



Biometric Bulletin **Editorial and International Biometric Office Responsibilities**

The *Biometric Bulletin* is the quarterly newsletter published electronically by the International Biometric Society (IBS).

Term Length

The Editor of the *Biometric Bulletin* is appointed for a three-year term. The Editor shall serve as a non-voting, *ex officio* member of the Committee on Communications of the IBS. The next term runs from 1 January 2019 to 31 December 2021.

Responsibilities

- The **Editor** is responsible for soliciting and compiling contributed articles for the *Biometric Bulletin* and deciding on its content and format. This activity includes contact at least on a quarterly basis with *Bulletin* correspondents, the editors of the IBS journals, officers and members of the Society, and occasional guest contributors. The current format of the *Bulletin* is listed below, but the Editor may suggest changes in consultation with the Committee on Communications. The Editor is also responsible for proactively seeking out notices of international meetings to broaden the scope of the *Meetings Calendar* in the *Bulletin*.
- The International Biometric Office (IBO) is responsible for technical matters such as: compiling the various contributions that are submitted for each issue into an initial draft template (MS Word format) that is then forwarded to the Editor for review; converting this to Acrobat PDF; proofreading/copy-editing the PDF version; distributing the PDF version for final proofreading by the Editor; implementing edits to the PDF version; posting the final version in PDF and HTML format to the IBS website; posting abstracts and school program listings to the Society website; and adding advertising in the *Bulletin* and to the IBS website. The IBO also maintains the list of correspondents, and communicates with Regions about expired terms and replacement correspondents. Some of this information may flow through the Editor.
- The four issues per year correspond to three-month periods (quarters): January-March, April-June, July-September, and October-December. The corresponding deadlines for contributions from correspondents, officers, members, and invited guest contributors are finalized on a yearly basis.
- The Editor may appoint Associate Editors.

Contents

- **President's Corner:** *This contribution facilitates direct contact between the IBS President and members. It offers an opportunity to emphasize IBS goals to the membership.*
- **Editorial:** *This piece is usually short and directs the reader to specific sections in the Bulletin of importance to the IBS.*
- **Features:** *Special feature articles have been added to the Bulletin in recent years and appear in varying frequencies in the Bulletin. The Editor is responsible for soliciting ideas for such articles from members in collaboration with the IBO.*
- **Journals:** *Regular updates on Biometrics and JABES are published. Various forms for such contributions are possible, such as highlights of the next issue to appear, statistics on the review process, publicity, changes in format and editorial process, etc. Biometrics and JABES have systems in place to regularly deliver their contributions. ,*
- **Region News:** *This section remains one of the cornerstones of the Bulletin, since it truly conveys the worldwide nature of our Society. There is a very good line of communication to the Bulletin correspondents, and many of them contribute regularly. We are very grateful to them since their input is vital for the well-being of the Biometric Bulletin. Each Region shall appoint a Biometric Bulletin correspondent whose role is to report on Regional matters.*
- **Announcements:** *For the most part, announcements pertain to distinguished individuals, courses, summer schools, or awards.*
- **Meetings:** *The Editor needs to proactively search out world-wide meetings that do not necessarily come to the attention of readers.*
- **Annual Report (Oct-Dec Issue):** *This issue is posted to the website as usual. In addition to the regular content of the other quarterly issues, the Annual Report consists of reports from the standing committees.*
- **Other, sporadic content:** *The Editor may include further sections (examples from past issues: mathematical riddles, an update on the STRATOS initiative).*

Reimbursement Policy

The *Biometric Bulletin* Editor is eligible to be reimbursed up to \$2,000.00 USD annually for documented expenses such as supplies, secretarial support, etc.