

## **JOURNAL EDITOR**

The AMTNYS **Journal** Editor is appointed to a one year term of office by the President with the approval of the Executive Board. This is usually a long-term appointment, traditionally 3-5 years, renewable by mutual agreement. Each year the incoming President reconsiders the appointment and either renews or terminates the term of editorship, as circumstances warrant.

### ***Policies and Procedures***

The intent of the **Journal** is to keep the AMTNYS membership informed of the activities of its members, of new developments in mathematics education, of upcoming meetings, conferences, and workshops, of innovative programs, of experimental programs, and of news from the SED Bureau of Mathematics. Since 1977, three issues of the **Journal** have been published annually (winter, spring, and fall). The **Journal** should be an effective medium of communication and idea exchange. To help with this task, the **Journal** editor must choose and manage a staff which may include Associate, Assistant, Review, Problems/Solutions, and Technical editors, an Advertising Manager, and Artist. This is in addition to working with a printer and a mailer.

### ***Responsibilities***

1. Have the liberty of organizing the staff members, choosing special features, adapting the format to the needs of the publication, and choosing material for the publication.
2. Consult with the President and/or the Executive Board on possible changes in the size, appearance, or purpose of the **Journal**.
3. Establish a calendar of deadlines for each publication and notify those concerned.
4. Check with the Data Manager prior to a printing to determine the current membership, so that enough copies are ordered.
5. Consult with the Data Manager and the printer as to the most efficient method for providing and affixing addresses for the **Journal**.
6. Attend all Executive Board and Assembly meetings throughout the year and make written reports about the finances and status of **Journal** activities.
7. Maintain accurate records of expenses, quantities printed, and quantities mailed (bulk, first class, etc.).
8. Submit bills immediately to the Treasurer and/or request an advance as needed to cover postage and printing.
9. Help the Finance Committee prepare an adequate yearly budget for the **Journal**.

### *Additional responsibilities*

1. Consult the President when selecting staff members.
2. Contact speakers at the Annual Meeting and Summer Workshop who may wish to submit their papers for publication.
3. Be on the lookout for promising papers presented at local, state, regional, and national professional meetings.
4. Write to potential authors in mathematics and/or mathematics education inviting them to contribute an article (without compensation) to the **Journal**.
5. Urge AMTNYS committee chairpersons and Affiliate Representatives to submit information of interest to the membership.
6. Include AMTNYS reports in appropriate issues of the **Journal**, e.g., nominated candidates, Annual Meeting notices, and Summer Workshop announcements.
7. Acknowledge, as quickly as possible, all manuscripts received and notify authors of the possibilities of publication.
8. Provide as much coverage as possible in each issue for all levels of instruction, from elementary school to college.
9. Present a variety of topical features in each issue, to the extent possible.
10. Plan each issue of the **Journal** well in advance of publication.
11. Communicate with the Advertising Manager sufficiently in advance of the publication deadlines to decide on the space to be reserved for advertisements.
12. Submit final copy by the deadline requested by the printer.
13. Prepare dummy copy for the printer and return corrected proofs as quickly as possible.
14. Process requests for copies of the **Journal**.
15. Distribute complimentary copies of the **Journal** to contributing authors and advertisers.
16. Send extra copies of the **Journal** to the Data Manager to be used for new members.
17. Consult with the President to determine how many extra copies he/she needs for professional communications with the Commissioner of Education, the Regents, and others.

18. Tell the President about the content intended for each publication to assist him/her with addressing pertinent issues in the 'President's Message' feature.
19. Coordinate efforts with the Advertising Manager to solicit advertising and assure its cost effectiveness to AMTNYS.
20. Coordinate efforts with the Printer to:
  - a. print the **Journal** subject to authorization by the Editor
  - b. deliver the printed issues to the Mailer.
21. Coordinate efforts with the Mailer to:
  - a. affix addresses received from the Data Manager, if they are not already printed on the **Journal**,
  - b. mail all addressed copies
  - c. process any other special mailing requests from the Editor.