

# Notices

of the American Mathematical Society

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## Editorial

### Who Does What?

Now and then the evening television news has a segment listing who does what. In that spirit, here is what all the people do whose names are listed in the *Notices* masthead. The *Notices* is a complex publication with many parts, and yet it is produced by only three full-time staff members and a few part-timers.

Let us begin with production. Sandra Frost, with the title of managing editor, is in charge of nearly all steps of the posteditorial process. She is part artist, part diplomat, part executive, and part magician. She is assisted by Muriel Toupin, a 30-year employee of the AMS. All the various pieces of the *Notices* come to these two people—articles and letters coming from the editor, news from the deputy editor, graphics from the covers editor and the AMS graphics experts, official material from the AMS secretary, lists from various AMS staff members, meetings information from the Meetings Department, and advertising from the advertising people. Toupin puts everything into pages using a commercial desktop publishing program, and Frost does the layout, adding graphics and her own touches. As late as possible in the layout process, Deborah Smith copyedits the narrative material. Then Frost shepherds the authors through the proofsheets stage, dealing caringly with their individual needs and concerns.

At the end of this “electronic prepress” stage, Frost sends PostScript files to Maxine Wolfson at the AMS printing office in Pawtucket; Wolfson produces negatives and returns them. The actual printing is a large job and is contracted out to a firm in Easton, Maryland. Frost handles any special problems that arise in this arrangement.

Pieces of the *Notices* come from a variety of sources. Marcia Almeida provides many of the lists. Donna Salter is the liaison between the *Notices* and the Meetings Department; she maintains the relevant database, provides the meetings material, and proofreads it after Toupin has put it into pages.

The advertising, both sales and assembly, is handled by Anne Newcomb and Leonard Moorehead, one of them handling classified ads and the other handling paid display advertising and AMS ads.

Siulam Fernandes, Lori Nero, and Peter Sykes are the AMS graphics experts whose work is partly for the *Notices*. They do scanning, lettering within graphics, enhancing of photographs, preparing of complex tables, and assembly of the cover. In addition, they carry out more complicated tasks, such as preparing graphics for articles from authors’ qualitative descriptions and responding to requests from Frost for additional graphics for special purposes. Occasionally they create their own graphics.

Allyn Jackson, who is senior writer and deputy editor, is well known to *Notices* readers for fourteen years of even-handed articles about subjects that may be controversial but are always interesting. She actually does several jobs for the *Notices*. Among other things, she advises the editor, solicits and edits book reviews, manages the book list, writes articles and an occasional editorial, solicits and edits many of the articles about the profession, and proofreads the narrative part of each issue.

Jackson also supervises the news columns: Mathematics People, Mathematics Opportunities, For Your Information, and Inside the AMS. She and contributing writer Elaine Kehoe prepare the items for those sections, either working from news releases sent to the *Notices* or soliciting the information themselves.

The associate editors do a variety of things, depending on the person. They suggest appropriate people for writing articles, some of them do some of the inviting, many of them offer detailed criticisms of articles that arrive, and some of them offer criticism of proposed editorials and op-ed columns. Some of them form a Letters Committee, responsible for recommending how each letter to the editor should be handled. Some of them write articles of one kind or another. Martin Golubitsky has served as covers editor for the past three years, arranging a mathematical-theme-cover for each issue and, when possible, having it complement one of the feature articles in the issue. Susan Friedlander has served as “Forum” editor for many years, doing whatever soliciting, refereeing, or editing is indicated. Robert Daverman, as secretary, is an associate editor ex officio; he is responsible for his own section of the *Notices*, and he participates in the discussions that the associate editors have by e-mail and at an annual meeting.

What about the editor? His role is something like that of the conductor of an orchestra: he keeps people together. But it is the players who make the music.

—Anthony W. Knapp