

Current Organization Constitution

MISSION STATEMENT: Our purpose is to promote education of the magazine and media industry by giving students the opportunity to create content for a monthly publication targeted at students at Emerson and around Boston that focuses on the lifestyle of an urban college student, and to create content that is relevant to the Emerson community, and always conscious to bring content to our readers what they want to read.

CONSTITUTION: The Your Magazine Constitution can be found here.

PART I. Staff onboarding, staff positions, duties, and responsibilities, and expectations of staff members

STAFF POSITIONS, DUTIES, AND RESPONSIBILITIES

Executive Staff

Editor-in-Chief: primarily administrative, but the whole magazine—text, pictures, captions, and headings—is the final responsibility of the editor-in-chief.

Assistant Editor-in-Chief: is responsible for planning and editing stories and usually supervises associate editors. She may plan and assign stories for certain sections of the magazine or assist in general planning and assigning.

Managing Editor: Responsible for day-to-day operations management of the magazine and staff.

Copy Editor: Checks written material, usually as the final step before it is set into type, to correct errors in grammar, spelling, usage and style

Creative Staff

Creative Director: Analyzes and chooses graphic designs and layouts for publishing an ad in the magazine and works in tandem with photographers, designers, editors and printing teams to give the magazine an attractive look. The creative director and creative staff are responsible solely for the design of the magazine. All graphics, including advertisements, must be completed by the marketing staff.

Designers: Builds advertisements and graphics, and use photos and other forms of artwork to create covers and inside pages.

Photography Director: Responsible for getting all photos in for each issue, as well as shooting some of the major shoots.

Photographers: Responsible for setting up photo shoots, photographing, and editing photos on varying assignments.

Head Stylists: Responsible for assigning stylist to shoots, and for producing the end product.

Stylists: Responsible for styling clothes, makeup, hair, and location for photo shoots. Also, for maintaining relationships with local stores.

Editorial Staff: Fashion

Fashion Editor: Responsible for selecting and editing articles for each issue of the magazine, overseeing the section's writers in the process of writing their articles, assisting in various photo shoots and clothing pulls, contributing pieces online and occasionally in the magazine, and communicating with the managing editor in the process of each issue

Fashion Writers: Magazine staff writers provide content for print magazines and for their online magazine components. Magazine writers and editors generally generate story ideas together, write the stories and then edit the content. All content pertains to fashion and style

Editorial Staff: A&E

A&E Editor: Responsible for selecting and editing articles for each issue of the magazine, overseeing the section's writers in the process of writing their articles, assisting in the sections photo shoots, contributing pieces online and occasionally in the magazine, and communicating with the managing editor in the process of each issue

A&E Writers: Magazine staff writers provide content for print magazines and for their online magazine components. Magazine writers and editors generally generate story ideas together, write the stories and then edit the content. All content pertains to the arts and entertainment at Emerson and in Boston.

Editorial Staff: Romance

Romance Editor: Responsible for selecting and editing articles for each issue of the magazine, overseeing the section's writers in the process of writing their articles, assisting in the sections photo shoots, contributing pieces online and occasionally in the magazine, and communicating with the managing editor in the process of each issue

Romance Writers: Magazine staff writers provide content for print magazines and for their online magazine components. Magazine writers and editors generally generate story ideas together, write the stories and then edit the content. All content pertains to personal relationships.

Editorial Staff: Living

Living Editor: Responsible for selecting and editing articles for each issue of the magazine, overseeing the section's writers in the process of writing their articles, assisting in the sections photo shoots, contributing pieces online and occasionally in the magazine, and communicating with the managing editor in the process of each issue

Living Writers: Magazine staff writers provide content for print magazines and for their online magazine components. Magazine writers and editors generally generate story ideas together, write the stories and then edit the content. Content is in longer format having to do with Emerson or Boston.

Marketing Staff

Marketing Director: Come up with meeting times for the marketing team to meet. Responsible for organizing events, marketing the magazine to gain readership, and marketing open staff positions. Will communicate with the executive staff to evaluate needs and goals for the marketing team and exposure for the magazine.

Marketing Associates: Assist the marketing director in coming up with ways to market the magazine. The marketing staff will also be responsible for creating graphics, flyers, and ads for events. They are required to attend marketing meetings as well as general staff meetings.

General Department expectations:

1. Up to date Social Media, especially the facebook page and promoting the latest issue before its release on facebook.
2. Ad ideas/distribution on campus for EVERY issue.
3. Budget proposals for any and all costs
4. A representative present at EVERY staff and executive meeting
5. Planning and attending all necessary events

EXPECTATIONS

Staff members of Your Magazine are expected to do the following:

1. Attend all section meetings, staff meetings, and events.
2. Tell your section editor *beforehand* if you can't come to any of the above.
3. Meet deadlines for articles, drafts, and projects.
4. Communicate with your section editors if issues arise!
5. Fact-check your articles and abide by the YM style guide.
6. Have fun (duh).

PART II. Communication, online networks, meetings, and calendar

LINE OF COMMUNICATION

All writers report directly to their editor, editors report to the editor-in-chief, assistant-editor in chief, and managing editor. Marketing associates report to the marketing director. Photographers report to the head photographer. Stylists either report to the fashion editor, creative director, or head photographer, depending on the project. If staff members have questions regarding an article or something related to

their section, they should contact their section editor first. If it is a question or concern relating to the magazine as a whole, feel free to contact the executive staff. The layout of staff responsibilities in this section could also be helpful in figuring out who to go to in order to get your question answered.

MEETINGS

Full staff meetings will only take place a few times per semester as needed. Other than that, your section editor will be responsible for holding meetings on a weekly basis. You should make every effort to attend every meeting, and if you can't, please contact your editor beforehand. On occasion, you may also be asked to attend photo shoots or other events depending on your section. There may also be other events put on by Your Magazine that you will be asked to attend, which can be just as important as meetings. But we promise they won't suck. And if they do, we hope you'll love us anyway.

PART III. Style guide and editing

Writers are expected to follow AP style in terms of how to format proper nouns, punctuation, and grammar.

BASICS

- Avoid excessive formatting
- 12 point font faces
- double spaced
- italics for cited works (if applicable)
- no bold or underline type
- save article as a word doc (.doc) and attach to an email when sending drafts
- regular articles should be around 500 words
- features and spreads should be 750-1000 words
- issues are typically around 40 pages but will vary

FACT CHECKING

Writers are responsible to do their own fact-checking throughout their articles. A simple Google search will usually suffice in checking your facts and correct ways to format and spell your proper nouns, but make sure the site you use is always a reliable one.