

DEAF-BLIND AMERICAN MAGAZINE

8.0 DEAF-BLIND AMERICAN

The *DEAF-BLIND AMERICAN (DBA)* is the publication of the AADB. This section deals with the policies and procedures of the *DEAF-BLIND AMERICAN* publication in the following topics:

- Media requirements
- Description of the DBA magazine
- Contents of each issue
- Required articles
- The cover
- DBA policies
- The Editor

8.1 POLICY FOR MEDIA REQUIREMENTS

AADB recognizes the diverse media requirements of deaf-blind people. The following accommodations are offered for AADB members:

- Large print – 18 font bold Arial

- Regular print – 12 or 14 font bold Arial
- Braille – Contracted (Grade 2)
- 3.5 floppy disk or CD

AADB will not offer accommodations different from those listed above.

8.2 DESCRIPTION OF THE DBA MAGAZINE

The DBA is:

- a membership benefit;
- sent to members in the mode they indicated is preferred on their membership application;
- sent to members using “Free Matter for the Blind”;
- published in large print (Font Arial 18); Braille; and disk (in text format);
- available in an email version;
- published quarterly with the following deadlines for articles:
 - January – March issue: submission deadline November 15
 - April – June issue: submission deadline February 15

- July – September issue: submission deadline May 15
- October – December issue: submission deadline August 15
- sent to the printer by the following deadlines:
 - January – March issue: anytime before March 1
 - April – June issue: anytime before June 1
 - July – September issue: anytime before Sept 1
 - October – December issue: anytime before December 1

8.3 CONTENTS OF EACH ISSUE

Each Issue of DBA has:

- copyright symbol shown prominently,
- article submission deadlines,
- disclaimer that articles don't necessarily reflect the opinion of the organization,
- contact information for the Home Office and current Board Members,
- Table of Contents,
- article from the President,
- article from the Editor,

- human interest stories,
- topics of interest to deaf-blind people,
- between 35 to 50 pages of articles (not including title page, table of contents, contact information, etc.).

8.4 ARTICLES REQUIRED IN SPECIFIC ISSUES

- July – September and October – December issues before an election year: Announcement of Board Elections
- October – December and January – March issues preceding conferences: Nominations for Awards
- January – March every year: Donor list and AADB Annual Budget
- July – September issue of an election year: Election results (the President will send the results to the Editor by June 1)
- All issues within one year prior to conference: Articles on upcoming conference
- Issues after conference: Conference news (minutes of general meeting, summary of conference and workshops, evaluations, etc.).

8.5 THE DBA COVER

The DBA Cover shall:

- change color/design at the start of each new volume,
- have AADB's logo,
- have the issue's quarterly dates, volume, and number.

8.6 DBA POLICIES

- Each year starts a new volume, with the number 1 issue being the January – March issue.
- Reprinting articles in the DBA:
 - If the article is a copyrighted publication, written permission from the publisher must be obtained before reprinting. The written permission will be kept on file at the Home Office. If the article is in a publication that is not copyrighted, written permission from the publisher is not required. NOTE: Journals, newsletters, newspapers, etc. are copyrighted if the symbol © (C inside a circle) is printed in a prominent place, such as the title page, cover, table of contents, editor's box, etc.; if this symbol does not appear, it is not copyrighted.
 - All reprinted articles (regardless of copyright status) will have an Editor's Note after the title which gives credit to the author and the source.
 - The Editor will ask the Production Manager to send a complimentary copy of that issue of the

DBA to the original author and/or publisher if it is requested.

- No paid advertisements are accepted because the magazine is sent “free matter,” although unpaid announcements of products and services are permitted.

8.7 THE EDITOR

The Editor of the DBA Magazine:

- is appointed by the President with approval from the Board;
- establishes an Editorial Team which will provide editing (soliciting, selecting, and editing articles); proofreading, layout and design, production (printing, brailing, assembling the print and the Braille magazine, and producing disks); and mailing or distribution;
- discusses roles and responsibilities with the editorial team when it is first assembled and establishes a smooth procedure for getting it done efficiently.

8.8 COPYRIGHT POLICIES

8.8.1 Policies on the DBA and E-News

- All publications created by AADB are owned by the AADB, including *The Deaf-Blind American*, *AADB_E-News*, web-based documents, and any and all

informational materials published by the AADB. This means that publishing credit is given to AADB for the publication of all articles or submissions sent to AADB.

- Articles from *The Deaf-Blind American* and *AADB E-News* can be copied and distributed freely, with credit given to AADB. This can be indicated by copying the front page, with AADB's name prominently displayed, and/or making sure that articles have the name of the publication, the volume and issue number, and publication date shown in the article (e.g., at the bottom of each page), or displayed on a website or in the body of an email.

8.8.2 Policies on reprinting articles from other publications

- If the article is a copyrighted publication to be reprinted in *The Deaf-Blind American* or *AADB E-News*, written permission from the original publisher [or from the author if the author has retained copyrights in the article] must be obtained and a copy of such permission kept on file in the AADB Office. If the article is from a publication that is not copyrighted (such as public domain material or government publications), written permission from the author or publisher is not required.
- Other organizations can freely reprint articles from *The Deaf-Blind American* for non-commercial use by contacting the editor for permission beforehand, and

giving credit to AADB. If the article is reprinted or excerpted in another publication, it needs to state where the article was originally published, that it is an excerpt, and the AADB Office contact information.

- AADB also accepts reprints from other publications, with permission obtained from and proper credit given to the publisher and/or author.

8.8.3 Policies on reprinting personal writings

- If the editor wishes to print a personal story, poem or essay in *The Deaf-Blind American*, the editor will contact the author of that publication for permission in writing (snail mail or email). A copy of both the request and the permission will be kept on file in the AADB Office. Copyright of the article, poem or essay belongs to the author.
- If another organization wishes to reprint a personal poem, story or essay published in *The Deaf-Blind American* or *AADB E-News*, the editor will contact the author of that piece for permission, and a copy of their correspondence providing such permission will be kept on file in the AADB Office.
- If an author requests that AADB not reprint his/her article, that article will not be accepted for publication.
- The editor reserves the right to edit articles for content, length, grammar, DBA magazine style, and readability. Any article submitted to the DBA or E-

News must represent AADB in a positive light. Any article deemed inappropriate for AADB or damaging to AADB's image will not be accepted.

8.8.4 Policies on informational matters

- Brochures and Fact Sheets:
 - AADB also publishes informational materials or fact sheets for the purpose of educating the public on various aspects of deaf-blindness. These informational materials can take the form of printed or web-based fact sheets for public distribution, “FAQs” or frequently asked questions posted on the AADB website and/or distributed to the public, or other informational materials distributed via paper and/or posted on the AADB website.
 - Informational materials or fact sheets produced by AADB staff or volunteers belong to AADB. AADB is to be given credit for being the first to publish these informational materials. These materials can be freely copied and distributed, with credit given to AADB. This can be shown by ensuring that AADB's name is shown prominently on the publication, either on the front page and/or on each page of the publication, along with the date of publication.
- If an AADB publication is posted on the AADB website, AADB asks that other organizations make a link onto their own websites. Each publication will be

provided in a variety of formats so it is accessible to everyone, including PDF, html, MS Word, and plain text format. If an excerpt of a publication (web-based or print) is published in another publication, the publication needs to state where it obtained the article, that it is an excerpt, and that the complete information can be obtained from the AADB Office or its website.

- Other organizations can also make a link on their own website to AADB publications.
- The editor reserves the right to edit any informational piece for length, content, language, readability, appropriateness, and whether or not it conforms to AADB guidelines.
- AADB uses the phrase “deaf-blind” to represent its membership. The phrase “deaf-blind” must be used in AADB publications.
- Appropriate disability-specific language must be used in a publication submitted to AADB (e.g., a wheelchair user, a person with cerebral palsy).
- All facts must be verified in an informational publication before being sent to the editor. Source information must be included so the editor can follow up with each source.
- Reprints of informational materials can be used for distribution with permission from the author and/or publisher.

8.8.5 Photographs and artwork

- Photographs created by AADB staff and/or volunteers and used for AADB's publications or used in another publication, are owned by AADB.
- AADB will contact the person(s) being photographed ahead of time and ask for permission to use the photos in AADB's publications or publicity work. A copy of the release form or email granting permission will be kept on file in the AADB Office.

8.8.6 Websites

- AADB Website
 - Information produced by the American Association of the Deaf-Blind and posted on the AADB website belongs to AADB. Information from the AADB website can be quoted with credit given to AADB. We also ask that people create links to our website rather than making their own files and documents.
 - If people wish to excerpt one of our publications to put into something that they are publishing, we ask that they use the appropriate identifying information, state that this is an excerpt from a larger publication and give AADB's contact information and website info for those interested in getting the complete document.
 - An example of a website citation is:

Bourquin, et al. (2006). *Support Service Providers for People who are Deaf-Blind*. Retrieved March 16, 2007, from the American Association of the Deaf-Blind's website: www.aadb.org

- AADB will make every effort to ensure that website information is accessible to everyone. Information will be posted in a variety of formats, including but not limited to MS Word text, html, and PDF.

8.8.7 Personal Writings

- AADB welcomes personal writings from deaf-blind writers and others in the deaf-blind community, including stories, essays and poems. They can be posted on the website at any time. AADB reserves the right to decide how long these materials can be posted on the website. Copyright belongs to the authors of these writings.
- If the editor or webmaster wishes to post a personal essay, story or other writing, the editor or webmaster will contact the author for permission.

8.8.8 Other Websites

AADB will give credit to others when quoting other organizational websites, and/or create links to other organizational websites.

8.8.9 Copyright Information

AADB will indicate its copyright information by presenting the copyright symbol © (the letter C in a circle) in a prominent place in its publications or products, such as the title page, cover, table of contents, or website page.