

## Editorial Meeting Minutes/Resolutions - Jan 16, 2023

1. The articles for the week of Jan 23-27 contained an unusually large number of factual errors, misspellings of/incorrect names of persons and organizations cited therein, along with multifarious The Yuan Style Guide infractions.
2. The inaugural meeting was accordingly convened to address these issues and to set up a mechanism for a more direct channel of communication between editors *inter se* and between editors and contributors to periodically review each batch of stories and prevent a recurrence of this situation via such enhanced interaction.
3. As regards acronyms/defined terms, the Style Guide convention that the first reference to artificial intelligence/AI must be 'artificial intelligence (AI),' with the acronym AI to serve as the defined term for use thereafter, except where 'artificial intelligence' is subsequently used in a quote, was reaffirmed.
4. All acronyms must first be defined, e.g., 'UNESCO,' 'CDC,' etc., should be spelled out at their first iteration as 'the **United Nations Educational, Scientific and Cultural Organization**,' 'US Centers for Disease Control and Prevention,' with the defined term/acronym used thereafter.
5. Many instances of 'gratuitous defined terms' occurred, which never appeared again. Thus, if the term 'artificial intelligence' appears only once in an article, the defined term 'artificial intelligence (AI),' is superfluous.
6. The meeting underscored the need for editors to not make changes to purely technical content, advising that any mistakes this may contain are purely attributable to the contributors and not to any fault on the part of The Yuan or its editorial board.
7. The meeting reached a unanimous consensus that such discussions on a regular basis are vital to the smooth operation of The Yuan's editorial team and consequently to henceforth conduct a regular meeting on a biweekly (i.e., every second-weekly) basis.