

portance with the last two editions of the *Manual*, and better designed pages, improved running heads, and new graphics did enhance the book's readability and facilitate reader access to information. The last *Manual* was also the first to be keyboarded on in-house text editing equipment, which permits quick and inexpensive manipulation of material. The advantages of using text-editing equipment for the *Manual* were only fully realized with this edition, because certain large sections of the book could be revised in only a fraction of the time that normally would have been required. In addition, since the *Manual* could be delivered to a compositor on precoded, nine-track magnetic tape, the costs of composition were greatly reduced over conventional typesetting.

Since design improvements and inputting the *Manual* file onto text-editing equipment had been accomplished with the last *Manual*, with this edition we were able to concentrate on other changes to enhance the utility of the book. This effort resulted in the addition of several new sections and the expansion of others. Maryland At A Glance has been augmented to provide in a succinct format additional pertinent data on Maryland as a whole, and a new Capsule Chronology of important dates in the history of Maryland government has been added. The Legislature section now begins with a block of frequently-called telephone numbers, and the section devoted to legislative committees has been reorganized for greater clarity. For the first time biographical sketches and photographs of each department secretary have been included. Both the Executive Commissions and Independent Agencies sections conclude with a description of those bodies that have completed their task or otherwise ceased to function since the last *Manual* was published. Also included are those executive task forces and study committees that were appointed after the last *Manual* went to the press but which completed their assignment prior to the cutoff date for inclusion in this *Manual*. Considerable additional information has been added to the section devoted to Maryland Counties and Baltimore City, and charts indicating voter turnout have been included for the first time in the section on Election Returns. Biographies and photographs of the members of the Maryland delegation in the U.S. Congress have been added, as well as biographical sketches of the Maryland members on the federal bench.

Because the Maryland Manual is consulted by such a diverse readership, we are always grateful when people contact us concerning additions, corrections, or suggestions for material to be included in future editions. The cost of adding new material must be carefully weighed, but frequently valuable suggestions are made by readers that would not occur to the staff responsible for compiling the *Manual*. Such was the case with the list of public airports in Maryland, which appears for the first time in this edition and which was suggested by Brad Davidson, vice-president of M. S. Blackistone & Associates of Annapolis. We urge anyone who has suggestions for future issues to contact us in care of the *Maryland Manual*, P.O. Box 828, Annapolis, Maryland 21404. We also maintain current information on all departments and agencies included in the *Manual*, and a special telephone number has been established to provide reference assistance to persons needing information not available in the current edition of the *Manual*. The *Maryland Manual* information number is 269-3917, or for telephones in the State system, MARCOM 224-3917.

More than in the compilation of virtually any other type of book, the editors of a manual such as this are indebted to a host of individuals, most of whom because of space limitations, lapsed memory, or unintentional oversight are not formally acknowledged. We would, however, like to specifically mention the support provided by our own Department of General Services, particularly from Secretary J. Max Millstone, Deputy Secretary Jerome W. Klasmeier, Robin J. Zee, Director of the Office of Central Services, and the personnel in the Printing and Publications Department. We also wish to acknowledge the assistance of Professor George H. Callcott of the University of Maryland for his contributions to the Capsule Chronology and for his suggestions that resulted in an overall shortening of the book. Lois Green Carr, Historian for the St. Mary's City Commission, and Phebe R. Jacobsen, senior archivist at the Hall of Records, also contributed to the Capsule Chronology. F. Carvel Payne, Director of the State Department of Legislative Reference, contributed the essays on the General Assembly sessions of 1979 and 1980, and Dee Ballard, a member of his staff, was helpful in sorting out the new telephone numbers for legislative agencies. Tricia L. Stanton, from the Office of the Assistant to the President and the Speaker, was most gracious in providing the new telephone numbers for legislators. Since work on the *Maryland Manual* is not complete until it is distributed, we would like to acknowledge the valuable assistance rendered in distributing the last *Manual* to the legislature by Orin J. Durey, Assistant to the President and Speaker, and by Anna Sakers from the General Assembly Mail Room. Ms. Sakers and Ginger Lambros, as well as Margaret W. Lee, chief Clerk for the Executive Department, have also been most helpful in forwarding to us materials that help us keep our *Manual*