

PUBLICATION POLICY

THE DIRTY BEARDS
Approved 16 June 2000

Preamble

The Publication Policy for the **DIRTY BEARDS** is an evolving statement that should reflect the growth and changing requirements of the membership. The Publication Policy is intended not merely to establish the limitations for the editorial staff of the **DIRTY BEARDS**; rather, it should be considered both as an expression of mutual goals and as an instrument for communication among the editorial staff, the **DIRTY BEARDS** Committee, the Publications Committee and the Board of Governors. As such, it is expected that the Publication Policy will be reviewed and revised frequently.

Editorial Policy

The **DIRTY BEARDS** is an official publication of the American Bouvier des Flandres Club, published three times a year as the **DIRTY BEARDS QUARTERLY** and once a year as the **DIRTY BEARDS ANNUAL**. Although the American Bouvier des Flandres Club, Inc., the Chair of the Dirty Beards Committee, the Editor and the staff of the **DIRTY BEARDS** publications will take every reasonable precaution to assure the correctness of published materials, they take no responsibility for the accuracy of, nor do they necessarily agree with, information published in articles, opinions, or advertisements.

Only letters, articles, and advertisements that present a positive and constructive approach to events, activities, duties, and other matters pertinent to the interests of the American Bouvier des Flandres Club will be accepted for publication. While such materials may express criticisms and grievances that are directed at factual actions or options of individuals or groups, they also must suggest possible corrective measures to be taken. Criticism directed at the character or motivation of individuals or groups will not be published. Such unacceptable material includes personal attacks, derogatory comments, libelous statements, inflammatory remarks, and unsubstantiated allegations. Anonymous materials will not be published.

- This statement of Editorial Policy and disclaimer shall appear in each **DIRTY BEARDS** publication

Contents

The **DIRTY BEARDS** publications shall contain information relevant to the operations and activities of the American Bouvier des Flandres Club and its membership. Among the types of information appropriate for publication in **DIRTY BEARDS** publications, at the discretion of the Editor and the **DIRTY BEARDS** Committee, are the following:

- ❑ Dates, deadlines, and publicity for activities sponsored by the American Bouvier des Flandres Club and regional Bouvier des Flandres clubs.
- ❑ Educational and other articles of current interest. Both original and previously printed articles are appropriate; however, previously printed articles can be reprinted only with permission from the original publication and/or author, as appropriate.
- ❑ Bouvier rescue information submitted by the Bouvier Rescue League.
- ❑ Current and annual statistics for conformation, obedience, and other performance events and for top title producers supplied by the Statistics Committee and/or other appropriate sources. The method of calculation should accompany statistics.
- ❑ Results of ABdFC specialty shows and performance events, results of regional club specialty shows and performance events, and results of entries supported by the ABdFC.
 - The results of an ABdFC specialty should include the names of winners in all classes in conformation, obedience, herding, agility, and other regular and non-regular AKC competitions. Every attempt will be made to publish photos for Best of Breed, Best of Winners, Best of Opposite Sex, and High in Trial for each performance event. Additionally, as permitted by space and budget, photos will be published of Winners Dog, Winners Bitch, Highest Combined Score in performance events, Best in Sweepstakes and Futurity competitions, Best of Opposite Sex in Sweepstakes and Futurity competitions, and other categories.
 - Photos of winners in conformation and performance events at regional club specialty shows will be published as permitted by space and budget.
- ❑ Letters to the Editor.
- ❑ Other materials as submitted by the Board of Governors that are pertinent to the interests of the membership, e.g. membership list, extraordinary committee reports, policy statements, guidelines for committees, etc.
- ❑ The responsibility for securing all material for publication in a timely manner ultimately is the responsibility of the editor. However, by approval of this editorial policy the Board of Governors agrees to direct Officers, Governors, all committee chairs, and other individuals appointed by the Board to make materials appropriate for publication available to the editor in a timely manner.

Advertisements

Advertisements suitable for a national breed publication may be included at rates set by the **DIRTY BEARDS** Committee and approved by the Board of Governors.

- ❑ Advertising rates may be different for members and non-members.
- ❑ Four full-page advertisements per year for the ABdFC National Specialty will be published at no charge to the Specialty Committee. Publication of additional pages will be at approved rates for ABdFC members unless the Board of Governors extends a waiver.
- ❑ Advertisements for the specialty shows of regional clubs will be published at approved rates for ABdFC members unless the Board of Governors extends a waiver.
- ❑ A listing of fees for advertisements will appear in each issue.

Procedures for Submission of Materials

The criteria for submission of letters, articles, and photographs are as follows:

- ❑ Persons who submit material for publication must identify the source of that information.
 - If the person who submits an article or letter is the author, her or his signature must be legible.
 - Copyrighted materials are to be accompanied by a letter from the original publication that gives approval for the reprinting of the material in **DIRTY BEARDS**. Any legend statement required by the original publication is to be included for reprinting with the article.
 - The only exception to obtaining permission for using reprinted materials is the inclusion of brief quotes within a larger article.
- ❑ The **DIRTY BEARDS** Editor has the authority to reject any submission that does not meet the criteria for submission, does not meet the editorial policy, or is outside the appropriate content of the **DIRTY BEARDS**.
 - Rejected material will be returned to the author with an explanation of why the material was considered to be unsuitable for publication.
 - In some cases, the editor may suggest changes that would make the material suitable. If the author agrees to such changes, he or she must send written authorization to the editor for making the changes.

- If the author considers that a rejection was inappropriate and a compromise cannot be reached, the author can submit the dispute to the ABdFC for final arbitration.
- The **DIRTY BEARDS** Editor, with notification to the author, may correct spelling, grammatical and minor factual errors in articles or letters if such corrections do not change the intent of the article.
 - Such errors in letters may be identified with the abbreviation “*sic*”.
 - Revisions to materials that are necessary for the material to fit within the size or scope of publication must be approved in writing by the author before the edited material is published.
- Published letters to the editor are limited to 250 words, although the editor under justified circumstances may grant exceptions.
- The **DIRTY BEARDS** Editor reserves the right to limit published materials or advertisements to a size or length that fits within the space restrictions of any issue.

Publication Schedule

The **DIRTY BEARDS QUARTERLY** is scheduled to be mailed in March, June, and September and the **DIRTY BEARDS ANNUAL** is scheduled to be mailed in December following the ABdFC National Specialty Show.

- The closing date for receipt of all materials for publication in any issue of the **DIRTY BEARDS PUBLICATIONS** is the 15th day of the month prior to the month for the scheduled publication of that issue.
 - The closing dates shall be published in each issue of the **DIRTY BEARDS PUBLICATIONS**.
 - Materials received after closing shall be either returned or held for the next scheduled publication as requested in writing by the sender.
- **DIRTY BEARDS PUBLICATIONS** will be sent to domestic members and subscribers by periodical permit and to members and subscribers at international addresses by the most cost effective means possible.

Budget

- In consultation with the Treasurer and the Publications Committee, the editor will submit prior to the beginning of the fiscal year an annual budget for publication of the **DIRTY BEARDS QUARTERLY** and **ANNUAL** to the Board of Governors for approval.
 - At any time that it becomes apparent that projected expenses will exceed or estimated revenues will fall short of the budget,

the editor shall present a revised budget for approval by the Board of Governors for approval.

- When the budget is approved, the editor may request up to a balance of \$750.00 in advanced funds for publication expenses.
 - Receipts for expenses against the advanced funds will be submitted to the Treasurer within one month.
 - Should the editor resign or be replaced, the remaining advanced funds shall be returned directly to the Treasurer.
- Bills and major expenses not charged against the advanced funds will be submitted directly to the Treasurer for payment.
 - Bills should be sent directly to the Treasurer by the vendor. However, if the vendor sends bills to the editor or any other member of the **DIRTY BEARDS** Committee, such bills will be forwarded to the Treasurer immediately.
- All monies received by the editor or members of the **DIRTY BEARDS** Committee shall be forwarded directly to the Treasurer and shall not be used by the editor or committee member to pay expenses or combined with the advanced funds.
 - Sources of funds received will be identified so that the Treasurer can credit the proper line items in the accounting.
 - Cash receipts will be discouraged; but should the editor or members of the Dirty Beards Committee receive cash, it should be exchanged for a personal check before being sent through the mail.