
ISC/SCI Policy on Bulletin Content and Production

Date approved by the executive committee of ISC/SCI: October 5, 2019

Amended by the executive committee of ISC/SCI: September 19, 2020

This policy will guide the production of the *Bulletin* by laying out the direction and position of ISC/SCI relating to the publication and by simplifying the production process.

It was created by the Ad Hoc Committee for Development of Policies and Procedures of the *Bulletin* composed of JoAnne Burek, Moira Calder, Sergey Lobachev, Janice Logan, and Alexandra Peace. This policy should be reviewed annually.

This policy addresses the parts of the mission statement of ISC/SCI that deal with communication and education.

The purpose of the *Bulletin* is to inform the members about the activities of the Indexing Society of Canada/Société canadienne d'indexation (ISC/SCI), to provide information about people involved in the indexing trade in Canada and about their work, and to serve as an educational tool for practicing and aspiring indexers.

The *Bulletin* will be published using the following criteria by a managing editor and a production editor.

Template

The ISC/SCI-approved template including cover, fonts, and headings should be used.

Tone/Editorial Review

The tone of the *Bulletin* should be informative and conversational rather than academic; the articles should be positive and criticism should be constructive; the managing editor should consider whether article topics have been covered in recent issues. The creation of an editorial review process recognizes the importance of the newsletter to the branding of ISC/SCI. The tone of the *Bulletin* will be assessed by a pre-determined member of the executive committee.

Content

Static content should include the following:

- information on the members of the executive and chairs of the committees

- submission guidelines
- advertising guidelines

Static sections with variable content should include the following:

- date and location of the annual conference (in the November and April issue)
- report on the annual conference (August issue)
- editorial
- presidents' remarks
- upcoming events
- executive committee meeting summary
- award announcements (winners in August issue, call for submissions in November issue)
- puzzle and answer to puzzle
- welcome to new members
- membership data

Variable content could include any of the following:

- award winners' remarks
- indexing practices
- indexing software tips
- career tips or business management tips
- member profiles and stories
- book reviews
- survey results

Content that can be used to fill space or as needed may include any of the following:

- short nuggets of news/announcements
- volunteer opportunities
- photos
- advertisements
- articles of interest from past issues of the *Bulletin*

In addition, letters to the editor may be published, or, at the managing editor's request, may be turned into opinion pieces.

Frequency of publication

The *Bulletin* will be published three times a year in (about) March/April, July/August, and October/November.

Volume, issue, and page numbers

Each year starts with a new volume number; each year has three issues numbered one, two, and three; pagination starts again for each issue.

Use of images

To reduce the workload for the editor, a strong new design for the publication will take the place of stock images in making the newsletter visually appealing. Photos of members' events, however, will be encouraged.

Copyright

ISC/SCI does not hold copyright of submitted articles. The author may use the article in other publications with credit to the *Bulletin*.

Size

The number of pages of pages in the *Bulletin* will range from sixteen to thirty-two, with increases in increments of four.

Public access

ISC/SCI will keep three issues of the *Bulletin* available to non-members and those these issues will get changed periodically; the rest will be kept for members only. The names of new members will be redacted from public issues.

The communications chair will send an email to members about the availability of the *Bulletin* on the website.

The international liaison will send a copy of the *Bulletin* to ICRIS members for dissemination to their members.

Advertising

Advertising may be sold for individual issues at the following rates:

- full page \$150
- half page \$ 90
- quarter page \$ 50

Library and Archives Canada (LAC)

The LAC has issued two ISSNs for the print and online versions of the *Bulletin*.

ISSN 1914-3192 **Bulletin (Indexing Society of Canada. Print)**

ISSN 2562-394X Bulletin (Indexing Society of Canada. Online)

They must appear on each issue.

"The ISSN should be printed or displayed in a prominent position, for example, on the front cover (preferably in the top-right hand corner), on the title page, caption, masthead, back cover, colophon, or editorial pages. On electronic publications the ISSN should be displayed prominently on the home page, title screen, or main menu. The ISSN should be preceded by the letters ISSN and a space, and should appear as two groups of four digits separated by a hyphen. Do not add a colon (:) or a number sign (#) after the letters ISSN."

Procedures for the Production of the Bulletin

Preproduction

Managing Editor Responsibilities

- receive articles and commission more if necessary
- send articles to pre-assigned executive committee member for editorial review
- substantively edit the articles
- acquire crossword puzzle
- send articles to copy editing
- send the editorial, presidents' remarks, and award announcement to the translation coordinator
- send invoice for translation to bookkeeper and treasurer
- acquire or commission photos, or download from the ISC/SCI Flickr site
- acquire or commission info on variable content sections
- send all articles and updated variable content sections to production editor

Production

Managing Editor Responsibilities

- after draft layout, work with production editor to rearrange information as necessary

Production Editor Responsibilities

- use the established design tool (e.g., InDesign)
- receive all material from the managing editor
- lay out *Bulletin* using the purchased template
- work with managing editor to rearrange information as necessary
- send to two proofreaders
- make corrections

Post-Production

Managing Editor Responsibilities

- send PDF copy to website admin for publication on the website
- ask membership secretary to alert members that a copy is available on the website
- send PDF copy to international liaison for distribution to ICRIS members

Production Editor Responsibilities

- print out copies, enough to mail out plus several for display at conference and for archives
- mail out to individuals who have requested a print copy (check with the membership secretary for updated addresses), institutions, and corporate accounts
- mail two copies to Library and Archives Canada and check that the digital copy has been uploaded