

Responsibility:

To oversee and coordinate all ETAS Publications in accordance with the wishes of the Committee and membership to the best of her/his ability.

Duties:

1. To review all ETAS Publications periodically and, after discussions with the people responsible and the ratification of the Committee, to update, renew or change the publications or initiate new ones
2. To set the publications deadlines at least 2 years in advance with the Editorial Board (EB), DTP and the Committee and send these to ETAS Administration with a distribution list including the Committee; the EB; DTP; the SIG Heads; the RCs
3. To solicit and compile a list of Journal Mini-Supplement Editors at least 2 years in advance
4. To select the supplement topics with the Editors
5. To distribute and update the various publications guidelines so that everyone from the President to workshop write-up writers and proof-readers have the latest guidelines relevant to them
6. To head the EB and coordinate the tasks within it
7. To solicit material for and edit the Journal excluding the supplement
8. To solicit material for and edit the Journal supplement if this is not taken on by another Editor
9. To make the final decision on the suitability of contributions to the Journal and other publications
10. To assist Committee members and the members of other groups (Public Relations Chair, SIG Heads, RCs etc) in their publications if required
11. To review the relationship with the publisher and printer from time to time and put any suggestions for change to the Committee
12. To collect and review the material for the Journals and other publications from the commissioning Editors and pass it on to DTP by the deadline
13. To keep the Publications Guidelines up-to-date
14. To make suggestions and proposals to the Committee in matters (e.g. advertising) within the publications that are not covered above.
15. To submit an annual report of activities to the President before the AGM.
16. The President should be copied into all ETAS emails and correspondence.
17. Should not normally miss more than 1 meeting a year.

Responsibilities of the EB

The EB consists of the Publications Chair and several other members and is assisted by the Desk Top Publisher (DTP). The EB's task is to assist the Publications Chair with the smooth processing of ETAS Publications, including proofreading and soliciting contributions.

Editing and proofreading should be carried out according to the applicable guidelines (e.g. *ETAS Journal Contributor Guidelines*, the *Glossary for ETAS Publications* etc.). No defamation of individuals or institutions is allowed, and taboo language should be avoided unless absolutely necessary (e.g. to discuss a linguistic point).