

# IVOA Newsletter: step-by-step process to publish a new newsletter.

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- Create a timeline and send this to the Exec and the Media group for approval.

Example:

Call for articles: 10 Nov 2020

(IVOA interop: 17- 19 Nov 2020)

Due date for articles: 22 Dec 2020 (late submissions up to 11 Jan 2021)

To Oversight: 25 Jan 2021

Release date: 1 Feb 2021

Lately we have been publishing the newsletter 1-2 months after each IVOA interop, so that a summary of the interop can be added to the newsletter and presenters in the Applications (apps) sessions can contribute a short article.

- Send out an email to the IVOA community asking for contributions (email normally sent to <interop 'at' ivoa.net> and <apps 'at' ivoa.net> with <ivoa-news-editors 'at' ivoa.net> in copy).
- Announce the call from the IVOA Twitter account.
- Begin editing the .html for the new newsletter, e.g. the VO Calendar section: Read through the CADC conference list to find conferences relevant to the IVOA. Find out when the next IVOA Interop will be to also add it to the section. The section on Recent papers about VO-enabled science: update the links to the Spanish VO (SVO) list of VO publications <http://sdc.cab.inta-csic.es/vopubs/jsp/search.jsp> and read through some of the papers to select one to highlight that has been published since the last IVOA newsletter (I often check citation number and use of VO Tools). Also ask scientists in the Media Group to help select a paper to highlight.
- Send out a reminder for contributions before the deadline. Also ask if anyone is intending on submitting but can't quite make the deadline (to allow for last minute submissions).
- Inform the Exec and Media Group if there are very few contributions, ask them for suggestions and start to ask individuals to send an article (could be someone who presented in the apps session).
- If no contributions arrive for the VO Schools and Workshops session, ask the Education group about schools and workshops run since the last IVOA newsletter was released (Euro-VO, SVO and China-VO are very active).
- Ask the Exec for a summary on the last Interop meeting, to be added to the IVOA News section.
- Once the deadline has passed (or before) start to edit the other sections (IVOA News, Schools and Workshops, VO Applications and Implementation Highlights).
- Update all the social media links to the latest newsletter (just updating the number, e.g.: <http://www.ivoa.net/newsletter/024> ) and update the QR code used in the WeChat link (I use any free QR code creator online).
- Send the .html to the IVOA editors and ask them to review it. In order for all to see the images, I add them to the ESA VOSpace (<http://vospace.esac.esa.int/>

other VOSpaces are available) and link to the images in VOSpace. Alternatively, try creating a doc/pdf/screenshots of what the .html version of the newsletter looks like in a browser to share with the editors.

- Make edits received from the IVOA editors and send the newsletter to the oversight for review (send to the Exec and Media Group).
- Make any last changes, edit the final .html version, with all links to images changed from e.g. VOSpace links to links to the images in image directory: `src="images/<image-name.format>"`
- Send the final .html version and all images to the IVOA Document Co-ordinator (currently Giulia lafrate <giulia.iafrate 'at' inaf.it> and cc " <ivoadoc 'at' ivoa.net>). Giulia (and team) will upload the files to the IVOA website and will announce the newsletter to the Exec and <ivoa-news 'at' ivoa.net> for redistribution.
- Once the newsletter is on the IVOA website, send an announcement via social media (at the very least via the IVOA twitter account). Or ask the other Media Group members in charge of social media to do this: Simon (twitter, facebook) and Shanshan (Chinese social media).