

PUBLICATIONS – GUIDELINES FOR STATEWIDE DISTRIBUTION OR SCOPE

PURPOSE: League publications are viewed as authoritative by government, business and the public. For this reason, the following guidelines were developed to enhance communications between local Leagues and the state League program committee concerning local publications which will have statewide distribution or scope. The purpose of these guidelines is to increase communication and provide assistance wherever appropriate. Note that these guidelines are not applicable to voters service publications.

GUIDELINES: If a local League is planning a publication that falls within these parameters, the state league requests that these procedures be followed:

- A. When a local League decides to produce a publication as defined above, the chair of the project should do the following:
 1. Notify the state League president and publications director. Identify whether the publication is educational (balanced presentation of the issues) or advocacy (supported by a League position).
 2. Provide the state League with copies (as they are developed) of an outline of issues to be included in the publication and an estimated timeline to completion.

- B. The state League president will designate a state board director(s) to review drafts and final copy of the text (this would occur after the information gathering phase is completed). The director(s) may recommend deletions, additions or other changes to the text. (Potential liability should be addressed at this stage by the local League and the LWVNYS and resolved in the text).

- C. If the publication discussed a technical or controversial issue on which the League has no position or has not conducted a study the state board may recommend that:
 1. Expert readers be consulted to review the text;
 2. A disclaimer be prominently printed in the publication;
 3. Standard referencing practices be used for technical publications (i.e., footnotes, annotated bibliography, etc.);
 4. Questions of fact or liability arising after the publication is printed or distributed be resolved by mutual agreement between the local League and state board;
 5. Significant corrections to the text after final printing be made in the form of an errata sheet and distributed to all identifiable groups or individuals that received the publication.