

Space Safety
Magazine®



INTERNATIONAL ASSOCIATION
FOR THE ADVANCEMENT OF
SPACE SAFETY



Space Safety Magazine Espresso Training Series

Lesson 2: Roles and Responsibilities

Roles in Space Safety Magazine

Space Safety Magazine is all about effective teamwork. There are several key roles in the magazine, each one with precise tasks and responsibilities. While it is possible assign multiple roles to certain people, it is recommended that everyone knows what he should do when he is covering a particular role, without falling into the temptation to cut corners

Chairman of the Editorial Board

- ❖ The Chairman of the Editorial Board is responsible for the Editorial Policy, a document highlighting the areas of interest of the magazine and the official position with respect to sensitive topics
- ❖ He draws the line between what is acceptable for publication and what is not
- ❖ He overlooks the evolution of the publication over time, making sure it remains consistent with the Editorial Policy



Editor-in-Chief

- ❖ The Editor-in-Chief is responsible for implementing the Editorial Policy
- ❖ Despite his large autonomy, he must keep the Editorial Board informed of potential controversies
- ❖ He is in charge of the Editorial Process, which is the workflow that keeps the machine running
- ❖ He defines the stylistic guidelines for the authors, and he reviews all the articles providing detailed comments about how to improve the style, the tone, and the flow
- ❖ In the end, he is responsible for anything that is published on the Magazine:
 - ❖ When everything goes well, the merit goes to the staff
 - ❖ When something goes wrong, it is the Editor-in-Chief's fault



Deputy Editor

- ❖ Deputy Editors are junior editors, whose responsibilities are usually confined to specific thematic sections of the website, or to the development of one particular Special Report
- ❖ They support the Editor-in-Chief, in particular when dealing with Guest Authors
- ❖ In case of leave, the Editor-in-Chief appoints one of the Deputy Editors to carry on his duties

Author

- ❖ Authors are trained staff members with an outstanding contribution to the Magazine
- ❖ They are responsible for creating content, following the style and guidelines formulated by the Editor-in-Chief
- ❖ During the development of the content, they follow the Editorial Process that we will describe later on
- ❖ Besides producing written content, authors are expected to provide suggestions for pictures and videos for their articles
- ❖ When writing for the SSM Online, they are also expected to upload the final version of their articles on the website
- ❖ Depending on ambition and inclinations, authors can take over other editorial duties



Guest Author

- ❖ Guests Authors are external contributors who provide content on an occasional basis
- ❖ They are not trained staff members, and therefore their responsibility is limited to providing the content
- ❖ Their content usually needs some additional polishing, because their writing is not in line with the editorial standard of the publication
- ❖ The Editor-in-Chief, or one of his deputies, is responsible for completing anything that is missing to proceed to publication

Webmaster

- ❖ The Webmaster is responsible for the technical maintenance of the SSM Online
- ❖ His tasks include
 - ❖ Uploading articles of Guest Authors, following the Editor's layout instructions
 - ❖ Performing internal linking and on-page Search Engine Optimization (SEO) before publication
 - ❖ Performing ongoing maintenance of the platform (updates, fix...)
 - ❖ Reviewing statistics and providing recommendations to the Editor



Publisher

- ❖ The Publisher is responsible for the development of SSM Quarterly and Special Reports
- ❖ He helps the Editor-in-Chief in formulating the Editorial Plan, which is the detailed proposal for the development of a particular issue of the Magazine
- ❖ His role is to inform the Editor-in-Chief about the feasibility of an Editorial Plan, and to give authors word count and other constraints they must comply to
- ❖ In this sense, he ensures that the publication's structure is respected
- ❖ He prepares the layout instructions for the Graphic Designer, and therefore:
 - ❖ Makes sure articles have the proper word count for the assigned number of pages
 - ❖ Research pictures to make sure they are 1) informative 2) high resolution 3) public domain and licensed for print
 - ❖ Refines main title, section titles, picture captions, call-outs to ensure that they are engaging and that they fit the space available

Copy-Editor

- ❖ The Copy-Editor is an editor specialized in fixing the formatting and style of the text, ensuring consistency of these elements across all the articles inside a publication
- ❖ His role is paramount for SSM Quarterly and Special Reports because a printed magazine cannot be fixed after publication
- ❖ He does not alter the content in any way, he only fixes the form following the conventions of the Chicago Manual of Style
 - ❖ www.chicagomanualofstyle.org
- ❖ Ideally, he should not be involved in the creation of content, and read the article with “fresh eyes” to increase the chances to spot the most minute mistakes
- ❖ For obvious reasons, It is highly recommended that the copy-editor is native English speaker

Graphic Designer

- ❖ The Graphic Designer is responsible for the production of the electronic and printed publication (SSM Quarterly and Special Reports)
- ❖ He is also responsible for the development of the printed Magazine's graphic templates
- ❖ He follows layout instructions formulated by the Publisher, and informs him about any issues in following them (word count, length of titles and call-outs, and so on)
- ❖ He applies corrections, as indicated by the Copy-Editor
- ❖ He perform pre-printing and color-proofing
- ❖ Finally, he delivers the publication in a web-ready PDF format, and a high-resolution printable PDF



Conclusions

- ❖ A division of roles and responsibilities is essential to enable the creation of complex products
- ❖ While some people may end up covering more than one role, it is extremely important that they are clear about their responsibility when covering each one of them, without cutting corners or looking for shortcuts