

## Guidelines for the Newsletter Editor

The generic email address for the Newsletter Editor is: [lm3anews@gmail.com](mailto:lm3anews@gmail.com)

### Purpose

These guidelines are to be read in conjunction with our Newsletter and Website Content document.

Their purpose is to set parameters to assist the Newsletter Editor in fulfilling our goal of communicating with our members by a Newsletter.

Where the guidelines do not cover particular circumstances or appear inappropriate the Newsletter Editor should seek advice from a Committee member.

This policy relates to the two versions of the monthly Newsletter.

The two versions of the monthly Newsletter are the printed Newsletter and the electronic Newsletter.

Our aim is to provide information, encouragement and engender inclusivity for our members. Any member may submit an article for the Newsletter. All content should be fair, decent, legal and not politically partisan.

### Tools to be used

The News Editor may use any software they have access to in preparation of the Newsletters. If online software is used the Editor must be confident that the data that is uploaded is safe and private.

The final output must be in a format which the Distribution Team can access and process. The current format is PDF.

### Role of the News Editor

The News Editors role is to:

- Receive articles for the Newsletter. Only exceptionally to create an article
- Proofread the articles and amend for errors
- Check facts and amend as appropriate. For example, dates and times and the spellings of names
- Articles submitted to the Newsletter may be altered at the discretion of the Newsletter Editor or Chair. All items may also be altered by the proof reader if accepted by the editor.
- Change the format of all articles to a consistent font type and size
- Collate the approved and formatted articles into a Newsletter

- After approval, forward the Newsletters to the appropriate people for distribution
- Retain a record of the articles received and Newsletters produced for a reasonable period
- Forward a copy of the electronic Newsletter to the Web Master for uploading to our Website

## Content Guidelines

See Newsletter and Website Content document

## Support framework

- The News Editor should have at least one proof reader as a second check on the quality and accuracy of the articles.
- A member of the Committee is nominated to liaise with the Committee on the Editors behalf.
- A Committee member should appraise the final version of the Newsletter for content etc. to ensure it fits within our policy and is appropriate for our u3a.
- Our Database Team are there to collate the Newsletter with other documents (for example, the frequently used contact list and extracts from Beacons Calendar) before they email them or have them printed and posted.

## Timetable

- The newsletter is published in 11 months of the year; the combined December/January Newsletter is published at the beginning of December
- The standard deadline for submission of articles is the Tuesday before the penultimate Friday of the month, except January for which it is the relevant day in November.
- The target for passing the approved newsletters to the distribution teams is the Friday following the deadline for the receipt of articles
- All target dates may be varied, if necessary, but should be notified to the Committee as soon as possible and to others that will be affected.

Prepared: Malcolm Hemming 18/12/2023