

## **DANZ QUARTERLEY EDITORIAL POLICY**

Dance Aotearoa New Zealand (DANZ) is the national service organisation for dance in New Zealand. The DANZ Quarterly is a publication put out by DANZ to document New Zealand's dance landscape; it is one of the only dance magazines in New Zealand.

Over four issues a year, the aim of the magazine is to cover a diverse range of articles and resources that:

- Reflect different voices, ages, cultures, regions, and dance styles.
- Are relevant for different groups of readers ie. Professionals, teachers, students, researchers.
- Present a variety of article/information styles ie. Interview, profile, short news items, listings, history, reviews.

The content and style of the magazine is determined by the DANZ Quarterly editorial committee comprising of:

- Dione Joseph
- Sarah Knox
- Danica Prowse (Designer)
- Anton Carter (DANZ Chief Executive)
- Linda Lim (DANZ Communications Manager)

DANZ Quarterly's name, branding and reputation are intimately linked to DANZ.

Maintaining open communication and good working relationships between all members of the editorial committee is vital to the production of DANZ Quarterly. The editorial committee will regularly evaluate progress to determine the appropriate development of the magazine through mutual consent. This includes evaluating, content, design and budgets.

Any content that is contrary to the interests, reputation and policies of DANZ must not be published. In all other respects content will be decided by consultation. Editorial freedom will be respected by DANZ.

### **Style**

The aim is to produce a magazine with a clean and consistent style and layout. The policies and guidelines for the style of the magazine can be found here.....

### **Content**

The editorial committee meets at least six weeks before each issue to discuss the direction of the issue and to agree on articles. All subsequent email communication on changes must be sent to all members of the committee.

The editorial committee will ensure the content for each issue reflects variety. The result is a magazine that:

- Is the mouthpiece for DANZ and the New Zealand dance sector.
- Provides key resources on things such as health and safety, production, career pathways, reviews and infrastructure developments.
- Presents current trends, events and people/companies.
- Expresses diversity.
- Provides models of best practice/

- Profiles DANZ Board and staff.
- Advocates for dance ie. To funders and government.

Keeping these goals in mind is essential to ensuring that the articles featured uphold a consistent variety throughout the year.

Suggestions and submissions can be made to DANZ but should be made at least three months before the publication date; dates for the publication of each issue are posted on the [DANZ website](#). As with other media outlet models, idea submissions will go through an editorial process to determine the suitability of the pitch; there should be no expectation that they will be included. The editorial committee and editorial processes exist to shield any individual from pressure and can be used as a tool to justify editorial decision.

All articles must be interesting, planned in advance, commissioned from writers and must be accompanied by good photos (both composition and quality). Headlines and page names should be creative and informative.

Content provided by DANZ should be of equally high quality and follow the same rigorous process.

## Commissioning

The Editor engages writers for articles and reviews. Writers are informed of the article topic, word count, and payment and given guidance on research and story angles.

The Editor will inform writers of DANZ payment policy:

*Commissioned articles and reviews will be paid at 10c per word in 2010. DANZ will pay for the lesser of the word count commissioned or the words published.*

Writers who write 500 words or less, (and most of our reviewers write 400 words) are earning amounts which can be treated as a koha or donation rather than needing to be taxed.

The maximum amount which can be treated as a donation is \$50, after that it must be taxed.

This is for each piece of work (it is not aggregated), so they can write more than one per year e.g. they might get 4 separate payments of \$40 donations for reviews in the course of the year and each one is treated separately as a donation.

Writers will be sent the style guide and will be asked to provide articles in accordance with the guide. Writers and photographers should be informed of possible uses of their material at the time of first contact.

The Editor should notify them of the following:

*Stories and photos in DANZ Quarterly will appear in the print version, online and may also be compiled by DANZ for other uses. Any material (written or photographic) you submit for DANZ Quarterly must have clearance for these uses. It is your responsibility to obtain permission from the copyright holder, subject and photographer. Photos will not be used separately without prior permission from the copyright holder. The copyright of commissioned articles belongs to DANZ.*

Writers will also be asked to provide photos to accompany the article as follows:

- *They must be good quality (high resolution)*
- *They must be of an artistic composition*
- *Supplied with full photo credit including the names of subject(s) and photographer*

The Editor will keep all correspondence for three months.

## **Proofing**

All articles, including those written by DANZ, are sent to the Editor before proofing. Proofing should be done in accordance with the style guide.

Initial proofing is done 5 weeks before publication by an independent proof reader. Final proofing is done by the editor and publisher (DANZ) after layout. DANZ will proof the print-ready version supplied by the printer.