THE CONNECTION

GENERAL INFORMATION

POLICIES

The National Cancer Registrars Association (NCRA) membership newsletter, The Connection, is issued quarterly in the spring, summer, fall, and winter. The format allows NCRA members to share industry news and committee reports to the membership.

The Editor, President, Public Relations Director and Editorial Advisory Board should have computer hardware and software capable of viewing Adobe pdf files for the purpose of reviewing drafts of The Connection.

Articles are to be sent to the Editor or managing Editors at NCRA by e-mail in the format specified by the President and Editor. Once the articles have been compiled into draft format, the newsletter draft will then be e-mailed to the editorial advisory board. This board consists of the President, President Elect/Secretary and other members as designated by the Editor. The Public Relations Director will also be emailed the working drafts during the editing and review period. All articles should be reviewed by the author for content, spelling, grammar, etc., prior to being submitted for review.

Articles should pertain to newsworthy events affecting members of NCRA. This includes notices of meetings, workshops, new publications, and articles of interest to the entire membership of NCRA. Also intended for inclusion are business matters of NCRA. Scientific articles are not appropriate for The Connection and should be submitted to NCRA’s Journal of Registry Management.

PROCEDURES

Schedule of Articles and Deadlines

A schedule of articles is prepared by the Editor for the upcoming year and presented to the incoming President. This schedule will be distributed at the Board orientation and the Executive Office will distribute the schedule of articles to Board members unable to attend the orientation meeting. The Editor may also distribute the schedule by e-mail to the Board prior to the request for articles.

The Editor is to create a table for each issue containing the articles to be requested throughout the year; this is to be used as a guidance document (see attached calendar example). The recommended schedule for issue release is: January, April, July, and October.

A prepared template of communication to authors should be used to remind authors referenced in the table. Reminders should be sent to Committee chairs, Liaisons, and Officers twice prior to the publication deadline for articles to be submitted to the Editor and Managing Editors at NCRA.

Deadlines for receipt of articles and for publishing the newsletter from the Publication Manager are to be negotiated well before the Board year begins, allowing time to gain the approval of the incoming President. Include this information on the table mentioned above for reference.
**Review and Edit of Articles**

At least two editorial staff members should be assigned to review each newsletter during the editing and proofreading stages. The President and President Elect/Secretary shall serve as members of the Editorial Advisory Board for review purposes and review the final draft before it is distributed electronically to NCRA members or posted on the NCRA website. Reviewing parties should return edits to NCRA staff within two weeks of receiving initial draft, and within one week when reviewing subsequent drafts.

The Connection Editor and/or Editorial Advisory Board will review each article and notify the author of any changes before publication. Any major changes to an article should be discussed with the article’s author. Minor spelling or grammatical changes do not require author approval. The NCRA Editorial Advisory Board of The Connection reserves the right to refuse publication of any article that is not appropriate.

Any questions regarding suitability should be referred to The Connection’s Editor and/ or Editorial Advisory Board.

**Other Responsibilities**

Prepare an Editor’s Note, “Inside this Issue” for each issue of The Connection.

Maintain a log of telephone calls and emails regarding the newsletter for later referencing.

Hold conference calls bi-annually with the Editorial Advisory Board and Public Relations Board Director for strategic planning for The Connection.


Prepare board reports as requested.
Sample schedule: Annually updated by NCRA staff and Connection editors.