



## 150 Bulletin Editor

### General

The Bulletin Editor pulls together the various elements of the Bulletin and publishes to the Club website and by email to members, using the ClubRunner platform.

- notices and announcements,
- news articles and stories,
- photos and video,
- meeting Minutes, and
- list of guests and visiting Rotarians,

### Tasks

- All items should be edited as needed:
  - names should always be checked for correct spelling, and titles and affiliations should be verified,
  - meeting minutes are arranged to standard outline headings, if required (see Protocol for Scribe) and edited for spelling, grammar and readability; major edits should be discussed with scribe, if feasible.
- Photos will generally need editing – particularly for exposure and cropping; match photos to the minutes and insert as appropriate.
- The Webmaster should be consulted to see if any Bulletin material should be repeated on the website.

### Current Editorial Standards

- Names:
  - members - as spelled in Member Roster;
  - guests and visitors – as spelled on Guest and Visiting Rotarians list;
  - others as verified on internet.
  - as a mark of respect, club titles (President, etc.) should be spelled out in full the first time used and may be abbreviated thereafter.
- Dates: dd MMMM yyyy (01 January 2000)
- No capitalization or bolding for emphasis within an article
- Titles (book, song – *O Canada* & *The Queen*, newspaper, video, etc.) are italicised.
- Paragraphs are short – about 50 words is optimum for viewing on a mobile device; more than 90 is not desirable.
- Photos
  - photos are used to enhance the appearance and increase interest in the Bulletin
  - a photo of the Presenter should be the largest in the Minutes section.



- if available, include a photo of the meeting chair
- Fellowship and Business photos, including any captions, are the sole prerogative of the Bulletin Editor. Three abreast has been found to be optimal size for easy viewing. An outstanding photo can be enlarged and placed alone (or two).