

NPSI Newsletter Mission, Policies and Procedures **Revised January 2021**

Mission Statement

The primary mission of *Selected Facts: Newsletter of the Northwestern Psychoanalytic Society and Institute* will be to report news, articles, activities, and photographs pertinent to the Society and the Institute. Submissions to the newsletter will be evaluated by the Managing Editor and accepted based on relevance to the primary mission of the e-newsletter. Submissions will be encouraged from full members, guest faculty, candidates, and community members. Submissions considered relevant to NPSI may also be invited and accepted from sources outside the Society. However, the main focus of the publication and majority of its content will be to highlight the professional activities of our membership, guest faculty, candidates, and community members.

Staff

Executive Editor (NPSI President)
Managing Editor (Administrator)
Copy Editor
Website and Media Editor
Reporters

Policies

The newsletter may include the following or similar sections as well as other content approved by the Publications Committee:

- Letter from the President (Society)
- Letter from the Director of Training (Institute)
- Letter from the Candidate President (Institute)
- Annual report in the fall issue from the President summarizing the activities of major committees: admissions, ethics, curriculum, membership, progression, publications, special events (e.g. EBOR), and training analysts
- Special Reports: reviews of publications authored by candidate, analyst, or community members; scientific meetings; conferences; other professional events
- *Members in Action* (e.g. professional accomplishments of full members, community members, and candidates)
- Regional and International News: CIPS, NAPsaC, and IPA

The Copy Editor and Website & Media Editor reserve the right to edit submissions for grammar and readability. Authors retain copyright of their own material. The editors may make suggestions regarding the length of a submission or other changes when content is deemed unsuitable for publication (e.g. clinical material that compromises patient confidentiality). The Managing Editor, in consultation with the Executive Editor (President), reserves the right to return submissions to authors that do not meet criteria for publication. However, once published in *Selected Facts: Newsletter of the Northwestern Psychoanalytic Society and Institute* authors will agree to cite the NPSI

newsletter as the place of initial publication if they use any part of the content in other publications. The editors will review these policies and procedures on a periodic basis and make revisions as needed. This document along with the Style Sheet will be posted on the NPSI website.

Newsletter style will be modeled after the APA Style used and endorsed by the International Psychoanalytical Association.

The newsletter will be distributed electronically to the NPSI membership and others included in the organization database using subscription software (Constant Contact). The publication cycle will occur twice yearly: fall/winter (December) and spring/summer (June). Deadlines for submission will be approximately one month prior to publication.

The Publications Committee (Managing Editor and Board of Directors) is solely responsible for newsletter content. Only the Administrator, Managing Editor, Copy Editor, Website & Media Editor shall be allowed access to the NPSI Constant Contact account.

Procedures for Submission

Submissions will be emailed to the Managing Editor: admin@npsi.us.com (see Style Sheet for formatting requirements).

Procedures for the Publication

1. The Managing Editor will email the following individuals requesting letters or reports for the upcoming issue six weeks in advance of publication; May 1 for June 15 publication or November 1 for December 15 publication.

- NPSI President
- NPSI Director of Training
- NPSI Candidate President
- David Jachim, “Analyze This!”
- Full Member and Candidate Reporter, “Members in Action”
- Community Member Reporter, “Members in Action”
- NAPsaC President for International and Regional News
- CIPS President for Regional News
- NPSI Community to invite essays related to the specific topic of the issue, e.g. racism for the Spring/Summer 2021 issue.

2. After receiving submissions, the Managing Editor formats content into a Word document draft (Times New Roman, 12 pt., single spacing after periods is standardized).

3. The newsletter draft is sent to the Executive Editor for vetting content prior to being returned to the Managing Editor (see above mentioned Mission and Policies to understand the vetting process).

4. The Managing Editor sends the draft to the Copy Editor (See Style Sheet).

5. After copying editing, the Managing Editor formats content into the Constant Contact newsletter template.
6. The Managing Editor asks the Copy Editor to recheck content before final review by the Website & Media Editor.
7. The Website & Media Editor conducts a final design review and approves readiness for publication.
8. The Managing Editor schedules publication.
9. Electronic copies of the newsletter are archived on the NPSI website.
10. The Managing Editor updates the Constant Contact database after publication of each newsletter to remove stale email addresses. New recipient email addresses are added per request up to the limit of our subscription.