

***OCEANetwork Waves* Editor** – gathers material for *OCEANetwork Waves*. The editor determines the content of the magazine and is responsible for the tone and appropriateness of all *OCEANetwork Waves* content published.

- Prays for the Oregon homeschool community and asks the Lord for guidance for what to include in the upcoming issue of *Waves*
- Receives stories from various sources:
 - OCEANetwork board members and committees
 - Gleaners
 - Writers
 - Other news sources (ParentalRights.org, HSLDA, the Alliance Library, other state magazines, etc.)
- Chooses stories that will fit the mission of OCEANetwork and fit with the theme or direction of the current issue. Discusses specific stories with OCEANetwork Liaison, if uncertain.

***OCEANetwork Waves* Assistant Editor** (job currently filled)

- Notify board members, committee members and gleaners 1 month out reminding them of deadline.
- Remind the above 1 week before deadline.
- Hold editor/writers/gleaners to deadlines. If the stories are not in by deadline, they do not go into magazine. Period.
- Makes sure we have permission to reprint, bio, photo of author, and copyright date for each article.
- Assigns articles to proofreaders. Each article should go to at least 2 proofreaders – one after the other). If using more than one proofreader, compile changes. (This stage involves using *AP Stylebook*, OCEAN style sheet and some knowledge of grammar.)
- When corrections completed, send to layout. Layout requires that all the stories are sent at the same time.