



JOURNAL LIAISON

CRITERIA

- Will be a financial member of the association
- Will be directly responsible to the members of the Association
- Will be directly responsible for liaising with prospective journal article authors for ADSNA Journal Editor (who will then delegate to assistant editors for peer review).

EACH YEAR

- Provide at least three journal articles a year to the ADSNA Journal Editor
- Review strategy to send letter inviting education presenter to publish article in ADSNA journal when sending thank you note to each presenter
- Review future strategies to find prospective journal article contributions
- Review letter to prospective journal article author at least on a yearly basis or as needed
- Liaise with ADSNA Journal Editor for cut off dates for the year to send reports and articles to the Journal Editor of ADSNA for submission in the journal

EACH MEETING

- Provide Report to committee members re number of articles available from their state.
- Forward reports to Minutes Secretary electronically for archiving as well as hard copy at the meeting (if not distributed with agenda)

EACH JOURNAL

- Ensure the state has the required number of articles for each journal (one article per journal for WA, Tas, QLD and SA and 2 articles per journal for NSW and Vic)
- Ensure the following state information has been forwarded to the Journal Editor
 - President's report – President sends
 - Corrections/updates to state information
 - Diary Dates
 - Conference Adverts

EACH EDUCATION SESSION

- Approach each presenter at the education session to introduce yourself as the state journal liaison for SA and invite them to contemplate publishing all or part of their presentation in a future ADSNA journal
 - Provide the letter of introduction
 - Information for authors

Guidelines for assisting prospective journal article authors:

- Familiarize yourself with the information placed in the back of each journal which provides information on requirements for prospective journal article authors
- Provide anyone showing an interest in publishing an article a previous copy of the ADSNA journal including information for authors
- Act as a liaison with the assistant editor of ADSNA once it is established that they are keen to publish and have sent you a copy of the article, preferably in an electronic version
- It is not necessary to keep up a constant dialogue between the ADSNA Journal Editor and the article writer as the article nears its completion, but please contact the author and the Journal Editor from time to time to ensure that communications are going well between the two parties