

Guidelines and Editorial Protocol for Publication of "The Crag" Newsletter

- "The Crag" is the official newsletter of the Castlecrag Progress Association (CPA) and serves multiple purposes of a) regularly communicating to members of the association and the broader Castlecrag community those activities, events and issues currently engaged in by the CPA; b) providing a community forum for articles, letters and other contributions from Castlecrag residents about local issues, matters of current and historical interest, and events and c) providing a vehicle for local businesses to advertise their services in exchange for a modest fee.
- Through "The Crag" the CPA seeks to inform, foster constructive debate and assist in formulating a consensus in the community on local issues.
- The CPA delegates the operational elements of compiling and publishing each issue of "The Crag" to a voluntary Editor with assistance from volunteer Assistant Editors.
- The Editor liaises with a member of the CPA executive (usually the President or Secretary) in formulating the production schedule and content of each issue and seeks copy from both the CPA and the broader community.
- Contributions which are significantly changed by editing are referred back to the author for approval, before publication.
- In general, the Editor aims to publish four issues of "The Crag" per annum. As far as possible, each issue of "The Crag" is published and distributed to a schedule which allows at least 7 days notice to the community of a proposed general meeting of the CPA.
- The Editor determines the size of articles and exercises editorial prerogative over content and layout and may refer articles to the Assistant Editors for further review.
- The Editor welcomes letters from Castlecrag residents expressing their views and opinions about local issues, but will not publish anonymous letters and follows similar guidelines for correspondents to the Sydney Morning Herald:
 - **Keep it short** - preferably less than 250 words
 - **Keep it simple** - one or two clear points
 - **Keep it fresh** - don't send the same letter repeatedly
 - **Keep it civil** - don't abuse people or organisations
 - **Keep it relevant** - refer to a story in the newsletter or a topical issue in the community
- The Editor reserves the right to edit such letters as appropriate to maintain accepted standards of language, probity and respect for other points of view. Before publication the author of a letter is consulted about any proposed significant editorial changes.
- Where appropriate, the Editor reserves the right to publish a reply to letters and may consult the CPA executive for advice on matters involving accuracy of fact.

- On completion of the final printer-ready draft of an issue of *The Crag*, the Editor submits this to the President of the CPA for approval at least 3 days before the due date for submission to the printer. Any discussion with the Editor on content is undertaken only by the President, or nominee (usually the CPA Secretary), who has responsibility for final sign-off to publish.
- Liaison with the Publisher and Printer is the role of the Editor or, in exceptional circumstances, the President of the CPA.
- A member of the CPA committee is responsible for contacting existing and potential advertisers. Advertisers in each issue are asked about the suitability of their advertisements continuing as previously used or if changes are required. The Editor then effects these changes by liaising with the publisher and the advertiser directly.