

## **GRAND SQUARE ARTICLE EDITOR – DUTIES**

- Receive all club and other articles by email; acknowledge receipt and invite reporter to submit updates at any time, if needed. (A lot can happen between the initial writing and publication.)
- Contact reporters who have not submitted their articles by the deadline.
- Edit each article as it is received, using general editing guidelines as well as the *Grand Square* Style Sheet. Check for accuracy, spelling, grammar, punctuation, length (no more than one *GS* page), consistency, etc. Contact reporter for clarification if needed.
- Email edited article and any updated information for the club article header or footer to *GS* Editor.