SRRT Newsletter Editorial Policy
As amended January 26, 2013

Purpose & Content:
The *SRRT Newsletter* is the official organ of the Social Responsibilities Round Table of the American Libraries Association. It is the voice of our membership and the editorial team has a particular responsibility to the membership to communicate full and accurate information about the activities, purposes, and goals of SRRT. The editorial team must assume an obligation to represent the best interests of SRRT and its task forces as fairly and fully as possible within the scope of the newsletter and with due regard to the editors' prerogatives in producing a high quality and readable publication.

The *SRRT Newsletter* shall publish the following, as mandated by the SRRT Bylaws:
Minutes of Action Council meetings and SRRT membership meetings
Proposed changes to the SRRT Bylaws
Approved changes to the SRRT Bylaws
Resolutions adopted by the SRRT Action Council
Resolutions sponsored by SRRT and adopted by ALA Council
Task force reports

The *SRRT Newsletter* may also choose to publish reviews, brief essays, news articles, editorials, and letters to the editor. These must be relevant to goals of SRRT, namely: matters of social responsibility, current social needs and current social problems as they relate to libraries and/or librarians.

In an effort to maintain strong connections to Action Council and all official and provisional task forces, editorial team members will be assigned to develop and maintain liaison relationships with these groups. Our goals for these liaison relationships are that they enhance the flow of information and ideas between SRRT leaders and the editorial team, and lead to substantive contributions to the newsletter that promote SRRT activities and encourage participation from the membership-at-large.

Statements of official SRRT positions on any matters shall be clearly identified as such when published in the *SRRT Newsletter*. All editorial analysis of SRRT activities and positions shall appear with the editor's name. Unofficial opinions, statements, and calls to action from members at large shall be accompanied by the member's name. Anonymous submissions will not be accepted.

Editorial Team:
The *SRRT Newsletter* shall be managed by an editorial team consisting of the editor, the reviews editor, and an editorial board consisting of 5 to 7 members. Editorial team members are appointed by Action Council as specified in the SRRT Bylaws, Part IV Section 4. Guided by the purpose and content statement of the newsletter, the responsibilities of each office are as follows.

• Editor
The editor acts as the primary organizer of all newsletter functions. S/he coordinates and convenes the editorial board. The editor's responsibilities as convener of the editorial board include:
- Facilitating discussion of newsletter policy matters
- Facilitating the planning of content for future issues
- Offering recommendations for consideration regarding editorial matters
- Acting as liaison between Action Council and the editorial board

The editor's responsibilities regarding newsletter function include:
- Fielding questions about making submissions

- Setting deadlines for each issue
- Establishing submission guidelines
- Reviewing submissions for publication and selecting material in collaboration with the editorial board
- Editing submissions for elements of style, grammar, spelling and punctuation
- Submitting a draft copy of the newsletter to the editorial board prior to publication for any final edits
- Formatting newsletter content for electronic publication
- Supplying a PDF copy of the newsletter to the H.W. Wilson Co. upon publication for purposes of indexing in library literature databases

The editor may also choose to:
- Write a letter from the editor, introducing the content of the issue
- Edit a "Letters to the Editor" column, publishing feedback and commentary from previous issues
- Create content for the newsletter based on need and in collaboration with the editorial board (e.g., summary of events offered at conference)
- Monitoring SRRT, PLG, and task force lists for ideas

The editor is responsible for electronically publishing the newsletter with the cooperation of the SRRT Web Manager. A draft of the newsletter will be sent to the editorial board within 14 days of the submission deadline. The newsletter will be published within 21 days of the submission deadline.

• **Reviews Editor**
The reviews editor manages the reviews section of the *SRRT Newsletter*. The review editor's responsibilities include:

- Maintaining a list of reviewers
- Selecting materials for review in collaboration with the editorial board
- Working with the editor to establish due dates for reviews
- Sending bulk email to reviewers calling for submissions
- When necessary, mailing review items to reviewers
- Editing reviews for grammar, style, and content and submitting them to the Newsletter Editor
- Fielding emails from publishers regarding the availability of review copies; some will be sent automatically in the mail
- Monitoring SRRT, PLG, and task force lists for ideas

• **Editorial Board**
The editorial board consists of 5 to 7 members, serving terms of three year staggered appointments, such that approximately 1/3 of the appointees shall turn over annually. The editorial board advises the editor and book review editor on matters of policy and content for the newsletter. This includes:

- Periodic review and potential revision of the *SRRT Newsletter* Editorial Policy for submission to Action Council
- Planning content for future issues
- Maintaining a liaison relationship to task force communications officers (e.g. task force chairs)
- Approval or rejection of non-mandatory submissions
- Final read-through for changes to newsletter prior to publication

In addition to these responsibilities, board members may be asked by the editor to contribute editorials based on their experience or interest in a topic relevant to the newsletter. Responsibility for writing such editorials will rotate equally among board members.

The editorial board is also responsible for conducting searches when the editor or book reviews editor

position becomes vacant. In these cases, the editorial board shall elect a chair from their number to coordinate the board in its search, review, and selection of a candidate to fill the vacancy. The chair will then present the candidate to Action Council for approval. The editorial board, in cooperation with the editor, shall also be responsible for recommending individuals for appointment to the board.

In decisions of policy or content for the newsletter, there may not always be consensus among board members. When this occurs a vote will be taken. Using electronic and/or telephonic communication methods, each board member will be asked to register their vote with the editor or chair convening the board. Board members may abstain from voting but must register their abstention. The editor and book reviews editor do not have a vote. In the case of a tie, the editor may be allowed to vote in order to break the tie. A majority count (more than 50% of the board membership) wins the vote.

Submissions:
Any SRRT member is welcome to make a submission to the *SRRT Newsletter*. No guarantees of publication will be given prior to submission. The editor shall collect all submissions for publication. Submissions are to be sent electronically to the editor in one of the following formats: MS Word, RTF, PDF, or plain text pasted into the body of an e-mail. Submissions are to be kept to a length of 500 to 1,000 words or less. Submissions exceeding the word limit must be discussed with the editor prior to submission. Graphics are encouraged. Images should be submitted as separate files along with a list of file names with corresponding captions. If using images that are already on the Internet, the URL of the image and a caption or description may be added to the text of the submission.

The reviews editor collects and coordinates all review submissions for publication. Submissions are to be sent electronically to the reviews editor in MS-Word format or a Word-compatible format. Reviewers should keep their reviews to 300-500 words; any length much shorter or longer should be discussed with the reviews editor prior to submission. We prefer reviewers avoid conflicts of interest. Full disclosure should be made when appropriate.

The editor and the editorial board reserve the right to refuse publication of any submission if it does not meet the submission guidelines and/or is contrary to the Statement of Purpose and Content for the *SRRT Newsletter*.