

Newsletter Editors

Revised April 2011
Approved April 2011

Purpose:

The Newsletter is the official quarterly publication of New England Archivists (NEA). The editors' charge is to support the mission of NEA by enhancing communication within the organization, and to provide a forum in which members can express and promote their professional needs, concerns, and activities.

Term of Office:

Three years, four members rotating.

Senior Editor Major Duties (usually the person serving the last year in his or her term):

- Arranges for the publication and distribution of the Newsletter in quarterly installments.
- Maintains Editorial Manual.
- Arranges budget with the Treasurer by 1 December annually or earlier if requested by the Treasurer.
- Submits quarterly reports to the Board about a week prior to board meetings.
- Reports on Newsletter activities at Executive Board meetings. One of the editors or the Newsletter committee Liaison must attend all Executive Board meetings.
- Makes contract arrangements with desktop publisher.
- Notifies Web Committee's newsletter liaison regarding updates to the NEA website such as changes in editors and editor's assignments. Changes NEA Website, changes will need to be made under the Newsletter, Leadership, and Committee pages.
- Advertises Student Writing Prize (in April issue, on listserv, and at schools); deadline is in May for inclusion in the July issue.
- Handles other newsletter related issues and questions.

Main Editor (editor rotates for each issue, there are four issues per year):

- Drafts and disseminates Production Schedule to editors, graphic designer, printer, and membership secretary.
- Contacts keynote speakers from NEA meetings for possible submission of their addresses to the newsletter (generally for the January and July issue only).
- Request Membership Secretary to send current mailing list to printer for each issue.
- Reviews and approves layout of Newsletter in consultation with desktop publisher (Steve Culp Art & Design).
- Edits 1st proof with co-editor.

- Collates 2nd proof edits from co-editors and generates master edits for graphic designer (email marked up proof to graphic designer).
- Ensures that selected newsletter photos from that issue are sent to the NEA Webmaster after print publication has been mailed out.
- Emails final Proof in pdf to the Web Committee's newsletter liaison after the next issue has been mailed.
- Sends "extra" copies distribution list to printer, or mails "extra" copies to article and review contributors, publishers of book reviews, NEA Development Coordinator, Membership Secretary, NEA Public Relations Coordinator, and other editors (see appendix).
- *Tip: Solicit articles for the newsletter and plan out your issues two issues ahead of schedule
- Tip: Edit materials as they come into you, before submitting to main editor. The more you do in advance, the less you will have to do in the proof stages.

Co-editor

- Edits 1st proof with Main Editor; assists with tasks as assigned by same.

Shared:

- Selects materials for inclusion in the Newsletter (detailed responsibilities noted under "Calendar of Duties").
- Solicits "Around and About," "Archival Insight," and "Open Forum" articles.
- Edits and condenses text of articles, news releases, etc.; then forwards the edited texts to Main Editor.
- Thoroughly proofreads copy for content omissions and format problems.
- 2nd proof edits –edit entire issue in pen on print copy- email marked up pages to Main Editor.

Each of the four editors has responsibility for one of the following subject areas during his or her term:

News/Notes/Calendar Editor Major Duties:

- Collects news and information of value and interest to NEA members. (Reads regional and SAA newsletters, solicits news/notes/calendar items via NEA listserv; urges all repositories to put the Newsletter on email lists for news releases.)

Inside NEA/This Season in NE History Editor Major Duties:

- Collects president's column, secretary and treasurer's reports.
- Solicits committee reports when they differ from what is contained in the secretary's report.
- Solicits NEA award announcements and reports.
- Solicits seasonal/anniversary photos from a New England repository for back cover pictorial column. Care should be taken throughout each year in varying the submissions to include photos from all the New England states.

Session Reports/Internet Tidbits Editor Major Duties:

- Arranges for reports of NEA meeting workshops and sessions including: sending notices to session chairs to find someone to write report, reminding report writers of Newsletter deadlines and editing session reports. Work with the meeting's program committee chair in this process (sometimes the program chairs are willing to deal with the session chairs in soliciting report writers).
- Shepherds *Internet Tidbits* column for each issue. This column has its own regular contributor.

Reviews Editor Major Duties:

- Solicits books for reviews and book review contributors.
- Edits reviews and submits them for issues.