

Chapter 10. Procedures for Monographs, SSSA Book Series, Books, and Other Publications

In addition to the scientific journals, ASA, CSSA, and SSSA publish Agronomy Monographs; the SSSA Book Series; the ASA, CSSA, and SSSA Special Publication Series; other books; educational materials, multimedia, glossaries, and miscellaneous publications.

DEVELOPMENT AND PRODUCTION OF NEW PUBLICATIONS

Duties of the Book and Multimedia Publishing Committee

Development of new publications is handled by the Book and Multimedia Publishing Committee (ACS320), which consists of a chair, the Society editors-in-chief, and representatives of the Societies. Ex officio members of the Committee include the staff publications director, managing editor, and program manager–marketing, and may include ad hoc appointed special acquisition editors. Committee members serve three-year terms and may be reappointed. The Chair serves a three-year term and may be reappointed for a second three-year term but not a third without an intervening three-year period. The Chair rotates among ASA, CSSA, and SSSA. One of the appointed members who has served at least two years on the committee is selected after consultation with the retiring chair and the editors-in-chief.

The Committee's functions are:

1. To receive and review book and multimedia publishing proposals and approve or reject the proposed publication on the basis of:
 - Importance of the subject to agronomic and environmental sciences
 - Quality and quantity of content
 - Scope and nature of contents
 - Probable demand and need for the proposed publication
 - Existence of, or plans for, publications on the same topic
2. To explore and prioritize topics for development and publication, with the goal of ensuring ASA, CSSA, and SSSA are the preeminent publishers in the agronomy, crop, and soil sciences. To identify editors and authors expert in these fields and solicit manuscripts on these topics.
3. To identify and prioritize potential derivative publications and new editions of existing titles.
4. To recommend policy with respect to publishing activities for consideration by the ASA, CSSA, and SSSA Boards of Directors.
5. To promote ASA, CSSA, SSSA publications with regard to sales, manuscript submissions, and general visibility to Society members and others.
6. To prepare an annual report of Committee activities for submission to the ASA, CSSA, and SSSA Boards of Directors.

7. When deemed appropriate, to review an ongoing project (i.e., outline of subject matter, selected authors, and the status of the manuscripts) to determine if it is consistent with the original intent of an approved proposal. The Committee may recommend termination of a project on the basis of this review.

On behalf of the Society President, each Editor-in-Chief appoints a member from his/her respective Society to serve on the Book and Multimedia Publishing Committee. On behalf of the President, the appropriate Editor-in-Chief appoints the Chair. The Editors-in-Chief may recommend a Chair to the President.

Duties of the Lead Project Editor(s)/Author(s)

The lead editor (in the case of multiple-author projects, such as a monograph) or author (in the case of books written completely by one author or a small number of authors together) is responsible for the proposal. All projects, even those solicited by the Committee, require a written proposal. An online proposal form is available and can also be requested from the managing editor. The managing editor will assist with preparation of the proposal.

The lead editor/author is responsible for preparation, peer review, and editing of the publication. This includes determining the scope, organizing subject matter, selecting qualified authors, providing uniformity in style, ensuring the scientific review and technical editing of manuscripts, and compiling and supplying the final manuscripts and accompanying materials to Headquarters for production.

The editor(s) may serve as authors, and an author may prepare more than one chapter. The editor advises authors on the scope and intended audience. Authors do not need to be members of any of the Societies. Authors should be informed of their responsibilities relating to completion of manuscripts within a prescribed.

Timeliness of publication is crucial to meeting the objectives for publication, fulfilling commitments to authors, and achieving successful sales. The lead editor/author is responsible for ensuring the timely submission and completion of the entire manuscript.

The lead editor/author is asked to supply copy and contacts for marketing, as well as images for cover art.

Duties and Responsibilities of Chapter Authors

Authors are responsible for preparing and submitting (i) detailed chapter outlines, (ii) a first draft of the manuscript, and (iii) a final draft of the manuscript incorporating all changes requested by the editor. Authors are also responsible for correcting proofs.

Authors must secure and submit to the editor written permission from the owners to use any copyrighted material (see Chapter 12). If an author wishes to use a figure published elsewhere in print or electronically, he/she must contact that publisher and request permission to use it. When the publisher replies granting permission, this letter should be forwarded to the editor, who will submit it to ASA, CSSA, SSSA Headquarters along with the final manuscript.

Manuscripts should be submitted according to deadlines agreed upon with the editor. The editor may replace authors who do not meet deadlines or who provide unsatisfactory manuscripts.

Authors should prepare complete, up-to-date, definitive chapters covering the assigned subject matter. They are responsible for the interpretation they place on the published literature and should make critical analyses of reported research results. Authors

should obtain in-house institutional or agency reviews of their chapters and institutional clearance before submitting manuscripts to the editor. The editor will ask other specialists for independent peer reviews of the chapters, and the author must prepare a revised manuscript that addresses the comments of the reviewers.

Authors are responsible for the costs involved in preparation of their manuscripts, including illustrations. They must agree that material in the manuscript will be published first by the Society(ies) and that the Society(ies), as publisher(s), will control its subsequent distribution via transfer of copyright (see Chapter 12).

Authors should use this manual as the official guide for preparing the manuscripts. The editor should inform authors of any special procedures to ensure uniformity in style of writing for the text, units of measurements, scientific names, literature references, illustrations, and other details.

Duties of Headquarters Staff Editor

Headquarters staff conducts a financial analysis of proposals, and viable proposals are forwarded to the Book and Multimedia Publishing Committee.

Headquarters staff supports the editor during the proposal and development of a title and oversees production and sales of the final publication.

Once all the manuscripts have been received at headquarters, a headquarters editor is assigned. The headquarters editor or a freelance copy editor corresponds directly with authors about questions requiring their attention.

Proofs of each chapter are sent to authors for proofreading.

A professional indexer prepares a cumulative subject index for Agronomy Monographs, SSSA Book Series books, and other books as appropriate. The headquarters editor asks the President(s) of the Society(ies) sponsoring the publication to prepare a foreword.

The headquarters staff secures a copyright for the book. Promotion, sales, and distribution are the responsibility of staff at the headquarters office.

Royalties

The lead author or editor of an accepted book project may be eligible for an advance and royalties, provided the final manuscript is submitted by the deadline agreed upon and specified in the contract. Contributing authors do not receive payment, but as a token of appreciation for their efforts each author and editor receives a complimentary copy of the published work. In addition, reprints of each chapter are given the authors.

Agronomy Monographs

A monograph is a detailed, scholarly treatise written by experts on a single topic. Monographs are published on an irregular schedule, only after the Book and Multimedia Publishing Committee determines a need for monographic treatment of a topic.

SSSA Book Series

A book in the SSSA Book Series is a detailed, scholarly treatise written by experts on a single topic. Books in this series are published on an irregular schedule, only after the Book and Multimedia Publishing Committee determines a need for monographic treatment of a topic.

Special Publications Series

Softcover Special Publications usually result from symposia on timely topics but may also be developed from an idea for a specific topic that is not associated with a

symposium. Each society has its own special publication series. The ASA, CSSA, and SSSA may jointly publish any of the series. Symposium organizers are urged to consider proposing a special publication and should do so as early in the symposium planning process as possible.

Other Books

The subject matter of other books published by the Societies includes any topic within the publishing goals of the Societies. Generally, topics are not covered in as much depth or broadness of scope as in Agronomy Monographs or the SSSA Book Series but cover a broader aspect of a particular subject than a Special Publication.

Appropriate book projects also include audience-specific publications such as textbooks and professional guides. Books may be a compilation of papers presented at special Society(ies)-sponsored symposia or conferences, a compilation of chapters written by a number of authors on a particular subject, or a manuscript written by a single or collaboratively by several authors. The style and format vary with each project.

Multimedia

The Societies encourage proposals for books that include complementary multimedia materials. The Societies also publish stand-alone multimedia publications, the subject matter of which includes any topic within the publishing goals of the Societies

STYLE AND SUBMISSION OF FINAL MANUSCRIPTS

The standard journal article format outlined in Chapter 1 is usually not used in other publications, but certain sections, such as references, follow the same format as for journal articles. Editors may determine their own preferences, but manuscripts should generally follow the same scientific and editorial requirements as journal articles, as should tables and figures.

When a project is nearing completion, contact the managing editor for assistance in submitting the final materials for production. The following is a checklist for submitting completed projects:

- Indicate a corresponding author for each chapter, and provide a complete list of contact information.
- Supply front matter, including the title page, table of contents, preface, and a contributor list with contact information.
- Supply a reference pdf file of the final version of each chapter, including tables and figures.
- Send chapter text and tables in an editable word processing file (Word is preferred). Be sure this is the final version of the manuscript. Simplicity is preferred in terms of formatting. The final book will be designed in a layout program by Headquarters staff.
- Include all tables after the text of each chapter. Do not intersperse tables within the body of the text. Include figure captions at the end of the text.
- Supply all figures when submitting each chapter. Whenever possible, authors should supply figures as individual files. Make all type and line thicknesses large enough to withstand reduction to a final figure size of about 11 by 17 cm (~4 1/4 by 6 1/2 inches). Resolution should be 300 dpi for photos and 600 dpi for line art.

Look at the final files and print them to verify the quality and legibility. Contact Headquarters staff for the latest file preferences.

- Provide scientific names, with authorities, for all crops and other organisms mentioned; identify soils; provide chemical names for all pesticides (see Chapter 3); supply a list of preferred abbreviations if desired.
- Supply the permissions obtained from other publishers for use of previously published material.
- Supply transfer of copyright forms collected from contributors for their chapters.

Dedications

Dedication of books provides an opportunity to recognize the extraordinary impact of an individual on the subject matter of the publication. The dedication is meant to recognize a scientist of world renown for contributions to science and education. The person to whom the publication is dedicated should be synonymous with a research or education area (i.e., the title alone should invoke recognition of a particular individual).

The editor(s) should prepare a one-page statement for the dedication page and supply a photograph of the honoree.