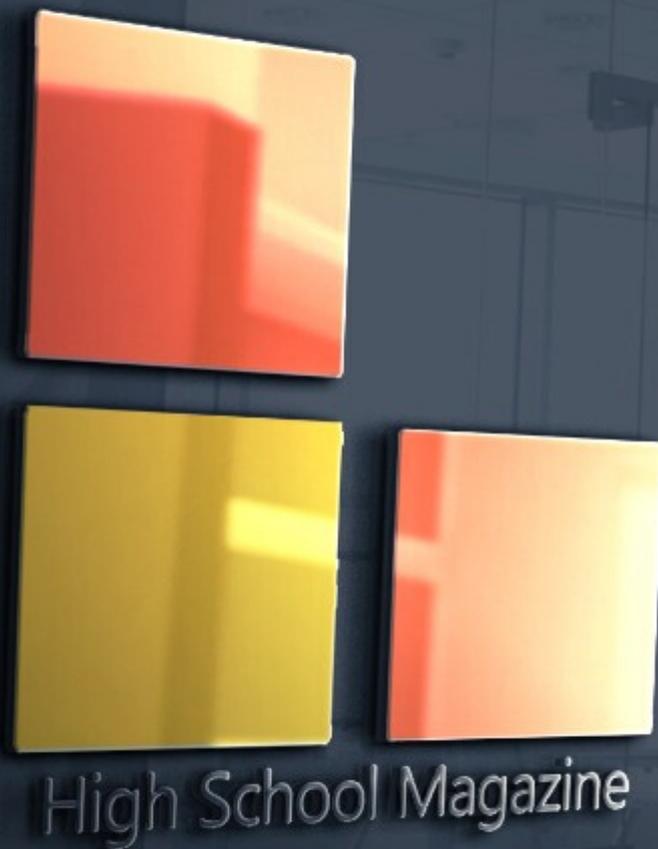


JUNE 2020

# The Editorial Board

HIGH SCHOOL MAGAZINE



**Prepared by**

THE EDITORIAL BOARD  
HIGH SCHOOL MAGAZINE

**Approved by**

MS. RITA APPIAH  
EDITOR-IN-CHIEF

## **About High School Magazine**

High School Magazine is a yearly magazine published primarily with high school students in mind. It is published by an editorial team made up of students and guest contributors and published under the oversight of the Writing Department of High Schools Society in Ghana.

## **About The Editorial Team**

The editorial team of High School Magazine is a diverse community of high school and university students who work as contributors for the magazine.

The central editorial board is made up of a group of supervisors and writers from the writing office of High Schools Society.

## Editor-in-chief



- Overseeing the activities of junior and senior Editors.
- Creating editorial boards and outlines.
- Performing a final review of the content processed by other Editors in order to ensure the absence of grammatical and spelling errors.
- Ensuring all information published is properly verified and all sources are credited.
- Arranging the final layout of the story by finding the ideal balance among written content, pictures, and illustrations.
- Approving the final versions submitted and the publication of each piece.
- Deciding which articles, columns, or stories are to be published next.

## Associate Editor(s)



- Assign reporting tasks to reporters and correspondents.
- Conduct daily meetings on editorials.
- Lead, guide and direct reporters and assigned feature writers in developing news stories and features.
- Edit, revise and rewrite content copies in accordance to the established procedures and standards.
- Interact and confer with staff writers and authors.
- Determine and decide on editorial stories in consultation with the staff writers.
- Provide technical guidance with regard to graphic design and content.
- Ensure compliance of best practices and standards in journalism.

## Managing Editor



A master project manager, the managing editor coordinates the production schedule for the publication, coordinating with all the key positions (writers/reporters, photographers, graphic designers, layout producers) to hammer out dates for each stage of production

The managing editor helps determine content for each edition of a publication, leading article idea generation meetings and determining which articles will go in each edition, according to the determined budget and page count.

As a senior editorial team member, the managing editor has a key role in hiring, training and coaching most junior staff members on an editorial team.

## Art/Design Editor



Laying out pages for the magazine, often to tight deadlines  
Discussing design and layout ideas with the editor and other colleagues

Commissioning photographers and illustrators

Sketching out and designing the cover - which must always look distinctive to attract buyers

Anticipating trends and setting the magazine's overall visual style

Controlling the art budget.

## Student Contributors

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- Developing content for articles
- Meeting deadlines
- Reviewing articles, solicited or unsolicited
- Editing grammar and content to ensure quality readership
- Attending conferences to develop editing skills, and exchanging ideas
- Proofreading material for publication on websites, blogs and magazines/journals
- Serve on adhoc committees as and when necessary

## Graphics Editor

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The Graphics Editor is responsible for assisting the Managing Editor, who oversees the design and layout of the newspaper, by creating infographics, producing design components of the newspaper and editing photos and images. He shall advise and aid section editors on the appearance of the paper as it is being put together.

## Student Contributors

Student contributors play a major role in the work of the editorial team. Contributors are selected from among high schools and universities and assigned to work on various tasks, whether writing for the magazine, journal, website, blogs or on social networks. Depending on the abilities of the contributor, a specific task may also be given as and when necessary.

As at June 2020, more than 20 student contributor were working with the team and that number is expected to increase as more students join.

These students volunteer on their own will and work closely with the editorial office of High Schools Society to raise the standards of the magazine and its various sub-publications.

*"Student contributors are an integral part of the High School Magazine brand"*

