

## STANDARD OPERATING PROCEDURE SETAC PUBLICATIONS ADVISORY COUNCIL

### *Objectives*

Publications are critical to SETAC in many ways, including communicating science, upholding the Society's scientific credibility, informing members, and providing the Society with income needed to sustain its activities. The primary objective of the SETAC Publications Advisory Council (PAC) is to assure that all SETAC publications are of the highest possible quality and are consistent with the mission, aims, and goals of the Society as defined by the Constitution and By-Laws. It is the duty of the PAC to anticipate the Society's publication needs and to present proposals for publications to the SETAC World Council (SWC) that are designed to meet these needs.

### *Membership*

The PAC is composed of the following members:

- PAC Chair
- Editor-in-Chief of *Environmental Toxicology and Chemistry*
- Editor-in-Chief of *Integrated Environmental Assessment and Management*
- Editor-in-Chief of *SETAC Globe*
- Coordinating Editor of SETAC Books
- SETAC TIPs Editor
- Internet Subcommittee Chair
- One delegate appointed by each of the SETAC Geographic Units (GUs)
- A delegate from the SWC Finance Committee
- A delegate from the Public Relations and Communications Committee
- Two members-at-large appointed by the PAC Chair
- SETAC Executive Director (non-voting)
- SETAC Publications Coordinator (non-voting)

Each of the PAC members listed above has voting privileges except the Executive Director and Publications Coordinator. The President of the SWC, the President of each GU, and the Executive Directors of SETAC North America and SETAC Europe (or their designees) are encouraged to participate in PAC activities but do not vote.

The PAC Chair is appointed by the SWC and serves a 3-year term, with an option for renewal at the discretion of the SWC. SETAC publication editors (journals, newsletters, books, TIPs and the Internet Subcommittee Chair) are nominated by the PAC and approved by the SWC, and are members of the PAC throughout their tenures in those positions as specified in their respective SOPs. Delegates from the GUs, the SWC Finance Committee, and the SWC Public Relations and Communications Committee serve at the discretion of their respective delegating bodies. The members-at-large are appointed by the PAC Chair and serve 3-year terms.

### *Scope of Activities*

A SETAC publication is any written or electronic product created by SETAC (including individual GUs) for distribution to members or non-members. All SETAC publications, whether sponsored by the SWC or by a GU, fall within the scope of the SETAC publications policy. The PAC is responsible for formulating the publications policy, and for ensuring that mechanisms to implement the policy are in place and are followed. The PAC assesses issues and makes recommendations to the SWC and the SETAC Executive Director in all policy matters pertaining to SETAC publications. The Executive Director is responsible for all business matters related to publications. PAC responsibilities include setting and achieving criteria for the quality of SETAC journals, books, newsletters, and other publications; appropriateness of workshops, symposia, review topics, etc., for publication by SETAC (books, journals, or other media); improvement of administrative and procedural processes that will better serve science and Society members

through efficient dissemination of scientific information; and acceptability of proposals for new publications. The PAC provides a channel through which SETAC members, committees, governing councils, and non-members may propose publications on topics of interest to the society, the scientific community, students, and the general public.

The SETAC journal editors, *SETAC Globe* editor, Coordinating Editor of SETAC Books, TIPS Editor, and Internet Subcommittee Chair consult with the PAC for assistance and concurrence on publication issues. The activities and responsibilities of each editor are described in Standard Operating Procedures for their respective publications. The editors work with the SWC Public Relations and Communications Committee, other SETAC committees and advisory groups, SETAC Offices, and others to identify appropriate topics, authors, reviewers, and outlets for SETAC publications.

Except in special cases, the PAC is not responsible for initiating, creating, reviewing, or producing specific SETAC publications. Publications are initiated by individuals, committees, advisory groups, GU Offices, and others. Material for publication comes from a wide range of sources, including SETAC, GUs, regions and branches, individual SETAC members, and individuals and organizations outside SETAC. The SETAC publication editors and their editorial boards, not the PAC, work with the SETAC Offices to solicit and develop content, edit it, organize it, present it in a chosen format, check for balance, and control the quality (appearance, accuracy, and consistency with SETAC mission) of printed and posted products. The role of the PAC is to establish policies and guidelines for publications (as described above), to support the editors and others as needed, and to recommend solutions to issues and problems that arise.

#### *Categories of SETAC Publications*

SETAC publications can be grouped into various categories, as shown below. The SETAC publications policy (as documented in SOPs for specific publication categories) includes standards for different categories of publications, and provides guidelines and procedures for initiating, creating, reviewing, and producing SETAC publications. The PAC proposes guidelines on each category for approval by the SWC.

Categories of SETAC publications are as follows:

- Journals
- Newsletters and bulletins
- Books
  - Workshop books (SETAC and non-SETAC)
  - Conference proceedings (SETAC-GU and non-GU)
  - Guidance documents
  - Workshop summaries
  - Compilations
  - Other (technical, textbooks, etc.)
- Occasional publications (TIPs, white papers)
- Abstracts
- Educational materials
- Software and documentation
- SETAC administration and outreach (e.g., membership directories and brochures)

*Environmental Toxicology and Chemistry* and *Integrated Environmental Assessment and Management* - The PAC evaluates the style, content, and policies of SETAC journals and recommends strategies to enhance their effectiveness.

*Newsletters and Bulletins* - The PAC periodically reviews the format and policies of the *SETAC Globe* and GU bulletins and assists newsletter and bulletin editors in maintaining these publications as a high-quality service to the Society membership.

*SETAC Books* - Procedures governing the activities of the Coordinating Editor of SETAC Books are addressed in separate Standard Operating Procedures and guidelines. The Coordinating Editor facilitates all proposals for SETAC books and coordinates book publication activities with the PAC Chair, the SETAC Executive Director, and the Publications Coordinator.

*TIPs* – Criteria and procedures for producing, reviewing, and disseminating Technical Information Papers, white papers, and other occasional publications are described in the guidelines for this category of publication.

*Other Publications* – Other publications such as abstract books, membership directories, etc. are primarily the responsibility of the SETAC Offices. The PAC's role with regard to these publications is to establish flexible guidelines for content, format, quality, and quality control.

*New Publications* – As specified in the guidelines for each publication category, the PAC may evaluate proposals for new SETAC publications and make recommendations about them to the SWC. Subject matter, Society control, relationship to existing publications, economic feasibility, qualifications of editor(s), and interest to the membership are taken into consideration.

*Internet Subcommittee* – The functions and activities of the Internet Subcommittee of the PAC potentially encompass all categories of publications as well as oversight of the SETAC web site, and are described in a separate Standard Operating Procedure.

#### *Reports to the SWC*

The editors of the journals, newsletter, SETAC Books, and TIPS, and the Internet Subcommittee Chair, submit reports at least annually to the PAC Chair, and the PAC Chair prepares regular reports (at least annually) of PAC activities and accomplishments for submission to the SWC.

#### *Business Plan*

The PAC is responsible for assisting the SETAC Offices in developing an annual business plan for SETAC Publications. This plan addresses long-term development plans for SETAC Publications. Specific time frames to be addressed include 1, 3, and 5 years. This report addresses: (a) specific objectives and time-frame goals for each of the SETAC publications, (b) staffing and support needs, (c) development of annual budgets, and (d) development of short- and long-term marketing plans, where appropriate. Each editor of a SETAC publication is responsible for working with the SETAC Executive Director to develop plans for the publication. Submission of these plans should occur in January in time to provide input for the annual budgeting cycle.

#### *Meetings*

PAC meetings are held in conjunction with the annual meetings of SETAC North America and SETAC Europe. Telephone conferences and other meetings are scheduled as needed.