

Guidelines for Starting a Satellite Editorial Board with KidSpirit

Welcome to KidSpirit's extended editorial family! We're thrilled that you want to share in KidSpirit's mission to explore life's big questions and support the diverse range of opinion in your community by creating a new Satellite Editorial Board.

Before you get started, read the following guidelines about what is required for the Satellite Ed Board, as well as suggestions for how to set up meetings and create written content.

Guidelines

- Find at least four writers and artists from different backgrounds and traditions to gather on a regular basis to read and edit submissions from your community or region and discuss big questions related to KidSpirit's quarterly themes. Try to make sure new editors understand the editorial mission to promote discussion among teens of diverse backgrounds and to constructively edit each other's work. It is a good idea to add members gradually, so that the group bonds and becomes cohesive.
- Ask an adult (a parent, teacher, or youth group leader, for example), to attend your meetings and step in when you need guidance. The adult should feel comfortable opening and closing the meeting and making sure that your Ed Board gets through the material planned for that meeting. If you have a very lively group, your adult leader will help you refocus if your conversations get off track—it can happen when you're enthusiastic about big ideas!
- Appoint one editor, or your adult leader, to be the liaison in charge of all communications with the New York office. This person will send edited submissions to Jessie (jessie@kidspiritonline.com), and keep in close touch about your projects and ideas. Whoever you choose must be responsible for the group, so decide carefully! As soon as you've gathered your group and gotten organized, please email the KidSpirit office with the names and email addresses of all your editors, your adult leader, and your communications liaison.
- Plan to meet between 5 and 10 times a year for an hour or two each session. If you set a regular time, it will be easier to schedule. Please email the KidSpirit office your meeting dates for the next six months.

Editorial Board Meetings

The New York Editorial Board meets once a month for two hours a session, with a break during the summer. Initially, your meetings will likely be shorter and less intensive, but you should schedule meetings in advance and your communication liaison should take charge of circulating a schedule to the other editors.

Your meetings should be structured so as to allot sufficient time for discussing ideas generated by content and themes, and editing the pieces your group has chosen to submit to the home Ed Board for publication. In a two-hour meeting, the New York Ed Board usually spends 90 minutes editing and 30 minutes talking about new projects or themes. Our group usually spends 15-20 minutes on shorter pieces and up to 30 minutes editing longer ones. The group reads each piece silently, makes comments in the margins, and then discusses the piece together. At the end of the meeting, one person takes on the task of collecting all of the comments into one electronic document and emailing the document with edits back to the writer.

At the end of your editorial session, you and your fellow editors and writers will take your work home, make changes, and then your liaison will email the new drafts to the KidSpirit office so that the home Ed Board can review them at their next meeting. The KidSpirit office will send work back to you to edit before your next editorial meeting. The key is good communication and organization so that the distance between your group and the New York office isn't an impediment. What we are aiming for is creating a global community of teens who are passionate about exploring life's big questions, sharing their ideas with each other and expressing themselves through original writing and artwork!

Creating and Choosing Content

KidSpirit publishes work in several different departments: Features, Media Reviews, Awesome Moments, Poetry, the Big Question, Interfaith Connections, and the Global Beat. KidSpirit also publishes original art that is integrated into articles and poetry.

Familiarize yourself with KidSpirit's editorial departments (details and submission guidelines about each department are below). Artists can be editors too, so if one of you wants to primarily submit art that is tailored to our themes, we welcome it. Artists should feel free to read and edit work, even if they don't submit written pieces. KidSpirit's office will work with your Ed Board to assign pieces where there are openings in upcoming issues, but if you feel passionately about something you'd like to contribute to an upcoming theme, please send us your suggestion.

Submission guidelines for each department are listed below and at the end of this section you will find information about helping to choose KidSpirit's themes, as well as voting on content to be included in the *Best of KidSpirit* print volumes and winners of the annual KidSpirit Awards.

The Big Question

Each issue we ask editors to send in two questions that they think lie at the heart of the theme. Questions are then selected from the pool to be included in the Listen Up department, and the New York Ed Board chooses one question they think is most central to the theme—this becomes the Big Question. The Big Question is a 1000-word essay examining the topic from a personal lens. Unlike a feature article, it generally does not include research, but is an attempt to answer questions that are in some sense

unanswerable. The approach to the piece is philosophical and open to exploration. If you have a writer who is eager to tackle a Big Question, please notify us so we can include them when considering potential Big Question writers.

Features

Articles should generally be about 1,500 words and relate directly to the theme. Keep in mind that most feature articles are expository or research oriented, but are written from a personal point of view.

Awesome Moments

Awesome Moments articles are generally about 800-900 words, and focus on a single powerful, life changing, or profound moment in the writer's life - and what they learned from that experience. Ideally, the article should be related to the theme.

Media Reviews

KidSpirit writers review books, movies, music, and other artistic works that have something to say about each theme. Reviews are generally 800-900 words and include both opinion and analysis.

Interfaith Connections

In Interfaith Connections, three kids from three different faith backgrounds or wisdom traditions reflect on the same question chosen by the New York Ed Board (and related to the theme), answering it from the perspective of their respective heritage. Writers can be from a singular faith background, mixed religious background, or can be agnostic, or atheist. The aim of the column is for people to share how they come to understand big moral or ethical questions through the lens of their diverse spiritual backgrounds. Interfaith Connections articles are generally 800-1,000 words.

Global Beat

The Global Beat is a short 250- to 500-word column that is updated weekly. This is the one column that does not go through a lengthy editorial process with the New York Ed Board. Global Beat writers respond to a prompt that relates to the theme and is specifically about the writer's home community. We invite all columnists to send a photo of either themselves or their community to publish with their piece so that readers can get an even more vivid sense of life in somebody else's part of the world. We hope to receive two Global Beat columns for each issue from our Satellite Ed Boards!

Poetry

Submit your poetry related to one of our upcoming themes or the season, or write a poem that expresses who you are. When editing poetry in Ed Board meetings, concentrate on

language and form. Are the writer's word choices expressing the most that they possibly can? Is his or her language clear and comprehensible where it needs to be so? If a rhyming poem, are the rhymes forced? If using punctuation, is it used in the same consistent way throughout?

Artwork

KidSpirit is always looking for photographs, paintings, collages, drawings, even doodles you make on the sides of your notebook. If you have any art you are proud of, especially pieces that relate to our upcoming themes, you can submit up to ten pieces at a time. KidSpirit also publishes original kid art for its "cover art," included on each issue's TOC page. Keep in mind that art for the cover works best in a horizontal format—take a look at the size and shape of our standard cover art on any issue's TOC page. The New York office will send deadlines for sending art that you would like to be considered for the cover.

PerSpectives

The PerSpectives column is the one space reserved for an adult writer in each issue. The adult writer is an elder mentor with expertise in the theme of the issue, and the aim of their column is to promote intergenerational interaction.

Choosing Themes

The New York Ed Board has two conversations a year to decide on upcoming themes. As we draw close to one of those conversation dates, we will give Satellite Ed Boards the opportunity to send in ideas for themes that they'd like to see KidSpirit take on.

Voting for Best Of KidSpirit and KidSpirit Awards

Once we have established good communication with your Ed Board and the NY office, we will invite you to be a part of the *Best of KidSpirit* and KidSpirit Awards selection. Your Satellite Ed Board will be asked to vote anonymously on content that each of you perceives to be the best in our departments. We will pool your votes with those of other Satellite Ed Boards and the New York Ed Board to decide on content for our annual print volume and for the KidSpirit Awards.