering at University College London. The subject of his lecture was 'Electrical Waveguides', and it was held on 22 April 1968, in the same location as the first memorial lecture (*TPA Journal* 1968b).

The third Kapp Memorial Lecture dealt with the subject of presenting technical information,

with Dr G S Brosan, Principal of Enfield College of Technology speaking on 'PTI as the subject of a First Degree examination' on 12th March 1969. Again, the venue was the Faculty of Engineering, University College London (*TPA Journal* 1969a).

No information exists of any further Kapp Memorial Lectures, although the subject was revived by the ISTC Council in the 1980s (see section on Hockley Memorial Lectures).

UK Technical Communication Awards

The UK Technical Communication Awards, or the ISTC Documentation Awards as they were known until 2007, are a time-honoured event.

In July 1976, there were talks of a Technical Literature Competition in the ISTC Council (ISTC meet. mins. 032: 20 and 033: 20a), the initiator appears to have been J D McIntosh, then a member of Council. But little more was said until a few years later, in January 1979 (ISTC meet. mins. 047: 7b), Mr J Westley, member of Council, suggested that Council should look into the possibility of holding a competition on technical communication. Once again, however, other matters interfered and it was not until September 1981 (ISTC meet. mins. 063: 8e) that Mr Westley raised the matter again. In October 1981 (ISTC meet. mins. 064: 7) he had produced a Discussion Paper which was circulated and discussed. The Council decided to adopt the proposal to hold a Technical Communication Competition in 1983 (*Ibid.*) Mr Westley formed a working party and by November 1982, Mr Westley already had some proposals for a panel of judges, sponsorship for trophies and some rules regarding entries to the competition (*Ibid.*).

The competition proved a success even before it had taken place, with eight firms agreeing to sponsor the awards. It was decided, due to time constraints, that the awards should be presented at the Horace Hockley Memorial Lecture which was to be held in mid-November 1983 (ISTC meet. mins. 072: 6). For the first competition there were 34 entries for the Maintenance or User's Documents (Class 1), 9 entries for the Technical reports or papers (Class 2) and 9 entries for the Technical sales documents (Class 3), distributed between no less than 28 competitors.

By March 1984 (ISTC meet. mins. 078: References section) the panel of judges had selected the winning entries, and the Council meeting minutes also show that the winner of Class 1 is given 'The President's Award', while the Class 2 victor wins 'The Horace Hockley Award' and Class 3 is the winner of 'The Douglas McIntosh Award'. This is the first mention of a Horace Hockley Award, although it should not be confused with the Horace Hockley Award that was established in 1993. The Class 3 award was named after one of the former Council members, J D McIntosh who died of a heart failure in mid-March 1983 (Great Britain. General Register Office, 1983).

The 79th Council meeting of the ISTC summarises the awards:

TECHNICAL DOCUMENTATION COMPETITION

Mr White reported that the Competition had been a great success; the entries were of a high standard, and the Institute has made some useful contacts with industry.

It was generally agreed that similar events should be organised in the future, possibly covering different areas of technical communication.

The F&GP [Finance & General Purpose] Committee to draw up guidelines for future events.

Following the first successful awards ceremony, the ISTC Documentation Awards were organised and delivered again in 1986, 1988 and 1990. And then, between 1991 and 1996 there were no awards ceremonies organised.

Les Best had been involved in the ISTC Documentation Awards when they were first organised in the 1980s (Best 2006). In 1997, he and Roy Sanders (both members of Council at the time) took on the task of reviving the tradition of organising the ISTC Documentation Awards, and in September 1997, the fifth ISTC Documentation Awards ceremony was held in conjunction with the annual Conference at the Royal Agricultural College of Cirencester.

Up until the awards ceremony at the 2006 annual conference, the awards had been organised into different printed and online classes. But with the development of various publication technologies this awards structure eventually became outdated. In 2006, a process began to review the ISTC Documentation Awards, a process that was led by Marian Newell and Linda Robins. The result was a new award scheme, launched on 1 February 2007. It included the following award classes:

1. Descriptive — Entries must tell someone about something. Examples include datasheets, overviews, specifications, catalogues,



Roy Sanders took on the task of reviving the ISTC Documentation Awards with Les Best in 1997. [2000, Roy Sanders]



Linda Robins joined the ISTC Council in 2006, and joined Marian Newell in a process to review the ISTC Documentation Awards. [2006, Marian Newell]



Per Porter designed graphics to accompany the revision of what are today called the UK Technical Communication Awards. [2007, Newell-Porter Ltd]

syllabi and informative web sites.

2. Instructional—Entries must tell someone how to do something. Examples include user guides, online Help, assembly leaflets, business procedures and training materials.
3. Promotional—Entries must persuade someone to do something. Examples include brochures, presentations, marketing literature, exhibition displays and promotional web sites.
4. Graphic—Entries must use pictures more than words to convey their information. Examples include word-free assembly instructions, illustrated wallcharts and presentations.
5. Tabular—Entries must use tables more than words to convey, or solicit, their information. Examples include forms, spreadsheets, catalogues and data-heavy reports. (ISTC web site 2007b)

The awards were also given a new name: the UK Technical Communication Awards. In addition to revising and renaming the awards, a further enhancement was made in the form of a set of new graphics, designed by Per Porter of Newell-Porter Ltd.

Horace Hockley

Horace Reginald Hockley was born on 8 December 1899 at Woodford, Essex and attended schools in different parts of the country (HWR 1979).

He obtained a Bachelor of Science (Eng.) degree from the Imperial College in 1923. The Register of Students of the City and Guilds College 1884–1934 (City and Guilds 1936, p. 397) lists, among his achievements, the installation and testing of new electrical equipment (power control doors, etc.) on Underground Railway's Coaches in 1924, and the design of door control and interlocking system for Central Terminal Railway of Buenos Aires in 1929–30, as well as inventing an electro-vacuum system of door operation for petrol-driven vehicles in 1928.

It is the understanding of Major Hockley's son, George Hockley (2006), that H R Hockley worked in the War Office as a mechanical engineer and was involved with Operation PLUTO (Pipe-Lines Under The Ocean). This was a World War II operation to construct undersea oil pipelines under the English Channel between England and France to supply allied forces on the European continent with fuel and relieve dependence on oil tankers (Wikipedia 2006h) H R Hockley also designed tracks for the D Day landings. It was during World War II that H R Hockley gained the rank of Major (HWR 1979). George Hockley adds that whilst involved with the War Office his father also ran Technical Designs Ltd., a company that was later taken over by Lonsdale Technical in 1964 (HWR 1979).

The obituary in the April 1979 issue of *Communicator* (HWR 1979) gives a picture of Horace

Hockley's work for the TPA:

Education and professionalism in technical communication had long been in the Major's mind and when in 1953 the nucleus of authors and illustrators who were discussing the formation of a Technical Publication Association made contact with him, he worked whole-heartedly with them to further the idea.

He was accepted as a provisional member, as we all were, early in 1954 and was actively engaged in the affairs of the association and its successor, The Institute of Scientific and Technical Communicators, ever since.

The T. P. A. organising committee were quick to realise that, with his wide knowledge and experience in his professional capacity, and his integrity and sound judgement as an individual, he could be of real service to the association.

At the first Annual General Meeting of the association on February 3rd, 1955 he was elected to serve as a Council Member in the office of Chairman of the Membership committee until 1959. He continued his work with this committee and acted as secretary for many more years. [---]

To assist the administration of the T. P. A. council he provided the association with a Central London address [---]. In recognition of his work Major Hockley was made the association's first Honorary Fellow at the Annual General Meeting which was held in 1962.

In 1967 Major H R Hockley was awarded the Order of the British Empire (OBE) in recognition of his services to Technical Communication (HWR 1979).

In July 1977 Major Hockley announced his retirement from Council (ISTC meet. mins. 038) and in early 1978 he was made Patron of the Institute (ISTC meet. mins. 042: 2b).

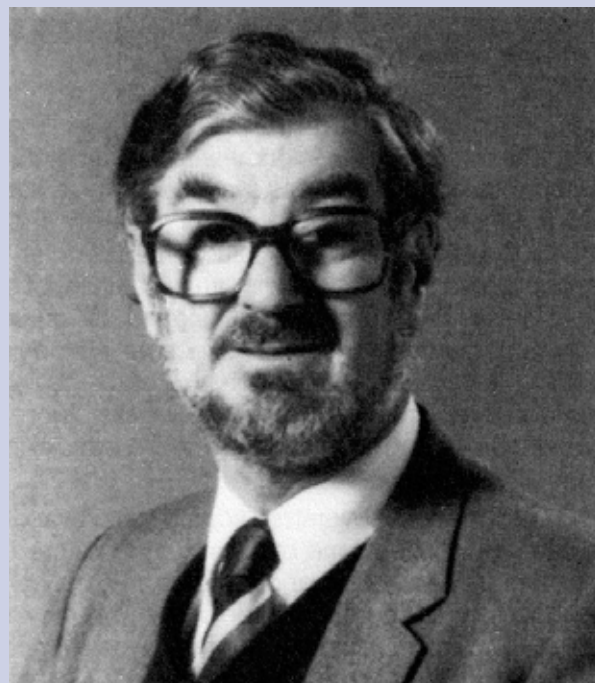
Major Hockley B.Sc., ACGI, C.Eng, AMI Mech E., Honorary Secretary of the Institute of Technical Publicity and Publications, died on 18 December 1978 in Estapona, Spain (HWR 1979, Hockley 2006). Following Major Hockley's death in 1978 his widow, Mrs Audrey Hockley, continued Horace Hockley's work within the ISTC and, together with her daughters and Horace Hockley's son George, participated in many ISTC activities, such as attending the annual Horace Hockley Award ceremony. Mrs Audrey Hockley died on 24 November 1998 (Windust 1998).

The Hockley memorial lectures

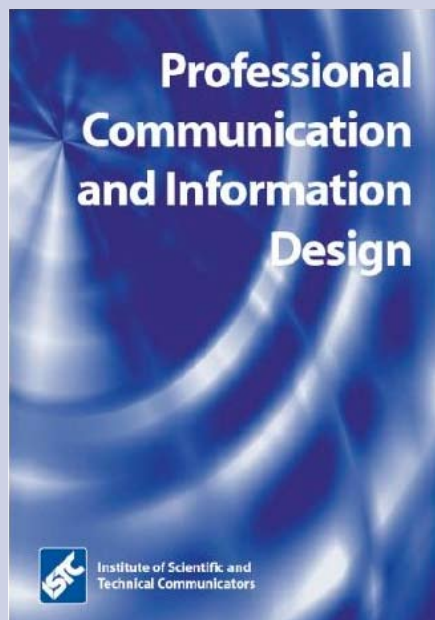
Since the amalgamation of the ISTC in the early 1970s, there had been various plans to commemorate both Professor Kapp and Major Hockley for their long-standing and invaluable work with the PTI and ISTC respectively. The desire to pay tribute to their achievements would



Major Hockley and his second wife, Mrs Audrey Hockley. He was a member of the TPA, a founding member and Honorary Secretary of the ITPP, and the first chairman of the ISTC.
[Communicator, No. 39, April, pp. 2-4]



Mike Austin served on the ISTC Council from 1975 until 1987 and was vice-president between May 1980 and May 1981. However, as Ireland (2006) points out, within the ISTC he will be best remembered for the ISTC Handbook. He is seen at the 1999 Conference.
[Communicator, No. 74a, February, p. 2]



The ISTC published its second handbook on technical communication in 2001. Contributing authors were Dave Griffiths, Ronald Brown, Kate Cooper, Sandra Harrison, John Kirkman, Colin Battson, Peter Lightfoot, Richard Raper, Peter Greenfield, Clyde Hatter, Matthew Ellison, Bryan Little, Paul Warren, Roy Handley and Brian Gillett.



Iain Wright, President from 2000 to 2002, joined Council when he took over the web site in 1998 (Ireland, 2004). His contributions to the ISTC include improving the ISTC's finances, being instrumental in introducing a brand policy for the ISTC and the Business Affiliate scheme, and helping to take the ISTC into the European Union as a founder member of TCeurope in 2001. [2001, Iain Wright]



John Young started his career in the ISTC while Secretary of the ISTC Wessex Group, and became one of the longest serving members of the ISTC Council. In 2007, he received the Mike Austin Award for his services to the ISTC. [2007, Marian Newell]

be one of the main reasons for establishing future awards.

The Horace Hockley Memorial Lecture was established only a year prior to the Technical Documentation Award. Mr Westley was one of the driving forces behind both the Technical Documentation Competition and the Horace Hockley Memorial Lecture.

There had been plans to arrange a 'Kapp Memorial Lecture' in 1980 (ISTC meet. mins. 058: 3d). Following Major Hockley's death in 1979, there was a need to honour his memory by organising a similar memorial lecture. In May 1982 (ISTC meet. mins. 068: 10) Mr Westley suggested that one lecture given in November each year should be designated 'The Hockley or Kapp Memorial Lecture'. The final decision was in favour of Hockley. And so a new tradition had started within the ISTC. The first Horace Hockley Memorial Lecture was held on 18 November 1982 — The Noble Art of Communication by Professor E R Laithwaite (ISTC meet. mins. 070: 7).

An interesting twist of fate is that in 1985, the ISTC invited Robert Maxwell to deliver the Horace Hockley Memorial Lecture. In the late 1960s, Robert Maxwell's Pergamon Press had bought up Illustrated Manuals, once the publisher of the *TPA Journal*.

The Horace Hockley Award

1992 saw the last Horace Hockley Memorial Lecture, and since 1993 the event to celebrate one of the most notable figures in the history of the ISTC has evolved into a slightly different arrangement — the Horace Hockley Award.

The Mike Austin Award

In September 2004, the ISTC lost one of its most active members and a former vice-president when Mike Austin passed away.

Gavin Ireland (2006), President of the ISTC from 2002 to 2007, notes Mike Austin's impressive career as a Spitfire pilot before his career in technical communications. A career that included work as Publications and Publicity Officer of HML Engineering, Technical Author with the de Havilland Engine Company, Peabody Ltd and several technical publications agencies. Mike also wrote two books relating to driving instruction and road safety as well as several articles on different subjects. Many of these articles were produced during his time as Press and Publicity Officer for the ISTC (between 1975 and 1981).

He was also one of the people involved in organising the ISTC conference 'Documentation for Microprocessor-controlled Equipment' held at the London Press Centre in June 1980 (Austin 1990).

As Ireland (2006) also notes, Austin's name will be best remembered for the ISTC Handbook, an A4-size, 213-page book that was to prove useful to technical communicators for many years.

Austin joined the Council at the 25th Council meeting in May 1975 (ISTC meet. mins. 025), and as Ireland (2006) points out, he attended almost every Council meeting (then occurring every two months) and AGM until he retired from the Council in May 1987 (ISTC meet. mins. 099).

His commitment may be explained by his view on professionalism, expressed in his article 'Future of the ISTC—Another View', published in a 1990 issue of *Communicator*:

My personal concept of a professional is someone who sees his work as not just a means of earning money, but as embodying an element of responsibility to society in general.

At a Council meeting in November 2004 (ISTC meeting minute 174: 4) it was decided that an award should be given out in Mike Austin's name, to commemorate one of its most dedicated members.

While the previous awards given by the ISTC have been given to mark achievements within the field of technical communication, this award is 'issued in recognition of the hard work and commitment of individuals who have helped the ISTC to achieve and exceed its goals.' The second thing that distinguishes this award from previous ones presented by the ISTC, is that it is issued only occasionally, when a deserving individual is identified. Iain Wright, one of ISTC's past presidents, was the first recipient of the award.

In 2007, John Young received the Mike Austin Award for his 27 years serving on the ISTC Council and his work on educational matters, from teaching technical communication to setting up the ISTC Training.

Sign o' the times

The logotypes and visual identities used by the ISTC and its constituent associations changed many times over the years.

Any organisation with long-term ambitions will create a logotype. A logotype is an essential part of the identity of an organisation.

Classic heraldry, modern minimalism or a design that encompasses the brand name — there are many different ways of conveying the essence of a particular group.

For an organisation like the ISTC the logotype represents even more than just a slick symbol. It has, in its execution, to convey all the professionalism that can be drawn upon in an organisation that includes members skilled in graphic design.

The main source of information regarding the ISTC related logotypes are the various publications issued throughout the history of the ISTC. Especially during the period before PCs and desktop publishing became commonplace, when meeting minutes and letters were still typed on mechanical typewriters, the extra frills of a logotype embellished only the official publications, such as the journal.

The PTI, ITPP and TPA all had their own logotypes before amalgamating into the ISTC in 1972.

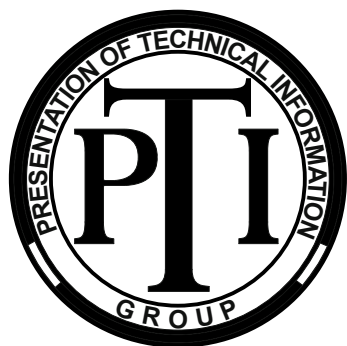
The PTI Group logotype

The logotype of the PTI Group appears on a Rules and membership list from January 1968. The designer of this logotype is unknown, as is the date when it first appeared.

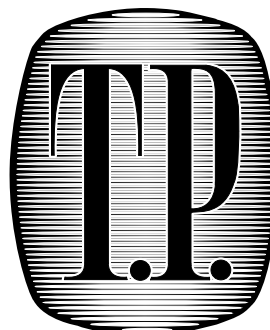
The TPA logotype

The Technical Publications Associations (TPA) had a logotype on the first issue of its publication (a newsletter-turned-journal), published in January 1957.

However, by June 1963, another logotype graced the front of the *TPA Journal*. The motto *In Verbo Veritas* means 'In the Word is Truth'.



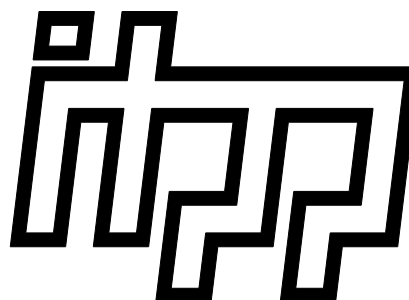
PTI logotype; no later than 1968
Brookes, B. C., Martyr, R. G. and Peachey, F. K. (1968)
Rules and membership list January 1968.
Presentation of Technical Information Group



Early TPA logotype; no later than 1957; *TPA Journal*,
January–September 1957



Later TPA logotype; no later than 1963;
TPA Journal, 1963–January 1966



ITPP logotype 1965; *the bulletin of the ITPP*, No. 2–9,
1965–1968

[all logotypes retouched by Urban Vida]

C R Shaw (2006b), once the advertising officer of the TPA and later the editorial assistant, does have some recollection of the two logotypes:

‘Major Hockley’s agency may have done the first, and probably Jan[ine] Kirwan did the second. I can’t remember who thought up the TPA motto, either. I was involved certainly, however, because I remember asking our neighbour, Frank Ballin — a Latin scholar who was educated at Felsted — for the translation of “In the Word is Truth”, which is what I think the English version meant, and he came up with “In Verbo Veritas” which we all rather liked.’

The ITPP logotype

Of all the three organisations (PTI, TPA and ITTP) that finally amalgamated into the ISTC, the ITTP is the one with the most well documented history surrounding its logotype.

The Institute of Technical Publicity & Technical Publications (ITPP) had arranged a prize competition in collaboration with the Coventry College of Art in the autumn of 1965. In the first issue of its bulletin, published in November 1965, the ITPP was able to announce ‘At this point, in future issues of *the bulletin*, will appear the prize-winning logo of the Institute — designed by a student of the Coventry College of Art.’ By the time of the second issue, in February 1966, the logotype was presented on the cover.

This second issue of *the bulletin* also had a whole section devoted to an all-day visit to Coventry on 22 October 1965 that focused around a display of technical publications produced by agricultural machinery producer Massey-Ferguson. The visit, which attracted around 40 members, also included the Prize Ceremony at the Coventry College of Art, an event that was documented in fair detail in *the bulletin*:

During the afternoon and early evening, another important element in the Coventry visit was carried to a successful conclusion. The Senr. Vice-President, the Hon. Secretary, and Mr R.J. Silvester (Member of Council), visited Coventry College of Art, where they met the Principal, Mr. D. Bethel, A.R.W.A., A.T.D., S.G.A., and Mr R.G. Talbot Kelly, M.S.I.A., F.R.S.A., M.C.A.C.D., Head of the Department of Design at the College. The entries for the Prize Competition in respect of the Institute’s letter-heading, logotype, labels, and Certificates of Membership, were then re-examined by Mr. Talbot Kelly and the representatives of the Institute. As a result of this re-appraisal it was unanimously agreed that the two placings: FIRST—Mr. W. Kenningdale; and SECOND—Miss B. Skinner, were entirely correct, and accorded with the Department’s views. The entries were then arranged in a Lecture Hall for examination by all those attending the Presentation.

On the platform, for the ceremony, were Mr. D. Bethel, Mr. W.L. Chinn, O.B.E., M.A., Director of Education, City of Coventry, and Mr. E.A. Bowles, Senr. Vice-President of the Institute.

Mr. Bethel, in opening the proceedings, gave a brief outline of the circumstances surrounding the development of the Prize Competition, and said how valuable he and his staff at the College had regarded this opportunity, in which they had been asked to execute a design for a new ‘body’ such as The Institute. Much thought had been put in by the students who had entered, in an endeavour to capture not only the spirit of the organisation for which they were designing, but also the age in which the development had occurred.

Mr. Chinn referred to the long connection which Coventry College of Art had had with the field of technical publications, and recalled the all-day Meeting in that same room—when delegates from all parts of the Country debated matters relating to technical illustration and authorship, despite the inconveniences caused by the railway strike in progress at that time!

Mr. Bowles, in presenting the two prizes in the form of cheques — 15 gns. [guineas] To Mr. Kenningdale and 7½ gns. [guineas] To Miss Skinner — remarked that the Members of Council who had volunteered at very short notice to evaluate the entries, had had an extremely difficult task owing to the high standard of the design and execution which had been brought to bear on the several problems. Indeed, the Council had felt that the original level of the prizes offered was substantially below what could have been expected in view of the standard of execution submitted, and that the amounts to be distributed should therefore be increased appropriately; this they had done.

ISTC logotype

The first Council meeting of the amalgamated ISTC was held in August 1972. At the second meeting in October 1972, Council approved a seal to be adopted ‘as the Common Seal of the Institute’.

In 1973, around a year after the amalgamation, there were plans to produce an ISTC logotype (ISTC meet. mins. 013: 3a):

Major Hockley reported that Mr. E. Hoch, Reading University (Typography Unit) has offered to arrange for the design of a logo and stationery format as part of a student project. Mr Dobson has also arranged for two further sets of design proposals to be prepared — one set is to hand.



Communicator, p.1
Nos. 14–19
January 1973–July 1974



Communicator, p.1
Nos. 20–28
October 1974–July 1976



Reading University design
Communicator, p.9
No. 51, April 1982



Communicator, p.1
from No. 63, April 1985
to New Series Vol. 5, No 12, Winter 1997



Golden Anniversary logo
Communicator, p.1
New Series Vol. 6, Nos. 1–12
Spring 1998 to Winter 2000



21st century logo
Communicator, p.1
from Spring 2001 to the present

[all logotypes retouched by Urban Vida]

The matter to be further considered when both sets are available.

However, the project of producing an ISTC logotype appears to have been put on the backburner, and the matter was not raised again for some time.

Following the amalgamation of the PTI Group with the ITPP and TPA in 1972, the January 1973 issue (issue 14) of *Communicator* features the then ISTC logotype.

The logotype was modified slightly for the October 1974 issue (issue 21) of *Communicator*:

New Institute Logo

RESOLVED that the recommendation of the Finance and General Purpose Committee be accepted that the present logo should continue to be used with the deletion of the arrow through the letter "C", using the typeface on the front of the diary cover.

Proposed: Lt.Col. R.D. French

Seconded: Mr. J.S. Mark

Agreed unanimously

And then, between issue 29 (October 1976) and issue 62 (January 1985) there was no logotype at all on the front page of *Communicator*.

Between May 1980 and November 1982, there were considerable efforts on the part of the Council to produce a new logotype. Mr E. Hoch, the lecturer at the Department of Typography and Graphic Communication at the University of Reading, who had approached Council in 1973, and who had also been approached to design notices for the Kapp Circle in 1976 (ISTC meet. mins. 030: 6a), initiated what was to be referred to among Council members as the 'Reading University Project', aimed at developing 'a complete visual image for the ISTC' (ISTC meet. mins. 055: 2c).

Students at Reading University did produce a visual image, the result of which was published in the April 1982 issue of *Communicator*. The ISTC made revisions prior to the presentation, yet the final result was not fully accepted. The exact reason for why the logotype was not accepted is not clear from the ISTC meeting minutes.

However, in September 1982 Mr Peter H. Clifford, then a member of the Council and employed at Industrial Artists Ltd (*Communicator* 1988b), proposed a revised design of the logotype which was accepted by the Council two months later (ISTC meet. mins. 070: 10). The Council meeting minutes even convey that 'Mr Clifford will form a small working party to consider the production of printed ISTC material.'

In issue 63 (April 1985) of *Communicator*, this new logotype appears for the first time. It is essentially the logotype as we know it today, with the difference that it was placed horizontally rather than diagonally.

In the Acknowledgements section of the ISTC Handbook, Austin M. et al. (1986) give thanks

to, among others, Industrial Artists Ltd 'who designed the ISTC logo' for valuable assistance with the book. Not much about Industrial Artists Ltd is known today, but according to Ireland (2007a) Industrial Artists Ltd was established in 1961, changed its name to Telub Inforum Services Ltd in 1992 and finally closed down in 1997.

For the 50th anniversary of the ISTC in 1998, Peter Lightfoot revamped the ISTC logotype.

The ISTC acronym is not only used by the Institute of Scientific and Technical Communicators, but also by (among others):

- Iron and Steel Trades Confederation
- The Institute of Swimming Teachers and Coaches (who, in 2003 complained to the Institute of Scientific and Technical Communicators for using their letters (ISTC meet. mins. 168) Branding policy

On 8 September 2001 the ISTC Council formally approved the ISTC's policy on the use of its name and logo. The branding policy states the rules for using the ISTC logo and membership grading abbreviations and states the fact of membership in text (Wright 2001b). The aim was to protect the valuable ISTC brand built up over many years, and to differentiate members wherever possible (Battson 2001a).

Not just logotypes

Ambitions have, on at least one occasion, stretched beyond that of a mere logotype. Meeting minutes from an ISTC Council meeting in March 1983 (ISTC meet. mins. 072: 4b) reveal an interesting curiosity:

RESOLVED that the Institute does not adopt an heraldic emblem.

Proposed: Mr R A Ingham

Seconded: Mrs Penny Morgan

Voting: 12 for, 1 Abstention

Resolution carried.

It is intriguing to think the ISTC might have had a heraldic emblem embellishing its web site, stationery and official publications. What would have been suitable to represent the ISTC? Maybe a crest featuring a quill pen neatly juxtaposed to a gear wheel? Unfortunately, we know little more than what is revealed by the above quote from the meeting minutes.

Spreading our wings

As well as organising its own annual conference, the ISTC has contributed to standards and international collaboration.

Setting standards

Both the TPA and ITPP were involved in standards work. The ITPP joined the British Standards Institution in 1967 (*The bulletin of the ITPP* 1967b):

The Institute has now joined the B.S.I., and we expect to call for representatives to serve on various Standards Committees before long. To support this, it would be helpful if any members who already serve on B.S.I. committees would inform the Hon. Secretary.

As with many other things (commitment to education and training matters, the ambition to produce various publications etc.), the ISTC took over this work following the amalgamation in 1972.

In May 1977, John Douglas McIntosh was appointed ISTC representative on BSI Documentation Standards Committee DOS/- (ISTC meet. mins. 037: 4c), a role held until 1980. His work on standards included such diverse matters as the Universal Decimal Classification and Rules for typewriting (ISTC meet. mins. 055).

In 1980, J H Pierse and E N White (both members of Council and the latter President between 1982 and 1985) took on the task of representing the ISTC on various BSI committees. In 1983 J H Pierse was appointed chairman of the ISTC Standards Committee (ISTC meet. mins. 074: 2) and he continued in this role until around 1988 (Reeder 1988).

Paul Bakker, member of Council between 1989 and 1993, sat on various BSI committees. In the early 1990s he was joined by Les Best on the committee concerned with redrafting BS 4884 — the specification for technical manuals, and a standard that addresses technical



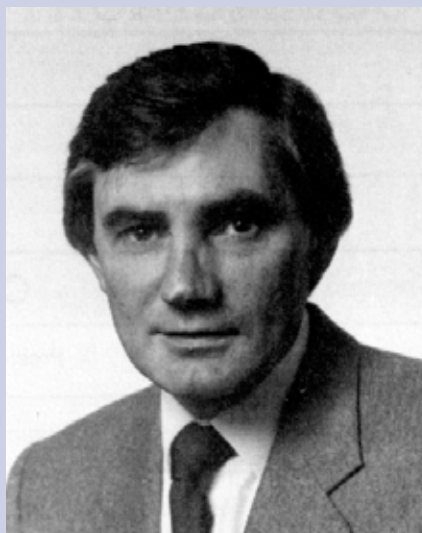
Richard Hodgkinson accepting the Horace Hockley Award in 2004. He was given the Hockley Award for his considerable contribution to the technical publications industry. [2004, Marian Newell]



Mike Unwalla has worked with standards since 1999. From December 2003 to October 2006, he was Principal UK Expert for software documentation. [2006, Gary Bagshawe]



Les Best was on Council from 1992 to 2005. He revived the ISTC Documentation Awards in the early 1990s and represented the ISTC on the committee that redrafted BS 4884. In 2006 he was awarded the Mike Austin Award. [2006, Les Best]



Ray Burgess was President of the ISTC between 1985 and 1988, during which time he represented the ISTC internationally. [Communicator, No. 64, July 1985, p. 2]



Gerry Gentle joined Council in 1986 and was President from 1996 to 1998. He represented the ISTC in international matters and held posts as Secretary and Treasurer of INTECOM. In 2001, he was awarded the Horace Hockley Award. [2007, Marian Newell]

communication in a broad sense.

Richard Hodgkinson was involved in designing icons for OS/2 while working for IBM in the late 1980s when his manager encouraged him to contribute his knowledge on icon design to the development of ISO/IEC 11581, Icon symbols and functions. In 1998, he became involved in ISO documentation standards, and the same year he took on the role of Principal UK Expert (PUKE) of the System Software Documentation working group (WG 2) (Hodgkinson 2006b). In December 2003 he took on the role of Convenor of the same working group, the convenorship being confirmed at the SC 7 Plenary in Brisbane in May 2004.

Mike Unwalla, took over the role as Principal UK Expert (PUKE) of the Software and Systems Documentation working group after Richard Hodgkinson in December 2003 and until October 2006 (Hodgkinson 2007a). Mike Unwalla, technical communicator since 1995 and freelancer since 1999, got involved in standards work following a call for reviewers of ISO/IEC 18019 in the Winter 1999 issue of *Communicator*, and worked as reviewer until 2004. He took over the role as Principal UK Expert (PUKE) of the Software and Systems Documentation working group from Richard Hodgkinson in December 2003 and continued until October 2006 (Hodgkinson 2007a).

International involvement

Not limiting itself to national matters the ISTC has been, and continues to be, instrumental in promoting international collaboration, both across Europe and around the world.

Some of the achievements where the ISTC has participated include:

- The founding of INTECOM (together with equivalent organisations in the Netherlands, Sweden and the US) in 1970.
- The establishment in 2002 of TCeurope, the European umbrella organisation for technical communication.
- The EU funded projects SecureDoc, a European guideline on instruction manuals, and TecDoc-Net, the aim of which was to produce a European job profile in technical communication as well as promoting technical communication training.

The US influence on Europe regarding professional organisations for technical communicators is not something new. As early as 1968, a note in the *TPA Journal* shows that the US organisation tried to expand its organisation beyond its national borders:

The Society of Technical Writers and Publishers (USA) [STWP for short, the previous name of the Society for Technical Communication, STC] have recently asked a member of Council (and STWP member) to consider starting an STWP branch — and later a Chapter — in Britain. It is felt that it would be more useful to establish some official connection between STWP and TPA at Council level. (TPA Journal 1968c)



Anke Harris OBE, here presenting an ISTC Documentation Award to William Waddilove at Conference, initiated establishment of the European organisation for technical communicators, TCEurope. [1999, Iain Wright]



Alan Fisk, ISTC international representative for many years, was TCEurope Secretary from 2002 to 2006 and received the TCEurope Award in 2006. [Alan Fisk]



Theresa Cameron took over from Anne-Florence Dujardin as international representative in 2007. [2005, Theresa Cameron]



Made ISTC Executive Director in 1992, Allen Brobyn helped to organise the first annual ISTC conference in 1992. [Communicator, vol. 3, no. 4, February 1992, p. 1]

In 1972, the ISTC Council (ISTC meet. mins. 003: 10) decided to form an International Committee 'to keep in touch with activities in other countries'. However, little is said in subsequent meeting minutes of the work of this committee.

Since the founding of INTECOM in 1970 the TPA, and later the ISTC, was in regular contact with the organisation which organised annual conferences in various countries. In 1973 and 1983 respectively, the ISTC organised INTECOM's annual meeting (ISTC meet. mins. 003 and 074). At an ISTC Council meeting in September 1981, Dennis Reeder was made ISTC

Representative to INTECOM for the next 12 months (ISTC meet. mins. 063: 4).

The ISTC has on several occasions sent delegates to other national organisations:

- Major Hockley attended the 1976 conference of the Society for Technical Communication (STC) in the US (ISTC meet. mins. 003).
- Ray Burgess (then President of the ISTC) attended the Tekom meeting in Germany 21–23 November 1985 (ISTC meet. mins. 089: 8c).
- Iain Wright went to the 2000 conference of the Society for Technical Communication (STC) in Orlando, Florida when he was President Elect (Wright 2007).
- Simon Butler attended the tcworld conference (organised by Germany's tekomp) in November 2007, early in his presidency.

Gerry Gentle, ISTC President between 1996 and 1998, represented the ISTC in international matters. He was also Secretary and Treasurer of INTECOM. Later, Anke Harris, ISTC President between 1998 and 2000, took over the role as international representative, and in 2002 she was succeeded by Alan Fisk (ISTC meet. mins. 162 & 164).

Anke Harris was one of the people to initiate the creation of TCeurope. According to Harris (2006) the founding of a pan-European organisation was brought on by a need to balance the US presence in the European technical communication arena.

The process of establishing TCeurope was initiated by the ISTC and its German equivalent, tekomp, in 2000. Iain Wright and Anke Harris went to Munich on 18–20 January 2001, and there they met with Claus Noack (President of tekomp at the time) and Michael Fritz (then CEO of Germany's tekomp) to discuss the creation of TCeurope and other international issues (Wright 2007). Anke Harris chaired the first ever European meeting in Brussels, the first Colloquium on 1 April 2001. Later on other societies helped set up TCeurope, such as Conseil des Rédacteurs Techniques (CRT) of France, Studiekring voor Technische Informatie en Communicatie (STIC) of the Netherlands, Tecomp Schweiz of Switzerland and ComTec of Italy (Fisk 2006a), but together with tekomp the ISTC pioneered the establishment of TCeurope.

Alan Fisk was international representative from 2002 to 2005. Alan was TCeurope Secretary from 2002 until he resigned from this post in March 2006. Alan took part in five of the six European colloquia organised by TCeurope and contributed to the development of both SecureDoc and TecDoc-Net guidelines published by TCeurope in 2004 and 2005 respectively (ISTC Newsletter 2005b).

For his work with TCeurope, Alan Fisk was given the fourth award bestowed by the pan-European organisation. The award is bestowed for outstanding merits in the field of international and, in particular, European cooperation, and for outstanding personal commitment to the promotion of the profession worldwide and in Europe. As Secretary of TCeurope, Alan represented the interests of over 7,000 individual members of the TCeurope member societies. He helped to build up a cooperative network with other TC organisations worldwide, professional associations in related fields, educational institutions, and standards bodies (ISTC Newsletter 2006b).

In 2005, Anne-Florence Dujardin took over the post as ISTC International representative from Alan Fisk (ISTC Newsletter 2005b), acting as the ISTC contact for TCeurope, INTECOM and other international matters. As senior lecturer at Sheffield Hallam University, she was one of the contributors to the TecDoc publication *Professional education and training of Technical Communicators in Europe — Guidelines* published by TCeurope in 2005.

In May 2007, Theresa Cameron succeeded Anne-Florence Dujardin as International representative (ISTC Newsletter 2007b; Cameron 2007) and, in 2008, she was elected President of INTECOM (Cameron 2008).

Other people who have been involved in international matters are Gavin Ireland and Dave Cooper (Fisk 2006a).

Conferences

According to Windust (2006) the PTI Group had a conference in 1960 and another in 1966. At the conference in 1960, Dr John Kirkman spoke on the subject of Dyslexia, and for the conference in 1966, B C Brookes produced a PTI paper to do with English usage in industry.

Peter Greenfield (1998) says the PTI Group organised several day-long conferences at University College London with some excellent Proceedings issued in the sixties.

The ISTC did occasionally organise conferences in its early years, mainly in collaboration with other organisations. The hosting of some of the INTECOM conferences (see section on international involvement) is but one example:

- On 15 July 1976, the ISTC held a joint seminar with BAIE (The British Association of Industrial Editors (BAIE, now CiB, British Association of Communicators in Business).
- On 4–5 December 1979, the ISTC and the British Industrial and Scientific Film Association (BISFA) organised a joint conference on advances in organisational communication at Kensington Town Hall — 'Communication in the Eighties'.

- On 24 March 1983, the ISTC and the Institute of Quality Assurance (IQA) held a joint conference. Although little is known about the conference, it proved a financial success with the ISTC receiving a cheque for £391 as its share of the profit.
- On 8 September 1988, the ISTC organised yet another joint one-day conference with the Institute of Quality Assurance (IQA) on 'Instructions for Consumer Products' (ISTC meet. mins. 103).
- During the 1980s and into the 1990s, the ISTC held several joint annual conferences with the Society of Electronic and Radio Technicians (SERT).

Conferences organised solely for and by the ISTC were a rare occurrence during the 1970s and 1980s. However, on 3 June 1980, the ISTC held a conference at the London Press Centre, entitled 'Documentation for Microprocessor-controlled Equipment'. It was the 'gang of four', that is, Dennis Reeder, Ray Green, Mike Snow and Mike Austin who organised the conference (Austin 1990).

On 25–27 September 1992, Communicating 92 was held at the University of Loughborough. It was the first annual ISTC Conference, and the beginning of a new tradition within the ISTC.

Another such ISTC conference was organised in March 1991, by Phillip Hutton-Wilson, then a member of Council. It was the Quality and Professionalism in Documentation (QPd) conference, entitled 'Technical documentation: a future by design' (Hutton-Wilson 1991). The venue was the Motorcycle Museum in Birmingham, and the conference invited people from industry as well as other interested parties, via discussion groups, to say what issues were important to them in technical communications, such as training (Young 2008).

Peter Greenfield (1998) gives an interesting account of how this tradition came into being through his informative article on conferences, the sixth article in the series of seven published in *Communicator* between 1996 and 1998 as part of Cyril Windust's history project:

The first [residential] conference [...] was never totally planned — it happened because a few individuals had determination and fate took a little hand in matters. [...]

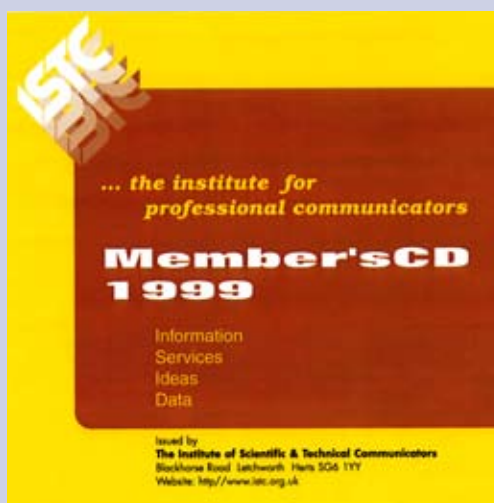
In 1991 the Council of ISTC was looking at the benefits to members in an attempt to reverse the decline in membership. There was a lot of soul searching at this time; although other well heeled institutes were also suffering from similar circumstances.

Amongst the ideas floated was a conference. A previous attempt had been made when a forum conference was started in 1984. This was to have been a UK hosted INTECOM conference and was to have been run along the forum lines, as was the forum 2000 conference which the UK hosted for the millennium. Unfortunately the conference was switched to Scandinavia when ISTC President J D McIntosh died suddenly and an adequate number of volunteers were not forthcoming. This experience dulled future attempts at a conference and funds were not sufficient to take a risk.

Instead, our institute assisted conferences organised by SERT (Society of Electrical and Radio Technicians) a sub group of IEE (Institute of Electrical Engineers). These annual conferences were organised, very ably, for their conference division CONCERT by the executive secretary Janet Firmin. At least two ISTC members formed part of the organising committee, but they were not ISTC conferences.

These conferences were aimed at management level. They were considered too expensive for the majority of ISTC members, particularly freelance people.

During the 1990 SERT conference a few of the ISTC members attending expressed concern that a conference aimed at technical authors and illustrators should be run by an outside body. We also agreed that there was a gap in the market for a low cost conference affordable by non-subsidised members. Without any real market survey, but sharing our personal knowledge myself, Ray Green, Paul Bakker and Ken Rowen agreed that it would be practicable to run a low cost conference at a



Conference CDs from 1998 and 1999
[courtesy of David Herbert]



Martin Block organised the ISTC annual conference in 2001 and 2002. The year after, he co-organised it with Ann Little, the first external organiser of the ISTC annual conference.
[2005, Carol Hewitt]

low cost venue, using speakers from within the institute. This could be supported by minimal sponsorship from ISTC friendly agencies.

At the dinner, Ray Green and Paul Bakker aired the view that they would like to see ISTC start a similar conference, not in competition but as a compliment to the successful SERT conferences. As I have said, the idea was to bring a technical communication conference together for ISTC members, especially those working for themselves or for small companies.

The idea seemed to go quiet for a time after that, although Council discussed the matter on a few occasions. Like so many other things, fate took a hand at this point. Paul Bakker had an invite to see a new conference facility that had just been opened by Loughborough University. The facility had been put together to provide 3 star hotel accommodation and conference facilities within the university campus.

The conference facility was for about 90 people, the right size; and was in Central England, ideal to answer the south of England and London domination of the Institute. As an introductory offer there were large discounts. Paul made a tentative booking and all that was left was to put together a conference.

The plan was agreed at Council and because of the short time scale involved, a group of enthusiasts took up the challenge. Subsequently Gerry Gentle offered his lounge for a meeting and the group comprising Gerry, Peter Carr, Ray Green, Allen Brobyn and myself met. The meeting was great fun with ideas flying and telephone calls being made. By the end of the evening we had a finalised programme.

Administration was left to Allen and our then secretary Jeanette Hobart. A string of correspondence was sent and advertisements placed. I had the onerous task of selecting menus and organising rooms, etc. with Peter and Gerry looking after finance and documentation. It seems impossible now that the first conference was put together so quickly, but we kept it simple and relied on personal contacts to get the thing "off the ground". Today's conferences are more sophisticated and take more time and effort to organise, but it has been gratifying to see our conferences improve year on year without ever losing the original remit which was to produce a worthwhile conference with a social side, that is affordable for an individual member.

The first conference proved successful; it was popular with Members, and proved a financial success too. Subsequent conferences were arranged by more organised committees and Loughborough was used for the next two years, until it was outgrown. The Horace Hockley award is presented at the conference and ranges of displays are included.

The basic principle of a low cost conference has been maintained. I hope some of the later organisers might place some of their memories on record.

Today our conference is the centrepiece of the ISTC year. Because of the numbers attending the AGM was moved, in 1996, to the first evening of the conference. The results of the ISTC documentation competition are also announced at the conference.

The ISTC annual conference has continued attracting delegates, sponsors and presenters:

1992 — Communicating 92 (Loughborough)

1993 — Communicating 93 (Loughborough)

1994 — Communicating 94 (Loughborough)

1995 — Conference 95 (Loughborough)

1996 (1–3 November) — Conference 96 (Beaumont Conference Centre, Old Windsor Berkshire)

1997 (19–21 September) — Conference 97 (Royal Agricultural College, Cirencester) was organised by Gordon Farrington (Webster 1997)

1998 (11–13 September) — Golden opportunities (Churchill College, Cambridge)

1999 (17–19 September) — Developing partnerships for the future (Leicester University Oadby Halls of Residence)

2000 (29 September–1 October) — Conference 2000 (University of Manchester Conference Centre, Manchester)

2001 (28–30 September) — Sharing experience (Wyboston Lakes Business and Leisure village)

2002 (20–22 September) — Tools of the Trade (Bosworth Hall Hotel 20–22 September)

2003 (3–5 October) — Conference 2003 (Palace Hotel in Buxton)

2004 (8–10 October) — Expanding your horizons (Oxford Belfry, near Thame, Oxfordshire)

2005 (23–25 September) — The costs and benefits of communication (Royal Court Hotel, Coventry)

2006 (3–5 October) — There is a better way (Europa Gatwick Hotel 3–5 October)

2007 (4–6 October) — The Technical Communication culture (Britannia Adelphi Hotel, Liverpool)

The ISTC annual conferences often yield further material that expands the horizon of technical communication. One such example is Florence Dujardin's article (based on her conference paper for the Conference 2002 — Tools of the trade) 'How research supports practice' which deals with research as a tool for technical communicators.

To celebrate the 50th anniversary in 1998, Clyde Hatter produced a member CD in time for the conference. And in 1999, Mike Unwalla produced a CD for the 1999 annual conference.

The annual conferences inspired new ideas. Discussions at the 1994 annual conference led to John Crossley's suggestion of starting Special Interest Groups (SIGs), enabling members to start various groups within the ISTC and to share whatever knowledge they wished within those groups (Greenfield 2006c, Crossley 1995).

In 2001, the conference was organised by Caron Battson, then ISTC secretary, and Martin Block. The ISTC had hit a financial downturn, and with the September 11 terrorist attack there was a shortfall in attendees at conference which made a small loss (Block 2006a).

In 2002, Martin Block organised the conference, but this time together with an external organiser, Ann Little. This was the first time an external conference organiser had been involved in the ISTC annual conference. The financial difficulties continued in 2002, and a Council vote was held on whether to arrange conference or not. The decision was that, if the 2002 conference made a loss, the ISTC would have to fold. It was nearly a split vote, with one vote more in favour of organising the conference. The 2002 conference was a success and made a profit. (Block 2006a, 2006b)

Up until 2000, the AGM had been held at the beginning of conference, but in 2001 it was moved towards the end of conference (Wright 2001a).

Initially, conferences were held on weekends. Feedback from members suggested this might not be optimal, and in 2006 the first mid-week conference took place at Gatwick Europa Hotel, London. The change from weekend to mid-week conference proved an immediate success, with attendance rising by 50 percent, from 86 to 129 delegates (Hewitt 2007, Smith 2007).

Raising the status of the profession

An ongoing goal has been to increase the profile of the ISTC and promote technical communication to industry and government.

Ever since Professor Kapp established the PTI Group a certain sense of self-doubt and uncertainty has ingrained the field of technical communication. Even defining what professional areas should be sub-categories of the definition 'technical communication' has not been entirely straightforward.

The fact that many technical communicators are expected, either implicitly or explicitly, to justify the need for their roles in their workplaces highlights widespread unawareness of the profession in society.

However, the ISTC, and its constituent bodies before it, has paved the ground for growing awareness and understanding of the profession, and raised the standard of the technical communication profession. Through the efforts of the ISTC the technical communication community has received further guidelines to the profession in the form of a definition of technical communication, a code of conduct, salary surveys and national occupational standards.

Research done by individual members, such as David Farbey's web-based survey on job satisfaction in the technical communication field (Farbey 2005), continue to build on these strengths.

What is technical communication?

When Professor Kapp began his mission to improve the skills of presenting technical information among his students, the concept of technical communication primarily meant technical writing. For many people this is still the case, to the point where 'technical communicator' is seen as synonymous with 'technical writer'.

The TPA and ITPP aimed to cater for both writers and illustrators, something that was demonstrated by the TPA changing its title to ITAI (Institute of Technical Authors and Illustrators, see section on TPA becoming ITAI).

ISTC meeting minutes from June 1974 (ISTC meet. mins. 020: 14) show that an ISTC fellow, Mr D B Clifford, had written to Council, asking that it issued a series of job definitions for Technical Writers, Technical Authors and Technical Editors. By the next Council meeting (ISTC meet. mins. 021: 21) in September 1974 two more enquiries had been received from members asking for job definitions within technical publications. This prompted the Council to look at the matter, although eventually the matter instead generated a general guide on freelance fees for consultants.

Another step towards defining the role, born out of the desire to increase membership, came with an Education and Training Committee Objectives report by J E Young in July 1985 (ISTC meet. mins. 087):

'8. To increase the membership of the committee to include for example members involved in technical journalism and software documentation.'

At a Council meeting in January 1989 (ISTC meet. mins. 108) the matter of defining the role was discussed:

Definition of Scientific and Technical Information

The range of employment of present applicants, who are technical authors, makes a clearer definition of scientific and technical communication necessary. After some discussion it was defined as the communication of technicalities, as well as communication of scientific or technical information in its broadest sense.

At one point a list of job titles was produced to illustrate the breadth of technical communication:

- Information Designers
- Publication Managers
- Documentation Managers
- Technical Authors
- Illustrators
- Translators
- Quality Managers
- Desk Top Publishers
- Editors
- Lecturers

Instructors
 Professors
 Engineers
 Graphic Designers
 Technical Communicators
 Indexers
 Multimedia Designers
 Scientists
 Software Designers
 Trainers
 Webmasters and more!

(ISTC web site 2007a). It is unclear when this list was produced, but Gerry Gentle (2007) says this type of information has existed at least since the 1980s.

Code of Professional Practice

July 1984 saw the beginning of the ISTC's Code of Conduct.

Mr Bramson felt that we should have a published Code of Conduct to set the standard for the profession.' (ISTC meet. mins. 080: 9b)

The organisation had already helped produce a Code of Practice for INTECOM in June 1973 (ISTC meet. mins. 009: 8a), but was now discussing establishing both a Code of Conduct and a Disciplinary Committee. The work proceeded and in March 1986 the first draft Code of Conduct was presented by the Professional Practices Committee (ISTC meet. mins. 091: 9) and a final Code of Conduct was finalised with the aim to publish it prior to the 1987 AGM (ISTC meet. mins. 096: 6).

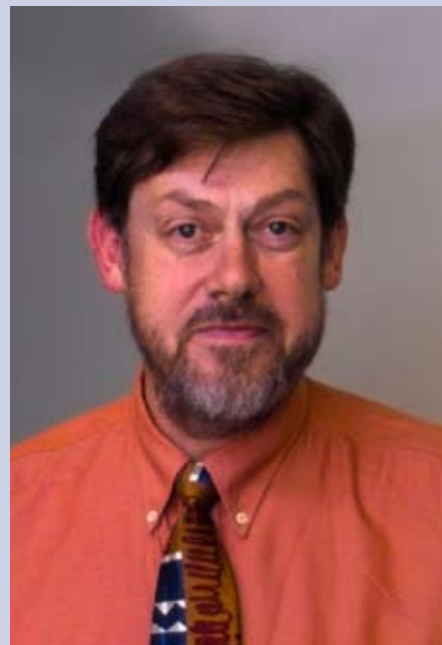
In 2006, a reviewed and condensed version of the Code of Conduct was produced by Marian Newell, member of Council and Editor of *Communicator* since early 2002. Newell (2006) mentions several drivers for the update of the Code of Conduct: events had revealed shortcomings in the existing code; Paul Ballard joined Council as Chair of the Marketing Steering Group in late 2004 and had, during a revamp of the ISTC visual identity, also identified that the Code of Conduct was long and old-fashioned and did not exemplify the standards of plain language that the ISTC expects practitioners to achieve; the ISTC joined PARN (Professional Associations Research Network) in 2006 and PARN had recently carried out a project looking at ethical codes and had published two books on the subject which gave food for thought on what codes can and cannot do.



Marian Newell, Editor of *Communicator* since early 2002 updated the Code of Conduct to conform to the plain language standards recommended by the ISTC. [2005, Per Porter]



Peter Fountain produced salary surveys from 1997. [2003, Peter Fountain]



Peter Greenfield, President from 1993 to 1995 and Horace Hockley award winner in 1995, organised the ISTC Documentation Awards in 1984, 1986, 1988 and 1990, and contributed to the National Occupational Standards. [2005, Stuart Greenfield]

Newell started the work of updating the Code of Conduct in February 2006 and the finished Code of Professional Practice was released in October the same year.

Salary and benefits surveys

As early as December 1972 (ISTC meet. mins. 004: 9c), the ISTC Council discussed producing salary scales. A query from the membership on job definitions and salaries in technical publications in 1975 generated a suggestion for a general guide on a freelance fee for consultants of £1 per hour for each £1000 earned per annum (ISTC meet. mins. 024: 9).

In January 1980, the point of a salary survey was raised at a Council meeting (ISTC meet. mins. 053: 6a i) and it reappeared again a year later (ISTC meet. mins. 059: 6a) with further support from Council members appearing in March 1981 (ISTC meet. mins. 060: 4b):

Mr. Finch wished it to be recorded that he and Mr. Goddard were not in favour of the proposal for a salary survey. It was reported that the survey would be fact finding and not concerned with salary scales.

Mr. Pierse offered to send the Secretary a copy of a survey conducted 10–15 years ago.”

The last sentence reveals that a survey appears to have been carried out as early as 1965–1970 which may make the ISTC (or one of its constituent bodies) a pioneer among similar organisations in producing a salary survey.

In October 1981 ‘Mr Moore agreed to pursue the proposal to conduct a survey of members’ salaries taking over information held by Mr. White.’ (ISTC meet. mins. 064: 9c) Mr Moore did indeed pursue his work on producing salary surveys and in September 1983 (ISTC meet. mins. 075) he delivered the first salary survey documented by the ISTC.

In March 1986, a ‘proposal to produce a salary survey by using a “Members’ Questionnaire”, was approved in principle’ (ISTC meet. mins. 091: 10).

Peter Fountain has produced the ISTC salary surveys since 1997. His work stemmed from his own need to find sufficient useful data regarding salaries and benefits in his role as both technical author and employer. His first salary survey in 1997 was followed by annual surveys in 1998–2000 and 2002–2004. In 2000 it was decided that a survey each year was not necessary but this proved not to be the case so since 2002 he has returned to producing the surveys annually. Producing a survey initially took Peter Fountain many weeks, but the time spent has been reduced to around a couple of weeks. The approach is to ask membership what remuneration and benefits they receive and to generate meaningful spreads and averages around certain groups of people, such as workplaces, type of work, skills sets (Fountain 2006).

National Occupational Standards

For several decades the only technical communication qualification available was the City and Guilds 5360, and its existence was regularly threatened. Meanwhile, a number of degree courses were starting according to Greenfield (2006a) who adds that there was also a concerned debate around the professionalism of the job.

Greenfield (2006a) also points out that the ISTC was keen to get the technical publications industry recognised, adding that although he is not aware of any specific incidents with authors the publications field had come under scrutiny following the Piper Alpha disaster in the late 1980s.

Work to produce the National Occupational Standards started in February 1996, representatives from industry, NVQ authorities and providers, consultants, and the Government met. The meeting led to funding being provided to conduct a mapping of the discipline. The result of the mapping persuaded the Government to provide further funding, which in turn allowed the development of the standards. The driving force behind the work was a Steering Group of around ten people, of which five were ISTC members (Rosemary Egan, Gordon Farrington, Gerry Gentle, Peter Greenfield and Anke Harris) the consultants (Leigh & Baron) and the Lead Body (The Publishing Centre at Book House, Wandsworth).

The Steering Group organised workshops, involving another 20 practitioners, whose work resulted in a draft document. This was then reviewed by independent reviewers who, like the workshop practitioners were volunteers. Finally, the standards were subjected to set-up field trials, involving 18 companies (ISTC 1999).

Later on, other organisations would produce professional profiles and professional standards. But Peter Greenfield (2006b) is certain that the ISTC were pioneers in producing occupational standards.

Movers and shakers

This section lists some of the people involved in running the ISTC, along with those who achieved success in various ways.

Presidents

Association	Period	President
ISTC	2007–	Simon Butler
	2002–2007	Gavin Ireland
	2000–2002	Iain Wright
	1998–2000	Anke Harris
	1996–1998	Gerry Gentle
	1995–1996	David Griffiths
	1993–1995	Peter Greenfield
	1991–1993	Ray Green
	1988–1991	Dennis Reeder
	1985–1988	Ray Burgess
	1982–1985	Ted (E N) White
	1980–1982	J D McIntosh
	1978–1980	Allen Finch
	1976–1978	Graham (R G) Martyr
	1972–1976	Major Horace Hockley
	(About the ISTC: Presidents. Available at: www.istc.org.uk . Accessed 11 July 2005)	
ITPP	1970–1971	E A Bowles
	1969–1970	E R Stables
	1968–1969	E R Stables
	1967–1968	E A Bowles
	1966–1967	E A Bowles
	1965–1966	W Moran
TPA	No further information available	
	1967–1968	A J Wheeldon
	1966–1967	R E V Hawker
	1965–1966	A G Toogood
	1964–1965	A G Toogood
	Around 1957–1963	Major H R Hockley
	1957–	C E Cunliffe
PTI Group	The TPA had Chairmen, not Presidents (Windust 1997b)	
	No further information available	
	1971–1972	D R Charles
	1970–1971	E R Stables
	1969–1970	E A Bowles
	1968–1969	A J Wheeldon
	1967–1968	E A Bowles
	1965–1966	B C Brookes
	1948–1965	R O Kapp
	Information supplied courtesy of Cyril Windust	

Members of ISTC Council

Year	Appointments
2007–2008 (AGM mins. from 2007 AGM)	President: Simon Butler Gavin Ireland Iain Wright Paul Ballard Alan Fisk Marian Newell Peter Fountain Theresa Cameron James Moore John Lee
2006–2007 (ISTC meet mins. 182)	President: Gavin Ireland Alan Fisk Simon Butler Marian Newell John Young Paul Ballard Peter Fountain Iain Wright Ian Wood Linda Robins
2005–2006 (ISTC meet mins. 179)	President: Gavin Ireland Ian Wood John Young Marian Newell Simon Butler Alan Fisk Peter Fountain Iain Wright Paul Ballard Martin Block Ken Goddard
2004–2005 (AGM minutes from 2005 AGM, ISTC meet mins. 175)	President: Gavin Ireland Ian Wood Paul Ballard Simon Butler Peter Fountain Alan Fisk Julian Murfitt Marian Newell John Young Iain Wright David Cooper Les Best John Nicholson Trevor Tuddenham
2003–2004 (AGM minutes from 2004 AGM, ISTC meet mins. 171)	President: Gavin Ireland Alan Fisk Julian Murfitt John Nicholson Trevor Tuddenham Ian Wood Les Best John Young Marian Newell Iain Wright John Tooze David Cooper Peter Fountain Alan Fisk Noel Reid Eddie Harrod

Year	Appointments
2002–2003 (AGM minutes from 2003 AGM)	President: Gavin Ireland Julian Murfitt Alan Fisk Les Best David Cooper Peter Fountain Eddie Harrod Don Hinson Marian Newell John Nicholson John Tooze Trevor Tuddenham Ian Wood Iain Wright John Young Noel Reid (co-opted) Chris Knowles (co-opted)
2001–2002 (AGM minutes from 2002 AGM)	President: Iain Wright President Elect: Gavin Ireland Honorary Treasurer: Alan Fisk Company Secretary: Carol Hewitt (replaced Paul Bakker) Activities Committee Chairman: Nicola Humphreys Education Group Committee Chairman: Don Hinson International Liaison Committee Chairman: Alan Fisk Marketing Group Chairman: Gavin Ireland and Julian Murfitt Membership Group Chairman: John Crossley Publications Group Chairman: Iain Wright <i>Communicator</i> Editor: Marian Newell Newsletter Editor: Eddie Harrod Web Editor: Iain Wright Other Council members: Michael Ayre, Les Best, Martin Block, David Cooper, Peter Fountain, Bill Hennessey, John Tooze, John Young, John Nicholson, Noel Reid
2000–2001 ISTC meet mins. 156)	President: Anke Harris President Elect: Iain Wright Vice President: Paul Warren Treasurer: Roy Sanders Company Secretary: Peter Lightfoot Other Council members: Alan Fisk, Carol Battson, Ray Morgan, John Tooze, David Griffiths, Les Best, Dan Blackwell, Sue Wood, Gary Auger, Nick Southerd, Julian Murfitt, Trevor Davies, John Young, Peter Fountain
1999–2000 (ISTC meet mins. 155)	President: Anke Harris Other Council members: Dan Blackwell, David Cooper, Trevor Davies, David Griffiths, Peter Lightfoot, Roy Sanders, John Tooze, Trevor Tuddenham, Paul Warren, Ian Wood, Sue Wood, Iain Wright, John Young, Carol Battson, Les Best, Brian Defty, Peter Fountain, Ray Morgan, Sandra Harrison, Julian Murfitt, Cyril Windust, Dr Ron Brown (resigned in early 2000), Gerry Gentle (resigned in early 2000)
1998–1999 (ISTC meet mins. 145, 150)	President: Anke Harris (from 150th Council Meeting on 5 December 1998) Past President: Gerry Gentle Vice Presidents: Rick Webster, Sandra Harrison Treasurer: Trevor Davies Administration: Carol Battson Company Secretary: Peter Lightfoot Marketing Committee: Peter Fountain (Membership Analysis/Survey), John Tooze (Selling Advertising space) Membership Committee: Ken Rowen (Chairman), John Crossley/ Peter Greenfield (Membership qualifications vetting), Peter Lightfoot/Ken Rowen, David Griffiths (Nominations), Peter Lightfoot (Professional body liaison) Publications Committee: Rick Webster (Chairman), Dan Blackwell (<i>Communicator</i> Editor), Clyde Hatter/Iain Wright (Web site management), Sue Wood (Handbook), Cyril Windust (Historian), Peter Lightfoot/ISTC Office (Wallplanner) Activities Committee: Anke Harris (Chairman), Les Best/John Young (Competitions), John Crossley/Tony Kershaw (Special Interest Group), David Griffiths (Youth Groups) Education & Training Committee: Sandra Harrison (Chairman), Trevor Davies/John Young (City & Guilds liaison), Rosemary Egan (NVQ liaison), Sandra Harrison (University and College liaison) International liaison Committee: Gerry Gentle (Chairman), Ray Morgan (FORUM 2000), Anke Harris (STC Liaison), Gerry Gentle (INTECOM liaison) (Peter Carr resigned at the 145th Council meeting)

Year

1997–1998
(ISTC meet mins. 147)

Appointments

President: Gerry Gentle
 Past President: David Griffiths
 Treasurer: Trevor Davies
 Company Secretary: Peter Lightfoot
 Office Administration: Carol Battson
 Membership: Peter Greenfield
 Applications: John Crossley, Ken Rowen, Peter Lightfoot
 Register of Members Interests: John Crossley, Rick Webster
 Benefits/Marketing: Kim Berquist
 Communication: Rick Webster
Communicator Editor: Dan Blackwell
 Newsletter Editor: Dan Blackwell
 Newsletter Advertising: John Tooze
 Promotional Literature: Jane Teather, Peter Lightfoot
 Email/Home page: Kim Berquist (Webmaster), Clyde Hatter, Annie Drynan
 Publications ISTC Handbook: David Griffiths
 History: Cyril Windust
 Professor Kapp Book: John Kirkman, Tom Warren, Malcolm Beaumont
 Marketing/Promotions: David Griffiths
 Publicity: Craig Scott
 SIG: John Crossley
 Activities: Gerry Gentle
 Local Groups:
 Conference 98: R. Egan
 INTECOM: Gerry Gentle
 Salary/Membership Survey: Peter Fountain
 Competitions: Les Best, Bryan Little
 Procedures Manual: Peter Greenfield
 Education: Sandra Harrison
 City & Guilds Licentiateship: Trevor Davies
 NVQs: Gordon Farrington
 Training: Dr Caroline Bucklow
 Higher Education: Dr Caroline Bucklow
 City & Guilds 5360: John Young, Caroline Bucklow
 Futures: Gerry Gentle
 NVQ/Awarding Body: Gordon Farrington, Anke Harris
 Collaborations: David Griffiths, Peter Greenfield
 Forum 2000: Ray Morgan, John Tooze
 Nominating Committee: Peter Greenfield, David Griffiths
 IEEE-Std 1083 Software User Guide: Clyde Hatter

1996–1997
(ISTC meet mins. 142)

President: Gerry Gentle
 Past President & Company Secretary: David Griffiths
 Treasurer: Trevor Davies
 Office Administration: Carol Battson, Carol Slaymaker
 Membership: Peter Greenfield
 Applications: John Crossley, Ken Rowen, Peter Lightfoot
 Register of Members Interests: John Crossley, Rick Webster
 Benefits/Marketing: Kim Berquist
 Communication: Rick Webster
Communicator Editor: Dan Blackwell
 Newsletter Editor: Dan Blackwell
 Newsletter Advertising: John Tooze
 Promotional Literature: Jane Teather, Peter Lightfoot
 Email/Home page: Kim Berquist (Webmaster), Clyde Hatter, Annie Drynan
 Publications ISTC Handbook: David Griffiths
 History: Cyril Windust
 Professor Kapp Book: Gerry Gentle
 Marketing/Promotions: David Griffiths
 Publicity: Clyde Hatter
 SIG: John Crossley,
 Activities: Gerry Gentle
 Local Groups: Tom Sketcher
 Conference 97: Gordon Farrington, Craig Scott
 Conference 98:
 INTECOM: Gerry Gentle
 Salary/Membership Survey: K. Thompson, Peter Fountain
 Competitions: Les Best, Roy Sanders
 Procedures Manual: Peter Greenfield
 Education: Sandra Harrison
 City & Guilds Licentiateship: Trevor Davies
 NVQs: Gordon Farrington
 Training: Dr Caroline Bucklow
 Futures: David Griffiths
 NVQ/Awarding Body: Gordon Farrington
 Collaborations: David Griffiths, Peter Greenfield
 Forum 2000: Gerry Gentle
 Nominating Committee: Peter Greenfield, David Griffiths

Year	Appointments
1995–1996 (ISTC meet mins. 136)	<p>President: David Griffiths Past President: Peter Greenfield Vice President: Dr Caroline Bucklow Treasurer: Peter Carr Other Council members: Gerry Gentle, John Young, Jane Teather, Dan Blackwell, Craig Scott, Peter Lightfoot, Cyril Windust, Gordon Farrington, Trevor Davies, Alan Fisk, Les Best, Roy Sanders, John Crossley, Ken Rowan, Peter Lockwood, John Tooze, Sandra Harrison, Peter Fountain, Annie Drynan, Kim Berquist</p>
1994–1995 (ISTC meet mins. 134)	<p>President: David Griffiths Past President: Peter Greenfield Vice President: Dr Caroline Bucklow Treasurer: Peter Carr Other Council members: Gerry Gentle, John Young, Jane Teather, Rick Webster, Dan Blackwell (Editor designate), Malcolm Beaumont, Craig Scott, Peter Lightfoot, Cyril Windust, Gordon Farrington, Trevor Davies, Alan Fisk, Les Best, Roy Sanders, John Crossley, Ken Rowan, Peter Lockwood, John Tooze</p>
1993–1994 (ISTC meet. mins. 134) (scanned document '02090703.PDF')	<p>President & TECDOC Representative: Peter Greenfield Vice President: Roger H Stephens Honorary Treasurer: Mr E Peter Carr Immediate Past President: Ray B Green Education & Training Committee Chairman: Les P Best Membership Committee Chairman: Peter Lockwood Publications Committee Chairman: Craig E Scott Area Groups Committee: John L Tooze INTECOM Secretary: Gerry D Gentle QPiD Committee Chairman: P T G Hutton-Wilson NCVQ: John E Young Editor — <i>Communicator</i>: H Rick Webster Other Council members: Robert Theis, Gerry Gentle, Craig Scott, Alan Fisk, Gordon Farrington, Dr Caroline W M Buckley, John Young, Rick Webster, Jane E Teather, (E)Liz(abeth) Hale, John Crossley, Phil Mayo, Roger Stephens, Peter Howard, Peter Fountain, Don Hinson, Arthur McArthur, Doug J Newton, Peter J Pym, Ken G Rowen, Ian A Thomson, Trevor E J Tuddenham, Cyril H Windust</p>
1992–1993 (from around June 1992) (ISTC meet. mins. 123, ISTC Memorandum 16 July 1992)	<p>President: Mr Peter Greenfield Vice President: Mr R H Stephens Honorary Treasurer: Mr K G Rowen Immediate Past President: Mr R B Green Education & Training Committee: Mr L P Best (Chairman), Mr P F Cleaver, Mr P T G Hutton-Wilson, Mr J E Young Marketing Committee: Mr W P Bakker (Chairman), Mr P Mayo, R Theis Membership Committee: Mr P Lockwood (Chairman), Dr C Buckley, Mr G Berry, Mr E W James Programmes Committee: Mr E P Carr (Chairman-designate) Publications Committee: Mr C E Scott Conference Working Party: Mr P E Greenfield, Mr E P Carr, Mr G D Gentle BSI: W. P. Bakker, Mr L P Best <i>Communicator</i>: Mr P F Cleaver External Relations: Mr M Austin INTECOM: Mr G D Gentle NCVQ: Mr J E Young QPiD Committee Chairman: Mr P T G Hutton-Wilson</p>
1991–1992 (from around June 1991) (ISTC meet. mins. 117, 118)	<p>President: Mr R Green Past President: Mr D Reeder Vice-Presidents (joint): Mr P Bakker and Mr D. Hinson Treasurer: Ms E Hale Membership Committee Chairman: Mr P Lockwood Programmes Committee Chairman: Mr R H Stephens (with Mr Newton to assist on the Programmes Committee) Publications Committee Chairman: Mr Scott External Relations Committee Chairman: Mr M Austin QPiD Committee Chairman: Mr Hutton-Wilson INTECOM representative: Mr G Gentle Other Council members: Mr P Greenfield, Mr P Pym, Mr C Windust, Mr P Cleaver, Mr J Young, Mr R Burgess, Mr K Rowen, Mr P Carr, Dr I Thompson, Mr J Tooze, Mr J Crossley Co-opted members: Ms E Hale, Mr D Newton, Mr C Scott, Mr T G Berry, Mr R A Bull, Mrs C Blencoe-Gardener, Miss A Cook, Mr R Dodd, Mr B Felstone, Mr R Hammerton, Mr A McArthur, Mr D Moore, Mrs P Morgan, Mrs J Russen, Mr R M Smyth, Mr R Theis, Mr T Tuddenham</p>

Year

1990–1991
(from around May 1990)
(ISTC meet. mins. 118 reports)

Appointments

President: Mr R Green (also member of the Programmes Committee)
Past President: Mr D E H Reeder
Immediate Past President: Mr R Burgess
Vice-President: Mr P Greenfield (also member of the Programmes Committee)
Treasurer: Mr G Gentle (also INTECOM secretary)
Programmes Committee Chairman: Mr T E J Tuddenham
Publications and Technical Committee Chairman: Mr R F Dodd
Membership Committee Chairman: Mr P Lockwood
Education & Training Committee Chairman: Mr J E Young
External Relations Committee Chairman: Mr R H Stephens
Futures Working Party Chairman: Mr P Bakker (also BSI representative)
Editor: Mr P F Cleaver (also member of the Education & Training Committee)
Executive Secretary: Miss Alma Cook
Other Council members: Mr T G Berry (member of Membership Committee), Mrs C Blencowe-Gardner, Mr R A Bull, Mr E P Carr, Mr B Felstone, Mr R H Hammerton, Mr D Hinson, Mr A McArthur, Mr D R Moore (HSE Matters), Ms J Russen, Mr R M Smyth, Mr R Thies, Dr I A Thomson, Mr C Windust (member of the Programmes Committee), Dr C Buckley (member of Membership Committee), Mr P Williams (member of the Education & Training Committee, member of Student Competition Committee)

1989–1990
(from around June 1989)
(ISTC meet. mins. 110: 1, 3a)

President: Mr D E H Reeder
Vice-President: Mr R B Green
Treasurer: Mr G Gentle
Immediate Past President: Mr R Burgess
Programmes Committee Chairman: Mr T E J Tuddenham
Publications and Technical Committee Chairman: Mr P Cleaver
Membership Committee Chairman: Mr P Lockwood
Education and Training Committee Chairman: Mr J Young
External Relations Committee Chairman: Mr R H Stephens
Other Council members: Mr C Windust (co-opted onto the Council for the 1989-90 session), Mr T G Berry, Mr R Hammerton, Mrs J Thornton, Mr D Dodd, Mr P Bakker, Mrs P Morgan

1988–1989
(from around May 1988)
(ISTC meet. mins. 104: 4)

President: Mr D E H Reeder
Vice-President: Mr R B Green
Treasurer: Mr G Gentle
Publications Committee Chairman: Mr P Cleaver
Programmes Committee Chairman: Mr T E J Tuddenham
Membership Committee Chairman: Mr P Lockwood
Education and Training Committee Chairman: Mr J Young
External Relations: Mr R Hammerton, Mr R Stephens
Technical Officer: Mr W Lewis, Mr R Stephens (from July 1988 and until he died on 28 November 1988 at which point Mr R. B. Green took over the duties of the Technical Officer as a temporary measure)
Other Council members: Mr J C Y Baker (died on 9 February 1989), Mr R Smyth, Mrs P Morgan, Mr C Windust (adopted to the 1988–89 Council), Miss A Cook, Mr P Greenfield, Mr T G Berry, Mr W Margetts, Mr M Austin, Ms C Gooding, Ms J Russen, Mrs C Blencowe-Gardner, Mrs J Thornton, Mr R Wood, Mr R Ingham, Mr D Moore

1987–1988
(from around May 1987)
(ISTC meet. mins. 098: 2A, 3, 5, 4)

President: Mr R Burgess
Vice-President: Mr D E H Reeder
Past President: Mr T White
Honorary Treasurer: Mr R B Green
Membership Committee Chairman: Mr P Lockwood
Education and Training Committee Chairman: Mr J E Young
Programmes and Services Committee Chairman: Ms J Saunders
Publications and Technical Committee Chairman: Mr P Cleaver
Professional Practices Committee Chairman: Mr R B Green
Disciplinary Committee Chairman: Mr R Burgess
External Relations Committee Chairman: Ms C Gooding
Verbal Arts Committee Chairman: Mrs C Blencowe-Gardner
Other Council members: Mr C Windust (co-opted onto Council), Mr T White (co-opted onto Council), Mr T Spink (co-opted onto Council), Mr T G Berry, Mr R M Smyth, Mr B C Margetts, Mr R Stephens, Mr G Gentle, Mr J C Y Baker, Mr T Tuddenham, Mrs J Thornton, Miss A Cook, Mr P Greenfield, Mr R Wood, Mr F Bennett, Mr M Austin, Mr D Fox, Mrs P Morgan

Year

1986–1987
(from around July 1986)
(ISTC meet. mins. 093: 3, 4, 6)

Appointments

President: Mr R Burgess
Vice-President: Mr M J Gardner
Immediate Past President: Mr E N White
Honorary Treasurer: Mr R B Green
Education and Training Committee Chairman: Mr J E Young
External Relations Committee Chairman: Mr M Austin
Membership Committee Chairman: Mr R F Dodd
Programmes and Services Committee Chairman: Mr D E H Reeder
Professional Practices Committee Chairman: Mr R B Green
Publications and Technical Committee Chairman: Mrs J Thornton (replaced by Miss A Cook from September 1986)
Disciplinary Committee Chairman: Mr R Burgess
ISTC Representative on BSI matters: Mrs J Thornton (from September 1986)
Other Council members: Mr F Bennett (resigned in July 1986, but co-opted onto Council from November 1986), Miss Alma Cook (member of Council from July 1986), Mr G Gentle (member of Council from July 1986), Mr C Windust (co-opted onto Council), Mrs C Gooding, Mrs P Morgan, Mr G Gentle, Mr J C Y Baker, Miss A Cook, Mr P Greenfield, Mr R A Ingham, Mr Lockwood, Mrs E Parkinson, Mrs C Blencowe-Gardner (co-opted onto Council in November 1986)

1985–1986
(from around May 1985)
(ISTC meet. mins. 086: 3, 5)

President: Mr R Burgess
Vice-President: Mr M J Gardner
Honorary Treasurer: Mr J H Pierse
Immediate Past President: Mr E N White
Membership Committee Chairman: Mr R F Dodd
Education and Training Committee Chairman: Mr J E Young
Board of Management Committee Chairman: Mr M J Gardner
Professional Practices Committee Chairman: Mr R B Green
Publications and Technical Committee Chairman: Mrs J Thornton
External Relations Committee Chairman: Mr I J Bramson (resigned as Chairman in July 1985, due to pressure of commercial commitments)
Disciplinary Committee Chairman: Mr R Burgess
Membership Services: Mr D E H Reeder
Editor: Mrs P Morgan
The above chairmen and officers of the institute formed the Board of Management.
Other Council members: Mr C Windust (co-opted onto Council), Mr J C Y Baker, Ms C Gooding, Mr P Greenfield, Mr P T G Hutton-Wilson, Mr P Lockwood, Mr K G Rowen, Mrs J Thornton, Mr C Trudgeon, Mr R W H Wood, Mr M Austin, Mr C J Coulson-Thomas, Mr R F Dodd, Mr R A Ingham, Dr K Mason, Mrs E Parkinson

1984–1985
(from around May 1984)
(ISTC meet. mins. 079: 4)

President: Mr E N White
Vice-President: Mr R Burgess
Honorary Treasurer: Mr J H Pierse
Education and Training Committee Chairman: Mr R A Ingham
Publications Committee Chairman: Mr P T G Hutton-Wilson
Programmes Committee Chairman: Mr C J Coulson-Thomas
Membership Committee Chairman: Mr R F Dodd
Book Committee Chairman: Mr M Austin
Press and Public Relations Committee Chairman: Mr I J Bramson
Standards and Archives Committee Chairman: Mr J H Pierse
Area Group Committee Chairman: Mr J E Young
Finance and General Purposes Committee: Mr R B Green (Chairman), Mr M Austin, Mr R Burgess, Mr M J Gardner, Mr J H Pierse, Mr D E H Reeder, Mrs E Parkinson, Mr E N White
Adviser on Technical Illustration matters: Mr B G Howard
Technical Officer (from September 1984): Mr C A F Denton
Other Council members: Mr C Windust (co-opted onto Council), Mr R B Green (co-opted onto Council), Mr P Lockwood, Mr E J Gardner, Mr B G Howard, Mr B N Neylan, Mrs J Thornton, Mr K G Rowen, Mr J C Y Baker, Mr R F Dodd, Mrs P Morgan, Dr K Mason (member of Council from July 1984), Mr P Greenfield (member of Council from July 1984)

1983–1984
(from around May 1983)
(ISTC meet. mins. 073: 4)

President: Mr E N White
Vice-President: no information available
Honorary Treasurer: Mr J H Pierse
Area Group Committee Chairman: Mr J E Young
Book Committee Chairman: Mr M Austin
Competition Committee Chairman: Mr J Westley
Education and Training Committee Chairman: Mr R A Ingham
Finance and General Purposes Committee: Mr R B Green (Chairman), Mr M Austin, Mr J H Pierse, Mrs E Parkinson, Mr D E Reeder, Mr E N White
Membership Committee: Mr R F Dodd, Mr P Lockwood
Programmes Committee Chairman: Mr J C Y Baker
Press and Public Relations Committee Chairman: Mr I J Bramson
Publications Committee Chairman: Mr C Windust
Standards Committee Chairman: Mr J H Pierse
Other Council members: Mr R Burgess (member of Council from May 1983), Mr P Lockwood (member of Council from May 1983), Mr B G Howard, Mr M Gardner, Mr B N Neylan, Mrs P Morgan, Mr R F Dodd, Mr K G Rowen, Mrs J Thornton (member of Council from September 1983)

Year

1982–1983
(from around May 1982)
(ISTC meet. mins. 067: 1 and 068:3, 5)

Appointments

President: Mr E N White
Vice-President: Mr J P Barrett (replaced by Mr R B Green from November 1982)
Honorary Treasurer: Mr J H Pierse
Education & Training Committee: Mr R A Ingham (Chairman)
Publications Committee: Mr C Windust (Chairman), Mrs Penny Morgan (Vice-Chairman)
Programmes Committee: Mr J C Y Baker (Chairman)
Membership Committee: Mr E V Abrams (Chairman), Mr R B Green (Vice-Chairman)
Book Committee: Mr M Austin (Chairman), Mr B N Neylan (Vice-Chairman)
Standards Committee: Mr J H Pierse
Finance and General Purposes Committee: Mr J P Barrett (elected Chairman — was replaced as Chairman of the F&GP Committee by Mr R B Green from November 1982), Mr M Austin, Mr J D McIntosh, Mr J H Pierse, Mr D E H Reeder, Mr E N White, Mrs E Parkinson
PR Committee: Mr I J Bramson (Chairman from January 1983)
Press & PR Officer: Mr J Houston
Area Group Liaison Officer: Mr J E Young
Other Council members: Mr D Hunter, Mr J Westley, Mr P H Clifford, Mr M Gardner, Mr E V Abrams, Mr J E Young, Dr P Wright, Mr D Moore, Mr K G Rowen

1981–1982
(from around June 1981)
(ISTC meet. mins. 061: 2)

President: Mr J D McIntosh
Vice-President: Mr E N White
Vice-President Elect: Mr J P Barrett
Honorary Treasurer: Mr R G Martyr (replaced by Mr J H Pierse from January 1982)
Education & Training Committee: Mr A J Taylor was Chairman until his death in early 1982, after which Mr R A Ingham replaced him
Publications Committee: Mr C Windust (Chairman), Miss Penny Mawson (Deputy Chairman)
Programmes Committee: Mr J C Y Baker (Deputy Chairman)
Membership Committee: Mr E V Abrams (Chairman), Deputy Chairman not required
Books Committee: Mr M Austin (Chairman)
Finance & General Purposes Committee: Mr J D McIntosh, Mr E N White, Mrs E Parkinson, Mr M Austin, Mr J P Barrett, Mr R G Martyr, Mr D E H Reeder
Press & Public Relations Officer:
Area Group Liaison Officer: Mr R A Ingham
Other Council members: Mr M Austin (co-opted onto Council), Mr D H Goddard (co-opted onto Council), Mr A Finch, Mr M Gardner, Mr R A Ingham, Mr K G Rowen, Mr J H Pierse, Mr J Westley, Mr R W H Wood, Mr R B Green, Mr M Warner, Dr P Wright

1980–1981
(from around May 1980)
(ISTC meet. mins. 055: 3, 4)

President: Mr J D McIntosh
Vice-President: Mr M Austin
Honorary Treasurer: Mr D H Goddard
Publications Committee: Mr C Windust (Chairman), Miss Penny Mawson (Vice-Chairman)
Membership Committee (temporary): Mr A Finch, Mr R B Green
Education & Training Committee: Mr A J Taylor (Chairman)
Programmes Committee Chairman: Mr D E H Reeder
Finance & General Purposes Committee: Mr J D McIntosh, Mr A Finch, Mr D H Goddard, Mrs E Parkinson, Mr M Austin, Mr P Hayes (replaced by Mr D E H Reeder from January 1981), Mr R G Martyr
Press & Public Relations Officer: Mr M Austin
BSI Standards Committee Chairman: Mr J D McIntosh
Other Council members: Mr R G Martyr (co-opted onto Council), Mr E V Abrams, Mr J P Barrett, Mr P H Clifford, Mr D Hunter, Dr J Kirkman, Mr J H Pierse, Mr J Westley, Mr P Wright, Mr M Gardner, Mr P Hayes, Major J C A Monney, Mr D E Harper, Mr D Moore (resigned from Council from October 1980), Mr N Percy-Griffiths (resigned from Council from November 1980), Mrs E Parkinson (Secretary)

1979–1980
(from around May 1979)
(ISTC meet. mins. 049)

President: Mr A Finch
Vice-President: Mr J D McIntosh
Honorary Treasurer: Mr D H Goddard
Immediate Past President: R G Martyr
Publications Committee Chairman: Mr C Windust
Membership Committee Chairman: Mr A H Woodward
Education & Training Committee: Mr D E Harper (Chairman), Mr D W F Tyson, Mr J W Westley, Mr A G Toogood, Mr A J Maryon, Mr A J Taylor
Programmes Committee Chairman: Mr D E H Reeder
Finance & General Purposes Committee Chairman: Mr J D McIntosh
Press & Public Relations Officer: Mr M Austin
BSI Standards Committee Chairman: Mr J D McIntosh
Other Council members: Miss P Mawson, Major J C A Monney, Mr C N Vincent, Dr J Kirkman, Mr F D Clarke, Mr P Hayes, Mr D Moore, Mr R B Green, Mr E N White (co-opted member from January 1980), Mrs E Parkinson (Secretary)

Year	Appointments
1978–1979 (from around May 1978) (ISTC meet. mins. 043: 4, 5)	<p>President: Mr E A Bowles Vice-President: Mr A Finch Honorary Treasurer: Mr D H Goddard Publications Committee Chairman: Mr E A Bowles Membership Committee Chairman: Mr F D Clarke From September 1978 the Membership Committee consisted of: Mr A H Woodward (Chairman), Mr K E Rainer, Mr A B Broadbridge Education & Training Committee Chairman: Mr D E Harper Programmes Committee Chairman: Mr D E H Reeder Finance & General Purposes Committee: Mr D H Goddard (Chairman), Mr R G Martyr, Mr M Austin, Mr A Finch, Mr J D McIntosh, Mr F A Sowan, Mrs E Parkinson Press & Public Relations Officer: Mr M Austin Editor: Mr F A Sowan Other Council members: Mr D Moore, Mr C R Shaw, Mr P Hayes, Lt. Col. R D French, Mr N Percy-Griffiths, Mr P H Clifford, Major J C A Monney, Mr C Windust</p>
1977–1978 (from around May 1977) (ISTC meet. mins. 037: 2)	<p>President: Mr R G Martyr Vice-President: Lt. Col. R D French Vice-President Deputy: Mr J D McIntosh Honorary Treasurer: Mr D H Goddard Membership Committee Chairman: Mr F D Clarke Education and Training Committee Chairman: Mr D E Harper Publications Committee Chairman: Mr J C Y Baker Programmes Committee Chairman: Mr D E H Reeder Finance and General Purposes Committee: Mr D H Goddard (Chairman), Mr R G Martyr, Major H R Hockley, Mr M Austin, Mr J D McIntosh, Mr F A Sowan, Mrs E Parkinson Press and PR Officer: Mr M Austin Editor: Mr F A Sowan ISTC representative on BSI Documentation Standards Committee DOS/- : Mr J D McIntosh Other Council members: Dr J Kirkman, Mr J A Merrifield, Mr N Percy-Griffiths, Mr C R Shaw, Mr C N Vincent, Mr A H Woodward, Mr P H Clifford (from September 1977)</p>
1976–1977 (from around May 1976) (ISTC meet. mins. 031: 12)	<p>President: Mr R G Martyr Vice-President: Lt. Col. R D French Honorary Treasurer: Mr E A Bowles Publications Committee Chairman: Mr J C Y Baker Education and Training Committee Chairman: Mr D E Harper Liaison Officer for Student Members: Mr D Hawes Kapp Circle Organiser: Mr M MacDonald Ross Editor of the Journals: Mr F A Sowan Finance and General Purposes Committee: Mr D H Goddard (Chairman), Mr R G Martyr, Lt. Col. R D French, Mr E A Bowles, Major H R Hockley, Mr K G Stoker, Mr F A Sowan, Mrs E Parkinson Programmes Committee Chairman (from July 1976): Mr M MacDonald Ross Membership Committee Chairman (from July 1976): Mr F D Clarke Press & Public Relations Officer: Mr M Austin Other Council members: Mr D E H Reeder, Mr D R Charles, Mr J D McIntosh, Mr J A Merrifield, Mr C R Shaw, Mr A H Woodward, Dr J Kirkman, Mr P R Holmes, Mr H A Webster, Mr C N Vincent (from September 1976), Mr N Percy-Griffiths (from September 1976)</p>
1975–1976 (from around May 1975) (ISTC meet. mins. 025: 15)	<p>President: Major H R Hockley Vice-President: Mr R G Martyr Honorary Treasurer: Mr E A Bowles Area Group Liaison Officer: Mr I W Duncan Deputy Area Group Liaison Officer: Mr J D McIntosh Membership Committee: Mr C R Shaw (Chairman), Mr A H W Woodward, Mr G L Cadman Education and Training Committee Chairman: Mr D E Harper Publications Committee Chairman: Mr J C Y Baker Programmes Committee Chairman: Mr R G Martyr Development Committee Chairman: Lt. Col. R D French Standards Committee Chairman: Mr E A Bowles Liaison Officer for Student Members: Mr D Hawes Press and Public Relations Officer: Mr M Austin Finance and General Purposes Committee (from July 1975): Mr D H Goddard (Chairman), Major H R Hockley, Mr E A Bowles, Mr R G Martyr, Mr F A Sowan, Mr A Finch, Mrs E Parkinson (co-opted member) Other Council members: Mr B Blunden, Mr D R Charles, Mr P R Holmes, Dr J Kirkman, Mr H A Webster, Mr J A Merrifield, Mr D E H Reeder, Mr K G Stoker, Mr M MacDonald Ross (from July 1975)</p>

Year

Officers in 1974
(Parkinson 015, 016, 019)

Appointments

President: Major H R Hockley
 Honorary Secretary (from March 1974): Mr A Finch
 Programmes Committee Chairman (from March 1974): Mr R G Martyr
 Membership Committee (from May 1974): Mr R M Dobson (Chairman), Mr A D Piper, Mr P R Holmes
 Publications (Journal) Committee Chairman (from May 1974): Mr J C Y Baker
 Publications (Printed Publicity) Committee Chairman (from May 1974): Mr A H W Woodward
 Finance and General Purposes Committee (from May 1974): Major H R Hockley, Mr K G Stoker, Mr E A Bowles, Mr A Finch, Mr F A Sowen, Mr D H Goddard
 Standards Committee Chairman (from June 1974): Mr E A Bowles
 Other Council members: Mr B C Brookes, Mr R M Dobson, Mr J A Merrifield, Mr J D McIntosh, Mr A G Toogood, Mr E N White, Mr D E H Reeder, Mr K G Stoker, Mr F H Thomas, Lt. Col. R D French, Mr D R Charles, Mr D W Hawes, Mr P R Holmes, Mr P T G Hutton-Wilson, Mr J S Mark, Mr H A Webster, Mrs E Parkinson (Minute Secretary)
 Press and Public Relations Officer (from May 1974): Mr A B Chick (in attendance)

President: Major H R Hockley
 Vice-President: Mr K G Stoker
 Honorary Secretary: Mr T J Gardener
 Deputy Honorary Secretary (from July 1973): Mr A G Toogood
 Honorary Treasurer: Mr E A Bowles
 Area Group Committee Chairman: Mr J A Merrifield
 Development Committee Chairman: Lt. Col. R D French R.E.M.E.
 Publications Committee Chairman: Mr E N White
 Membership Committee Chairman: Mr R J Bannister
 Finance & General Purpose Committee Chairman: Mr E A Bowles
 Education and Training Committee Chairman: Mr A G Toogood
 Standards Committee Chairman: Mr K H Holliday
 Committee Members: Mr T J Gardener, Major H R Hockley, Mr A Finch, Mr K G Stoker, Mrs E Parkinson
 Programmes Committee Chairman: Mr J D McIntosh
 Programmes Committee members: Mr A Finch, Mr D W F Tyson (due to other commitments he was replaced by Mr Hancock around December 1972), Major H R Hockley
 Other Council members: Mr J C Y Baker, Mr R M Dobson, Mr R G Martyr, Mr D E H Reeder, Mr D I P Stretton, Mr F H Thomas
 In November 1972 an International Committee was formed, comprising: Major H R Hockley (Chairman), Mr T J Gardener, Mr A G Toogood, Mr E N White

Officers of the New Institute (1972)
(ISTC meet. mins. 001)

Members of ITPP Council**Year**

From some time after January 1970
(*The Communicator* 1971a)

Appointments

President: Mr E A Bowles
 Past President: Mr E R Stables
 Senior Vice-President: Major T J Gardener
 Junior Vice-President: Mr R A Nash
 Honorary Treasurer: Mr D W F Tyson
 Honorary Secretary: Major H R Hockley
 Assistant Honorary Secretary: Mr G R Cutts
 Ordinary Members of the Council: Mr D C Ovenden, Mr D Parkes, Mr A G Toogood, Mr D I P Stretton, Mr R G Oakes, Mr R G Mr Martyr, Mr D F Chatt, Lt. Col. R D French, Mr D R Charles, Mr S R Thomas, Mr E N White
 Editor of *the bulletin*: Major Horace Hockley

From some time in 1969
(*The Communicator* 1969a)

President: Mr E R Stables
 Past President: Mr E A Bowles
 Senior Vice-President: Mr D R Charles
 Junior Vice-President: Cdr. E J Murray, (RETD.)
 Honorary Treasurer: Mr D F Chatt
 Honorary Secretary: Major H R Hockley
 Assistant Honorary Secretary: Mr G R Cutts
 Ordinary Members of the Council: Mr W F Allery, Mr M I Bruce-Radcliffe, Mr H R Heap, Cdr. J C M Howell, Mr J S Mark, Mr R G Martyr, Mr R A Nash, Mr F Gordon Reaves, Mr A G Toogood, Mr F E Whitehouse
 Editor of *the bulletin*: Mr M. I. B. Radcliffe

Officers of the Institute 1968/69
from 3rd AGM on 13 May 1968
(*The bulletin of the ITPP* 1968a)

President: Mr E R Stables
 Past President: Mr E A Bowles
 Senior Vice-President: Mr D R Charles
 Junior Vice-President: Cdr. E J Murray, (RETD.)
 Honorary Treasurer: Mr D G Alborough
 Honorary Secretary: Major H R Hockley
 Assistant Honorary Secretary: Mr G R Cutts
 Ordinary Members of the Council: Mr W F Allery, Mr H R Heap, Mr R G Mr Martyr, Mr F Gordon Reaves, Mr E T Sharp, Mr D F Mr Chatt, Mr J S Mark, Mr R A Nash, Mr B P Ryle, Mr A G Toogood, Mr F E Whitehouse
 Editor of *the bulletin*: Mr M I B Radcliffe

Year	Appointments
Officers of the Institute 1967/68 from 2nd AGM on 11 April 1967 (<i>The bulletin of the ITPP</i> 1966d)	President: Mr E A Bowles Senior Vice-President: Mr J S Mark Junior Vice-President: Mr D R Charles Honorary Treasurer: Mr D G Alborough Honorary Secretary: Major H R Hockley Assistant Honorary Secretary: Mr G R Cutts (non-Council member) Ordinary Members of the Council: Mr W F Allery, Cdr. E J Murray, (R. N. ret'd.), Mr E T Sharp, Mr F E Whitehouse, Mr R J Silvester, Mr B W Pendred, Mr H R Heap, Mr R G Martyr, Mr R A Nash, Mr B P Ryle, Mr F Gordon Reaves Editor of <i>the bulletin</i> and Chairman of the Publications Committee: Mr H R Heap Chairman of the Programmes Committee: Mr E T Sharp
Officers of the Institute 1966/67 from 1st AGM on 22 March 1966 (<i>The bulletin of the ITPP</i> 1966a)	President: Mr E A Bowles Immediate Past President: Mr W Moran Senior Vice-President: Mr J S Mark Junior Vice-President: Mr D R Charles Honorary Treasurer: Mr E N White Honorary Secretary: Mr H R Hockley Ordinary Members of the Council: Mr W F Allery, Mr S Kennedy, Mr B P Ryle, Mr R A Nash, Mr B G Ball, Mr N Giles, Mr R J Silvester, Mr D W Pendred, Cdr. E J Murray, (R. N. ret'd.), Mr P Trotter
1965 (<i>The bulletin of the ITPP</i> 1965a)	President: W. Moran Senior Vice-President: E A Bowles Junior Vice-President: J S Mark Honorary Treasurer: E N White Honorary Secretary: H R Hockley Members of the Council: G B Eckersley, A F Allery, R J Silvester, D R Charles, D A Hammett, D E Harper, S Kennedy, D W Charsley, B P Ryle 1. General Purposes Committee: The President, the Senior Vice-President, the Junior Vice-President, the Honorary Treasurer, the Honorary Secretary 2. Membership Committee: J S Mark (Chairman), E A Bowles, D R Charles, R J Silvester, H R Hockley, B P Ryle, S Kennedy, B W Pendred (Members) Membership Sub-committees: (a) Technical Authorship — D R Charles (Chairman); (b) Technical Publicity — B P Ryle (Chairman); (c) Technical Illustration — R J Silvester (Chairman); (d) Editorial — B W Pendred (Chairman) 3. Professional Standards (Training) Committee: J S Mark (Chairman) 4. Bye-laws Committee: E A Bowles (Chairman), D R Charles, J S Mark, B P Ryle (members) 5. Design Committee: D R Charles (Chairman), E A Bowles, H R Hockley, J S Mark (members) 6. Publications Committee: R J Silvester (Chairman), B W Pendred, D W F Tyson, R A Nash, B G Ball, R E Collins, E R J Field (members) 7. Programme and Papers Working Party: E N White (Chairman), D Hirden, D W Charsley (members) 8. Job Classification Committee: E A Bowles (Chairman), B W Pendred, P Trotter, D W F Tyson, E J Barnett (members) Editor of <i>the bulletin</i> : R A Nash

No further information available regarding the ITPP Council

Members of TPA Council

Year	Appointments
The TPA had Chairmen, not Presidents (Windust 1997b)	
Council 1968 (<i>TPA Journal</i> 1968e)	Chairman: A J Wheeldon Vice-chairman: – Honorary Secretary and Treasurer: K G Stoker Membership Committee Chairman: R J Bannister Education and Training Committee Chairman: A J Maryon Area Groups Chairman: G F Churchill Programmes Committee Chairman: A Finch Publicity Committee Chairman: E C Jarrold Journal Committee Chairman: F A Sowen Standards Committee Chairman: – Council Members: R E V Hawker, A May, J A Merrifield, C N Vincent

Year	Appointments
Council 1966–1967 (<i>TPA Journal</i> 1966f)	<p>Chairman: R E V Hawker FTPA (Bristol) Vice-chairman: A J Wheeldon FTPA (Chelmsford) Honorary Secretary and Treasurer: K G Stoker FTPA (Chelmsford) Training Officer (Illustrators): A J Maryon MTPA (Gosport) Area Group Liaison Officer: V O Evans AMTPA (Bracknell) Editor: F A Sowman MTPA (London) Other Council members: R J C Bannister MTPA (Chelmsford), G F Churchill AMTPA (Leicestershire), W G Diffey AMTPA (Hadleigh), D J Eldred AMTPA (London), E C Jarrold AMTPA (London), P H Tucker MTPA (Portsmouth), C N Vincent MTPA (Birmingham), P E Whitehouse FTPA (Luton) At a Council meeting in May the following changes to Council were made: (<i>TPA Journal</i> 1966d) Press Officer: W G Diffey Training Officer (Authors): P H Tucker Area Group Liaison Officer: G F Churchill (in place of V O Evans, who had resigned from Council) Chairman of Membership Committee: R J C Bannister</p>
Council 1965–1966 (<i>TPA Journal</i> 1966f)	<p>Chairman: A G Toogood Honorary General Secretary and Treasurer: S C Jennings Area Group Liaison Officer: V O Evans Press Officer: Miss M Sheffield Advertising Officer: W G Diffey Training Officer (Illustrators): A J Maryon Training Officer (Authors): Vacant Exhibition Officer: S C Jennings Membership Committee Chairman: S E L Cox Editor: F A Sowman Other members of Council: D J Eldred, R E V Hawker, K G Stoker, C N Vincent, A J Wheeldon (new TPA member as in May 1965 issue of <i>TPA Journal</i>), and F E Whitehouse Note: R G Martyr was Honorary Secretary in 1966</p>
Council of the TPA (from February 1965) (<i>TPA Journal</i> 1965a)	<p>Chairman: A G Toogood Honorary General Secretary: S C Jennings Assistant Secretary: A D Oakes Training Officer: J S Murphy Assistant Training Officer: A J Maryon Area Group Liaison Officer: R M Dobson Editor, <i>TPA Journal</i>: F A Sowman Assistant Editors: W G Diffey, D J Eldred Advertising Officer: D H Goddard Membership Committee Chairman: S E L Cox Publicity Officer: Miss M Sheffield</p>
Council of the TPA for 1964 (<i>TPA Journal</i> 1964b)	<p>Chairman: A G Toogood Honorary General Secretary: S C Jennings Assistant Secretary: A D Oakes Training Officer: J S Murphy Assistant Training Officer: A J Maryon (from December 1964) Area Group Liaison Officer: R M Dobson Area Group Liaison Officer — Midlands & North: L W Shaw Editor, <i>TPA Journal</i>: F A Sowman Assistant Editors: W G Diffey, D H Goddard & (from August 1964) D J Eldred Advertising Officer: C R Shaw Membership Committee Chairman: S E L Cox (from August 1964) Publicity Officer: Miss M Sheffield</p>
Some time after November 1962 (Sowman 1988)	<p>Chairman: H R Hockley Secretary: A D Oakes Chairman of Membership Committee: D G Bruce Training & Employment: H Heys Standards: R W Norie Historian/Librarian: A G Toogood Press Officer: M G Shaw Area Group Liaison: W H Davies Joint Editors: A C Clegg and G F Wilkinson</p>
From around September 1957 (<i>TPA Journal</i> 1957b)	<p>Chairman: C E Cunliffe Secretary: S R Claudot Standards: F E Bennett Chairman of Membership Committee: H R Hockley Programme Organiser: R F Summers Area Group Liaison: G A Frodsham Editor: H. W. Rogers Press Secretary: G F Wilkinson Training & Employment: A R Whitney-Smith Librarian / Historian: A R Whitney-Smith</p>

Year	Appointments
From the first AGM on 3 February 1955 (Sowan 1988)	Chairman: C E Cunliffe Secretary: T G Potter Treasurer: C S Burring Vice-Chairman: vacant Membership: H R Hockley Standards: C S Murison Editor: vacant Librarian: R F Benlow Publicity: vacant Training/Employment: S R Claudot Social: vacant Lectures: vacant
No further information available regarding Council membership for the TPA	

Memorial lectures

Lecture	Year	Speaker/topic
Horace Hockley Memorial Lectures	1992 (Communicator 1992a)	Judith Hann, science author and presenter of BBC's Tomorrow's World gave the lecture 'Popularising Science and the Threat of Less Factual Programmes on Television' on 19 May at the London Business School.
	1991 (Communicator 1991a)	Lesley Rees, Professor of Chemical Endocrinology, Dean-elect, St Bartholomew's Hospital Medical School spoke on 'Communication in Medicine' on 30 May at the Bonnington Hotel in London.
	1990	No information available
	1989 (Communicator 1990a)	Bill Giles, senior weather forecaster at BBC television, gave the lecture 'BBC Weather Forecasts Since 1936' on 22 November in Manchester. This was the first Horace Hockley Lecture to be given outside London, and the North-West Area Group led the arrangements.
	1988 (Eggleston 1989)	Professor John Eggleston of the University of Warwick talked on 'Communicating Technological Achievement' on 3 November at the Barbican Centre.
	1987 (Communicator 1988a)	Lord Derek Ezra spoke on 'The Management of Information'. Date and venue unknown.
	1986 (The Communicator 1987a)	Professor Heinz Wolff delivered the lecture 'How to Communicate an Understanding of Technology' on 20 November at the Barbican Centre.
	1985 (Communicator 1988a)	Initially, Robert Maxwell agreed to give the lecture (ISTC meet. mins. 083: 2a). However, he was unable to attend and instead his son, Kevin Maxwell, Deputy Publisher of Pergamon Press, delivered the lecture, entitled 'The Communications Revolution'. This was held on 7 November at the Barbican Centre, Lecture Room/Cinema No. 2.
	1984 (ISTC meet. mins. 079: 8)	Sir Kenneth Corfield delivered the lecture at University College London on 22 November. The title, according to the 79th Council meeting minute, was: 'Communication or Propaganda' with the following synopsis: 'The talk will cover discussion on cultural and ethical problems with the advance of communication. Does the possession of communication capability confer unfair advantage on the developed countries? Are communication broadsides a form of undeclared war? Are they neo-missionaries and, if so, will they submerge the developing countries or help them to a better future?'
	1983 (Communicator 1983b)	Dr Neil Cossons, Director of the National Maritime Museum, gave the lecture at University College, London in the Engineering Lecture Theatre, Torrington Place, London WC1 on 24 November 1983 at 7.30 pm.
	1982 (ISTC meet. mins. 070: 7)	Professor E R Laithwaite delivered the lecture 'The Noble Art of Communication' on 18 November. During the 68th ISTC Council meeting (May 1982), Council considered a request from Mr Westley that one lecture a year should be designated 'The Hockley or Kapp Memorial Lecture'. Council resolved that the special lecture given in November of each year should be called 'The Hockley Memorial Lecture'.

Lecture	Year	Speaker/topic
Kapp Memorial Lectures	1969 (<i>TPA Journal</i> 1969a)	12 March 1969, in Lecture Room G6 at the Faculty of Engineering, University College London, Dr G S Brosan, Principal of Enfield College of Technology, spoke on 'PTI as the subject of a First Degree examination'.
	1968 (<i>TPA Journal</i> 1968b)	22 April 1968, in the main lecture hall of the Department of Electrical Engineering, University College London, Torrington Place, London, Professor H E M Barlow, Pender Professor of Electrical Engineering, gave the lecture 'Electrical Waveguides'.
	1967 (<i>TPA Journal</i> 1967a)	24 February at 8 pm, in the main lecture theatre of the Faculty of Electrical Engineering, University College London, Torrington Place, London, Professor Dame Kathleen Lonsdale, DBE, DSc, FRS gave the lecture 'Crystals'.

Awards

Award	Year	Recipients
City & Guilds Prize	The City & Guilds Prize is sometimes referred to as the 'TPA Awards', awarded for best student in the examinations in Technical Authorship and Technical Illustrations. Due to a lack of sources, this list is not comprehensive.	
	1987 (ISTC meet. mins. 101: 3c)	Awards presented at a London meeting in October 1987 No further information available.
	1986 (<i>Communicator</i> 1987b)	5361 Technical Communication Techniques First Prize (£15): Dr I A Thomson, Student of Technical Authorship Guardian Training Leeds 5362 Technical Authorship First Prize (£25): Mr G E Barrow, Student of Technical Authorship Intereurope Technical Services Fareham, Hants
	1985 (<i>The Communicator</i> 1986a)	5352 Technical Graphics Part II First Prize: Harvey William Collins 5361 Technical Communication Techniques First Prize: Dorota Violetta Bienkowska 5363 Technical Authorship First Prize: Marilyn Joyce Heron
	1984 (<i>The Communicator</i> 1985a)	5352 Technical Graphics Part II <i>Continuous Tone</i> — First Prize (£15): Mr W Orlik Portsmouth College of Art, Design and Further Education 5361 Technical Communication Techniques: First Prize (£15) Mr C Brown, Eston Limited, Derby 5362 Technical Authorship: First Prize (£25) Mr D J A Carswell, Chippenham Technical College.
	1983 (<i>The Communicator</i> 1984a)	535 Examination in Technical Graphics Part II <i>Continuous Tone</i> — First Prize (£15): Mr J Eldridge Student at Ravensbourne College of Art and Design, Kent <i>Engineering</i> — First Prize (£15): Mr Clive Griffin Student at the Bournville School of Art and Design, Birmingham <i>Glasgow College of Building and Printing Prize Awards 1983</i> Best full-time student in Technical Graphics (£10): Mr Kenneth Doig Best part-time student in Technical Graphics (£10): Mr Brian Waters
	1982 (ISTC meet. mins. 072: 7)	535 Technical Graphics Part II <i>Continuous Tone</i> — First Prize (£15): Mr R M Stewart of Cornwall Technical College, Redruth Cornwall 536 Technical Graphics Part III Technical Authorship First Prize (£25): Mrs M M Cook of Chippenham Technical College Second Prize (£15): Mr M K Griffiths of Easton Limited, Retford Notts
	1981 (McIntosh 1982; ISTC meet. mins. 064: 9a; <i>Communicator</i> 1982a; <i>Communicator</i> 1982b)	<i>Two prizes to students of the Glasgow College of Building and Printing:</i> Best full-time student in Technical Graphics 1981: Frank Boyd Best part-time student in Technical Graphics 1981: Neil McLeod 535 Technical Graphics Part II — <i>Engineering</i> Prize (£15): Mark Straker, a student of Stevenage College
	1980 (<i>Communicator</i> 1981a)	Best full-time student in Technical Graphics 1980: Mr Alfredo Salinas Best part-time student in Technical Graphics 1980: Mr Hugh Rooney

Award	Year	Recipients
	1978 (ISTC meet. mins. 047: 6)	535 Technical Graphics Part II <i>Engineering Illustration</i> First Prize (£15): Mr A R Taylor Student of the Isle of Ely College of Further Education <i>Pictorial Illustration — Architectural</i> First Prize (£15): Mr W L McNeill Student at the College of Building and Printing, Glasgow <i>Continuous Tone</i> First Prize (£15): Mr A C W Smith Student at the Ravensbourne College of Art & Design, Chislehurst, Kent 536/1 Technical Communication Techniques First Prize (£15): Mr C Windfield, student at the Highbury Technical College
	1977 (ISTC meet. mins. 041: 7b)	535 Technical Graphics Part II <i>Engineering Illustration</i> First Prize (£15): Mr D J Barry, Student of the College of Art, Southampton <i>Pictorial Illustration — Architectural</i> First Prize (£15): Mr R Bachelor Student at the Isle of Ely College of Further Education 536 Technical Communication Techniques First Prize (£15): Mr A I Thomson Student of the College of Further Education, Barrow-in-Furness
	1975 (ISTC meet. mins. 032: 18b)	Technical Graphics, Part II (Pictorial) ISTC Prize (£15): Mr L C E Webster Presented by Dr Kirkman at Swansea College of Art
	1973 (ISTC meet. mins. 007: 6b ii)	Technical Graphics, Part II ISTC Prize (£5): Mr P.H. Child Presented by Major Hockley and Mr A Toogood at Luton College of Technology
	1967-1972	No information available
	1966/67 (TPA Journal 1968a)	Technical Illustration Final: TPA prize was not awarded (none of the 101 candidates achieved First Class marks) Technical Authorship Advanced: Arthur May of Coventry College of Art (2 of the 19 candidates achieved First Class marks) Technical Writing: TPA prize: Donald Dale of North Lindsey Technical College, Scunthorpe Technical and Scientific Editing TPA prize: Geoffrey Carter and Ewell County Technical College (top candidate in the first examinations held in this subject)
	1966 (TPA Journal 1967b)	Technical Writing (first examinations in this subject this year) TPA prize: Keith Denyer, a student from Bristol College of Commerce Technical Authorship, advanced level TPA prize: Ernest Fletcher, a student from Luton College of Technology
	1965 (TPA Journal 1965b)	Technical Illustration (Syllabus 228) Intermediate level: 125 passes (pass rate of 49.2%) Final level: 40 passes (47.6%) TPA prize was not awarded (no First Class passes at Final level) Advanced Technical Authorship (Syllabus 229) 9 candidates, two with First Class passes TPA prize was not awarded (not of prize-winning standard)
	1964 (TPA Journal 1964a)	TPA prize (10 guineas and a Certificate of Membership of the TPA): Mr J W Miller
	1962 (TPA Journal 1964a)	Prize inaugurated

Award	Year	Recipients
UK Technical Communication Awards	2007 (ISTC Newsletter 2007c)	Instructional class, sponsored by AST Winner: Steve Whalley and Brian Morgan from Intervoice for <i>Media Exchange Release 2.0 System Guide</i> Runner-up: Heather Oliver of Nu-Heat Underfloor for <i>Nu-Heat Warm Water Underfloor Heating Installation Manual</i> Descriptive class, sponsored by Plain Words Winner: Marian Newell of Newell-Porter for the Commonwealth War Graves Commission's <i>Technical Services Structural Manual</i> Runner-up: Pascal Kesselmark of Geberit for <i>Geberit Product Catalogue</i>

Award	Year	Recipients
	2006 (ISTC Newsletter 2006a)	<p>Class 1a: Printed technical manual Sponsor: AST (Author Services Technical) Winner: JPA Technical Literature, Newcastle Upon Tyne Name of entry: <i>AS35 insulated roof and wall panels</i> Class 1b: Printed other material Sponsor: Plain Words Winner: EADS Military Transport (part of AIRBUS), France Name of entry: <i>A330 MRTT technical review brochure</i> Class 2a: Online technical information Sponsor: AST Winner: Coda PLC, Harrogate Name of entry: <i>Coda XML: web services technical guide</i> Class 2b: Creation and web delivery of non-technical information Sponsor: Techscribe Winner: Royal Bank of Scotland, Bolton Name of entry: <i>Online process diagrams</i></p>
	2005 (ISTC Newsletter 2005c)	<p>Class 1a: Technical information (printed), sponsored by AST Winner: Wendy Coy for Intervoice Runner-up: Jane Hodges for Gazelle Training Class 1b: Non-technical information (printed) No award presented Class 2a: Technical information (online), sponsored by AST Winner: Fiona McGregor for Paragraphica UK Ltd Runner-up: Janet Basdell for Plain Words Class 2b: Non-technical information (online), sponsored by Plain Words Winner: Pat Gerwat for CODA plc Runner-up: Pam Nicholl for Waitrose</p>
	2004 (ISTC Newsletter 2004a)	<p>Class 1a: Technical information (printed), sponsored by AST Winner: Dards Computing & Communicating for the <i>RMS flowsim User Guide</i> Runner-up: Orbis Technology Class 1b: Non-technical information (printed) No award presented Class 2a: Technical information (online) No award presented Class 2b: Non-technical information (online), sponsored by Mekon Winner: Plain Words</p>
	2003 (ISTC Newsletter 2003a)	<p>Class 1, Paper Documentation, sponsored by Plain Language Commission 1a, Printed delivery of technical information Winner: Nokia and Kudos for <i>Nokia 3650 User's Guide</i> Runner-up: Orbis Technology for <i>Admin Guide: Event Management</i> Commendations: Mike Unwalla of Techscribe for <i>Bransom Stock Control User's Guide</i> Stephen Helliwell for <i>Atlantic Zeiser Cardline Operator's Guide</i> Memex Technology for <i>Intelligence Analyst User Guide</i> 1b, Printed documents of any other sort No award presented Class 2, Electronic Documentation, sponsored by Author Services Technical (AST) 2a, Online delivery of technical information Winner: Memex Technology for <i>Intelligence Manager Online Help</i> Runner-up: Xerox Ltd for <i>CopyCentre C/34/C45/C55</i> 2b, Online delivery of non-technical information Winner: Marla Lineberry for <i>Titanium Scheduler Online Help</i> Runner-up: Charles Cowan and IBM for <i>IBM Websphere SDK</i></p>
	2002	No awards (due to exceptional circumstances)
	2001 (Communicator 2001a)	<p>Class A, Technical Handbooks, sponsored by Midwest Technologies 1st place: Chris Findlay and Luisa Ripa of TelesensKSCL Limited for <i>Jupiter Open Access Developer's Reference</i> 2nd place: John Chisholm, trading as Publications 2000, for <i>ALPHA CB24/28 Installation & Servicing Instructions</i> 3rd place: Matthew Jennings of Industrial Artworks for <i>E490 Service Instructions Manual</i> Class B, User Guides, sponsored by Mapline Engineering 1st place: Cape Clear Software for <i>CapeConnect Two User's Guide</i> 2nd place: Stephen Helliwell of PerkinElmer for <i>SIMAA 6100 User's Guide</i> 3rd place: Mike Unwalla of Techscribe for <i>Getting Started with OptraxE490 Service Instructions Manual</i> Class C, Operational Literature, sponsored by LSC Group No awards in this new class (judges ruled that none of the entries fully satisfied the criteria) Class D, Electronic Publications, sponsored by Author Services Technical (AST) 1st place: Netimpact (based in Australia) for <i>CASA Document Library Issue 05</i> 2nd place: Kevin Davies and Sue Pusey of SharpOWL Software International Ltd for <i>SharpOWL e.1 Online Help</i> 3rd place: Bryan Little of BT (CBP) Ltd for <i>VELib 4-plus CD-ROM Virtual Electronic Library</i></p>

Award	Year	Recipients
	2000 (ISTC Newsletter 2001a)	<p>Class A, Technical handbooks, sponsored by Midwest Technologies (formerly MID Logistics)</p> <p>1st place: Pennant Information Services for <i>KIT!</i></p> <p>2nd place: Technical Authoring Services at KSCL Ltd for <i>Jupiter Control: System Settings</i></p> <p>3rd place: Jane Teather at JET Documentation Services for <i>What is IP? And IP applications.</i></p> <p>Class B, User guides, sponsored by Mapline Engineering Ltd</p> <p>1st place: Bill Stevens at Siemens Communications Ltd for <i>Realitis Telephone Model 60 and Model 70</i></p> <p>2nd place: William Waddilove at Holly Leaf Design for <i>Living Churchyard — DIY Information Pack</i></p> <p>3rd place: Clifford Thames Ltd for <i>Autoteam</i></p> <p>Runners-up:</p> <p>Russell Ballaam of Siemens Communications</p> <p>Technical Authoring Services at KSCL</p> <p>Tracey Darling at PerkinElmer</p> <p>Mike Unwalla at Techscribe</p> <p>Isabel Ford at Lloyds TSB</p> <p>Class C, Clear English, sponsored by LSC Group</p> <p>1st place: Technical Authoring Services at KSCL Ltd for <i>Jupiter Documentation Suite</i></p> <p>Runner-up: James Hendry for <i>Application of AECMA S1000D</i></p> <p>Class D, Electronic publications, sponsored by Author Services Technical Ltd (AST)</p> <p>1st place: Technical Publications Department at Siemens Communications Ltd for <i>Realitis 6.3</i></p> <p>2nd place: Technical Authoring Services at KSCL Ltd for <i>Jupiter Online Help</i></p> <p>3rd place: Laura Woodside-Jones & Frank Southall at Dudley College for <i>World Class Team Leadership and Supervision</i></p> <p>Runners-up:</p> <p>Tracey Darling at PerkinElmer</p> <p>Suzanne Kinkad, Stephen Woolley and Peter Evans at IBM UK Ltd</p> <p>Mike Unwalla at Techscribe</p> <p>Pete Greenfield, Jan Wesley & Ian O'Brien at Abbey National plc</p> <p>Graham Wassell at Geo Robson & Co</p> <p>John Seaman at Europe-UK Communications Ltd</p>
	1999 (Best 1999)	<p>Class A, Technical Handbooks, sponsored by Technology Assignments Ltd</p> <p>1st place: <i>SIMAA 6000 Maintenance Guide</i></p> <p>2nd place: Stephen Helliwell and Christopher Skegg of Perkin Elmer GmbH for <i>231S/241 Tractor Operator Instruction Book</i></p> <p>3rd place: William Waddilove of AGCO Ltd (Massey Ferguson) for <i>Citroen C15 Service and Repair Manual</i></p> <p>Class B, User Guides, sponsored by Solvera Information Services Ltd</p> <p>1st place: Roy Handley of Author Services Technical (AST) for <i>Spectrum One User's Guide</i></p> <p>2nd place: William Waddilove of Holly Leaf Design for <i>Hunt the Daisy — Teacher's Notes</i></p> <p>3rd place: Melanie Abbott, Martin Gerraghty, Simon Harrison, Barbara Smith, Shaun Smith of royalblue technologies plc for <i>ChangeManager V5 User Guide</i></p> <p>Class C, Creative Documentation, sponsored by Mapline Engineering Ltd</p> <p>1st place: Melanie Abbott, Sandra Bell, Carlo Buttaci, Martin Gerraghty, Simon Harrison, Claire Hooper, Mike O'Dwyer, Barbara Smith, Shaun Smith of royalblue technologies plc for <i>Pulse 6 Newsletter</i></p> <p>2nd place: William Waddilove of Holly Leaf Design for <i>Welcome to Meeting Leaflet</i></p> <p>3rd place: John Proctor and Mike Unwalla for <i>EMIS Clinical EDI Wallchart</i></p> <p>Class D, Electronic Publications, sponsored by Author Services Technical (AST)</p> <p>1st place: Stephen Helliwell and Christopher Skegg of Perkin Elmer GmbH for <i>AANALYST Online Help</i></p> <p>2nd place: Sonya Fisk, Brent Jones, Victoria Richardson and Christopher Toogood of Netimmpact Online Publishing for <i>HelpDesk Internet Edition</i></p> <p>3rd place: Melanie Abbott, Simon Harrison, Barbara Smith and Shaun Smith of royalblue technologies plc for <i>HelpDesk Internet Edition</i></p>
	1998 (Communicator 1998a)	<p>Sponsors were Author Services Technical Ltd, MID Logistics Limited, Piper Group plc, Solvera Information Services Ltd</p> <p>Class — technical manual</p> <p>Winner: Mark Garland of Alpha Dot Ltd for <i>Orion Operator's Handbook</i></p> <p>Class — short pamphlet</p> <p>Winner: TPRE News Team at British Aerospace Airbus for <i>TPRE News</i></p> <p>Class — electronic publication</p> <p>Winner: Peter Nixon at Computer Sciences Corporation for <i>On-line Demonstration</i></p>

Award	Year	Recipients																		
	1997 (Best 1997)	<p>Class 1, sponsored by MID Logistics</p> <p>First place</p> <p>T Davies, D Malphus, P Pym, C Scattergood of Lucas Varity Perkins</p> <p>Perkins User's Handbook, English, French, German Version</p> <p><i>1000 Series Models AA to AH and YA to YD</i></p> <p>Second Place</p> <p>C Battson of Author Services Technical</p> <p>London Underground — Clapham North</p> <p><i>Communications Systems Operators Handbook</i></p> <p>Third place</p> <p>G Green, D Malphus, P Pym, C Scattergood of Lucas Varity Perkins</p> <p>Workshop Manual for Peregrine New Generation 1300 Series</p> <p>Class 2, sponsored by Hunterskil Howard plc</p> <p>First place</p> <p>D Braniff of PAC International</p> <p><i>EasiNET System Design Guide</i></p> <p>Second place</p> <p>A Slack of AceCad Software</p> <p><i>StruCad Hints & Tips for Problems & Troubleshooting, Issue 1, July 1996</i></p> <p>Third place</p> <p>P Cunningham of PAC International</p> <p><i>Set of Application Notes</i></p> <p>Class 3, sponsored by Author Services Technical</p> <p>First place</p> <p>Dr R Brown, C Clark, S Raistrick of KBC International</p> <p><i>Sigmafine User Guide</i></p> <p>Second place</p> <p>A Slack of AceCad Software</p> <p><i>StruCad 97 Reference Manual for the 3D Modelling Environment, Issue 4, January 1997</i></p> <p>Third place</p> <p>R Hefferan, S Cooper, S Robertson, F Davies of ICL Enterprise Skill Centre</p> <p><i>ODB-11 Documentation Suite (Version 2.0)</i></p> <p>Class 4, sponsored by Hunterskil Howard</p> <p>P. Nixon of Services Management GmbH</p> <p><i>Pixie to the Rescue</i></p> <p>The entries broken down as follows:</p> <table><tr><td></td><td>Class 1</td><td>Class 2</td><td>Class 3</td><td>Class 4</td><td>Total</td></tr><tr><td>No. of entries</td><td>7</td><td>4</td><td>7</td><td>1</td><td>19</td></tr><tr><td>Different firms</td><td>4</td><td>3</td><td>5</td><td>1</td><td>9</td></tr></table>		Class 1	Class 2	Class 3	Class 4	Total	No. of entries	7	4	7	1	19	Different firms	4	3	5	1	9
	Class 1	Class 2	Class 3	Class 4	Total															
No. of entries	7	4	7	1	19															
Different firms	4	3	5	1	9															
	1991-6	No awards made																		
	1990 (<i>Communicator</i> 1990b)	<p>Sponsors were Eston Ltd, The Howard Organization Ltd, Maxwell Data Management and SAC Technographic</p> <p>The judging panel was Geoff Kingscott, Les Best, Peter Greenfield, Antonio Fernandez</p> <p>Class for descriptive documentation in engineering, science and commerce</p> <p>Winner: Andrew Panton of Hewlett Packard for documentation for a variable wavelength detector</p> <p>Class for computer software — descriptive</p> <p>Winner: Mr C Brown of Rediffusion for his network user's guide</p> <p>Class for computer software — persuasive</p> <p>Winner: Howard Wilson of GEC Plessey for a telephone brochure</p> <p>Class for multilingual publications</p> <p>Winner: Jerry Austin of AG Documentation for the instruction manual for an Avery labelling machine</p>																		
	1989	No awards made																		
	1988 (ISTC meet. mins. 097; <i>Communicator</i> 1988c)	<p>Class 1 Award A: Medical and Scientific Training Support Material</p> <p>Sponsored by Eston</p> <p>Winner: Mr L Thomas, West Glamorgan Institute of Higher Education</p> <p>Class 1 Award B: Medical and Scientific Instructional Material</p> <p>Sponsored by Howard</p> <p>Winner: Bruel and Kjoer Industri, Naerum, Denmark</p> <p>Class 2 Award A: Engineering Training Support Material</p> <p>Sponsored by TSI Pergamon</p> <p>Winner: Mr J M Christensen, Bang & Olafsen [sic], Denmark</p> <p>Class 2 Award B: Engineering Instructional Material</p> <p>Sponsored by Intereurope</p> <p>Winner: Mr P Jeuken, Philips, Nederland</p> <p>Class 3 Award A: Educational/Promotional Material</p> <p>Sponsored by SAC Technology</p> <p>Winner: Mr P Burbage, Alcatel NV, Harlow</p> <p>Special Award</p> <p>Winner: Mr C J Owen, Natural History Museum</p>																		
	1987	No awards made																		

Award	Year	Recipients
	1986 (ISTC meet. mins. 091: 5; <i>The Communicator</i> 1986b)	Awards named after their sponsors Class 1, Award A: The Eston Award for Scientific and Medical Line Artwork (sponsored by Eston Limited) Awards winner: Mrs M A Cook, Freelance Technical Illustrator, for an exploded view of a CV12 engine Class 1, Award B: The Rank Xerox Award for Air-brush and Tone Artwork (sponsored by Rank Xerox (UK) Limited) Awards winner: West Glamorgan Institute of Higher Education, for an air-brushed illustration showing a cut-away of a British Leyland Engine and Gearbox Class 2, Award A: The Pergamon TSI Award for Artwork and Text Design (sponsored by Pergamon TSI Limited) Awards winner: Mr P Jeuken, Philips Data Systems Limited, for a self-study course on Personal Computer Word Processing Class 3, Award A: The Intereurope Award for Wall Chart Design (sponsored by Intereurope Technology Services plc) Awards winner: West Glamorgan Institute of Higher Education, for a wallchart which showed the Rotary Beam Engine and explained its development and design
	1985	No awards made
	1984 (ISTC meet. mins. 078)	Class 1: Maintenance or Users' Documents The President's Award: Perkins Engines Limited, Peterborough Certificate of Merit: Cement and Concrete Association, Slough Berks Aston Martin Lagonda Limited, Newport Pagnell Bucks ICL Publications Limited, Bracknell Berks; British Telecom Training College, Stone Staffs Class 2: Technical Reports or Papers The Horace Hockley Award: Cement and Concrete Association, Slough Berks Certificate of Merit: Mr A J Clark, Technical Journalist, Coulsdon Surrey; Ilford Limited, Cheshire Class 3: Technical Sales Documents The Douglas McIntosh Award: Technical Literature Service Limited, London Certificate of Merit: Eschmann Bros & Walsh Limited, Lancing Sussex; Perkins Engines Limited, Peterborough

Award	Year	Recipients
Horace Hockley Award	2007	Michael Fritz
	2006	Adam Hart-Davis
	2005	Noel Williams
	2004	Richard Hodgkinson
	2003	Ron Blicq
	2002	John Crossley
	2001	Gerry Gentle
	2000	Gordon Farrington
	1999	Jeffrey L Hibbard
	1998	Ulf-L Andersson
	1997	Don Hinson
	1996	Thomas L Warren
	1995	Peter Greenfield
	1995	John Kirkman
	1993	Philip T G Hutton-Wilson

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(Information supplied courtesy of Cyril Windust)

Name	Year	Recipients
Mike Austin Award	2007	John Young
	2006	Les Best
	2004	Iain Wright

Source: *The Mike Austin Award for Outstanding Service to the ISTC*.
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Where it all came from

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