

# NOTIS POLICY DOCUMENT #3

## GUIDELINES FOR THE NOTIS PUBLICATIONS REVIEW COMMITTEE

**PURPOSE:** To review all general NOTIS material prior to publication or distribution.

The following will not come within the purview of this committee:

*NOTIS News*

Letters to individuals (not intended for publication)

Committee materials (unless requested by committee chair)

**PROCEDURE:** Material to be published, or distributed to the general membership, will be submitted to as many members of the PRC as desired, by fax, mail, or email. The goal will be to obtain a minimum of two clearances before going ahead with publication—more if desired.

**GUIDELINES:** The following criteria shall be applied:

**Substance** - Materials should accurately reflect NOTIS policy and procedure.

**Accuracy** - Materials should contain no errors of fact or typography.

**Clarity** - Materials should be easy to read, simple and well-written.

**Style** - Materials should be in accordance with the NOTIS style, e.g. they should connote warmth and welcome those who read them.

**Layout** - When possible, materials should use the official NOTIS logo and the stylesheet of the *NOTIS News*.

**History** - Materials should be consonant with NOTIS history and past practice (unless a deliberate change is intended).

**MEMBERSHIP:** The committee, which is appointed by the President of the Society, shall include the President *ex officio*.

Adopted by the NOTIS Board February 23, 1998