

# INTRODUCTION OF THE OLIVE

THE OLIVE is the official newsletter of Overseas Education College (OEC), Jiangsu University (JSU), which strives to provide timely communication on academic, social, cultural and other related issues of interest to College members and the University community as a whole. The newsletter will serve as a platform to promote the image of the college. It is designed to be easily accessible, educative, informative and the likes.

Key areas of focus for THE OLIVE shall include:

- The college news
- Student activities
- Teaching, research and service to community
- Seminars and workshops
- Personality profiling/ Outstanding student

Contact:

The Olive can be contacted at [theoliveoec@outlook.com](mailto:theoliveoec@outlook.com).

We can also be reached on Facebook at [fb.com/theolive](https://fb.com/theolive)

Follow us on Instagram @theoliveju ([instagram.com/theoliveju](https://instagram.com/theoliveju))

# The Olive Team

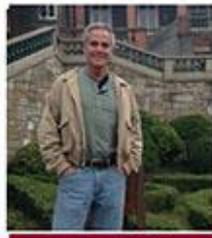
## Advisory Board



Prof. Jing Gao



Prof. Ren Xiaofei



Mr. Kurt C. Soester



Ms. Limin Wang



Mr. E. Omari-Siaw



Mr. Gustav Mahunu



Mr. Andrew A. Mintah

## Editorial Board



Mr. Mohammed M. Shaheriyar  
Editor-In-Chief



Ms. Tshetsana Senau  
Deputy Editor-In-Chief



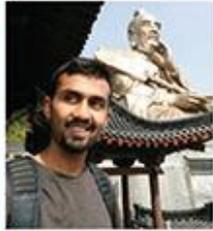
Mr. Banwo Adeleke  
Deputy Editor-In-Chief  
(Postgraduates)



Ms. Rhetta Agyare



Ms. Susan Gabriela



Mr. Ali A. Bajwa



Ms. Melody Shumba

## Design Editors



Mr. Quartey-Papafo K. Tawiah



Mr. Tlissetso Padima

## Correspondents



Mr. Henry Asante-Antwi



Ms. Nyasha Manamike



Ms. Beverlley Madzikanda



Mr. Samuel Gatarayiha



Mr. Keshav Khera



Ms. Shamsa Abdi



Ms. Pooja Bharadwaj



Ms. Ensaf Abdellatif S. Omer



Ms. Anna Anyimiah



Mr. Emmanuel A. Addo



Mr. Shaz Ponnery



Mr. Bhargav Bhuva



Ms. Nana Ama Arkorful

## Volunteers Group



Ms. Nicola Chimanikire



Ms. Afnan Hafeez



Mr. Archan Bhut



Ms. Nabila Kazmi



Ms. Stenfy Thekkath



Mr. Edward Kofi Krupah

# THE WORKING DOCUMENT OF THE OLIVE

## Mission and Policy Statement

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## ARTICLE I: NAME

1. The name of the newsletter shall be The Olive, the official newsletter of OEC, JSU-China.

## ARTICLE II: AIMS

1. To project the academic, social, cultural and international image of the college
2. To foster unity among students in the college and other educational institutions
3. To contribute its academic and social responsibility to the University community
4. To pursue any other aim which is in line with the core values of the college.

## ARTICLE III: MANAGEMENT

The OLIVE shall be open to all students, staff and other individuals associated with the OEC.

## ADVISOR BOARD

### Composition

There shall be an advisory board consisting of seven (7) members which shall include:

1. The Dean of OEC, the chairman of the board
2. The Dean of School of International Education or his/her representative
3. The Editor in Chief
4. A member of staff of OEC, appointed by the Dean
5. A past member of the Editorial team, who is still a student.
6. Two members selected by the out-going Editorial team.

Non-staff members shall serve a term of one (1) academic year, which is renewable for another 1 year following a successful tenure of office.

### **Function**

They shall:

1. Act in an advisory capacity to the Editorial Board in accordance with the policies of the college
2. Mediate in all matters of dispute concerning the newsletter.

### **Meetings**

The advisory board shall meet at least once every month.

### EDITORIAL BOARD

#### EDITOR-IN-CHIEF

He/she shall:

1. Chair the Editorial board
2. Report to the Olive advisory board.
3. Seek to achieve the mission of the OLIVE, as set forth by the college
4. The Editor-in-Chief shall serve a term of 1 year, and can further serve another term upon approval by the Board of Directors. The activities of the Editor-in-Chief shall be monitored by the Board of Directors.

The position of Editor-in-Chief shall include the following editorial roles and responsibilities.

- Recommends members of the Editorial Board;
- Chairs the Editorial Board meeting;
- Develops a plan for the technical content of the OLIVE newsletter each academic year;
- Identifies key contributed research areas, seminars, or issues panel of topics from College activities suitable for publication in the OLIVE and invites authors to submit an article;
- Along with the Editorial Board, identifies key topics to be included in the OLIVE and invites key authors on these topics to submit an article;
- Along with the Editorial Board, reviews, edits, and approves the technical content of the newsletter; and
- Reports annually the status of the OLIVE to the Board of Directors.

The Editor-in-Chief shall also have the following administrative responsibilities:

- Establish performance goals for the Editorial Board;
- Establish and refine policies and procedures for the management of editorial office activities; and
- Prepare a College annual report to the Board of Directors.

#### A. EDITORIAL BOARD MEMBERS

The Editorial Board members shall assist the Editor-in-Chief to achieve the mission of the OLIVE, as selected by the Editor-in-Chief and approved by the Board of Directors. Membership shall consist of College members with expertise in the major interest areas and from geographic regions as represented by the College body. The Editorial Board member shall at least contribute to 2 articles or contributes to the contents of at least

one article each semester. A member serves a term of 1 year, and can further serve another two consecutive terms upon approval of the Editor-in-Chief and Board of Directors.

The Editorial Board shall assist the Editor-in-Chief with the following activities:

- Develop content of the Newsletter each semester;
- Identify key contributed research areas, contributed seminars, or issues panel of topics from College activities suitable for publication in the OLIVE and invites authors to submit an article;
- Identify key topics to include in the Newsletter and invites key authors on these topics to submit an article;
- Review, edit, and approve the technical content of the Newsletter; and
- Write feature articles or support an existing or new section of the Newsletter.

B. CORRESPONDENT TEAM

The Correspondent Team shall support the Editorial Board to achieve the mission of the OLIVE. Membership shall consist of College members and affiliates with zeal and expertise in Newsletter operations. A member can serve any number of terms as deemed fit.

The Correspondent Team shall support the Editorial Board with the following activities:

- Research into topics and stories that the Editorial Board has assigned to them
- Interview people who have information, analysis, or opinions relating to a story or article
- Write articles for the Newsletter.
- Develop relationships with experts and contacts who provide tips and leads on stories
- Update stories as new information becomes available.

## ARTICLE VI: EDITORIAL POLICY

The following editorial rules and regulations shall be established to ensure that the OLIVE continues to serve as a scholarly, informative, and unbiased newsletter for the benefit of college members and all other affiliate members around the world.

- All submissions are to be original contributions prepared by College members and affiliates. Certain exceptions will apply as determined by the editorial staff.
- All submissions are subject to editorial review, verification, edit, and pre-emption, and submission of an article to the OLIVE does not guarantee its publication.
- “Opinions” or “Letter to the Editor” submissions may be edited for space, grammar, and clarity, but NOT to in any way alter the overall content or context of the submission.
- No overt or implied bias or advertisement for any commercial enterprise will be allowed within the editorial pages of this newsletter. All advertisements are purchased and are located in a separate, readily identifiable section of the OLIVE.
- The Editor will accept submissions in the forms of original authored articles and columns, on subjects of interest and relevance to the college.
- All submissions must be in Microsoft Word (version 5.0 or later), double-spaced, and contain only limited formatting. Accompanying photos, graphs and tables with appropriate captions are strongly encouraged.
- All submissions must contain the author/submitter’s name, credentials, title, company or affiliation, and email address.
- Articles are submitted via the OEC website.

For further information, please contact Mohammed Muffakham Shaheriyar, Editor-in-Chief at [theoliveoec@outlook.com](mailto:theoliveoec@outlook.com)