

## **General Guidelines for Journal Committee**

Rev. July 2008

It is the responsibility of the Journal committee to publish a quarterly Journal in the months of March, June, September and December of each year. The minimum number of pages per issue should be 24.

The responsibilities of the committee include:

- a.) Solicitation for and collection of material for the Journal.
- b.) Layout and editing of the Journal.
- c.) Printing of the Journal.
- d.) Providing an electronic copy of the Journal for the website and distribution of a printed copy by mail to the members not having Internet access or requesting same by mail.
- e.) Seeing that all Internet recipients of the Journal are advised when each issue is available.
- f.) Answering all mail and e-mail related to the Journal.
- g.) Fulfilling requests for back issues of the Journal.

### **Reprinting of articles**

Reprinting of articles from the Journal will be allowed, if permission is requested, SGGEE is acknowledged as the source of the article and if permission of the author is obtained where the article did not originate with SGGEE.

### **Exchange of Journals**

We will exchange Journals with like organizations, on a complementary basis (no membership), and will allow the other organization's permission to reprint articles from our Journal, if acknowledgment is given and if reciprocal permission is received to reprint articles from their Journal.

### **Journal Content**

Although the Journal Committee and Editor are responsible for the layout and editing of the Journal, the Directors of the Society will be the final authority in any discussion of appropriateness of material to appear in the Journal.

### **Back issues of the Journal**

1. Members are entitled, without cost, to all issues of the Journal for the year in which they pay their membership fee, no matter when they join the society during the year. An exception is members joining in the month of December. They are registered as members immediately however their fees are applied to the next calendar year. They are only entitled to the December issue for the current year and all issues for the following year.
2. Extra copies of the Journal and back issues of the Journal are available to members and non-members alike at a cost of \$5.00 each, plus shipping and handling.
3. Back issues are any issues earlier than the current issue.

### **Content Guidelines for Specific Issues**

These are guidelines for the Journal committee, however circumstances may require changes with specific issues.

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|-----------|--|
| March     | <ul style="list-style-type: none"><li>- Official notice of the Annual meeting and inclusion of a Proxy form.</li><li>- Inclusion of a convention registration form.</li><li>- Report on extraction project, updated list of Parishes extracted and offer to do lookups for non Internet members.</li><li>- Report on Pedigree database and offer to do lookups for non Internet members.</li></ul> |
| June      | <ul style="list-style-type: none"><li>- Research List &amp; Membership list.</li><li>- Inclusion of a convention registration form.</li></ul>  |
| September | <ul style="list-style-type: none"><li>- List of History books available and offer to do lookups for non Internet members.</li><li>- AGM Report and committee reports</li><li>- Membership renewal request</li></ul>  |

- December           - Membership renewal request.  
                      - Convention notice or Registration Form.

### **Production Guidelines**

The following are the suggested deadlines for each issue:

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|------------------------|--|
| Receipt of material    | - 1st of the month two months preceding the month of issue, i.e. October 1 for December issue. |
| Distribution of proofs | - by the 15th of the month proceeding the month of issue, ie Nov 15 for December issue         |
| Final copy to printer  | - 20th of the month proceeding the month of issue.   |

Copies posted on the website and mailed - by the 1<sup>st</sup>. of the month of issue.