

ICA-SUV NEWSLETTER EDITORIAL BOARD AND EDITOR GUIDELINES

I. Purpose of the Editorial Board

The Editorial Board (Board) is a standing committee of the ICA Section on University and Research Institutions (ICA-SUV) that shall publish the *ICA-SUV Newsletter* as a biannual publication concerned with providing regular means of information and communication among SUV members. The purpose of the *SUV Newsletter* is to disseminate in convenient form news about the governance and activities of SUV and about contemporary international archival issues and activities. It not only strives to inform SUV members but also wants to introduce all archivists to archival projects, issues, and resources from across the globe. The Board shall encourage diversity in authors, points of view, topics, and formats.

II. Editorial Board Selection, Composition, and Length of Term

- A. Upon recommendation of the Editorial Board, the Section chair shall appoint the Newsletter Editor, with the approval of the SUV Section Bureau.
The chair/president, vice-Chair and secretary of SUV cannot serve as editor or as members of the editorial board of the SUV newsletter.
- B. The Editor shall serve for four years and may be reappointed for one additional two-year term.
- C. The Editorial Board shall consist of the Newsletter Editor, who will also serve as Editorial Board Chair (Editor/Chair); the Newsletter Web Editor, and the Newsletter Current Affairs/online Website editor. The editorial board via majority vote can appoint additional members. If a member should resign from the Board before the end of a term, the Editor/Chair shall appoint a new member to fill the unexpired portion of that term upon the recommendation of the Board. A person completing one year or less of an unexpired term may be eligible to serve two additional three-year terms in immediate succession. A person completing more than one year of an unexpired term shall be eligible for only one three-year term immediately following.
- D. The Board will assign particular duties to individual members, e.g., sometimes there might be an assistant editor for current issues. However, the Editor/Chair will be responsible for final content selection and layout.
- E. The name of the Editor/Chair shall be announced at the annual business meeting and the names of all Editorial Board members shall be listed in the *SUV Newsletter*.

III. Reporting Procedures

- A. The Editor/Chair shall submit a written report on the Editorial Board's activities, including actual and anticipated expenses, publication schedules, and editorial policies to the SUV section chair and SUV Section Bureau for consideration at each SUV Bureau meeting.
- B. The Editor/Chair shall provide other reports when requested by the Chair/President.

- C. The Editor/Chair (or his/her designee) shall give a brief report at the annual general meeting and supply the SUV secretary with a written version.
- D. SUV election results and SUV projects shall be published in the *SUV Newsletter*.

IV. Responsibilities and Duties of the Editorial Board

The primary responsibilities of the Editorial Board are to collect, review, and edit information for publication, and to print and distribute the *SUV Newsletter* on a bi-annual basis. In discharging these responsibilities, the Editorial Board:

- A. shall define the editorial policies and goals of the *SUV Newsletter* and establish procedures for the systematic and timely review of material submitted for publication.
- B. shall solicit volunteers (and when necessary recruit) from among the SUV membership and beyond as “columnists” to write or prepare columns on topics determined by the Board. These columnists may be charged by the Board with soliciting information from institutions and individuals that will supply news of interest to the membership.
- C. shall review, edit, and proofread submissions by columnists, and send them to the Editor/Chair.
- D. shall establish publication timetables.

V. Duties and Responsibilities of the Editor/Chair

The primary responsibilities of the Editor/Chair are to collect, select, review, write, and edit information for publication; coordinate and edit submissions; deliver computer-generated text and images for the online web-editor in a timely fashion to ensure concurrent or scheduled publication of pdf and online versions, ensure timely distribution of the *SUV Newsletter*, and serve as the Newsletter Business Manager. In discharging these responsibilities, the Editor/Chair:

- A. shall normally attend SUV Board meetings (whether or not s/he is a board member) and be aware of all aspects of SUV activity through timely receipt of all official (i.e., committee, task force, minutes etc.) reports submitted to the SUV Section Bureau.
- B. shall provide each member of the SUV Section Bureau with a copy of the *SUV Newsletter* Guidelines.
- C. shall oversee the content and layout of each issue of the *SUV Newsletter*. In consultation with the Editorial Board and with the secretary and membership committee, the Editor/Chair will establish a system for distributing the *SUV Newsletter* to the membership, i.e. as of 2011 this is being sent out as a compressed pdf to members via the listserve and offered online as a web-version accessible through the SUV website.
- F. shall maintain liaison with the Secretary as needed with regard to expenditure of funds for the *SUV Newsletter*.

- G. shall expend funds for publication costs within guidelines and allocations established by the Editorial Board and approved by the SUV Section Bureau.
- H. shall maintain exchanges of announcements with other archival organizations, and will distribute these to the Editorial Board or to columnists when useful.
- I. is responsible for quality control: will carefully proofread the *SUV Newsletter* before it is printed and distributed, to discover any errors inadvertently introduced in the production process.
- K. is responsible, in consultation with the Editorial Board, for identifying, editing, and placing “filler” text.
- M. shall maintain relevant and accurate Editorial Board records, including the guidelines, and update documents as needed. Any changes to the *SUV Newsletter* Editorial Board and Editor Guidelines shall be submitted to SUV Section Bureau for approval and will be made available to the membership through the SUV website.
- N. shall forward all relevant information, reports, guidelines, and unpublished articles to the succeeding Editor/Chair to facilitate the smooth transition of responsibilities and duties. All permanently valuable documentation should be deposited in the SUV Archives, or if such an archives does not yet exist, such documentation will be deposited with the current SUV chair/ president.

Written by Editorial Board: Nov 30, 2011 by Susanne Belovari (acting editor in chief),
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Approved by SUV Section Bureau: March 1st 2012

Revisions approved (date/by whom):