

Editorial and Publications Report – 2022 Annual Meeting

Program Overview

- Production of quarterly *Along the Towpath* newsletter and special publications
- Newsletter production tasks include:
 - Selection of relevant content
 - Allotment of newsletter space and page layout
 - Edits and revision of written content
 - Processing and formatting of images
 - Print specification compliance adjustment and review
 - Quality control
 - Mailing list formatting
 - Printer coordination
 - Payment coordination with the treasurer
- Newsletter and special publication production requires:
 - Use of MS Word or Apple Pages, MS Excel, Adobe InDesign, Adobe Photoshop and related plug-ins, Adobe Acrobat Pro, Adobe Illustrator
 - Each issue is a 4 to 6 week process, requiring 60 or more volunteer hours for the editor/producer in addition to writer and associate editor hours
- Level of volunteer support for the newsletter and projects is currently adequate

Special Publication Projects

- Other book, brochure and advertising projects are conducted by the editor/producer as needed
- Past special publication projects include:
 - Book project – *Chesapeake and Ohio Canal National Historical Park Official National Park Handbook 142*
 - Book project – *Pocket Guide to the Chesapeake and Ohio Canal National Historical Park*
 - Brochure project – *Welcome Aboard The Cumberland*

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2021 Activities

- *Along the Towpath* production:

<i>Issue</i>	<i>Completion</i>	<i>Pages</i>	<i>Copies</i>
<i>March</i>	<i>27 Feb.</i>	<i>28</i>	<i>943</i>
<i>June</i>	<i>5 June</i>	<i>24</i>	<i>923</i>
<i>Sept.</i>	<i>12 Sept.</i>	<i>28</i>	<i>937</i>
<i>Dec.</i>	<i>21 Nov.</i>	<i>28</i>	<i>936</i>

Note: The June and September issues were submitted later than normal to accommodate late content

- Special publication projects completed in 2021:
 - C&O Canal Association membership brochure
 - WCC 21 advertisements
 - GAP Guide advertisement

2021 *Along the Towpath* Content

- 2021 *Along the Towpath* content included:
 - Association Business & Activities – 31%
 - NPS news/policies – 8%
 - Nature & Environment – 14%
 - Volunteer Activity – 17%
 - History – 30%

The editor wishes to thank the many 2021 contributors to *Along the Towpath*, including Trent Carbaugh, Karen Gray, Jane Hanna, Jim Heins, Bill Holdsworth, Rod Mackler, Marjorie Richman and Kurt Schwarz.

***Without their significant contributions
Along the Towpath would not be possible.***

***Special thanks also go to associate editors
Tom Aitken, Dave Johnson and Ned Preston.***

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Upcoming Activity

- Production of four issues of Volume LIV of *Along the Towpath*
 - The March issue is complete
 - Due dates for content for rest of 2022:
 - June issue
 - Notification of proposed content – 1 May
 - Deadline for content – 15 May
 - September issue
 - Notification of proposed content – 1 August
 - Deadline for content – 14 August
 - December issue
 - Notification of proposed content – 29 October
 - Deadline for content – 12 November
 - Content contributor compliance with due dates is required to avoid late changes that increase workload and potentially cause delays in delivery to the printer
- Reprinting of *Pocket Guide to the Chesapeake and Ohio Canal National Historical Park* – 1,000 copies

Submitted by Steven Dean – 26 March 2022