

NPSI Newsletter Mission and Policies

Revised June 2014

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.

Newsletter Staff

Managing Editor
Copy Editor
Formatter
Reporters

Newsletter Policies and Procedures

The newsletter may include the following or similar sections:

- Letter from the President (Society)
- Letter from the Director of Training (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 members and candidates)
- Regional and International News: CIPS, NAPsaC, and IPA
- Paid Advertising (e.g. office space, professional services of interest to psychoanalysts)

The editors reserve the right to edit submissions for grammar, and readability. Authors will retain copyright of their own material. The editors may also make suggestions regarding the length of a submission or other changes when content are deemed unsuitable for publication (e.g. clinical material that compromises patient confidentiality). The Managing Editor reserves the right to return submissions to authors that do not meet

the 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. These policies and procedures will be posted on the NPSI website.

Newsletter style will be modeled after the “Chicago Book 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 email list using Internet-based subscription software (Constant Contact). The publication cycle will occur three times yearly: fall (October), winter (February), spring (June) on or about the 3rd Monday of the month. Deadlines for submission will be approximately one month prior to publication months (e.g. January 30 for the winter issue).

The Publications Committee will have sole responsibility for newsletter content. Procedures for the publication shall be as follows:

- The editors and reporters will solicit news from members, candidates, and invited guest authors (e.g. visiting faculty, EBOR presenters and participants).
- Submissions will be emailed (Word document format; Times New Roman 12 pt. font) to the Managing Editor for collection and initial formatting into a document draft.
- The Managing Editor will send content to the Copy Editor whose primary responsibility it is to edit for content, syntax, and readability.
- The Managing Editor will review the final draft before sending the newsletter to the NPSI Webmaster (*KilmerHansen*) for formatting in Constant Contact.
- The Managing Editor will give final approval of each issue prior to publication.
- Electronic copies of the newsletter will be archived on the NPSI website.
- Only the managing editor, copy editor, and NPSI administrator will have access to the Constant Contact account. The administrator will review and update the Constant Contact database to remove stale email addresses and add new ones concurrent with the publication schedule.