

## GRAND SQUARE EDITOR IN CHIEF – DUTIES

- Attend all NNJSDA Board meetings. Note decisions or announcements for inclusion in the next issue.
- As major NNJSDA-related events are planned, ask someone who is connected with the event or who will be at the event to write an article and/or take photos for *Grand Square*.
- Send periodic email to info-list requesting suggestions for topics in next issue and volunteers to write articles. Ask specifically for someone interested in continuing the bio series on people active in NNJSDA.

### One month before deadline for submission of ads and articles (July 7, March 7)

- Email reminders to all club reporters and all ad makers.
  - Ask reporters to send only article **text**, with a separate notation if changes are needed to the article header or footer. Offer the option to have their email and phone number listed or not. Send all articles to *articles@nnjsda.org*.
  - Ask ad makers to use the final version of the ad from the previous issue, which was sent to them by the Ad Editor, as a model to update for the next issue. Send all ads to *ads@nnjsda.org*.
  - Use the most recent issue as a starting point. Update cover, page 2, club headers, back page, etc., as needed. Get information from the NNJSDA Secretary regarding club changes and questionnaire updates.
- Create a September cover from the annual contest winner and use other entries or outside sources for the May cover.
- Update information on page 3 using NNJSDA calendars posted online. For “NNJSDA Event Locations,” list only those that will be used during the time covered in that issue.
- Cut all filler and announcement boxes from previous issue and paste them into a new document titled “Fillers” to update based on NNJSDA Board meetings and other sources. Add to document as space allows.
- Delete all non-club articles, all ads, and text from all club articles. Delete all entries from the calendar. Be sure to keep the “new page” dividers in place.
- Make a list of content for the next issue:
  - Review content in same issue number from previous year to ensure that “regular” features are included. Examples: class lists, Mini-Festival – September; cover contest, CCNJ list, new dancers – May.
  - New info from Board meetings.
  - Reports on major NNJSDA and other events taking place since the previous issue.
  - Mainstream and Plus classes and graduates (ask 2nd VP for information).
  - Ideas you have compiled or those submitted by readers.
- Remind club reporters about the submission deadline and ask them to email articles to *articles@nnjsda.org*.

### By deadline date and during following two weeks

- Receive articles and ads from the Article Editor and Ad Editor (after they have been proofed/edited by the Head Proofreader).
- Insert proofread club articles into appropriate club table; insert non-club articles into one of the available pages (generally preceding the beginning of club news).
- Insert proofread club ads into the page following the club article if possible; insert non-club ads into other available space.
- Use the middle two prime pages for a significant NNJSDA event such as the Mini-Festival, CCNJ roster, list of summer dances, cover contest, Nominating Committee, etc.
- Go through the draft to find every *member club ad* and list those events in the back dance calendar. Check for student level or intro dances to italicize them. Bold all NNJSDA events.
- Go through the draft to find all other ads and list Conventions, Festivals, Specials, and Weekends. Include all such events sponsored by member clubs, non-member clubs, and organizations. Include all NNJSDA events.
- When all other content is placed, go through the “Fillers” document to select appropriate material. Some items can go into every issue; others are seasonal. Add new content as needed.
- The length of the final draft must be a multiple of four.
- Go through the final draft to list all ads and other (major) content in the indexes.
- Check all “continued on” and “continued from” pages (if any) for accuracy.
- Determine a date, time, and location for the proofing session and notify all proofreaders.

### Two weeks before proofing session

- Email reporters and ad makers with a reminder to send any changes or updates to their articles and ads directly to you by [one week before proofing session].
- Email the final draft to the Head Proofreader about one week prior to the proofing session.