

## **GUIDELINES: RESPONSIBILITIES OF THE VOLUNTEER ANCM NEWSLETTER EDITOR (11/19/2015)**

The purpose of the ANCM newsletter, *The Rime*, is to inform the team of past and upcoming events including swim meets, socials, awards, meetings, and other items of interest to team members. The newsletter is published a minimum of three times a year, usually in March or April (after the Albatross Meet and prior to SCY Nationals), July (prior to LCM Nationals), and October or November (after the annual picnic and Board Meeting and prior to the holiday party). Notification of submission deadlines will be by email to team members.

### **CONTENT**

The key responsibility of the Newsletter Editor is to choose the content by soliciting articles and/or writing articles (average length 200-500 words). Every effort should be made to cover previous events (meets, socials, etc.). A calendar of up-coming events should be included on the last page(s) of the newsletter. Submitted articles should be edited for grammar, spelling, and consistency. Submissions involving extensive editing or removal of objectionable content should be returned to the authors for approval or withdrawal.

### **LAYOUT**

The second responsibility is newsletter layout. This involves utilizing a format that is consistent from newsletter to newsletter. In general, the first page carries the title (*The Rime*), volume number, issue number, month, and year. It also should have contact information for the editor (email address and telephone number). It can have a table of contents.

The lead article is placed on the first page along with other articles as space permits. Subsequent pages will have articles and continuations of articles from previous pages. Each page will carry the volume number, issue number, month, and year. Photos can be interspersed as appropriate. There should be a calendar of up-coming events, preferably placed on the last page(s).

Layout is time-consuming as it entails a lot of juggling to accommodate entire articles. Every effort should be made to print articles in their entirety (individuals are volunteering their contributions). If content is cut at this point, the author must be notified, preferably by email, and given the option of withdrawing the article.

### **ATTRIBUTION**

The third responsibility is to insure that attribution is printed for articles and photographs. This includes permission to reprint articles and photographs published in other sources. (Website guidelines for these are appended since posting of the newsletter on the website requires compliance with law.) Another team member, preferably the President or another member of the Board, should review the final draft of the newsletter.

## **PRINTING**

The fourth responsibility is to have the newsletter printed. There are several businesses (e.g., Kinko's and Staples) that print, staple, and fold. These businesses have their own requirements as to the form in which they will accept copy (on diskette or by email). Since we are a non-profit organization, we are eligible for non-profit discounts.

The Registrar has the address list for printing the mailing labels.

## **DISTRIBUTION**

The fifth responsibility is to distribute the newsletter to team members. In the opt-in policy currently in place, paper copies of the newsletter are mailed only to those swimmers requesting one. The Newsletter Editor sends an email to the ancmlistserv requesting that swimmers wanting paper copies reply with a YES. A typical newsletter requires only a single first class postage stamp. Newsletters also can be taken to the swimming pools for distribution.

The newsletter must be converted to a pdf file and emailed to the Webmaster for uploading to the ANCM website ([www.ancientmariners.org](http://www.ancientmariners.org)). The Webmaster or Newsletter Editor will notify team members by email when the new issue is available for viewing on the website.

## **EXPENSES**

The last responsibility is to inform the Treasurer of expenses involved in printing and distributing the newsletter, to provide receipts for reimbursement (this can be via scanned copies of the receipts sent directly to the Treasurer), and to present the information at the yearly team meeting, usually in November.

## **HELPFUL HINTS**

The more photos you use, the fewer articles you need!! And, it is a good way for team members to get to know each other.

## **AND, BY THE WAY....**

It is critical that the Newsletter Editor work well with team members. That means being respectful of their articles and responding quickly to offers of contributions and submissions and sending appreciation of suggestions and input. Not many people voluntarily submit articles, so be nice to them!

The President shall be responsible for giving these Guidelines to the Newsletter Editor and providing explanations as necessary. Past issues of the newsletter are available in the Newsletter Archives on the website ([www.ancientmariners.org](http://www.ancientmariners.org)) for reference.