

POLICY DOCUMENT FOR PUBLICATIONS and PROPOSAL INSTRUCTIONS

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As a leading association in the field of nonprofit studies and practice, ARNOVA faces challenges and opportunities in an expanding and rapidly changing field. In this dynamic environment, characterized by new practices in publishing and broader access to scholarship and research, ARNOVA recognizes the need to establish clear policies and procedures to guide the Association's current and future publication-related practices and portfolio of published products. This document presents an overview of principles, policies and practices that will serve as guidelines for the Publications Committee and the ARNOVA board in carrying out their mandate of oversight for ARNOVA publications and publication agreements. This document includes a statement of overarching principles for publication-related agreements for ARNOVA; terms, policies and processes that can be utilized by ARNOVA in its relationships with internal and external groups in regard to publications that are on-going, intermittent, or one-time-only; proposal evaluation criteria and processes; and proposal instructions.

I. Key Principles for Publications and Publication-related Agreements

- A. All ARNOVA publications and ARNOVA relationships with other publications will be aligned with the mission and goals of ARNOVA.
- B. All ARNOVA publications will help to define and advance the field of nonprofit and voluntary action studies and practice and enhance the global reputation and standing of ARNOVA as the leader of scholarship and knowledge in the field of nonprofit studies and practice.
- C. All ARNOVA academic publications will maintain a high level of rigorous scholarship and provide opportunities for scholarship and service that may assist members in securing promotion and tenure.
- D. All publication-related agreements and practices should ensure appropriateness to the image and brand of ARNOVA.
- E. All publication-related agreements must ensure that ARNOVA receives appropriate exchange/value.
- F. The Publications Committee reviews new publication-related proposals and makes a recommendation to the ARNOVA board in regards to whether they should be approved. The board has the approval authority. The exception is new proposals for external sponsorships of ARNOVA publications. For these proposals, the Executive Committee of the board has the approval authority and the Publications Committee does not make a recommendation.
- G. The Publications Committee has a broader role, beyond reviewing new proposals for publications and publication-related agreements, to help ensure that the publication mission of ARNOVA is effectively pursued. This takes many forms including, but not limited to, a role in selecting and advising editors of ARNOVA publications, reviewing existing agreements, and advising the ARNOVA board on matters involving publications.

II. Definition of Terms for Relationships with a Publication and Publication Relationship Policies

- A. Endorsement of a Publication: An endorsement occurs if ARNOVA makes an official statement of support for a publication. An endorsement does not imply a financial subsidy or sponsorship. The publication may note ARNOVA's endorsement in its communication vehicles as long as the communication is consistent with ARNOVA's branding policies.
 1. Unless otherwise agreed, endorsements are for two years with a possibility of renewal.

2. Existing endorsements are reviewed at least biennially by the Publications Committee and ARNOVA board. A report from the Publications Committee is provided to the ARNOVA board for consideration in its biennial renewals of endorsements.
 3. The ARNOVA board reserves the right to withdraw an endorsement at any time.
 4. ARNOVA sections and subgroups are prohibited from endorsing publications as a section or subgroup unless they have the ARNOVA board's approval to make such an endorsement.
- B. Financial or In-Kind Sponsorship or Subsidy of a Publication by ARNOVA: A sponsorship or subsidy occurs when ARNOVA provides financial or in-kind support to a publication. ARNOVA may subsidize/sponsor its own publications, e.g. journals such as *Nonprofit & Voluntary Sector Quarterly*, occasional papers, or other publications such as those by ARNOVA sections or subgroups by subsidizing the cost of them. It may also provide a sponsorship or subsidy to a non-ARNOVA publication. Ideally, a subsidy or sponsorship of a publication reduces the direct cost of the publication to ARNOVA members.
1. ARNOVA sponsorship or subsidy of a publication may be for one year or more.
 2. For subsidies and sponsorships extending beyond one year, the ARNOVA board must renew its approval of a subsidy for a non-ARNOVA publication at least biennially.
 3. The ARNOVA board reserves the right to cancel or end a subsidy or sponsorship.
 4. ARNOVA's ability to provide subsidies and sponsorships is dependent upon the availability of funding. External sources of subsidy and sponsorship funds such as grants from charitable foundations for publications are desirable.
 5. In rare cases, ARNOVA sections and subgroups may subsidize or sponsor third-party publications using their ARNOVA-assigned funds or other funds but only with the approval of the ARNOVA board (informed by the recommendation of the Publications Committee).
- C. External Sponsorship of an ARNOVA Publication: External Sponsorship involves an entity other than ARNOVA providing support that defrays all or part of the costs of an ARNOVA publication, including those of ARNOVA sections or subgroups. This support may be financial and/or in-kind goods and services. External sponsors may be individuals, external groups, or organizations, e.g. foundations, corporations or universities.
1. New sponsorships, whether they are one-time or continuing, need to be approved by the ARNOVA board Executive Committee no matter if they are in-kind or financial.
 2. Sponsorship of a publication by external actors will be defined by a contract or an agreement which specifies arrangements (and responsibilities), including the nature of the activity, duration, the degree of participation of the parties, and any quid-pro-quo arrangements such as advertisement for the sponsor.
 3. Annually, the ARNOVA board Executive Committee will share with the full board and Publications Committee the nature of any continuing and new sponsorships involving ARNOVA publications.
- D. Publication Subscription: A subscription is a pre-paid fee in determined intervals intended to support publications of ARNOVA or its sections or subgroups.
1. Annually, the Publications Committee will review existing subscription arrangements and decide whether or not to make a recommendation to the ARNOVA board regarding any of them.
 2. Subscription fees may be used to limit access to publications under ARNOVA control.
 3. Subscription to *NVSQ*, and to ARNOVA News, is included with payment of dues for all ARNOVA members. Subscriptions may also be possible without financial exchange, through

individual acceptance of ARNOVA delineated rules or principles. By affirming these principles as binding, individuals gain access to a defined service or information source, e.g. ARNOVA-L.

4. With ARNOVA board permission, a section may negotiate a reduced subscription for an ARNOVA publication or a non-ARNOVA publication, so that section members receive the publication as part of their membership or at a discounted subscription rate. A fee for section membership may be but is not required to be adjusted to include the cost of a subscription to a publication.
 5. All vendors involving subscriptions should be encouraged to market the publications widely.
- E. Affiliation with Third-party Publication: An affiliation is a formal relationship of ARNOVA or any of its sections and subgroups with a publication. Renewals and extensions of the contractual arrangements for affiliations, not covered elsewhere in this document, must be approved by the ARNOVA Executive Committee.
- F. Relationship with Editors of ARNOVA Publications and their Institutions: An ARNOVA publication may have an editorial team that is not part of the ARNOVA staff, as in the case of NVSQ.
1. As described in the board policy manual, the Publications Committee will make recommendations to the ARNOVA board on the choice of an editor or editorial team.
 2. The ARNOVA board will decide who will serve in editorial roles for ARNOVA publications.
 3. All ARNOVA editors should comply with the rules laid out in the ARNOVA policy manual for meetings with the ARNOVA board and Publications Committee.
 4. Any arrangements made with the institutions affiliated with the editors must comply with the principles outlined above in Section I of this document.
 5. There is no implied endorsement by ARNOVA of the institution(s) to which an ARNOVA editor is affiliated.

III. ARNOVA Publications Portfolio and Publication Proposals

- A. Portfolio refers to the entire set of publications by ARNOVA and ARNOVA sections and subgroups, whether self-published or through contractual agreement with an external publisher.
- B. Proposals requiring evaluation by the Publications Committee and approval by the ARNOVA board include:
 1. Launching and publishing new journals or other publications using ARNOVA trademarks, copyrights, or resources, including those of sub-groups or sections
 2. Changing publishing house and/or dissemination mechanisms of an existing ARNOVA publication
 3. Eliminating established ARNOVA publications
 4. Combining established ARNOVA publications
 5. Changing the overall approach to publishing (e.g., journal governance structure)
 6. Partnering or collaborating on publishing projects using ARNOVA trademarks, copyrights, or resources
 7. Other issues of broad strategic importance to ARNOVA involving publications or publishing
- C. Some portfolio publications do not require evaluation by the Publications Committee and approval by the ARNOVA board, including:
 1. Section and subgroup newsletters

2. Compilations of existing journal articles for members or for sale produced by the ARNOVA headquarters office in consultation with, and approved by, editorial teams and consistent with existing contracts (such as compilation of NVSQ best papers)
3. ARNOVA conference paper abstracts compiled by a section or subgroup
4. Abstracts from third-party publication(s) compiled by a section or subgroup with the approval of the third-party(s)

IV. Submitting Proposed Changes to ARNOVA Publication Portfolio

- A. Proposers. Proposals may be submitted by an individual or formally organized body. A section or subgroup of ARNOVA may submit a proposal. At least one proposer must be an ARNOVA member, ARNOVA section, or ARNOVA executive director or staff member.
- B. Commitment of Proposers. Proposals do not require commitment on the part of the proposers to participate in the change design and implementation. Neither does acceptance of a proposal by ARNOVA guarantee that the original proposers will be in charge of the planned project or journal after implementation. A plan for succession of leadership should be included as part of the original proposal for change.
- C. Preparation of Proposals. Proposers should not rely on ARNOVA staff to prepare proposals. Proposers should provide a reasonable amount of time for ARNOVA staff to respond to information requests for proposals.
- D. Content of Proposals for Change. Any proposal submitted by an ARNOVA member or set of members should use the proposal instructions at the end of this document (adapted from AOM's proposal form and other associations' materials).

V. Evaluation Process and Criteria for Proposals Related to Publications

- A. Process. A proposal should be submitted through the ARNOVA office to the staff for an initial review for completion and compliance. At this point the office will start tracking the proposal for process management purposes. If missing elements are identified, the proposal will be returned by the staff to the proposer with this feedback. Once complete and compliant with the member proposer rule, the proposal will be passed to the relevant decision-making parties (external sponsorships go to the Executive Committee and all other proposals to the Publications Committee and then ARNOVA board). The ARNOVA executive director will have the opportunity to provide thoughts and opinions on the proposal during the review process. At the discretion of the board, there may be a period for comments on the proposal by ARNOVA members, staff, sections, and board committees other than the Publications Committee. Depending on the nature of the proposal, the Publications Committee will submit a recommendation to the ARNOVA board to inform board deliberations. A proposal will go to the ARNOVA board or to the board's Executive Committee whether or not it has a positive recommendation from the Publications Committee. There may be one of three final outcomes for the proposal: acceptance, rejection, or a request to revise.
- B. Questions for ARNOVA Deliberations on Proposals. For approval of the proposed change, answers to the questions below should lead to a conclusion that the change will provide a beneficial service to the membership or a subset of it that justifies its costs (financial and otherwise); is feasible; has reasonable risk both for ARNOVA and external ongoing efforts in the field; is consistent with ARNOVA's mission, values, and vision; and has value for ARNOVA.
 1. Is the proposed action consistent with ARNOVA's mission and vision?
 2. To what extent is there evidence of existing support by ARNOVA members for the proposal?

3. Does the proposal have the support of the executive director and staff? Why or why not? Does the proposal address a compelling problem or opportunity?
4. How does the proposal rate in terms of supporting ARNOVA's priorities and goals?
5. Is implementation of the proposal feasible for ARNOVA and any external partners at this time or in the future? In particular, to what extent has the financial feasibility of the proposed change been explored and demonstrated?
6. Will the action benefit all or some members? If only some, how does it fit into the overall service ARNOVA is providing to members?
7. Is the proposed action consistent with prior ARNOVA action and, if not, what justifies a change? Will this action be precedent-setting and are we comfortable with that?
8. What are the risks to ARNOVA and can the risks be mitigated?
9. Is there a feasible exit strategy for ARNOVA?
10. Will it be possible to evaluate success from the perspective of ARNOVA?
11. Is the proposed publication duplicative of other ongoing efforts in the field?
12. Do we have ideas and suggestions to add and ensure value beyond what is in the proposal?
13. Are there any legal or ethical concerns we should be aware of and address (such as legal protections and vulnerabilities)?
14. Overall, is this proposal in the best interests of ARNOVA without doing harm to others?

PROPOSAL INSTRUCTIONS

Format for Proposal for Change: Please respond to one through four and, if relevant, Part A or B.

1. Summary of proposal

- a. Statement of problem or opportunity targeted by the proposal.
- b. Background/history on problem/opportunity.
- c. What proposed action/change is being asked for? The recommendation should be framed in a way that makes it clear to readers (voters) the implications and consequences of the requested change.
- d. In short, how does the proposed action support ARNOVA's mission?

2. Arguments

- a. Offer evidence of the problem/opportunity beyond personal opinion
- b. Explain how the proposal addresses the problem/opportunity.
- c. Explain why the proposal offers the best solution in comparison to other options.
- d. Explain any negative consequences for ARNOVA or others that might be created by the adoption of this proposed action/change? Explain how and why these negative consequences might be overcome?

3. Resource and administrative implications

- a. Explain the direct costs to ARNOVA
- b. Discuss any potential impact on ARNOVA's current dues structure
- c. Explain what changes in ARNOVA administrative support are needed (technical, human, etc.)
- d. Explain any other resource implications for ARNOVA (e.g., program time, etc.)
- e. Explain the expected influence of the proposed actions/change on ARNOVA units and activities
- f. Do the advantages of the proposed action/change outweigh the costs and other resource requirements associated with acting on it, including whatever costs are associated with overcoming its negative consequences? Why/why not?

4. Contacts and timeline

- a. Proposer(s) contact information
- b. Endorsers of the proposal (note which are members, their affiliations, and e-mail addresses)
- c. Date decision is needed
- d. Date of proposal submission

Part A. Proposal for a new ARNOVA publication must address the following, where applicable:

- a. **Proposed publication title.**
- b. **Editorial policy and editorial team.** Include a draft editorial policy statement that indicates the scope of the subject matter (fields or sub-fields covered) and the purpose and intentions of the publication. Provide a statement on the editors and editorial board including, if available, who will serve as the editors, editorial team and reviewers. Note if ARNOVA members are expected to serve in any of these roles.
- c. **Proposed content.** Discuss content or types of material to be published.
- d. **Rationale for a new publication.**
 1. Member benefit and audiences served. Provide data on value to ARNOVA members and the other potential audiences that would be interested in the publication. For instance, does the publication relate to several disciplines represented in the membership, have relevance to a substantial proportion of members, and serve an already established audience. Note if ARNOVA members are expected to submit content.
 2. High quality work. Specify how high quality content will be guaranteed.

3. Fit with current mix of publications. Demonstrate some combination of (1) lack of outlets for work in the field area(s); (2) lack of visibility for authors producing content to be featured in this publication (3) lack of outlet for content of this type. Specific reference to possibly overlapping publications should be included, together with an explanation of why any actual overlap does not constitute redundancy with existing publications.

e. **Viability of the New Publication.** Discuss the following issues related to the viability of publication:

1. Accessing Potential Contributors. Outline strategies for generating submissions and securing a sustainable content pipeline.
2. Intellectual Leadership. Demonstrate that senior scholars in the field are willing to participate in establishing the publication. Explain the estimated size of the community that will provide intellectual, sustained leadership to the publication, as contributors, reviewers, editors, and editorial board members, where applicable.
3. Competition and Redundancy. Describe how ARNOVA might overcome any redundancy and/or competitive challenges.
4. Market. Discuss estimated readership and subscribers to the publication. Explain the desired subscription model if any. What, if any, are the paid markets for the publication? Include a strategy for disseminating the publication.
5. Success Metrics. Explain what success will look like and associated metrics.

Part B. Proposal for ARNOVA (or ARNOVA section or subgroup) endorsements, subsidies and sponsorships of a third-party publication should address the following, where applicable:

a. **Publication Title.**

b. **Type of support of third-party desired.** What, if anything, is the desired contracted exchange.

c. **Match of publication with ARNOVA mission and any relevant goals or mission of an ARNOVA section or subgroup.** Explain similarities and differences in ARNOVA's mission, goals, and activities with those of the publication of the third-party or the third-party itself.

d. **Proposed content.** Discuss content or types of material to be published by the third-party with the proposed support of ARNOVA.

e. **Rationale for support.**

1. Member Benefit and Audiences Served. Discuss value to ARNOVA members, other ARNOVA stakeholders, and ARNOVA as an organization. Explain the potential audiences that would be/are interested in the publication. For instance, does the publication relate to several of the disciplines represented in ARNOVA membership, have relevance to a substantial proportion of members, and serve an already established audience? Note if ARNOVA members are expected to submit or review content and any ARNOVA members in leadership roles related to the publication.
2. High Quality Work. Specify how high quality content and ethics in implementation will be guaranteed.
3. Expected Visibility. Explain how ARNOVA's support will be acknowledged by the third-party. Discuss the type(s) of visibility this will give ARNOVA and any of its members.