

UNIVERSITY OF HOUSTON-DOWNTOWN
Student Literary Magazine
Guidelines and Administrative Procedures
(Revised Spring 1997)

I) NAME:

The official name of the UHD student literary magazine is *Bayou Review*.

II) PURPOSE & OBJECTIVE:

Bayou Review is a literary magazine published by and for UHD students. It includes poetry, fiction, essays, reviews, photos and art. The magazine is primarily a product of UHD students, but faculty and staff submissions also may be included. The goal of the magazine is to emphasize the arts and humanities at the university and to provide exposure for students who are interested in creative writing.

III) LITERARY MAGAZINE ADVISOR:

A) Appointment

The advisor will be appointed by the President upon recommendation of the Advisory Committee. The appointment will be for one year, beginning with the date of spring commencement, and may be renewed. If the advisor is relieved of his/her duties, the President will appoint a new advisor upon the recommendation of the committee. If it becomes necessary to appoint a new advisor prior to spring commencement, the advisor's term will extend through two spring commencements (a term of over one year).

B) Responsibilities

- 1) Advises, on a daily basis, magazine student staff. Assists in keeping the Advisory Committee informed about publication schedule, budget matters and staff training.
- 2) Provides training sessions to student staff.
- 3) Assists the editor in maintaining the *Student Literary Magazine Staff Handbook* which outlines job descriptions and general rules.
- 4) Reviews GPAs of applicants for paid staff positions.
- 5) Provides guidance to student staff in matters of legality (libel, obscenity, and privacy) and of literary excellence, subject to overview by the Advisory Committee policies.

The advisor will be on call for the editor as a sounding board and for experienced opinion.

The advisor is not to be construed to be a censor or otherwise to be in a position to exercise prior restraint of content. However, should content be apparently injurious and/or illegal in the opinion of the advisor and the editor indicates the questionable matter will be published, the advisor should then notify the Advisory Committee so that the material in question might be discussed with the editor and Advisory Committee, with the goal of assessing liability, if any, or any real or indirect damage occurring to the publication or others as a result of this specific material.

In order for the advisor to fulfill this function, it is imperative that s/he be given an edited copy of the magazine to review for a period of three days before the final version is taken to the printer.

IV) STUDENT EDITOR:

A) Qualifications (minimum) for the student literary magazine editor:

- 1) Applicants must complete an application form supplied by the Advisory Committee and attach samples of their written work.
- 2) All applicants must meet the following requirements:

- (a) Academic classification of at least a sophomore;
 - (b) Enrollment at UHD for one semester prior to the effective date of appointment;
 - (c) Completion of ENGL 1302 or equivalent;
 - (d) Completion of or concurrent enrollment in ENGL 3309 or equivalent;
 - (e) Have and maintain a GPA for UHD coursework of not less than 3.0 on a 4.0 scale; and
 - (f) Applicants and appointed editors must be currently enrolled and not on academic or disciplinary probation/suspension at the time of application or at any time during the period of service.
- 3) The editor may not hold elected or appointed office in the Student Government Association, in any campus organization, or on any university or departmental committee, except with prior approval from the Advisory Committee.

B) Appointment

- 1) The editor will be selected by the Advisory Committee. The Advisory Committee will interview all applicants prior to the appointment.
- 2) The appointment will be for one year and is renewable. The current editor may re-apply for the editor's position.
- 3) The deadline for applications is 5:00 p.m. on March 10, if a Friday, or the first Friday thereafter.
- 4) Public notice in the student newspaper inviting editor applications will be given in at least three issues prior to the deadline.
- 5) Selection of a literary magazine editor will be made by the Advisory Committee no later than the first week in April.
- 6) The Advisory Committee will make appointments to fill vacancies created by resignations, removals, or other causes in conformity with established procedures. The Advisory Committee may make emergency interim appointments until it is possible to conform to the policies on selection.

C) Responsibilities

The editor is responsible for carrying out the overall policies established by the Advisory Committee and is held directly responsible for editorial matter which appears in the literary magazine. The editor is expected to know the laws concerning libel and obscenity. The editor is also expected to provide the utmost in service to the readers and to perform duties of the editor in a creditable manner.

D) Duties of the editor

- 1) The editor will appoint staff members and report appointments to the Advisory Committee.
- 2) Any discharged staff member must be notified in writing of rights of appeal and reasons for the discharge. A copy of the discharge must be signed by the chair of the Advisory Committee and the advisor. Any discharged member of the staff shall have the right to a hearing before the Advisory Committee which makes the final decision.
- 3) The editor will set and adhere to a publication schedule based on the document "Bayou Review: Specific Duties of the Editor," which outlines preliminary, promotional, production, and distribution activities. The schedule must be submitted to the advisor by the first Monday of the fall and spring semesters. The schedule must be submitted to the Advisory Committee at its first fall and spring meetings.
- 4) The editor is responsible for keeping the advisor informed on a regular basis regarding progress toward completion of the magazine and for providing the advisor an edited copy of the magazine to review for a period of three days before the final version is taken to the printer.

- 5) The editor will publish a minimum of one issue per long semester, budget permitting.
- 6) The editor will set and adhere to a publication budget. The projected budget must be submitted to the advisor by the first Monday of the fall and spring semesters. The projected budget and budget updates must be reported to the Advisory Committee on an ongoing basis.
- 7) The editor will determine and make available guidelines for manuscript submissions.
- 8) The editor is responsible for the ongoing development of a Bayou Review Procedures Manual.

V) STAFF:

A) Paid Staff

- 1) Definition: Students who receive monetary compensation (stipends) for their work on the student literary magazine.
- 2) Qualifications: Overall GPA of not less than 2.5 on a 4.0 scale, and must be currently enrolled and not on academic or disciplinary probation/suspension.
- 3) Appointment: Paid staff shall be appointed by the editor.
- 4) The editor will write a brief job description for each staff member appointed, and will provide a copy for the staff member and for the advisor.
- 5) Termination and Appeal: Staff can be removed or suspended by the Advisory Committee and/or by the editor. Any discharged staff member must be notified in writing by the editor of rights of appeal and reasons for discharge. A copy of the discharge must be signed by the editor and the publication advisor. Any discharged member shall have the right to a hearing before the Advisory Committee, which makes the final decision. The discharged staff member must appeal the discharge in writing to the chair within one week of receiving formal notice of discharge. The chair shall schedule a hearing before the Advisory Committee within two weeks of receiving the written request. A discharge will be overturned only by a two-thirds vote of the entire voting unit.

B) Unpaid staff

Students, including Publications Workshop students (ENGL 4360), may participate and work on the student literary magazine without receiving monetary compensation. ENGL 4360 students may receive compensation for duties which go beyond their required course duties.

VI) POLICIES:

A) Manuscript Requirements

- 1) Manuscripts are expected to conform to the guidelines designated by the editor.
- 2) The editor has the right to determine word limits for each genre, the percentage of poetry, fiction, photos, etc., to be accepted into the magazine, and to select those manuscripts which adhere to a particular theme designated by the editor.

B) Advertising

- 1) The student literary magazine may accept, from any legitimate business, advertising which, in the judgment of the Advisory Committee and advisor, is in consonance with honesty, accuracy, and good taste.
- 2) Discriminatory advertising is not accepted for publication.

VII) AMENDMENTS

Any change to these administrative procedures will require a two-thirds vote of all voting members of the Advisory Committee.

VIII) ENDORSEMENTS

Reviewed and approved by the Advisory Committee.

Chair

Date