

SERVICE AGREEMENT 2025-2026
TEXAS EDUCATIONAL DIAGNOSTICIAN'S ASSOCIATION

This agreement is made and entered into this 1st day of August 2025 between Emily Smith and the Texas Educational Diagnosticians' Association for the purpose of offering editorial staff services as detailed below for the 2025-26 fiscal year. This agreement may be terminated by either party by written request. The Editorial Staff work with the editor to publish the journal twice a year.

RESPONSIBILITIES OF THE EDITORIAL STAFF PERSON ARE:

1. Read and respond to emails in the DiaLog email as per editor.
2. Communicate with the editor weekly, more frequently when in production.
3. Read all submissions to the DiaLog.
4. Create a blind copy of all submissions to be sent to the review board (maintain original submission).
5. Send articles that meet submission guidelines to review board members (review process).
6. Read and record all reviews from the review board.
7. Send authors a review of their submission with the edits and comments of the review board.
8. Read and review all re-submissions.
9. If needed send re-submissions through the review process again.
10. Send authors a final decision to publish or decline to publish.
11. Gather additional information for publication:
 - List of board members — elected and appointed
 - Edited letter from the president
 - Conference flyer for back cover, if available
 - Conference registration info for inside of back cover, if available
 - Exam dates and information from NCED and TPED, if available
 - Chapter news, if available

** The Disclaimer must be included in all issues.
12. Send all items for publication to the publisher and respond to any questions or concerns of the publisher.
13. Perform edits of the current issue in conjunction with the editor and check to be sure all edits have been completed with the editor prior to approving for publication.
14. Provide publisher with the most current TEDA mailing list (obtain from administrative assistant) as well as the addresses of authors.
15. Have 50 extra copies of the DiaLog sent to you or the editor.

Additional Duties/ Responsibilities:

- A. Process the invoice from the publisher to the treasurer for payment (in conjunction with the editor).
- B. The editor or the editorial staff person will provide board members with hard copies of the DiaLog for recruiting (provided when new members join, not to prospective members).
- C. The editor or editorial staff person, at the request of the editor or TEDA President, will take copies of the DiaLog to face to face conferences for display, not for distribution.
- D. A copy of the DiaLog may be mailed to a member who is current but whose address was not on the mailing list (an error on TEDA's part), wrong addresses or missing Dialogs are not replaced without extenuating circumstances.
- E. The editor or editorial staff person shall prepare a report for board meetings and the general assembly meeting.

Salary and Travel Reimbursement: Contract fee for the 25-26 fiscal year will be \$1,750.00 per edition of the DiaLog. Travel reimbursement will be \$100 per day plus mileage, room, and food if the Editorial Staff person is requested to attend a board meeting. Additional services requested by the DiaLog Editor or the Board President will be remunerated at an agreed rate.

Emily Smith, Editorial Staff/Date



Kristin Robbins, TEDA President / Date