

Editorial Policy for the Glebe Society *Bulletin* and Website

Adopted by the Management Committee on 11 March 2009.

The *Bulletin* exists (in order of importance) to:

1. Publish news about the activities of the Society;
2. Publish the Society's views on issues of the day, which usually will be published as articles signed by the President, or relevant sub-committee convenor following endorsement by the Management Committee;
3. Publish news and notices about other events in Glebe that are relevant to the aims and objectives of the Society;
4. Publish the views of members on issues of the day, usually as letters to the editor but as articles if the material submitted is sufficiently 'weighty'; and
5. Publish material submitted by other members of the community relevant to the activities and views of the Society, provided it contributes to constructive debate and does not prejudice the achievement of the Society's aims and objectives or unnecessarily offend or denigrate the Society or people or organisations associated with the Society.
- 6 The Society does not publish material which is sectarian, racist or party political or likely to be seen as offensive or culturally insensitive.

The Editor will be guided by these principles in the selection material for publication and the prominence given to this material in the *Bulletin*.

The Editor has discretion to seek articles for publication, particularly if she/he considers a topic of importance is not covered in a particular edition, or if in her/his opinion other material to be published requires the publication of balancing facts or opinions (this material need not necessarily appear in the same edition).

The Editor has 'creative control' of the design, layout and overall presentation of the publication.

Flyers for Glebe Society events will be mailed with *Bulletins*. Flyers or leaflets for other organisations or businesses will be included at the discretion of the Management Committee and may attract a charge.

The Editor will close off each edition at her/his discretion in order to meet mail-out deadlines set by the Management Committee (normally the last Thursday of each month from February to November).

The Editor may alter/correct submitted copy in order:

- to maintain consistent usage e.g. date, spelling, punctuation, etc.,
- to clarify meaning, or
- for reasons of space provided deletions are short and do not change the overall impact or meaning of the article.

Other changes must not be made without the author's approval. Should it not be possible to achieve this by the publication deadline, the article will be held over until the author has been consulted.

If, in the Editor's opinion, problems may arise from the publication of a particular article, the Editor will consult with the President or the Vice-president if the President is not available. Should the matter of concern involve the possibility of libel or contempt the Editor will also consult a member of the Society who is a lawyer.

The Website has a wider scope than the *Bulletin*. In addition to providing news and information similar to that published in the *Bulletin*, it also contains a wide range of reference and historic material about the Society and Glebe and is a vehicle to promote Glebe and membership of the Society in particular.

The management of the website also differs from the *Bulletin* in that there is no single editor. Responsibility for the overall editorial and technical management of the website rests with Website sub-committee, but much of the content of the site is managed by sub-committee convenors who are responsible for currency, accuracy and relevance of material relevant to their specialist areas.

The same principles that govern the selection of material to be published in the *Bulletin* should also be applied to the Website. In particular it is important that material appearing on the Website does not prejudice the achievement of the Society's aims and objectives or unnecessarily offend or denigrate the Society or people or organisations associated with the Society. In general material should be selected on the basis of its likely interest to Society members and relevance to Glebe.

Advertising policy for the Glebe Society *Bulletin* and Website

The *Bulletin*: Because space is often at a premium in the *Bulletin* only advertisements submitted by members of the Society will be accepted. The subject matter of advertisements will be limited to small-scale (i.e. non-commercial) matters, eg items for sale, services required etc. Advertisements will be limited to a maximum of half of one page in each *Bulletin*, and all will appear on the same page and will be clearly labelled 'Advertisement'. The maximum size of each single advertisement will be 80 mm wide by 60 mm high. As this is a service to members no charge will be applied.

The Society accepts advertisements for the *Bulletin* consistent with the editorial policy above. The maximum size of each single advertisement will be 80 mm wide by 60 mm high. As this is a service to members no charge will be applied. Doubtful advertisements will be referred to the Management Committee for decision.

The Website: The Website does not currently carry advertising, but this policy will be reviewed when the redevelopment of the Website begun in 2008 is complete and if there appears to be sufficient demand to make advertising financially beneficial to the Society.