

1                   **Policies and Procedures Governing *AFTerThoughts*, the Newsletter of the**  
2   **AFT Local 1839, New Jersey City University**

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4           **I. Name**

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6           The newsletter of the AFT Local 1839 is known as *AFTerThoughts*.

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8           **II. Mission Statement**

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10          The mission of *AFTerThoughts* is to support the free and democratic expression of the ideas  
11          of members in good standing of the AFT Local 1839 (*Constitution*, Article III.5).<sup>1</sup>

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13          **III. Free and Democratic Expression of Ideas in *AFTerThoughts***

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15           1. The content must be relevant to the mission of the AFT Local 1839 (*Constitution*,  
16           Preamble), must not be deemed libelous, and must not report clearly erroneous  
17           information. Anonymous material or material submitted under pseudonyms will not be  
18           published.  
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20           2. The views expressed in articles represent the views of their individual authors and not  
21           those of the editors. The editors may only express their views in the “From the  
22           Editors” section. A position statement by the AFT Local 1839 may appear, provided  
23           that it has been approved by the members’ vote at a membership meeting.  
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25           3. While *AFTerThoughts* strives to be a professional publication, it does not aim to be an  
26           academic journal. It aims for clear prose that conveys well the ideas of the authors. It  
27           prioritizes fidelity to authors’ voices over intrusive changes to authors’ work. The  
28           layout is subject to the same principles that the content must demonstrate.  
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30           4. The editors and authors must exercise extreme care to avoid censorship or any  
31           appearance of censorship, because censorship perverts the democratic principles of  
32           unionism.  
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34          **IV. Number of Issues and Number of Pages**

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36           1. Two issues of *AFTerThoughts* will appear in each academic year: one issue toward the  
37           end of the fall semester and one issue toward the end of the spring semester. Any  
38           additional issues must be approved by a vote of the Executive Committee.  
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40           2. Each issue shall consist of no more than twelve pages. The creation of a larger issue  
41           must be approved by a vote of the Executive Committee.  
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<sup>1</sup> Henceforth in this document, *members* signifies *members in good standing*.

43 **V. Number of Editors and Constituencies of Editors**

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45 *AFTerThoughts* will have a maximum of three and a minimum of two editors. Each editor  
46 must come from a different constituency. The constituencies are:

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48 1. New Jersey City University full-time and part-time faculty;  
49 2. A. Harry Moore School faculty;  
50 3. Librarians;  
51 4. Professional staff; and  
52 5. Adjunct faculty.

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54 **VI. Election of *AFTerThoughts* Editors**

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56 1. Editors must be members in good standing during the academic year in which they  
57 will serve.  
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59 2. Members will elect editors by ballot to serve during the following academic year.  
60 Voting will take place at the last membership meeting of the spring semester and over  
61 four days, with a ballot box in the union office. Voting hours will include some  
62 evening hours at the union office.  
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64 3. Election results must comply with the constituency requirements of **V** above.  
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66 4. A vacancy is considered to exist only if there are fewer than two editors.  
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68 5. In the event of a vacancy before either of the two issues has been published, a special  
69 election will be held to fill the vacancy. At the next membership meeting, members  
70 will elect, by ballot, an editor to fill the vacancy. The conditions of **VI.1** & **VI.3** above  
71 must be met by the special election.  
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73 **VII. Role of *AFTerThoughts* Editors**

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75 1. The editors work for the members of the AFT Local 1839, and the editors can be  
76 dismissed by the members following **VIII** and **XI** below.  
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78 2. The editors are responsible for adhering to **I–IV** above.  
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80 3. Within the first four weeks of the fall and the spring semesters, the editors must send  
81 the membership, via the AFT listserve, a call for submissions for that semester's issue.  
82 The call for submissions should include:  
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84 A. The projected publication timeline of the semester's issue;  
85 B. Deadlines for submission;  
86 C. Length of submissions (word or character count); and  
87 D. Other relevant information.  
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4. The editors must acknowledge by email their receipt of a submission from an author.
  5. The editors are responsible for editing the submissions of authors for publication, and for the final layout of each issue.
  6. The editors are responsible for maintaining the confidentiality of an author's work prior to publication. No editor may share an author's work with a third party prior to publication without the written consent of the author.
  7. The editors may ask two authors to engage in an exchange in *AFTERthoughts*. Both authors must consent in writing to the exchange.
  8. No editor may use editorial power to control the ideas of authors, to insert views other than those of an author into an author's work, or to otherwise manipulate an author's content.
  9. No editor may use layout in order to undermine or otherwise disrupt an author's content.
  10. The editors are responsible for presenting each author with a final edited copy of her/his work prior to publication. The editors must obtain written consent from an author in order to publish the final version of the author's work (see **IX** and **X** below).

112 **VIII. Collaboration of Editors on *AFTERthoughts***

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1. The editors are responsible for collaborating with each other in good faith. They are responsible for coming to agreement as to how to divide up and fulfill their editorial responsibilities to the AFT Local 1839.
  2. The editors must provide written approval of the final content and the final layout by the publication deadline they set.
  3. In the event that the editors cannot agree on the final content and layout by their deadline, an issue will not be released for publication (see **X** below). The editors will be considered as automatically dismissed by the members of the AFT Local 1839, for whom they work (see **XI** below).

126 **IX. Role of *AFTERthoughts* Authors**

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1. Members of the AFT Local 1839 are eligible to submit their work.
  2. Authors' submissions must be in respectful and professional language.
  3. Authors must not plagiarize. The responsibility to answer to accusations of plagiarism lies solely with the authors and not with the editors or with the AFT Local 1839.

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4. Authors are responsible for obtaining permission for the reprinting of material from external sources, and for submitting documentation of permission received (see **X** below). No external material will be published without such documentation.
  5. An author must cooperate with the editors in good faith, in order to achieve a professional and publishable version of the author's views.
  6. Each author is entitled to see a final copy of her/his work prior to publication. No work may go to press without an author's written consent to publish it (see **VII** above and **X** below).
  7. In the event that the editors and an author cannot agree on a final version, the author has the choice of withdrawing her/his work or of consenting to its publication.

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**X. Release of *AFTerThoughts* for Publication**

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1. By their deadline, the editors must submit documentation of approval of an issue to the President of the AFT Local 1839. An issue is considered as approved for publication when:
    - A. The editors have submitted documentation of authors' written consent to publish final versions of their work (see **VII** and **IX** above);
    - B. Each editor has submitted written approval of the issue (see **VIII** above); and
    - C. The editors have submitted documentation of permissions to use any material from external sources.
  2. Upon receipt of all documentation in **X.1** above, the President of the AFT Local 1839 must forward the issue of *AFTerThoughts* for posting to the Local's website and submit the issue for printing.

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**XI. Missed Deadlines and Dismissal of Editors**

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If the necessary documentation of **X** above is not submitted by the deadline selected by the editors, the President of the AFT Local 1839 must inform the membership that the automatic dismissal of editors has taken place. The President must call for a special election to fill the vacancies according to **VI** above.