

## JOURNAL Editor

GGS has a journal called the *Germanic Genealogy Journal* which we publish quarterly. It is an informative, scholarly journal with an ISSN assigned.

The editor is responsible for:

- ✓ contents of each issue,
- ✓ gathering the articles,
- ✓ formatting and editing the articles,
- ✓ layout of the Journal,
- ✓ scheduling,
- ✓ delivery to the printer,
- ✓ ordering the labels,
- ✓ delivery of printed Journals and labels to the mailers

The editor is not expected to write articles, however he or she may choose to do so.

Helping the editor is the Journal Committee which consists of an assistant editor, authors who regularly submit articles, proofreaders, and the labels and mailing staff. GGS members are encouraged to submit articles for the journal. The journal committee solicits and encourages these submissions. In addition, the editor shall provide information for the Journal Web Page as necessary to keep it current. This may be used to call for articles on a subject or for any other kind of announcement for the Journal.

The editor is a member of the GGS Executive Board and reports quarterly to the executive board on the status of the Journal.

The editor shall submit a budget annually to the GGS Executive Board.

The editor shall help find new volunteers for the Journal committee as needed. The volunteer chair shall also help in the process.

The editor shall keep archive copies and records of the Journal.

The deadline for submitting articles:

- 2 January Spring Issue
- 1 April Summer Issue
- 1 July Fall Issue
- 1 October Winter Issue