

**SEATTLE CHILDREN'S RESEARCH INSTITUTE
OPERATING POLICIES / PROCEDURES**

DEPARTMENT: The Project Management Office (PMO)
POLICY NUMBER: PMO-05
REPLACES: Revision of old policy
EFFECTIVE DATE: September 21, 2007
REVISION DATE: July 28, 2010
POSTED FROM: _____

TITLE: Interaction Research Newsletter Editorial Board Participation

SUMMARY:

The Interaction Research Newsletter's editorial board will be responsible for writing and editing monthly articles. The board will be led by the managing editor of Interaction.

POLICY/PROCEDURE:**The goals of this policy are to:**

- Ensure the Interaction Research Newsletter has a formalized writing and editing staff
- Ensure that the burden of publication is shared across departments

05-1.1 Staff will be asked to join the editorial board by the editor-in-chief, following approval from their directors.

05-1.2 Editorial board members are required to attend Interaction Committee Meetings and come prepared to share possible article ideas.

05-1.2.1 Editorial board members who anticipate missing an Interaction Committee Meeting must notify the managing editor in advance and make arrangements to catch up on meeting items.

05-1.2.2 The editor-in-chief will assess whether a good fit still exists for editorial board members who consistently miss Interaction Committee Meetings. The editor may request the RSS department to find a replacement board member who can commit to the committee meetings.

05-1.3 The managing editor will assign editorial board members editing duties and articles to write (as needed) each month. Board members will be responsible to

complete editing duties and writing assignments by the predetermined date set by the editor-in-chief and managing editor.

Submitting Office: The Project Management Office

Approved by:

\\s\ Heather Lindemann, Director, The PMO, 7/28/10

\\s\ Richard Chan, Manager, The PMO, 7/28/10