

Committee Progress Report

****Type of report being submitted:** Committee Progress Report

****Date:** February 9, 2012

****Committee Name:** NMRT Endnotes Committee

****Supervising Board Member:** Megan Hodge

****Chair, Co-Chairs, Assistant Chairs:**

Melissa Mallon (chair)

Melanie Griffin (Assistant Chair)

****Committee members:**

Kendra Hay

Jennifer Green

Kimberly Copenhaver

Michael Saar

Hannah Evans

Emily Johnson

Lindsay Harmon

Kate Marshall

Laura Labeledz

Catherine Odson

Andrea Leonard

William McMillin

****Activity in Current Reporting Period**

a) Projects completed (For example, any procedures, tip sheets, checklists, etc. created during this period):

- We published Volume 2, Issue 1 of *Endnotes* (November 2011).
- A copyright agreement form was developed, and all published authors submitted a copyright agreement to Kim Redd, our staff liaison.
- We created a list of book and website reviewers to call upon.

b) Projects in progress but not yet completed:

- We are in the process of receiving and editing several book reviews that have been submitted.

****Action Items/Issues To Be Resolved (What is left to do, based on your Planning Report? Have there been any substantial changes in plans since then? What items, if any, have been deferred until next year?):**

- There have been no substantial changes. We still need to send out a call for submissions, to prompt members to send articles for our next issue.
- The chair needs to contact the Directory of Open Access Journals to check on the status of indexing *Endnotes*.

Financial Report Section:

Your budget appropriation (see budget)	a. \$270.00
Amount which you have spent so far this year	b. \$0
Your estimated additional expenses this year	c. \$0
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. \$0
Difference between budgeted amount and total expenses from above (a-d)	e. \$270

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