

# Pacific Northwest Region, NMRA

## Publications Program Annual Report for 2020

The Publications Program oversees production of the Region's official publication, *The Switchlist*. This is a quarterly electronic newsletter with publication targets of February 15, May 15, August 15, and November 15.

The 2020 report covers the period June 2019 through May 2020.<sup>1</sup>

### 1. Publications Program Organization/Background

The Publications Program chair serves as head of the Publications Committee and is Editor of *The Switchlist*. The current chair and editor, Greg Kujawa, was appointed in September 2015.

**Editorial Board:** The PNR Policy Manual states the President will appoint an Editorial Board, advisory in nature, to assist in determining the content and size of issues of *The Switchlist*. An Editorial Board has not yet been appointed. An Editorial Board does not appear needed at this time because, when guidance is requested for addressing content-related questions and concerns, the PNR BOD has been responsive and constructive in providing input.

**Support Staff:** The Policy Manual states that the Editor shall assemble a support staff to assist in production of *The Switchlist*, and the support staff should include an Advertising Manager and a Publications and Distribution Manager. At this time, no additional support staff appear to be needed. The PNR Webmaster provides critical distribution support by posting *The Switchlist* on the PNR website and then immediately notifying all members with an email address on file that the most recent newsletter is now available on the website.

An Advertising Manager is not needed at this time. *The Switchlist* has been carrying non-commercial classified ads submitted by individual PNR members and a few commercial ads for hobby stores located within the PNR's geographic area. These types of ads are free of charge, as per policy approved by the BOD in 2018.

### 2. Specific Activities of the Publications Program—June 2019 through March 2020

As of the date of this annual report, three issues of *The Switchlist* have been published electronically and posted on the PNR website in accordance with the target schedule—in August and November of 2019; and February 2020. The May 2020 issue is on schedule to be posted May 15th. The Editor also emails the newsletter's webpage link to Jim Zinser, author of the Division Business Car column in the *NMRA Magazine* at Jim's request.

### 3. Changes in Program Policies or Guidelines—June 2019 through March 2020

During the past year, no existing Publications Program bylaws, policies, or guidelines were identified for review, amendment, or deletion by the BOD or other PNR members. Also, no new publications-related bylaws or policies were proposed or suggested.

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<sup>1</sup> This report was prepared and submitted in late April 2020, several weeks earlier than usual, so that it could be available for the May 16th virtual BOD meeting. Therefore, this schedule has resulted in the estimation that the May 15th issue of *The Switchlist* will have been published on time.

**Article Submission Guidelines Updated.** The Publications Program chair recognized that existing guidelines for members to submit articles and photos for publication in *The Switchlist* were out-of-date (last updated in 2011). They were also incomplete because they did not include guidance for composing text consistent with present-day grammar and style principles and electronic communication technology.

Therefore, the Publications Program chair developed a more contemporary, comprehensive set of guidelines for writing and submitting articles and other material based on the goals and objectives below.

Goals:

- Increase the quality and quantity of articles for publication in *The Switchlist*
- Have *The Switchlist* be as consistent as possible with the style used in national-level model railroading publications and professional style manuals

Objectives:

- Help potential (and existing) authors get more familiar with present-day writing style and basic formatting of text and photos using computers
- Help authors know the procedures to submit their article, report, photos, and other illustrations

These new guidelines will be readily accessible to members by posting on the PNR website. Hopefully, this effort will result in more members feeling confident enough to write an article, report, or other content for *The Switchlist* and division newsletters. This may also inspire them to write an article for publication in one of the national magazines. Additionally, perhaps they would also consider pursuing an AP certificate for Model Railroad Author.

In developing these guidelines, the chair wishes to thank Joe Fugate (Model Railroad Hobbyist) and Cinthia Priest at White River Productions (NMRA Magazine and Railroad Model Craftsman) for generously sharing their style and article submission guidelines. The chair also wishes to thank PNR members Ed Liesse and Barry Boyce for reviewing the draft guidelines and offering suggestions.

#### **4. Are there any action items for the BOD?**

None identified by the Publications Program chair.

#### **5. Supplemental Information**

**Program Finances/Costs:** Because the newsletter is now published and distributed electronically in-house, no costs were generated related to publication and distribution of *The Switchlist* in 2019–2020. Therefore, financial reports were not submitted to the President and Treasurer as is required by the Policy Manual.

Advertising Revenue—Commercial ads have not been solicited by the Editor nor been requested to be published in *The Switchlist*. Therefore, no ad revenue has been generated.

Budget—Because the Publications Program currently has no costs, an annual budget has not been formulated or submitted.

Respectfully Submitted:

Greg Kujawa  
Publications Program Chair and Editor of *The Switchlist*

Report updated and submitted 4/28/2020