The Periodical
Steering Committee Guidelines
Last Updated: April 2022

Table of Contents

| Table of Contents                          | 1 |
| Project Description                       | 1 |
| Acceptable and Unacceptable Content       | 1-2 |
| Submission and Review Process             | 2-3 |
| Editorial Board Operation                 | 3-4 |
| Steering Committee Expectations           | 5 |

Project Description

The Periodical is a semi-annual publication of creative content, crafted by the members of the Yale chemistry community, aiming to celebrate art, science, and diversity in chemistry. The Periodical issues will be released at the beginning of the Spring and Fall semesters. The objective of The Periodical is to portray our multifaceted identities and broad passions beyond chemistry, and serves as a community spot to express, share artistic works, and develop interpersonal connections.

Acceptable and Unacceptable Content

The Periodical will not publish content that contains the following:

- All things against Yale University policy
- Anonymous content
- Anyone’s likeness without explicit consent*
- Explicit Content, including:
  - Excessive profanity
  - Pornographic content
  - Violence
- Hate Speech
- Libel
- Politics
- Slander
- Subjects that might elicit a strong or potentially harmful emotional response
The Periodical will publish original creative work, including but not limited to:

- Comics
- Creative Writing
- Design
- Digital Media
- Drawings
- Memes
- Paintings
- Photographs
- Poems
- Recipes
- Music
- Handcrafts (knitting, embroidery, pottery, woodcraft)

Content published in The Periodical does not reflect the views or opinions of The Periodical Editorial Board (described below), the Yale Department of Chemistry, or Yale University. We reserve the right to refuse content submissions at the discretion of the Editorial Board of The Periodical and the Yale Department of Chemistry. Content warnings may be used for sensitive content.

*To publish content that includes someone’s likeness, written (email or otherwise) consent of the individual must be given to the Editorial Board of The Periodical at the time the piece is submitted.

Submission and Review Process

How to submit artwork to The Periodical:

The Periodical is a publication that focuses on the work from content creators who are currently affiliates of the Yale Chemistry Department. Content from other departments may also be accepted. Content creators must use a yale.edu email address in order to submit. A Google form is used to call for submissions to be released by The Periodical Steering Committee.

The form must include:

- The content creator’s first and last name (The Periodical does not accept anonymous submissions or pen names)
- The piece to be submitted as an attachment or a link to the content hosted on an external website (e.g., YouTube)

Optional information:

- The content creator’s research group and/or job title
- A title of the contribution (up to 20 words)
• A brief description of the piece, up to 50 words (this may be published with the piece as space allows)
• A Creative Commons license (https://creativecommons.org/licenses/)

Content creators with accepted submissions will receive an early copy of *The Periodical* to review their work and layout prior to publication of the issue. At this time, changes to the layout may be requested by content creators.

Note: Every member of the Yale Chemistry community can participate in *The Periodical* as a content creator: undergraduate, graduate students, postdocs, faculty, and administrative staff. Participation from student groups or teams of the Yale Chemistry Department, or other affiliated departments, will also be accepted.

**How submissions will be reviewed:**

Content creators are to understand that their piece is subject to rejection at any point in the review process detailed below.

1. The Editorial Board will receive all submissions via *The Periodical* Google Form. The Editorial Board will accept or reject submissions based on the guidelines in the **Acceptable/Unacceptable Content** section above at their own discretion.

2. Some content may be cut to keep the issue a reasonable length. The Editorial Board will prioritize publishing at least one piece from each artist who submitted to that issue. Unused submissions will be saved for a future issue of *The Periodical*. The creators of this unused content will be contacted to verify that they would still like their piece published in a later issue.

3. The first draft of *The Periodical* will be edited and finalized by the Editorial Board.

4. Content creators will approve their work and formatting via email.

5. The draft will be reviewed by members of the Yale Chemistry Department. Pre-release copies of the issue will be subject to review by:
   a) Department’s Public Affairs and Communications Manager (currently Charlyn Paradis)
   b) The Yale Chemistry Diversity and Climate Committee (DCC)

The draft may also be sent for review by other members of the faculty or staff, the Graduate Student Association (GSA)-Chemistry and Yale Postdoctoral Association (YPA)-Chemistry representatives, or to student groups as appropriate.

**Editorial Board Operation**

**Composition and Function:** *The Periodical* Editorial Board will be composed of members of the Yale Department of Chemistry only. A single Chairperson serves to lead the Editorial Board members. Other members of the Editorial Board may participate in various functions, such as email management ([theperiodical@yale.edu](mailto:theperiodical@yale.edu)), recording meeting minutes, outreach and solicitation efforts, and issue formatting/assembly. Editorial Board members are encouraged to commit to various tasks, but should also avoid overcommitment when possible. New members
should agree to the Expectations at the end of this document and should communicate with the Chairperson their time restraints and feasible workload.

**Meeting:** *The Periodical* Editorial Board meets monthly. Meeting discussion may include, but is not limited to, (a) solicitation for content and Editorial Board member participation such as the creation of flyers and announcements, (b) submitted content and its formatting, (c) alteration of these guidelines.

Note: Anyone is welcome to leave the Editorial Board at any time, for any reason. The exiting member is requested to clearly communicate this information as soon as possible.
Editorial Board Expectations

The Editorial Board members of *The Periodical* have taken on leadership roles that come with additional personal responsibility. To hold ourselves and our future colleagues to a high level of leadership quality, we set forth and agree to the expectations outlined here.

We each have many constraints on our time, as well as many different pulls on our attention. The expectations below are flexible with advance notice, but communication of needs is required. To respect each other we should provide reasonable notice and expectations, with the understanding that any incomplete work must be covered by our peers.

All Editorial Board members will:

- **Attend and actively participate in the monthly Editorial Board meeting.**
- **Maintain professional relationships with the Yale Chemistry Department.**
- **Complete tasks by agreed upon deadlines.**
- **Give and accept constructive criticism as equals.**
- **Be willing to give and accept praise for your work.**

These guidelines are set out for ourselves, so that *The Periodical* can help bring together our chemistry community.