

BASIC RESPONSIBILITIES OF NEWSLETTER EDITOR

Well in advance:

- Chooses possible theme & presents it to Board for approval
- Determines topics for articles
 - Find writers for articles
Westmount Memories article, coordinator (Jan Fergus)
From the Archives, archivist (Jane Martin)
- Plan layout of issue
 - Is usually 16 pages. For special issues, may be 20 or 24 pages
- As articles are received
 - Number & initial them eg.#1 cb rev
 - Edit and proof them
 - Search for appropriate images
 - Pass on to copy editor (Jane Martin). When final editing is done, send to writer for approval
 - Send Jane all final texts
- Plan layout of issue
 - Number all images
 - Make list of images with credits
 - Put images in Zip files
- Editor sends Ted Sancton Zip files of images, list of images, misc. items & suggested layout of images on each page
- Copy editor (Jane) sends Ted all final texts
- Ted sends back proofs
 - Editor emails final colour pdf to Anne Barkman (webmaster) to email to members & to put on WHA website
 - Editor emails b&w pdf to Copies reseau to print 2 tries
 - Anne with Louise mails out print