

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

DEPARTMENT: Project Management Office (PMO)
POLICY NUMBER: PMO-05
REPLACES: RPM-COMM-002
EFFECTIVE DATE: September 21, 2007
REVISION DATE: November 04, 2008
POSTED FROM: _____

TITLE: interaction Editorial Board

SUMMARY:

interaction Research Newsletter will have an editorial board that 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 *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 departmental directors.

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

05-1.2.1 Editorial board members are allowed to only miss two *interaction* Committee Meetings. If more than two are missed, members risk removal at the discretion of the Editor.

05-1.3 The managing editor will assign editorial board members editing duties each month and articles to write (as needed) each month. Board members will be responsible to complete editing duties and writing assignments by the predetermined schedule set by the editor-in-chief and managing editor.

Submitting Office: Project Management Office (PMO)

Approved by:

\s\ Heather Lindemann, PMP, Director of Project Management & Strategic Initiatives, 09/24/2008

\s\ Approver Name, Title, Date