

## The Publications Chair

1. Oversees and coordinates the entire publication process and ensures the production and circulation of all ETAS publications (ETAS Journal, Annual Conference and AGM Programme and Invitation, PD Day Programme and Invitation) in accordance with the wishes of the Committee and membership to the best of his/her ability.
2. Chairs the Editorial Board and coordinates the tasks within it, including reviewing all ETAS Publications periodically and, after discussions with the people responsible and the ratification of the Committee, to update, renew, change the publications, or initiate new ones.
3. Plans and distributes the biannual meeting agendas.
4. Moderates the Editorial Board meeting.
5. Distributes the minutes of the meeting.
6. Prepares and distributes the Editorial Board's Annual Report, if there is one.
7. Maintains Publications files in the Google Drive and passes them on to the new Chair.
8. Takes care of the Publication budget and tracks printing/production costs to ensure that the entire publication process operates in a fiscally responsible manner and adheres to the agreed-upon publication schedule.
9. Mediates between the ETAS Committee, the Editorial Board, the Production Team, and the ETAS Administration in all matters concerning the operation, administration, and management of the publications.
10. Prepares the publications deadlines in good time with the Editorial Board (EB), DTP, and the Committee and sends these to ETAS Administration with a distribution list including the Committee, the EB, DTP and the SIG Ambassadors
11. Reviews and updates the various Publications Guidelines so that everyone from the President to report writers has the latest guidelines relevant to them.
12. Solicits and compiles a list of Journal "Focus" topics.
13. Assists Focus Coordinators in choosing the topics and sourcing content, if applicable.
14. Ensures compliance of submission deadline rules to the best of their ability.
15. Submits an Annual Report to the President at least six weeks before the AGM (to be included in the Annual Report at the AGM).
16. Sends a copy of important ETAS emails and correspondence to the President.
17. Attends all scheduled Committee meetings within the year to the best of their availability.

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## The ETAS Publications Team is composed of:

- Publications Chair
- Editor of the ETAS Journal (if other than the Publications Chair)
- Proofreaders
- Editorial Board
- DTP
- Coordinator of the PD Day Programme, AGM Programme and Invitations
- ETAS Newsletter editors

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- Resources Editor
- and works in collaboration with the Web team and Public Relations Chair, as well as other ETAS committee members.

### **The ETAS Journal Editorial/Production Team is composed of:**

- Editor
- Editorial Board
- Proofreaders
- DTP responsible person
- Resources Editor
- ETAS Administration

### **The ETAS Journal Editorial Board**

The Editorial Board (EB) consists of the Publications Chair, the Editor (when another person) and between one to three members, as well as the Proofreaders, the Resources Editor, and the Desk Top Publishers (DTP). The Editorial Board assists the Editor in the production of the ETAS Journal. As the primary support person for the Editor, the Editorial Board, ideally, must have some working knowledge of the substantive and technical aspects of publications or journal production and must be committed to the successful implementation of the Editor's vision for the Journal. Together, the Editor, the Copy Editor, the DTP, and the Editorial Board guide the growth and development of the Journal and contribute to the depth, breadth, and sophistication of its content, as well as ensure the smooth processing of ETAS Publications.

### **The Editorial Board (EB):**

1. Locates contributors and articles for the various topical rubrics of the Journal
2. Formulates principles and criteria for the evaluation of manuscripts submitted for publication
3. Serves as internal reviewers of submitted articles and evaluates the suitability of submissions to the Journal; makes discerning critiques on the manuscripts and sends the appropriate recommendation to the Editor
4. Locates external reviewers of articles
5. Assists the Editor in planning special issues or features, such as Focuses, Insights, and ETAS Crossing Borders, including the theme/topic of articles
6. May undertake special assignments as designated by the Editor, such as writing the Editorial Notes for particular issues, conducting interviews for special projects such as the Teacher Feature, the ETAS Volunteer Profile, and the Insights section, or assembling a special feature
7. Reviews existing Publications Policies and Guidelines
8. Carries out periodic critical review of the content of ETAS Journal for the purpose of maintaining its high standards
9. May assist the Copy Editor/Proofreader in proofreading the manuscripts and galley proofs
10. Members of the EB familiarize themselves with all aspects of Journal content so that they could substitute the Editor should that become necessary.

For more detailed information, please check the [ETAS Publications Guidelines](#).