

Publications Committee

Function: The Publications Committee is responsible for the wide range of publications, including text and general information books, *Collection Forum* (the journal of SPNHC), and the SPNHC Newsletter, which benefit and assist the natural history collections community. The committee evaluates the future direction of these publications in order to best serve the community.

Statement of Purpose and Goals: The publications of SPNHC are the primary vehicle for relaying collections care and research directions to our members. Access to our publications is a significant member benefit. Papers published in *Collection Forum* are intended to reflect the spirit of the organization: SPNHC is a multidisciplinary organization composed of individuals who are interested in development and preservation of natural history collections. Natural history collections include specimens and supporting documentation, such as audio-visual materials, labels, library materials, field data, and similar archives. Preservation refers to any direct or indirect activity providing continued and improved care of these collections and supporting documents. The Society actively encourages the participation of individuals involved with all aspects of natural history collections.

Size of Committee: The Publications Committee is chaired by the Managing Editor, who is also the Editor of *Collection Forum* and directs and assists in the activities of the Newsletter Editor, the Book Review Editor, the Leaflets Editor, the Associate Editors (currently three), and Special Publication Editor(s) (when present).

The Managing Editor is a voting member of the Executive Committee and the Council of SPNHC and thus, is involved in the daily business and future direction of the society.

Major tasks: Annual production of *Collection Forum* journal, bi-annual production of the SPNHC Newsletter, and book and web-based publications as they occur.

- The *Collection Forum* Editor (CFE) solicits manuscripts to *Collection Forum*, oversees the review process, and formats all manuscripts and figures for submission to Allen Press. The Book Review editor obtains recently published books, requests reviews, and submits them to the CFE. Associate Editors may be called upon to assist in the review process. The CFE works closely with the production staff at Allen Press to copy-edit, proof, and electronically publish the journal. The CFE secures copyright permissions from authors and arranges for the payment of page charges to the Treasurer.
- The Newsletter Editor (NE) is responsible for solicitation and compilation of committee reports, advertisements, articles, and images, copy-editing, production, and printing of the newsletter. The NE works with the production staff at Allen Press to electronically publish the newsletter. Working with the Treasurer, the NE invoices and collects payments for advertising.
- The role of the Managing Editor (ME) for book projects is dictated by scope, scale, and collaborators in the project. Typically, the ME is the project coordinator who creates and

enforces the production schedule and budget and serves as the liaison for content editor or editorial board, collaborating societies and stakeholders, authors, and those involved with production. The ME obtains quotes for copy-editing, layout, printing, and shipping of books and manages these aspects of publication. The ME assigns and registers the ISBN, obtains Library of Congress CIP data and registers copyright with the Library of Congress. The ME arranges for shipment of complimentary copies, solicits and ships review copies, and promotes recent titles. Special Publication Editor(s) may also be appointed to perform any or all of these functions.

With the Treasurer, the ME controls the inventory of publications. The ME holds the electronic publication files and arranges for printing and distribution of out-of-stock books. Currently, the ME maintains a seller account and controls an inventory on *amazon.com* for *Fulfillment By Amazon* and directs proceeds from that account to the Treasurer along with sales/profit reports.

Calendar items:

- The SPNHC Newsletter is published bi-annually in spring and fall.
- *Collection Forum* is currently published as a single two-issue volume once per year; with appropriate budget allocation and sufficient manuscripts, it can be two separate issues per volume/year.
- Bi-annually, the ME solicits updates from the committee and provides an informal written report for the SPNHC Newsletter.
- Annually, the ME solicits updates from the committee and provides a formal written report, including budget predictions and requests, for the SPNHC Council Meeting which occurs at the Annual Meeting.

Revised by Susan Butts, February 2014

Reviewed by Jean-Marc Gagnon, March 2014