

Best Practices Editorial Policy

Purpose. This paper defines the guidelines that the Best Practices Subcommittee follows in selecting and preparing write ups for posting on the AAW web site.

Intent. The Best Practices program is a means of exchanging good ideas between chapters - it's a clearinghouse. Chapters are asked to document events and chapter management activities that they feel are successful, in order that their knowledge can be shared with others who are establishing a new chapter or wish to enhance the operations of an existing one.

Most of the initial write ups were drafted by subcommittee members to 'prime the pump'. Eventually, the great majority of the write ups will come from chapters representing a broad cross section of the AAW community.

The program does not tell chapters how to conduct themselves or recommend a preferred method. The program recognizes chapters differ because of member interest and local circumstances: 'one size does not fit all'. Best practice ideas are offered only for consideration.

Topics. In general, any topic which could help in establishing a new chapter or enhance the operations of an existing chapter is accepted. It is possible that the subcommittee will post several write ups on the same topic, if they describe a range of good solutions. Alternatively, the subcommittee may consolidate several very similar ones in a single write up. Older write ups may be de-posted in favor of newer, more comprehensive ones.

Topics which are not chapter-related (e. g., how to sharpen a bowl gouge) are not accepted. Such articles should find a home elsewhere in the AAW universe. Articles which describe failures, sometimes called 'lessons learned', are not accepted, as well.

Editing. The subcommittee edits as little as possible. We want the write up to retain the author's original flavor, as much as possible. The subcommittee does edit for the following:

- *Format*, to be consistent with the AAW web site formats and to promote user-friendliness
- *Length*, in general write ups are limited to one page. Long-winded drafts are edited for length. Write ups can be longer than one page, if content justifies. Authors are encouraged to cite web sites and other references for details.
- *Clarity*. Authors are asked to expand on points that may be confusing or require explanation. The subcommittee may add references to related best practice write ups.
- *Spelling and grammar*, although 'local color' is accepted

Drafts which undergo more than minimal change (e. g., format and spelling) are sent to their authors for review before posting.

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