

CALL FOR TENDER

For the design and production of *Sporting Traditions*

The Australian Society for Sports History is seeking the services of a designer to assist in the preparation of the journal *Sporting Traditions* for publication (currently) in May and November each year. The journal varies in page length per issue between about 100pp and 140pp. The appointee may also be asked to assist with the design and preparation of occasional ASSH Studies monographs.

The duties of the appointee will be to:

- Receive articles from the Editor over approximately a 2 week period in electronic format
 - Import into PageMaker or a similar package
 - Proof and Print 1st draft and post to the Editor
- Wait for any changes or edits to be sent back (usually 1-2 weeks)
- Complete edits and changes.
- Insert "fillers" announcements and advertisements.
- Check these and fax them to the Editor for approval
- Table of contents pages to be completed and page numbers amended to be correct with final version
- Print-out final copy in a 2 up format
- Cover photo, any other photos and layout to be completed (Cover is completed with the image sent on disk to printer)
- After final print has gone to the Editor, any late changes or edits are to be completed within 24 hours and forwarded to the Editor, who will deliver the final copy to the printer.

Tenders should be expressed in terms of a page rate for design and importing of text and an hourly rate for edits, cover design and additional tasks

The appointment will be for three years subject to review by the Publication: Committee of ASSH after the first year. Persons interested in submitting a tender for this position should apply by email or writing to

Ms Angela Burroughs
Secretary ASSH
Faculty of Science and Technology
Deakin University
221 Burwood Highway
Burwood VIC 3125.

e-mail: a.burroughs@deakin.edu.au

CLOSING DATE: 29 MARCH 2002