Western Australian School Library Association Inc.

ic3 Policy and Guidelines

Dates

Copy and publication dates to be determined by the *ic3* Editor in consultation with the WASLA Committee, preferably at the December planning meeting (see Appendix 1).

Decisions regarding content will occur after direct liaison with the *ic3* Editor.

Copy

- Copies of publications to go to recommended repositories, a list of which is maintained by the Executive Officer:
  - State Library WA (Collection Development)
  - National Library of Australia (Legal Deposit Unit)
  - SLANSW (Secretary)
  - SLAQ (Secretary)
  - SLASA (Secretary)
- Free copy to any guest authors or bookshops which supply booklists or events news.
- 30 extra copies to WASLA Committee to be used at PD days, LO Day, conferences.
- 5 copies for the *ic3* editor.

Availability

- **Print:**
  - 1 copy per individual membership
  - 1 copy per institutional membership

- **Digital:**
  - Previous copy and entirety of previous calendar year available in Members Only section of WASLA website
  - Previous copy year/s (two calendar years prior and beyond) are available via open access on the WASLA website.

Parent Newsletter

- **Print:**
  - 1 copy to all P&C groups in WA, using the WACSSO labels

- **Digital:**
  - Freely available on the WASLA website – Parents link from the side menu bar.

Layout *ic3* – maximum 32 pages per issue
The journal should have a prescribed/consistent layout so readers know where to go to look for specific information.

Order of publication items:
- Inside cover – editor's note/editorial and contents
- **From the President's Desk** – article from the President or Vice President
- **WASLA News** – initiatives, awards, PD, calendar of events
- Refereed article/serious article, guest article
- **Reading Rocks** - Literacy
  - o Local authors – Interviews
  - o Conference authors – attend sessions and write up.
  - o Book reviews – new reads
  - o ebooks
  - o Recommended websites – fiction, literacy support
  - o other – to with literacy
- **Tech Hub**
  - o Recommended websites (curriculum), Scootle
  - o ICT tips and hints
  - o Recommended apps.
  - o Innovative programs/integration in schools
  - o Policy docs
  - o Digital citizenship
  - o other – to do with ICT
- **Classics and bestsellers**
  - o PS, HS, SC and Xmas bestsellers, Australian Curriculum themes.
- **Events** – local/WA, national and international conferences.
- **School Library News** – Parents, advocacy newsletter.
- **SCIS News**
- Other
- Advertising on last pages/back inside cover
- Back cover – WASLA calendar

Advertising
See the WASLA Advertising policy

Executive Committee including:
President, Vice President, Treasurer, Secretary, Web Manager, Executive Officer

Appendix 1

Generic dates for *ic3*. These may be altered by the *ic3* Editor in consultation with the WASLA Committee.

Leaders		Action
Editor Copy proofreader: WASLA Secretary		Ensure copy is ready for proofreading by the due date Send proofread copy to the editor by the due date
Issue number	*Date due*	*Action*
1 – copy deadline	End second week in March	All copy to editor by this date. Committee to work through *ic3 Editor* to ensure there is enough copy
1 - proofread deadline	End of March	Final copy for proofreading to **WASLA Secretary**
1 - printing deadline	End second week in April	Copies to **WASLA Executive Officer** for mail out
1 – mail out	End of third week in April	To membership
2 – copy deadline	End of June	All copy to *ic3 Editor* by this date. Committee to work through leader to ensure there is enough copy
2 - proofread deadline	End of second week in July	Final copy for proofreading to **WASLA Secretary**
2 – printing deadline	End of July	Copies to **WASLA Executive Officer** for mail out
2 – mail out	End of first week in August	To membership
3 – copy deadline	End third week in Oct	All copy to *ic3 Editor* by this date. Committee to work through leader to ensure there is enough copy
3 - proofread deadline	End first week in November	Final copy for proofreading to **WASLA Secretary**
3 - printing deadline	End of third week in November	Copies to **WASLA Executive Officer** for mail out
3 – mail out	End of November	To membership