

<b>Subject: Editorial Committee</b>	<b>Initial Date: 08-28-09</b>	
<b>Responsibility: President, Editorial Committee Chair</b>	<b>Date Reviewed: 11-20-09</b>	
<b>Approved by: SCV-CAMFT Board of Directors on 11-20-09</b>	<b>Date Revised:</b>	<b>P&amp;P 119</b>

**119 – EDITORIAL COMMITTEE**

**I. Purpose**

The purpose of this document is to provide policies and procedures for the Editorial Committee.

**II. Policy**

It is the policy of the chapter to provide a bi-monthly newsletter for its members that includes upcoming events, advertising, articles, etc. Articles submitted to the chapter for publication are edited by the Editorial Committee. As of January 2009 the newsletter is available electronically and the chapter encourages individuals to save on resources, such as paper, by requesting his or her copy be received by email.

**III. Requirements**

Requirements of the Editorial Committee as delineated by the SCV-CAMFT bylaws:

- A. The Chapter President recommends the **chair** of the Editorial Committee to the board for approval. For clarity purposes, the chair of the Editorial Committee is the newsletter editor and is responsible for responding to letters to the editor.
- B. The Editorial Committee Chair and the President consult on appointment of individual committee **members**.
- C. The President is an ex-officio member of all committees.
- D. All chapter committees must be composed of at least three (3) members.

**SCV-CAMFT News** (ISSN#010092) is published bi-monthly in January, March, May, July, September and November.

Beginning January 1st, 2008, all materials submitted for publication in the chapter’s newsletter, *SCV-CAMFT News*, (including, but not limited to, articles, advertisements, and announcements) must be submitted either via the chapter’s e-mail address, [mail@scv-camft.org](mailto:mail@scv-camft.org), or via the chapter’s Website, <http://www.scv-camft.org>. Materials must be submitted by the 15<sup>th</sup> of every odd-numbered month for publication in the following edition. Below is a sample deadline and publication schedule.

**JANUARY/FEBRUARY 2008 ISSUE**  
Deadline: November 15th, 2007

**JULY/AUGUST 2008 ISSUE**  
Deadline: May 15th, 2008

**MARCH/APRIL 2008 ISSUE**  
Deadline: January 15th, 2008

**SEPTEMBER/OCTOBER 2008 ISSUE**  
Deadline: July 15th, 2008

**MAY/JUNE 2008 ISSUE**  
Deadline: March 15th, 2008

**NOVEMBER/DECEMBER 2008 ISSUE**  
Deadline: September 15th, 2008

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The date, time and location of each Editorial Committee meeting is to be scheduled by the members of the committee at the previous committee meeting. In order to ensure that all submissions have time to be reviewed by the Editorial Committee, the meetings shall occur as close to as possible, but following, the 15<sup>th</sup> of every odd-numbered month (January, March, May, July, September, November).

**IV. Procedures**

1. Unsolicited manuscripts are always welcome; however, the SCV-CAMFT newsletter Editorial Committee accepts no responsibility for their return. The committee reserves the right to edit all articles at its discretion. Opinions expressed are those of the authors and do not necessarily represent the views of SCV-CAMFT. This disclaimer shall appear in the newsletter
2. Since the articles are received via the e-mail address and website listed above, the SCV-CAMFT Chapter Administrator will forward them to the editorial committee members via e-mail for review prior to the editorial committee meeting.
3. Editorial committee members will read and make editorial notes on their respective copies of the submitted articles prior to the editorial committee meeting.
4. At the editorial committee meeting, the members of the committee shall take turns reading aloud each article while offering editorial suggestions to be agreed upon consensually at that time. One member of the committee shall make notes regarding any edits needed and deliver these notes to the Chapter Administrator, or other designee, within three business days.
5. The Editorial Committee shall spend no more than 30 minutes editing any one article. If an article is not fully edited after 30 minutes, then it shall be rejected for publication. Within five business days of the editorial committee meeting, the committee chair shall contact the article’s author and inform him or her of the article’s rejection. If the author wishes to edit and resubmit the article, then the chair shall provide information to help the author edit it for resubmission in a future newsletter publication.
  - a. If the editorial committee encounters any difficulties understanding the content of an article or if any submission is deemed inappropriate for the chapter’s newsletter, then the chair shall follow the same procedure as number five above.
6. Upon completion of the layout and typesetting of the newsletter, the chapter administrator will send an Adobe PDF copy of the newsletter to the members of the editorial committee via e-mail for their review prior to publication. This PDF “blueline” copy of the newsletter is to be distributed to committee members for review no later than the 15<sup>th</sup> of every even-numbered month (February, April, June, August, October, December), and committee members shall have no more than five business days to review the “blueline” and send corrections to the administrator before the newsletter is sent to the printer for production.

**Note on SCV-CAMFT Well-Being Committee “Reflections on Wellness” article:**

“Reflections on Wellness” is a regular column from the SCV-CAMFT Therapist Well-Being Committee and appears in every issue of SCV-CAMFT News. As the Well-Being Committee has discretion as to the types of content that will be submitted for publication in this column, and as the Well-Being Committee

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solicits content for this column independent of other newsletter submissions, the Well-Being Committee shall appoint one person to be the contact liaison between the chapter’s Editorial Committee and the Therapist Well-Being Committee.

While the Well-Being Committee is entitled to select or reject any article submitted for publication in the “Reflections on Wellness” column, any article selected for publication will receive no editing from the Well-Being Committee. The Well-Being Committee liaison will submit the article to the chapter administrator as per the aforementioned guidelines, and the liaison will include the name and contact information of the article’s author.

Should the Editorial Committee be unable to approve a “Reflections on Wellness” submission for any reason, the Editorial Committee chair will contact the author of the article directly as per the guidelines above. The Editorial Committee chair shall also contact the Well-Being Committee liaison and request another submission.

Since articles are occasionally rejected, and in order to ensure that a “Reflections on Wellness” column can appear in every issue of the newsletter, the Well-Being Committee shall have either a reprintable article in reserve or a previously edited Wellness article available for a last minute submission. The Well-Being Committee shall have up to five business days from the time the Editorial Committee chair contacts the Well-Being liaison to supply new content to the chapter administrator. If replacement content is not supplied within this time frame, a “Reflections on Wellness” column will not appear in said edition of the newsletter.

**Guidelines for All Authors of Articles  
For the Chapter Newsletter**

FORMAT FOR ARTICLES

- \* Length: Articles 500-1,200 words; Announcements 75-250 words
- \* Double-space to provide room for editing
- \* Indent paragraphs
- \* Do not right justify
- \* Submit typed copy via e-mail or the chapter’s Website
- \* Check punctuation and spelling, particularly of names
- \* Please note deadlines, which the production staff must observe — the 15th of January, March, May, July, September and November. The more time we have to edit and check facts, the better your article will be.

STYLE OF SUBMISSIONS

- \* Use an active voice *“We have all experienced...”* rather than a passive voice *“An experience that has been had by all of us...”*
- \* Use short sentences and short paragraphs. Avoid loading sentences with unnecessary words; in general, strive to make your points as briefly as possible, with each word adding something.
- \* Avoid clichés (“like a ton of bricks”), slang (“humungous”), and hyperbole (“the worst problem we all face...”).
- \* Document key assertions with which others may disagree (“(Farrell, 1933)” “Unified School District enrollment data”).

Santa Clara Valley Chapter - California Association of Marriage and Family Therapists (SCV-CAMFT)  
Policy and Procedure Manual

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IN GENERAL

As you prepare your article or announcement, ask yourself:

- \* What is my goal — to inform, to persuade, to motivate, to challenge, to respond?
- \* What exactly is this article about? What are the two or three key points I wish to make?
- \* Who is my audience? How much knowledge of this subject do I assume my readers have?
- \* For announcements, please make sure you include all necessary information: what, why, when, where, how, and who.
- \* Before submitting anything, please read it aloud, making sure it says what you want it to say as clearly as possible.
- \* Submit articles via the chapter's Website, <http://www.scv-camft.org>, or e-mail to [mail@scv-camft.org](mailto:mail@scv-camft.org).
- \* For more information, contact the Editorial Committee Chair through the Chapter's website.

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