

# RCYC Foghorn Editing Process

## Monthly Contributions

Contributors need to be responsible for sending accurate information and proofing their work before sending in their articles, and for meeting the deadline. The contributors in **Bold** are the usual, we may not receive articles every for issue. It is good to question the editor if the graphics person thinks something is missing.

## Newsletter Contribution Checklist:

- **Commodore's Log:** "big" issues - major Club concerns, and acknowledgements of members' services to the Club.
- **Vice Commodore's article:** items pertaining to Clubhouse use, upcoming or past events, up-to-date calendar, work parties, and work hours, etc.
- **Moorage Matters:** moorage and boating safety, and maintenance issues.
- **Secretary's Notes:** communications, human interest, and new members.
- **Rear Commodore's Log:** recruit and encourage members for Officer and Board positions; responsible for organizing the Pirates Breakfast and Commodore's Ball.
- **Calendar of Events** (Vice Commodore)
  - Education
  - Cruise Corner
  - Work Party Information
  - Party or event announcements
  - Dredging (winter months)
  - Racing (when in season)
  - Articles of past events
  - Resident Members
  - Photos (Events, new members, and work party photos)

## Editing Process

1. The *Editor* "in charge" for the following issue sends out an email (about six days prior to the deadline) to the regular *Foghorn Contributors*, reminding them of the deadline. These dates may change due to the availability of the *Graphics* person, for short months or when holidays fall at the end of the month.
2. As information comes in, the *Editor* saves the attached article to a word document or, if it is received as part of an email, copies and pastes the information to a word document.
3. Once it is saved it in a word document, read it over and make any obvious changes, delete the "returns" at the end of each line if copied directly from an email, run a spell check, and then read it again. Check the dates in the articles to assure they are the same as listed in the "Calendar of Events".
4. Double check the spelling of member names. That is one of the most common errors found.
5. Perk up the headings when appropriate. We might as well make it fun.
6. Change or remove the wording to repeated phrases or announcements.
7. Forward the edited articles to the *Graphics* person as an email attachment. It is easier to send a few at a time so the *Graphics* person can get a head start laying it out. Make sure the *Graphics* person has received any pictures that have been sent, so that you do not need to send them again.
8. There are times when articles are received that need more editing than others. The *Editor* should feel fairly comfortable rearranging sentences as long as it does not change the "message".

9. At times articles come in that are more of a rant than an article or a bit out of taste for the type of newsletter we produce. Rework the article and then return the revised version to the author for approval. If in doubt:
  - a. Ask advice from the team.
  - b. If you feel it is inappropriate, and reworking doesn't work, we bring it up to the Officers for advice.
10. The type of articles unacceptable for the Foghorn are solicitations for a charity, political articles, advertising, etc.
11. Some of the best articles and photos are pulled from Everyone-at-RCYC mailings.
12. Maintain consistency during the editing process. For example, when referring to specific property of RCYC the following should be capitalized:
  - Walk 1, Walk 2, etc.
  - Clubhouse
  - Club
  - Board Meeting
  - General Meeting
  - Head Walk (along the shore)
  - Breakwater
13. If information for the calendar is not received, it can be obtained by going to the website and checking the activity calendar. However, it is preferred that the calendar was sent in after being checked and approved by the Vice Commodore.
14. The *Graphics* person is responsible for arranging the articles in the Foghorn, so the "graphics" of an article should be left to them. An exception would be if a contributor sends in a special event announcement.
15. Once the *Graphics* person has completed a draft, it is sent to the *Editor* in its entirety for another edit. The *Editor* then makes notes of any corrections and/or suggestions and sends that via email to the *Graphics* person. I usually identify the page number, the article heading and the paragraph and line of the correction to be made.
16. When the draft has been corrected, the *Graphics* person sends a final draft to the email addresses of everyone on the Foghorn team for a last review.
17. Graphics person uploads the final copy onto the website and notifies Everyone-at-RCYC that the newsletter has been posted. We have 2 members who receive a printed copy that is the graphics persons responsibility.