

High School Magazine
tips + resources
for a high school editorial
board

EXPECTATIONS AND RESPONSIBILITIES OF YOUR SCHOOL'S EDITORIAL BOARD



CLEAR EXPECTATIONS

Set clear expectations on the the level of involvement and time commitment you expect of your board members



CONSIDERATION

Aim to spread the workload evenly, considering the strengths of your members



PLAN

Plan for at least one editorial board meeting per term. If it's not possible to meet in- person determine video conferencing options



DISCUSS

Discuss ideas for thematic series and guest editor assignments. Determine who will qualify to be a guest editor or contributor and stick to it. Do not make it a friend-play



HSM RESOURCES

Encourage members to sign- up for article alerts and updates from High School Magazine so that they are well informed on the latest content and publisher resources



FIND SOME ONLINE RESOURCES FOR...

- Tips For Publishing a Digital Magazine
- Photography Tips
- Effective Ediboards

