

## **Developing Books with SETAC**

### Standard Operating Procedure

*Approved: March 2015*

#### I. Overview

This SOP is applicable to all book requests coming from SETAC members and nonmembers and to all SETAC geographic units. SETAC books provide timely in-depth reviews and critical appraisals on scientific subjects relevant to understanding a wide range of contemporary topics pertaining to the environment. These include any aspect of environmental chemistry, toxicology, risk assessment, risk management, or environmental policy. Though historically, SETAC books have emphasized traditional physical and life sciences issues, publications that focus on the interface of these sciences and socio-economics including decision-science and sustainability are welcome. The goal of SETAC books is to present readers with authoritative coverage of the literature, insightful analyses, solutions to problems through new approaches, research needs, policy suggestions, and new developments specific to the featured topics. Books can be developed from SETAC sponsored conferences, [workshops](#), or symposia; they can also be developed by individuals or select groups who have self-organized apart from a sponsored SETAC function.

- Oversight of all published and proposed books is the responsibility of the Publications Advisory Committee (PAC). Oversight of published books may include decisions to move old titles out of print and approving inventory reductions.
- The SETAC World Council (SWC) oversees publication budgets.
- Coordinating Editors act as liaisons between the book authors or editors and the SETAC PAC. The Coordinating Editors are responsible for identifying peer reviewers for the books and providing oversight of peer review, as required. The Coordinating Editors propose recommendations to the PAC based on the results of the peer review.
- The SETAC Publications Manager is responsible for maintaining a current status list of publications in process.

The authors or editors of a potential book are responsible for developing a proposal for publication. The book proposal includes a description of the contents, the timing, and the potential market for the publication (see Attachment 1 at the end of this SOP for the book proposal format). The book proposal is reviewed by the PAC and judged on its technical merit and its potential market, though the decision to develop a book through SETAC will not be based solely on the potential market for the publication. It may be difficult to identify the potential market for some proposed books. Moreover, there may be books of interest to SETAC members that have only a limited market. All SETAC books are published in English, the official language of SETAC.

After reviewing the proposal, the PAC is responsible for making the decision to develop the book. Once the book has been approved, the book authors or editors work with the SETAC Publications Manager to develop a budget for production of the book. The book may be published jointly with a publishing partner or published directly with SETAC. All business associated with production of the book (budgeting, contract negotiation, printing, distribution, etc.) is subject to approval by the SWC and overseen by the SETAC Global Executive Director. If the book is the output of a SETAC activity (e.g., Pellston workshop) royalties accruing from the sale of books accrue to SETAC. In other instances, a profit sharing with the author may be agreed upon, but SETAC costs must be covered.

## II. Procedure for Producing a SETAC Book

- Potential book topics are proposed or solicited.
- The Coordinating Editors develop the proposal with the editors or authors, and present it to the PAC. They coordinate the peer review process.
- The SETAC Publications Manager works out the budget and obtains SWC approval to proceed.
- Publishing contracts are established. Contracts lay forth expectations from the authors or editors, SETAC, and the publisher (when applicable); detail the timing and process of publication; and describe the royalty arrangements.
- The Global Executive Director approves and signs all contracts.
- SETAC staff coordinates the production of the book.

A more detailed description of the steps taken to publish a book is as follows:

### Proposing the book:

1. The authors or editors of the proposed book contact any of the Coordinating Editors of SETAC books (Sabine Apitz, [drsea@cvrl.org](mailto:drsea@cvrl.org), Thomas Backhaus, [thomas.backhaus@gu.se](mailto:thomas.backhaus@gu.se)), the SETAC Publications Manager (Jennifer Lynch, [jen.lynch@setac.org](mailto:jen.lynch@setac.org)), or another member of the PAC to discuss the general idea of the publication, its relevance, and to judge the feeling of support by SETAC for its development.
2. A Coordinating Editor is assigned to work with the authors on the book project. The authors or editors of the book then develop a proposal, with the support of the Coordinating Editor, which includes: (1) an outline of the book, including a proposed table of contents, (2) potential sources of funding to assist in production of the book, when required, (3) the potential market for the book, and (4) the estimated date for completion of the first draft. See Attachment 1 at the end of this SOP for an example format for a proposal.
3. The proposal is reviewed by the PAC for technical merit and potential market. The proposal may be sent out for review by the Coordinating Editors to individuals with expertise on the topic of the book. After reviewing the proposal, the PAC will summarize any reviewer comments, provide

- recommendations, and approve or reject the book. It is the responsibility of the Coordinating Editors to communicate this decision to the authors, including their comments and recommendations, and any reviewer comments that will help in the development of the book or will elucidate the rationale behind the decision to reject.
4. While the proposal is under PAC consideration, the SETAC Publications Manager will discuss financials with the authors or the publishing entity, as appropriate, and solicit approval from the SWC. Following approval by the PAC, a contract between SETAC, the authors or editors, and the publisher, if required, will be drawn up. The contract will set forth expected publishing schedules and the details of the financial arrangement. All contracts must be approved and signed by the SETAC Global Executive Director.

Peer Review:

1. For books resulting from workshops, the book editors must conduct an internal peer review on each chapter among workshop participants prior to submitting the manuscript. The responsible Coordinating Editor oversees the peer-review process and is aided by SETAC staff. Peer reviewers should provide detailed comments and rate each chapter as: (1) Acceptable without revision, (2) acceptable with minor revisions, (3) acceptable with major revisions, or (4) reject. Any conflicts in the review process will be resolved in the order of the Coordinating Editor of SETAC books, the PAC, and members of the SWC.
2. After completion of the chapter peer review for books coming from a workshop, and upon submission of the manuscript for other books, the book receives a complete peer review by at least one individual for consistency among chapters. The Coordinating Editor is responsible for identifying the reviewer(s). SETAC staff will support this process administratively. The peer reviewer(s) of the entire book should evaluate the following characteristics of the publication:
  - a. Is it relevant to the science?
  - b. Is the material current?
  - c. Are the individual chapters consistent with the scope and content?
  - d. Do the chapters support an overall theme (i.e., is it a book or just a collection of papers)?
  - e. Should the chapters be arranged differently or more effectively?
  - f. Are there major segments missing?The peer reviewer(s) of the entire publication should provide comments and recommendations and rate the publication as: (1) Acceptable without revision, (2) acceptable with minor revisions, (3) acceptable with major revisions, or (4) reject.
3. Following peer review, the editors or authors must develop a summary responding to the peer review comments. This summary will be sent back to the peer reviewer(s) (see 2) to determine if there are any outstanding concerns and to confirm that the original comments were appropriately addressed. In the case of workshop publications, the editors should

communicate the comments, responses, and any editorial commentary to the contributors; the original contributor should approve any substantive changes to text. It is the responsibility of the Coordinating Editors, with reviewer support if they deem necessary, to determine whether authors have adequately addressed editor and reviewer comments, and to approve final changes. The summary of the peer review process and the associated documentation is archived on the SETAC server before the book is published. This documentation is archived for a minimum of five years.

#### Marketing:

1. After the book has been published, the SETAC Publications Manager will ensure that a copy of the book is provided to the IEAM Book Review Editor.
2. Advertising opportunities in the SETAC News and the SETAC Globe will be fully exploited.
3. Marketing efforts by publishing partners will be detailed in the book contract and may include promotion at conferences, inclusion in catalogs, email campaigns, and inclusion in topical newsletters.

### III. Production and Publication

Once the book has been approved to be developed, all business associated with production of the book (budgeting, contract negotiation, printing, distribution, etc.) is conducted by the SETAC Publications Manager. The SETAC Publications Manager will conduct an editorial review for style and clarity at the time of the book peer review. When the revisions to the manuscript are complete, addressing both the peer review and editorial review comments, the manuscript will undergo copyediting, proofreading, and typesetting. The editors or authors will have the opportunity to review proofs prior to publication. Corrections at proof stage should be minimal.

The format for a publication is generally as follows:

1. The cover and binding contain the title, editors (or authors) of the publication, and the SETAC logo. The cover may also include the logo of other organizations that supported the development of the book, but the addition of other organization logos to the cover must have explicit permission by the SWC. The cover image will be selected in cooperation with the author, but final design will be at SETAC's discretion.
2. The back cover of the book should include a brief summary of the book and the ISBN number.
3. Front matter should include:
  - a. A list of other titles from SETAC
  - b. The title page, with title, editors (or authors), and if applicable, workshop information. The name of the Coordinating Editor may go here but not on the cover
  - c. Copyright page: Any disclaimers or conflicts of interest should be on this page

- d. SETAC Publications (brief history plus past coordinating editors)
  - e. Dedication, if one exists
  - f. Acknowledgements (sponsors or workshop organizers may be recognized here)
  - g. About the Editors
  - h. Contributors, when applicable (for workshops, for example)
  - i. Pellston Workshop series, when applicable
4. Each publication may have a Foreword written by the Global Executive Director of SETAC or the Executive Director of a Geographic Unit. The editors or authors write the Preface to the book.
  5. The style used for books will conform to the CSE Style Manual and the instructions outlined in the [Guidelines for Authors](#) and Editors.

#### IV. General Policies

1. Editors of workshop publications should be limited to 3–4 individuals and are responsible for resolving any problems associated with the identification of authorship on book chapters.
2. At this time, SETAC will only publish books in English. Requests to translate will be handled on an ad hoc basis, however, translations will not be paid for by SETAC, nor will they be recognized as official SETAC publications, as SETAC currently does not have the resources to ensure quality control in other languages. In the instance a translation is approved, the version of record will be the original English SETAC publication.
3. English editing – policy for non-English speakers/translation/editing resources: Limited resources for English language assistance for non-native English speakers may be available. Proposals may be sent back to the authors for additional work prior to going out to peer reviewers if the level of English is below expectation.
4. Open Access: Authors seeking to publish an open access book, which is defined as a book published under a Creative Commons license and available for download without purchase, must cover all costs of publication. The SETAC Publications Manager will provide a publications cost once the PAC has approved the proposal. If the authors or editors are unable to cover the costs of production, the proposal may be withdrawn, or the book can be handled in a more traditional manner.
5. Permissions and copyright: It is the responsibility of the author or editor to obtain permissions to reuse any previously published content in the book. This sometimes requires permission to reuse figures or tables from his or her own work. Copyright will be transferred to SETAC, unless open access is the selected option.
6. Print-on-Demand: When a book is published as an e-book, print on demand options will be provided. Complimentary hard copies will not be available via print on demand.

### **Attachment 1: Book Proposal Format**

1. Tentative book title
2. Author(s) or Editor(s) full name and contact information, indicate corresponding author or editor
  - a. Affiliation
  - b. Mailing address
  - c. Telephone number
  - d. Email
  - e. CV of the corresponding editor or author
3. Definition of topic (e.g., the proposed book will review/identify/propose)
4. Reason for publication (e.g., gap in the literature; inclusion in a series, etc.)
5. Proposed table of contents, including proposed authors, when appropriate, and their expertise and affiliation
6. Targeted audience (e.g., technical or general audience, level of education, specific demographics such as regulatory agencies, etc.)
7. Related books (potential competition or complementary works)
8. Professional organizations, societies, companies, institutions that may purchase your book
9. Key journals in this area
10. Approximate length and number of illustrations (be explicit, if possible)
11. Suggested reviewers (for proposal, book, and chapters)
12. Conflict of interest statement. In the case of multi-author books, all contributors must be forthcoming about any conflict of interest.