

The Prairie Enthusiasts
The Prairie Promoter Newsletter Editorial Policy
(Drafted February 5, 2004)
Compiled by the Newsletter Committee

Goals of The Prairie Promoter

- 1) Keep Prairie Enthusiasts members informed about TPE activities, including volunteer activities and events relating to prairies and savannas
- 2) Share Prairie Enthusiasts' accomplishments in the protection and management of prairies and savannas, including partnerships with other groups and individuals
- 3) Serve as a tool to increase membership, fundraise, and promote The Prairie Enthusiasts as an organization
- 4) Promote preservation and restoration of prairie and savanna
- 5) Educate about ecology, management, research, protection and restoration of prairies and savannas

Criteria for Selecting Newsletter Material

To be accepted, all article submissions must meet the following criteria:

- 1) Subject of material is closely related to prairies and savannas
- 2) Gist of article meets one of the stated goals (See Goals of The Prairie Promoter)
- 3) Material covers a topic that relates to the prairie landscape, prairie stewardship and the experience of many volunteers/members/people. Personal essays are discouraged unless they meet the above criteria.

Process for Submitting, Reviewing and Editing Material

- 1) Members submit their material to their chapter editors.
- 2) It is the responsibility of the contributor of a previously published article to obtain permission from the publisher to reprint published material.
- 3) Electronic submissions are preferred but not required.
- 4) Chapter editors will review submissions and edit when necessary. Before editing, chapter editors are urged to consult with the Prairie Promoter editor about questionable submissions.
- 5) Chapter editors will forward an electronic version of submitted, reviewed and edited material to The Prairie Promoter editor.
- 6) Material must be submitted by the submission deadlines published in the newsletter in order to be considered for the upcoming newsletter. Late submissions may be held until the next newsletter.
- 7) Prairie Promoter editor can return material to the chapter editor for more revisions if necessary.
- 8) Material that is not time sensitive may be held by the Prairie Promoter editor for later issues.
- 9) The editor of The Prairie Promoter reserves the right to edit any materials contributed for publication as well as refuse to print submissions that do not meet the criteria stated in this document.

Newsletter Structure & Frequency

- 1) The newsletter will be published quarterly.
- 2) The size of each newsletter will be approximately 12-16 pages.
- 3) The TPE membership form will be an optional inclusion in each issue based on available space. When not included, information on obtaining a form should replace it.