

ASQ STATISTICS DIVISION OPERATING MANUAL

Special Publications Editor Job Description

Title

Statistics Division Special Publications Editor

Purpose

To manage the events which result in the distribution of the Special Publication to our members. The Special Publication is the second Statistics Division publication, with the first being the Newsletter. The major objective of the Special Publication is to serve as a education tool, which utilizes case studies or detailed examples/graphics which reinforce the learning of the subject matter. Estimated length of the Publication is expected to be 24-28 pages, although the number of total pages may vary.

Term of Office

There is no specified term of office, although editors should expect to serve at least two years (two issues). There is no limit to the number of years one could hold the position of editor.

Responsibilities

- Contact viable Special Publication Authors and determine interest level. Assess the “true commitment” of AQC Session speakers and/or AQC Short Course instructors to prepare a publication based on their Statistics Division sponsored talk.
- Maintain the schedule for Special Publication submissions. Schedule should include Authors, Topics, and Timing. Approximately 1-1/2 years is required to complete a Special Publication.
- Develop a pool of 1-2 “unbiased” reviewers who would be willing to read and comment on the publication prior to submission to the printer.
- Identify milestones and communicate with the authors to ensure timing is met. Remind contributors of deadlines for submissions.
- Edit the draft version of the publication. This may include adding, removing, reformatting or reorganizing submitted information, with the author’s consent.
- Coordinate, with the Newsletter Editor, the mailing of the Special Publication. The Publication should not be at the printer at the same time as the Newsletter, but should fill the “void” between Newsletter mailings.
- Coordinate logistics with printer.
- Proofread typeset copy and make corrections.
- Determine the number of copies of the Publication to print based on feedback from AQC Headquarters (Jenna), the Officers and the QIC (Quality Information Center). Additional single copies will be sold by the QIC. A process for handling multiple copy orders (pricing discounts) has yet to be developed
- Ensure labels are at the printer. Usually a standing label order is shipped from ASQ Headquarters on a quarterly basis. Since only 3 Newsletters are printed, the fourth should be used for the Special Publication.
- Arrange for the sale of the Publication through the QIC or other third parties and coordinate sales revenue breakdown.
- Update this job description on a yearly basis and submit to incoming Chair-Elect.

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Additional Activities (Desirable, not Mandatory)

- Attend Division Council meetings at the Annual Quality Congress in May and the Fall Technical Conference in October of each year.
- Participate in long range planning for the Division by contributing ideas via letter and/or attending planning meetings.

Qualifications

- Must be a member of the Statistics Division and a Regular member of ASQ.
- Must be able to commit the time and resources to edit a publication yearly.
- Must be knowledgeable in the area of applied statistics.
- Must have good spelling, math, and grammatical skills.

Resources Available

- List and copies of previous Special Publications

Checklist/Timetable

- Contact AQC speaker/speakers. March
- Develop timeline for completing presentation Two years from AQC presentation
- First Follow-up September
- First Draft Submitted March (year 2)
- Final draft to printer May 15 (year 2)
- Identify other Authors On-going

Election/Appointment Mechanism

The Division Publications Committee Chair with consensus of the Officers appoints the Special Publications Editor.

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Attachment 1 Criteria for Special Publications

Purpose

To serve as a education tool, which utilizes case studies or detailed examples/graphics which reinforce the learning of applied statistics. The Publication should prepare the reader to implement publication topic techniques in their work environment.

Criteria

1. Topic that is application oriented/not theory.
2. Non-technical in nature.
3. Techniques that can be understood and applied by non-statisticians.
4. Approximately 24-28 pages, approximately the size of a newsletter.
5. Should be presented in “how to use it” fashion with numerous graphics, case studies and/ or examples that reinforce the learning process.
6. Should include tips and pitfalls to ensure practitioner is successfully implementing technique.

Possible Topics

Statistical Thinking
Data Mining
Graphical Analysis
Sampling Concepts

Authors

Authors must have in-depth knowledge of the topic and should be capable of communicating the topic in a clear, concise, applied manner. Author candidates include speakers at the Statistics Division session of AQC. Other authors may emerge which did not participate in this session.

Examples of Some Past Columns

“Statistical Thinking” – printed Spring 1996
“Data Sanity” – printed Summer 1998
“Using the Power of Statistical Thinking” – printed Summer 2000
“Statistical Issues in Measurement” – printed Summer 2002