



Australasian Land & Groundwater Association

GUIDE TO THE ROLE OF
**NEWSLETTER
EDITOR**



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This guide is designed as a starting point and ongoing reference material for those who are nominated and therefore become involved as **Newsletter Editor** of the **Australasian Land & Groundwater Association Inc (ALGA)**.

The ALGA Newsletter is a monthly e-newsletter sent to over 500 members supporting the land and groundwater remediation industries. Articles are invited that are topical and succinct; and that include eye catching images or photos.

The role of Newsletter Editor is to seek out newsworthy information to be included in the Newsletter that the Editor feels will be of interest to the ALGA audience - that is, members of the Remediation industry.

Any article of interest can be reproduced for the benefit of our Members, however the Editor must confirm written approval for any articles with Copyright. Additionally the Editor can ask peers directly to submit information they may have produced which would further the interests of the Remediation industry. Any article submitted must be sent to the Secretariat first, then the Secretariat will forward the relevant articles to the Editor for review.

An excellent starting point for material are the current or previous presenters at the EcoForum conferences. Their papers are already prepared and are a rich source of industry information. The Secretariat can provide Speakers contact details on request.



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The Newsletter has the following sections:

1. From The President.

The current President's welcome and outline of the month's articles.

2. Events Calendar

A comprehensive list of all upcoming industry events.

Also listed on the ALGA website.

3. Sponsors

A list of all the current Sponsors, in 3 groups - Gold, Silver and Bronze.

4. Report on our Branch Events

Article write-ups on the Forums held the previous month.

5. Information For Members

Includes New Members for the Month and any upcoming events of note.

This section can include any Member information - new babies, team-building events, etc. The last page always lists the current Board Members.

It is expected that the Editor will work with the Secretariat in reviewing and helping to provide articles for these sections.



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Contributions

These are sections the Board would like to see more represented each month.

Primary Feature Article

1. **Content:** A topic that is relevant to the monthly theme.
2. **Format:** Maximum three pages with a minimum of 1 x colour image on each page.
3. **Size:** 1,400 words maximum with three images. Any additional images will require a reduction in words by 250 words (minimum) per image.

Secondary Associate Article

1. **Content:** A topic, or opinion, expressed succinctly that is relevant either as a current issue in the media / profession, or to the monthly theme.
2. **Format:** One or two pages with a minimum of one colour image on each page.
4. **Size:** 500 words maximum where one page with one image; or 900 words maximum where two pages with two images. Any additional images will require a reduction.

Letters for The Reactor

1. **Content:** The Reactor is a monthly informal column dedicated to all things irreverent, witty, silly or otherwise reactionary. Contributed content will be reviewed - no swearing please!
2. **Format:** Up to 200 words. One colour image can be featured.

Member SnapShot

1. **Content:** Member Snapshot will showcase one Member each month. Sample questions could be: Name? Qualifications? What do you do? How did you get there? What is your biggest concern in our industry? Best aspects of your work? How and why did you get involved with ALGA?
4. **Size:** 500 words maximum where one page with one image; or 900 words maximum where two pages with two images. Any additional images will require a reduction.

Proposed Upcoming Themes

The Editor can recommend a Theme for each upcoming Newsletter, to give the information cohesion. An example is:

Issue #28 - November 2011

Theme - Brown Fields Developments

By ensuring that all articles stick to the nominated theme the Editor keeps the Newsletter relevant and interesting.