

## Policy and Procedure

Section <b>PUBLICATIONS</b>
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<b>VIEWPOINT NEWSLETTER</b>
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### **POLICY**

AAACN shall produce the *ViewPoint* newsletter bimonthly to be regularly disseminated to all members in a timely fashion.

### **PROCEDURE**

1. The Editor shall determine the sections and content of the newsletter.
2. *ViewPoint* Editor and Staff Responsibilities
  - a. The Editor shall be responsible for planning the content of each newsletter, contacting authors, obtaining articles, and submitting the material to the Managing Editor as specified in the written Editor Agreement.
  - b. The Managing Editor shall edit materials, provide feedback to the Editor, then proceed to layout the issue. In concert with the Creative Design Department, the Managing Editor will create appropriate graphics to accompany the articles.
  - c. The Managing Editor and the Editor will develop a production schedule that assures all newsletter content is submitted to the Managing Editor 30 days preceding the expected mailing/dissemination date.
  - d. Page Proofs will be sent to the Editor for final approval before issue is printed. Members may also receive an enhanced dynamic digital edition in addition to the print version.
3. Board Liaison Responsibilities
  - a. A Board member will be assigned responsibility as the Board Liaison to *ViewPoint* and the Editor.
  - b. The Board Liaison will provide input to possible themes and/or content ideas as needed.
  - c. The Board Liaison will receive page proofs and is expected to provide feedback to the Editor.
  - d. The Board Liaison will serve as the contact for the Editor to bring issues to and from the Board.

4. Dissemination

- a. The newsletter shall be disseminated to all dues-paying members, corporate sponsors, and lifetime members. Additional copies may be disseminated at the discretion of the Management Company for marketing purposes.
- b. Any Board member may request additional copies for dissemination purposes they deem worthy.
- c. A list of complimentary copies for dissemination will be maintained by the Managing Editor.

5. Copyright

- a. The Management Company will obtain copyright of the newsletter.

6. Subscriptions

- a. AAACN offers institutional subscriptions only. The cost per year is \$80 in the U.S., and \$100 outside the U.S.