

PUBLICATIONS

Charges

1. To serve as an advisor/reviewer for all publications of KSRA
2. To edit the newsletter, *Keystone Reader*, three times annually
3. To edit the journal, *Pennsylvania Reads*

Composition

The publications committee shall consist of the publications chairperson(s), the newsletter editor(s), and the journal editor(s).

Duties of the Chair

The role of the publications chairperson(s) is a facilitative one with the chairperson(s) serving in cooperation with the editors of the newsletter and journal as well as with the chairpersons of all committees issuing publications, packets, brochures, or notices. The chairperson(s) serves as liaison with the executive committee as necessary.

1. To assist the editors of the *Keystone Reader and Pennsylvania Reads* in accomplishing their objectives
2. To review, edit, and proofread all issues of the *Keystone Reader and Pennsylvania Reads*
3. To review, edit, and proofread special publications which are submitted to be printed and/or distributed under the auspices of the KSRA (e.g., Speaker Booklet, Packet for Families and Literacy Month, Book Award materials, and all other printed materials)
4. To present issues and suggestions to the executive committee concerning ways to improve KSRA publications
5. To set policy together with two members of the executive committee for content guidelines in the *Keystone Reader and Pennsylvania Reads*

6. To submit through the *Keystone Reader* “Call for Editor” applications in the year previous to the last year of each editor’s term for both *Keystone Reader* and *Pennsylvania Reads*
7. To evaluate the applications along with two other members of the executive committee and select applicants for each position for recommendation to the full executive committee
8. To submit the names of the applicants recommended for the positions for approval to the executive committee, along with the rationale for the choice, at the June meeting
9. To prepare an annual report and submit a copy for filing with the secretary (Bylaws Article VI, Section 12) and more frequently if requested by the president

Note: See Section 6, Part C for submission guidelines.

Duties of the Newsletter Editor

The editor is responsible for the publishing of the *Keystone Reader* in liaison with the executive board, the publications chairperson(s), KSRA committee, local councils, and the printer.

1. To solicit information from various committees and other relevant persons for inclusion in the newsletter
2. To review and edit all submissions
3. To establish and maintain deadlines for timely submission of articles, publishing, and distribution of the newsletter
4. To determine acceptability of submissions and seek advice as needed from the publications chairperson(s) and the KSRA president
5. To utilize desktop publishing skills in the design of the newsletter as needed
6. To submit a copy to the publications chairperson(s) for review, editing, and proofreading
7. To select the printer with consideration for work quality, cost availability, and responsibility to meet deadlines
8. To solicit educational advertising to help underwrite costs
9. To oversee timely distribution and mailing of the newsletter

10. To make recommendations to the executive committee for future direction
11. To serve for a 3-year term and if desired, extend the term upon the approval of the KSRA president and publications chair(s)
12. To assist and advise the new editor during the final year of the term

Responsibilities

1. Contact a printer and set up the parameters of printer responsibilities.
 - a. Transport newsletters to the post office (if necessary)
 - b. Plan for at least one insert per year
 - c. Advise that pictures will be included throughout the year
2. Send out first e-mail (around July 1) to board members and local council presidents as reminders of the August 1 deadline for the fall newsletter.
3. Contact the administrative secretary for mailing labels for KSRA members.
4. Set up payments for postage (bulk-mailing permit).

Directions for newsletter preparations

1. Publish three newsletters per year.
2. Establish and publicize deadlines:
August 1 November 15 March 1
3. Call for a new editor in the year previous to the last year of the editor's term – the credentials to be sent to the president of KSRA and the publications chair(s).
4. Send reminder e-mails to all council presidents and committee chairs two weeks prior to each deadline date.
5. Use mailing labels obtained from the administrative secretary.
6. Immediately following the due date, go through the materials sent and put in general categories of President's Message, From the Secretary's Desk, Committee News, Council News
7. Proofread the newsletter when you receive it from the printer.
8. Contact the publications chair(s) to proofread and review the newsletter with you.

Duties of the Journal Editor

The editor is responsible for the publishing of the *Pennsylvania Reads* journal in liaison with the executive board, the journal advisory and review boards, the authors, the publications chairperson(s), the graphic designer, and the printer.

1. To solicit, select, and oversee the journal advisory and review board members (See description following the listed duties.)
2. To invite members of the advisory and review boards to an annual meeting and preside over such meeting to be held during the KSRA conference each fall
3. To establish guidelines and solicit articles for submission through mailings, e-mailings, and presentations
4. To forward submissions to the review board for potential inclusion in the journal (Two professional reviewers per article is considered minimum.)
5. To establish and maintain deadlines for a timely publication
6. To seek a balance of content to serve all educational levels of KSRA membership
7. To forward final selections to the publications chairperson(s) for review, editing, and proofreading
8. To select the graphics designer and printer with consideration for work quality, cost, availability, and responsibility for meeting deadlines
9. To solicit educational advertising to help underwrite costs
10. To oversee timely publication, distribution, and mailing of the journal
11. To produce annually the number of issues as determined by the executive committee
12. To make recommendations to the executive committee for future direction
13. To serve for a 3-year term and if desired, extend the term upon approval of the KSRA president and publications chair(s)
14. To assist and advise the new editor during the final year of the term

Journal Advisory and Review Boards

The Advisory Board is composed of reading professionals who have volunteered or have been invited to become members of this Board. Every effort is made to make sure that the Advisory Board is composed of individuals from various constituencies among our membership (e.g., higher education instructors, reading specialists, etc.). Also, every effort is made to make sure that members of the Advisory Board come from different areas of the state. The Advisory Board provides counsel to the editor on all aspects of the journal.

The Review Board is composed of reading professionals from various levels who have agreed to review manuscripts. Some reviewers have volunteered and others have been invited by the editor. They complete a form that outlines their interests and capabilities as they see them so that the editor can assign manuscripts on subjects that they feel competent to evaluate. In addition, each reviewer submits a curriculum vita, which aids the editor in selecting an appropriate reviewer for each manuscript. Reviewers are provided with a rubric for evaluating the manuscripts. While the list of reviewers is made public, the selected manuscripts that each has reviewed is kept confidential. In addition, the reviewers do not know the identity of the authors whose manuscripts they review.