OFFICIAL CONSTITUTION FOR SALTMAN QUARTERLY

Name: <mark>The organization shall be called Saltman Quarterly at UC San Diego, hereafter referred to as SQ.</mark>

Purpose: Saltman Quarterly is a non-profit student organization that provides a published medium for undergraduate students at UC San Diego to publish original biological research and reviews. SQ also helps to provide authors and staff members with the skills required to be successful in publishing research in their future careers beyond UC San Diego. Further, SQ encourages improvement in the communication of science and biology at a campus and community level through partnerships with both on-campus and off-campus organizations.

Non-profit Statement: <mark>Saltman Quarterly at UC San Diego is a non-profit student organization.</mark>

Requirements for Membership: Undergraduate students of UC San Diego who are majoring or minoring in biology are eligible to be staff members in Saltman Quarterly; Biology BS/MS students can participate through the BS/MS Liaison position. Membership does not include any annual fees, excluding those indicated for optional special events, apparel and/or activities.

Meeting Policies: The general staff meets as determined by the co-Editor-in-Chiefs. Quarterly general body meetings will be held to confer with staff members, obtain input, and deal with any outstanding SQ business. The core staff leadership team meets weekly on Mondays in Bonner Hall.

Criteria for Staff Members: <mark>Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in any possibly-held elections for the selection of the organization's officers.</mark> All staff members must be registered UC San Diego undergraduate students majoring or minoring in biology. Communications, computer science, cognitive science, visual arts, and other majors may be considered for illustration, webmaster, production-design, and photography positions. Qualifications and requirements of the staff are as follows:

Co-Editor-in-Chief (2-Person Position)
- ❖ Requirements: Must be a junior or higher standing
- ❖ Oversee the decisions and work of all staff members
- ❖ Coordinate administrative duties, including but not limited to budget, staffing, scheduling, and enforcement of timelines.
- ❖ Final decisions on layout/article order, journal style, etc. where there are creative differences in the editorial staff.
- ❖ Preside over agreement on the cover page with the Staff members and faculty advisors
- ❖ Represents the publication to other campus and community organizations and entities
- ❖ Arranges for the selection of staff members and ensures the smooth transition of information and materials to the newly appointed staff members for the upcoming academic year
- ❖ Makes decisions for the publication that do not require discussion/voting by the officers or general membership

- ❖ Liaison with Dean's Office staff; meets biweekly with Staff AdvisorResponsible for ensuring that both editorial and logistics timelines are met.
- ❖ Work with the Production Editors and Print Vendor to establish delivery timeline of printed materials.
- ❖ In charge of setting up logistics for weekly staff meetings
- ❖ Arranges for the selection of staff members and ensures the smooth transition of information and materials to the newly appointed staff members for the upcoming academic year
- ❖ Understand and articulate the mission and purpose of SQ at public gatherings
- ❖ Assist Publicity committee with distribution of printed publications.

Editor-at-Large
- ❖ Requirements: Must be a junior or higher standing
- ❖ Ultimately responsible for program finances. Assist with developing budgets and facilitate fiscal transactions.
- ❖ Serve as the administrative coordinator for program activities.
- ❖ Responsible for routine contact with Editor-in-Chief, Executive Editor, and faculty advisors regarding the financial status of the organization
- ❖ Organizes financial information to provide a clear-cut determination of SQ's financial standing
- ❖ Organizes and oversees all-staff socials
- ❖ Ensures legitimate origins of financial data.
- ❖ Determines necessity of fundraisers and plans fundraisers for the organization

Executive Editor
- ❖ Requirements: Must be a junior or higher standing
- ❖ Responsible for ensuring the timely production and distribution of Summer Insider, Fall Insider, Winter Insider, and Spring Insider magazines
- ❖ Recruits writers from SQ writing teams, resource centers, etc. to pitch and write about chosen Insider topic
- ❖ Coordinates and organizes faculty meetings between the executive team and advisors
- ❖ Ensures adequate budget for print and distribution of Insider magazines

Research Editor(s)
- ❖ Requirements: Sophomore or higher standing
- ❖ Responsible for routine contact with authors submitting research articles and research review articles on the progress of article preparation
- ❖ Provides assistance on research topics and submission guidelines and style sheets for images, references, footnotes, etc.
- ❖ Ensures legitimate origins of data.
- ❖ Assists in the approval of submitted manuscripts for the review process
- ❖ Supervises the Review Board Managers in distributing and collecting reviewed manuscripts from Review Board Members; summarizing Review Board comments for manuscript authors.
- ❖ Distributes and obtains Faculty Advisor reviews of manuscripts.
- ❖ Sets up meetings between Faculty Advisor and author.

- ❖ Ensures that all required revisions are made prior to editing and production of the manuscript.
- ❖ Helps to obtain all necessary written consent forms for figures submitted from writers; e.g., ensures that the Author Agreement is signed and submitted prior to production of the accepted manuscript.
- ❖ Responsible for overseeing the progress of SQ and UTS print articles
- ❖ When BS/MS Liaison is not available, responsible for working with BS/MS coordinator and faculty reviewer to encourage students to submit brevias
- ❖ Reviews all brevias with Technical Editors, a review committee, faculty advisors, and authors.
- ❖ Reviews the Senior Honors Theses and work with Production on format and layout
- ❖ Write the annual print dedication for Dr. Paul Saltman and work with Production on layout
- ❖ Fulfills duties as assigned by the Editor-in-Chief

Research Outreach Coordinator
- ❖ Requirements: sophomore or higher standing
- ❖ Works closely with research team to publicize research submissions form
- ❖ Coordinates with campus resource centers such as the Undergraduate Research Hub and Career Center
- ❖ Responsible for promoting SQ to faculty PIs with undergraduate researchers in their labs, to BS/MS students, to undergraduate students in the honors thesis program, and to all UC San Diego undergraduate biology researchers working in labs on the UC San Diego campus and affiliated organizations such as Salk Institute and the Scripps Research Institute
- ❖ Manages Saltman Quarterly's booth at the Annual Biology Research Showcase

BS/MS Liaison
- ❖ Requirements: sophomore or higher standing, or BS/MS student
- ❖ Responsible for working with BS/MS coordinator and faculty reviewer to encourage students to submit brevias
- ❖ Review brevias with Research Editors for scientific accuracy and integrity
- ❖ Performs tasks and responsibilities of a Review Board Manager or Research Editor when needed
- ❖ Fulfills duties as assigned by the Editor-in-Chief

Review Board Manager
- ❖ Requirements: Sophomore or higher standing
- ❖ Organize the Review Board by contacting via e-mail when manuscripts are ready for pick-up and again when reviews are due
- ❖ Organize quarterly workshops for reviewing manuscripts and scientific reviews
- ❖ Put together manuscripts and review forms
- ❖ Hold Review Board workshops and other information sessions to help review board members produce high quality reviews
- ❖ Distributes and collects reviewed manuscripts from Review Board members and summarizes Review Board comments for manuscript authors

Media Chair

- ❖ Requirements: sophomore or higher standing
- ❖ Responsible for overseeing a team of content creators to create accurate informational content for Saltman Quarterly's social media
- ❖ Responsible for publicizing all SQ events such as info sessions, staff socials, and general body meetings
- ❖ Responsible for creation and posting of any advertising such as posters, flyers, or emails
- ❖ Take pictures of SQ events and meetings for use by webmaster and editors in print publication
- ❖ Work with Online Editor, Blog Manager, Head Photo/Illustration, etc. to effectively promote all online articles and submission deadlines for manuscripts and reviews
- ❖ Work with Community Outreach to publicize service projects on campus and the community

Online Editor
- ❖ Requirements: sophomore or higher standing
- ❖ Responsible for managing the publication of online articles on SQ Online
- ❖ Collaborates with SQ and UTS Features Editors and staff writers during the brainstorming, writing, and review process of SQ Online articles
- ❖ Discuss article topics, themes, and angles each week and provide feedback for every online article
- ❖ Assist Blog Manager with managing staff bloggers and blog themes
- ❖ Communicate with Media and Publicity teams about publishing articles on SQ Online
- ❖ Lead brainstorming sessions with SQ and UTS Features team

Saltman Quarterly Features Editor
- ❖ Requirements: Sophomore or higher standing.
- ❖ Responsible for routine, ongoing communication with staff writers on the selection of topics and progress of article research and preparation.
- ❖ In selecting topics for articles consults with Editor-in-Chief and Research Editor
- ❖ Provides assistance on selecting feature topics and providing writing guidelines
- ❖ For faculty interviews, provides assistance with interviewee's background research and generation of pertinent interview questions.
- ❖ Reviews and edits feature articles for publication online and in print version, including revising, shortening, etc.
- ❖ Ensures that staff writers know that submitted manuscripts will be reviewed for acceptance and may not be published either online or in the print version of SQ. Final decision on manuscript acceptance lies with the Feature Editor, Editor-in-Chief, and Research Editor.

Webmaster
- ❖ Requirements: sophomore or higher standing; experience with web design and maintenance, preferably with Dreamweaver, Fireworks, and Photoshop software
- ❖ Responsible for the maintenance and updating of the SQ website in a regular and timely manner
- ❖ Responsible for publishing accepted manuscripts online in html format after acceptance and editing of text and graphics
- ❖ Keeps informed submission deadlines and highlights these deadlines
- ❖ Confirms accuracy of published information

Head Photographer/Illustrator
- ❖ Requirements: sophomore or higher standing
- ❖ Develops multimedia projects for SQ Online in coordination with the Media Chair
- ❖ Manages the graphics and illustrations for the SQ Research Journal and UTS Magazine
- ❖ Creates submission guidelines and enforces deadlines
- ❖ Arrange meetings between Production and Features writing staff for title illustrations and article graphics
- ❖ Take pictures of SQ events and meetings for use by webmaster and editors on social media
- ❖ Coordinate the BS/MS photo sessions with staff photographers
- ❖ Positions may be separated, as applicable

Head Technical Editor
- ❖ Requirements: sophomore or higher standing; excellent English grammar skills and attention to detail
- ❖ Edits assigned manuscripts for publication both online and in print version.
- ❖ Ensures proper scientific paper format; Applies SQ style sheet to manuscript text including capitalization, paragraph formatting, footnotes, references, figure captions, title, headings, spelling, and syntax, etc.
- ❖ Ensure uniformity of style across manuscripts
- ❖ Works with the manuscript authors to ensure that tables, graphics, and other science images in accepted manuscripts (both research and feature ms.) meet proper scientific paper format including legibility, clarity, and resolution. This may require redoing various tables, graphs, or charts and confirming their integrity with the author.
- ❖ Confirms the layout format, size, and photo quality of all graphics for both online and print version publication.
- ❖ To the extent feasible, maintains graphic consistency of style across accepted manuscripts.
- ❖ Distributes and assigns the above-mentioned duties among team of technical editors

Blog Manager
- ❖ Requirements: sophomore or higher standing
- ❖ Responsible for assisting bloggers with developing blog themes and writing styles
- ❖ Creates and enforces a strict weekly publishing schedule
- ❖ Engages with social media and web-posting as part of a creative team to produce original online content.
- ❖ Works with the Online Editor to review all blog posts and works with bloggers to edit all posts before publishing.
- ❖ Is autonomous with deadlines and willing to invest extra time to ensure that deadlines are met.

Community Outreach Chair
- ❖ Requirements: sophomore or higher standing
- ❖ Oversees annual high school essay contest; publicizes opportunity to local underserved high schools and manages submissions and winner selection

❖ Develops service projects to communicate the importance of science to the local K-12 San Diego community
❖ Responsible for developing effective publicity campaigns for each service project
❖ (When applicable) responsible for coordinating campus outreach events such as Biology Career Panels

Head Production Editor
❖ Requirements: Sophomore or higher standing; experience with magazine layout, Adobe InDesign, and Photoshop software
❖ Responsible for the layout and design of entire SQ Research Journal and SQ Insider.
❖ Lays out the cover page, table of contents, and other feature pages in consultation with the Editor-in-Chief and other staff members.
❖ Coordinates with Technical Editors, Features Editors, and Special Sections Editors to ensure accuracy of text and graphics
❖ Works with the UTS Production Editor to ensure proper production of the UTS magazine
❖ Organize skill development meetings and workshops with design editors, illustrators, and photographers

SQ Journal Research Design Editor
❖ Requirements: freshman or higher standing with Photoshop and InDesign experience
❖ Responsible for designing the Research and Brevias sections of the SQ Research Journal
❖ Works with Head Production Editor and Research Editors to ensure correct format of content and graphics
❖ Assists with the design of each issue of SQ Insider
❖ Communicates with manuscript authors to discuss design, data layout, and quality of graphics

SQ Journal Features Design Editor
❖ Requirements: freshman or higher standing with Photoshop and InDesign experience
❖ Responsible for designing the Features section of the SQ Research Journal
❖ Works with Head Production Editor and Features Editor to ensure correct format of content and graphics
❖ Works directly with staff illustrators and photographers to arrange brainstorming sessions with Features staff writers for print title illustrations
❖ Assists with the design of each issue of SQ Insider

SQ Journal Special Sections Design Editor
❖ Requirements: freshman or higher standing with Photoshop and InDesign experience
❖ Responsible for designing the Dr. Saltman Dedication, Senior Honors Theses, Table of Contents, and Divider sections
❖ Assists with the design of each issue of SQ Insider
❖ Works with Special Sections Editor on layout of Dr. Saltman Dedication and format of senior abstracts

Under the Scope Production Editor
- ❖ Requirements: Sophomore or higher standing: experience with magazine layout, Adobe InDesign, and Photoshop software
- ❖ Responsible for the layout and design of Under the Scope
- ❖ Coordinates with Technical Editors for Graphics and Content to ensure accuracy of text and graphics, and with the Under the Scope Features Editor for the content.

Under the Scope Features Editor
- ❖ Requirements: Sophomore or higher standing.
- ❖ Responsible for routine, ongoing communication with writers on the selection of topics and progress of article research and preparation.
- ❖ In selecting topics for articles consults with Editor-in-Chief and Under the Scope Production Editor
- ❖ Provides assistance on selecting feature topics and providing writing guidelines
- ❖ For faculty interviews, provides assistance with interviewee's background research and generation of pertinent interview questions.
- ❖ Reviews and edits feature articles for publication online and in print version, including revising, shortening, etc.

Under the Scope Features Design Editor
- ❖ Requirements: freshman or higher standing with Photoshop and InDesign experience
- ❖ Responsible for working directly with the UTS Production Editor on the layout of entire UTS Magazine
- ❖ Works with staff illustrators and photographers to arrange brainstorming sessions for print illustrations; meets with Features writers and illustrators to develop concepts for title illustrations
- ❖ Assists with the design of each issue of SQ Insider

Staff Writer (SQ and UTS)
- ❖ Requirements: freshman or higher standing
- ❖ Commits to writing or co-writing one print feature article during the academic year as assigned by the Features Editor. Topics typically assigned include interviews with faculty, researchers, life science industry executives regarding employment, areas of future research, etc.; organism of the quarter, editorials on hot topics in biological research, or other topics identified by the writer or other SQ staff as of potential interest to SQ readers.
- ❖ Commits to writing at least two articles per quarter for SQ Online
- ❖ Revises draft manuscript per review and suggestions of Features Editor, Editor-in-Chief, and Research Editor

Student Blogger
- ❖ Requirements: freshman or higher standing
- ❖ Writes and develops a blog on student life throughout the year
- ❖ Commits to writing one entry during weeks 2-10 of each quarter

❖ Responsible for following deadlines and making changes based on feedback from Blog Manager, Online Editor, and Editor-in-Chief

Online Reporter
❖ Requirements: freshman or higher standing
❖ Writes and develops pieces suited for an online format and related to biology research throughout the year
❖ Commits to writing at least 2 entries during weeks 2-10 of each quarter
❖ Responsible for following deadlines and making changes based on feedback from Online Editor, Webmaster, and Editor-in-Chief

Staff Illustrator
❖ Requirements: freshman or higher standing
❖ Responsible for meeting with Production and Features to brainstorm title illustration/graphic ideas
❖ Publish artwork on SQ Online, SQ Insider, SQ Research Journal, and UTS Magazine
❖ Follow strict submission and revision deadlines

Staff Photographer
❖ Requirements: freshman or higher standing
❖ Responsible for brainstorming photography concepts for SQ Online and print publications
❖ Work with Production and writers to determine photo concepts
❖ Follow strict submission guidelines

Review Board Member
❖ Requirements: freshman or higher standing
❖ Attends quarterly review workshops led by the Review Board Manager and faculty
❖ Submit thorough review of student research manuscripts and scientific reviews

Community Outreach Committee Member
❖ Requirements: freshman or higher standing
❖ Works with Community Outreach Chair to help develop service projects
❖ Assists with publicizing service projects and helps create materials for projects

Publicity Committee Member
❖ Requirements: freshman or higher standing
❖ Attend weekly publicity committee meetings led by Publicity Chair
❖ Assists with planning for socials, GBMs, and events
❖ Serve as a representative of SQ during campus events and tabling; assists with flyering and distribution of print publications throughout the year

Podcast Manager
❖ Requirements: freshman or higher standing

- ❖ Oversees production of "SQ'use Me" Podcast
- ❖ Coordinates with KSDT to rent equipment for podcast production
- ❖ Creates annual podcast timeline and reaches out to potential interviewees
- ❖ Works with Podcast Host and Podcast Sound Editor to create podcast
- ❖ Attend biweekly meetings led by Editor-at-Large

Podcast Host
- ❖ Requirements: freshman or higher standing
- ❖ Works with Podcast Producer and Podcast Sound Editor to create podcast
- ❖ Attend biweekly meetings led by Podcast Manager

Podcast Sound Editor
- ❖ Requirements: freshman or higher standing
- ❖ Works with Podcast Producer and Podcast Host to edit interviews
- ❖ Attend biweekly meetings led by Podcast Manager

Policy for Replacing Staff Members: All staff positions become open at the conclusion of the current academic year. Applications are solicited for each position from among all UC San Diego biology majors and minors. The co-Editor-in-Chiefs, Executive Editor, and Editor-at-Large are appointed by their predecessors. Head core staff positions are appointed by the co-Editor-in-Chiefs. Staff members are appointed at the end of the spring quarter and beginning of the fall quarter for the upcoming academic year.

Risk Management: Saltman Quarterly at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself. Saltman Quarterly at UC San Diego understands that the University does not assume legal liability for the actions of the organization.