



***THE BELL TOWER* EDITOR**

ABA Job Description

BASIC FUNCTION

Shall be responsible for writing and procuring basic and informational bell material to be included in *The Bell Tower* and for preparing *The Bell Tower* copy for the printer.

EDITOR QUALIFICATIONS

1. Experience in journalism
2. Proficient in operating computer and software to prepare *The Bell Tower*
3. Background in typing and editorial and communications skills
4. Be dependable, friendly, creative, and a good correspondent

CURRENT PROCEDURES

I. The Office: Equipment, Software, and Supplies

A. Equipment

Computer (2): desktop and portable.

Digital cameras (2) with extra chips and rechargeable batteries.

Fax/copier.

File cabinet and bookcases for reference books, past Bell Tower issues, and other material.

Phone.

Printers (2): inkjet color.

Scanner.

B. Software

Microsoft Word for processing text.

Microsoft Excel for preparing financial data.

Adobe InDesign for text

Adobe Photoshop for photographs and graphics.

Internet access for e-mail and Internet searches.

C. Supplies

Ink toner for the printers; paper and envelopes; paper clips and scotch tape; postage; stapler, and other supplies.

II. Scheduling Material: Communication and Planning

A. Communication via mail, e-mail, telephone, fax

Mail and e-mail, most of the time.

Discuss matters where mail or e-mail is not enough via telephone.

Fax is occasional.

Communicate to:

Remind contributors of deadlines.



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Request material and photos.

Request permission from newspapers and magazines to reprint.

B. Planning – Year Round

Announcements and Reports of annual ABA Convention and Meetings are spread over several issues, per *The Bell Tower* Committee guidelines.

January-February: chapter anniversaries; *Bell Tower* index for previous year.

March-April: proposed bylaw amendments (if any); Nominating Committee report (slate of officers).

May-June:

July-August: outgoing/incoming Executive Board.

September-October: convention report; new Executive Board and Committees.

November-December: holiday issue.

III. Preparing the Magazine

A. Gathering Material

- Front cover: photo and titles of feature articles.
- Page 2: Executive Board/Committees, except Jul-Aug (incoming/outgoing Executive Boards).
- Table of Contents: change every issue.
- Columns: Editors, President, Secretary, and Membership Chairman.
- Column: Chapters Coordinator
 - Coordinator edits reports before submitting them to BT.
 - Chapters send updated information re President and changes in meeting dates.
 - Edit entire column.
- Column: In Memoriam
 - Coordinate with Chaplain and Membership Chairman.
 - Make certain the member was an ABA member.
 - Research online obituaries.
 - Seek next of kin name/address.
 - If ABA Past President, obtain background information/photo for full-page write-up.
 - Edit entire column.
- Announcements: ABA Annual Convention and Chapter Meetings, per *The Bell Tower* Committee guidelines
- Announcements: Others as they occur.
- Annual Reports: Nominating Committee and Bylaws Committee.
- Report of annual ABA Convention: coordinate with Annual Convention Committee (e.g., to obtain attendees list); obtain complete copy of all Committee reports for *The Bell Tower* Editor's file.
- Reports of Chapter Meetings: coordinate with Chapters Coordinator.
- Bell and Tell when a chapter or member submits numerous photos with captions, and a lead-in.
- Members' Bell Collection when a chapter or member submits photos with captions, and a lead-in.
- Bells in the News (sources are the Internet, members and BTE): do synopsis; find photos.
- Members in the News when news about a member is submitted: publish when at least two submissions.
- Articles
 - Requests of bell talks presented at conventions.
 - Editor's Requests for type of bell.



- Submitted for consideration.
- Request for color insert.
- Submitted as FYI or gift and converted into article.
- Request of report for special event (e.g., Bell Symposium in NYC).
- Written by Editor(s), on occasion.
- Request permission to reprint articles/photos from newspapers, magazines, and journals.
 - Members submit articles.
 - Editors find articles.
- Important addresses: in every issue
 - Collins Memorial *Bell Tower* Fund contributions almost every issue.
 - Back Issues Available: updated every issue
 - Special Services: updated when items added or no longer available.
- Letters and E-mail to the Editors: include when timely, relevant and interesting.
- Advertisements: include from list sent by Advertising Chairman.
- Fillers.
- Bells Up Close:
- Back cover: photo and Calendar of Events.

B. Editing material

Edit material in InDesign software, and also do the following:

- Fact checks
- Grammar check.
- Spell check.

Photographs: strive to have a photo or graphic on every page.

- Scan if necessary.
- Crop.
- Format using Adobe Photoshop.
- Convert all images to TIFF image.
- Convert color images to CMYK format.

C. Laying Out the Magazine

- Insert all prepared material into InDesign document.
- Determine what photos go on front/back covers.
- List articles on front cover.
- Create Table of Contents, including descriptions of photos on covers.
- Proofread.
- Produce a draft copy.
 - If too many pages, decide what to cut, where to fill in space.
 - If too few pages, decide whether to have a shorter issue (e.g., 40 pages).
- Proofread draft for typographic changes that may have occurred when moving material to the magazine copy.
- Make corrections; refine and produce a second draft; continue to refine until satisfied.
- Repeat proofreading, making additional corrections, and printing additional drafts until satisfied.

D. Submitting Magazine to Printing Company

(Send copy of final magazine to printer)

Send PDF 2001x of file by computer to printer FTP portal



Notify customer representative at the printing company.

Notify the Membership Chairman so he/she can submit labels to the printing company.

E. Printing Company Proofs

Printing company sends proof via computer (looks much like the final magazine) in 1-2 days.

Review suggestions.

Sign off.

Send final copy to printer FTP portal within timeframe determined by the printer and ABA.

Printing company prints the magazine, attaches labels, and mails the magazine.

Send final .pdf of the Bell Tower to the Historian and Website Coordinator

Request complimentary issues for non-members who gave permission to reprint articles and/or photos.

IV. Other Activities

Attend ABA Convention

- Attend committee meetings of which Editors are Ex-Officio members.
- Attend Executive Board meeting when requested
- Coordinate beforehand with Convention Photographer re preferred photos. (Editor takes all of the auction photos) (Photographer takes all other convention photos.)
- Take photos and notes.

Annually:

- Submit Budget Report at end of ABA fiscal year to *The Bell Tower* Committee Chairman and Treasurer. (Never have done this; Marie does this.)
- Prepare Editor's Report for Convention.
- Prepare Expense Report at end of ABA fiscal year. (Send expense report to treasurer for postage, supplies, etc. I send the receipts to treasurer periodically. BT chairman does the report.)
- Take photos and notes.

Periodically:

- Research online and at the library.
- Shop for refills of office supplies and postage (as needed).
- Return material (package and mail) to contributors, per request.

Additional Assignments:

If necessary, search for new printing company: Research possibilities; narrow list of possibilities; submit list of questions; evaluate responses; gather information and submit as report to *The Bell Tower* Committee; meet with company representatives.

Respond to ABA requests, inquiries, whatever.

Important information for name and logo copyrights for *The Bell Tower* Editor:

***The Bell Tower*SM Editor:** The Editor will make every effort to properly use and include the ABA logo, specifically by including it on the front cover, on the first page of Chapter Chimes and of each article



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that is from a meeting's educational program and identifying it as such, on the membership application, on pages where Convention educational programs are listed, and on the Convention registration form.

***The Bell Tower*SM Editor:** On the cover of each issue, the Editor will use the SM symbol after the title "*The Bell Tower*", followed by the statement: Official Publication of The American Bell Association International, Inc.

***The Bell Tower*SM Editor:** On the "Editor's Message" page of each issue, the Editor will include the following statement: The Bell Logo and the words "The American Bell Association" are registered Service Marks in the United States Patent and Trademark Office of the American Bell Association International, Inc., and the title "The Bell Tower" is a Service Mark of the American Bell Association International, Inc.

In any print communications there must be the use of the trademarks for the name and logo for ABA.

All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

All ABA positions (officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

If a Discussion Form is sent to you by the Secretary, complete and return by email no later than one month before convention.

Important information for name and logo copyrights:

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*sm must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing (change to desktop publishing program sm).

The logo must be the official logo of ABA with the registered trademark.