I. 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 services and activities. The primary objective of the SETAC Publications Advisory Committee (PAC) is to assure that all SETAC publications are of the highest possible quality. Moreover, they must be consistent with the mission 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 in a competitive marketplace of ideas and to present appropriate proposals to the SETAC World Council (SWC).
II. Membership

A. Voting Members

The PAC is composed of the following voting members:

- Chair, appointed by the SETAC President and confirmed by the SWC
- Co-Chair (Chair “in training”), appointed by the SETAC President and confirmed by the SWC
- 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
- One delegate from each of the SETAC Geographic Units (GUs), appointed by the GU President
- One delegate from each of the following Global committees: Public Relations and Communications, and Science
- One representative of a SETAC student group
- Additional voting members at large can be added at the discretion of the Chair

The overall composition of the PAC should reflect balance, as much as possible, among the GUs and tripartite sectors (business, academia, government). Further, the PAC should be balanced with regard to experience, thus reflecting the views of both younger and more senior SETAC members.

B. Nonvoting Members

The SETAC Executive Director and SETAC Publications Manager will serve as ex-officio (nonvoting) members of the PAC.

C. Secretary

The Chair shall designate one member of the PAC to serve as the official secretary, with tasks to include preparation of meeting minutes and of PAC briefing and recommendation documents, maintenance of files in the PAC’s online community, and tracking of PAC membership additions and expirations.

D. Other Participants

The President of SETAC, 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 unless they are members as outlined in the criteria outlined in II.A.

E. Member Terms

The PAC Chair and Co-Chair are appointed by the SETAC President, with confirmation by the SWC, and serve 3-year terms, with an option for renewal at the discretion of the SETAC President. SETAC publication editors (journals, newsletter, books) 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 and global committees serve at the discretion of their respective delegating bodies, but ideally their terms would extend to a minimum of 3 years. The representative of a student group and members-at-large are appointed by the PAC Chair and serve 3-year terms, which can be renewed. Although there are no formal upper limits in terms of time (number of terms) on the PAC, there should be enough turnover to ensure that new and different opinions and approaches enter into Committee deliberations and decisions.

From a practical perspective, the timing of terms for all PAC members should be staggered to ensure continuity while balancing turnover.

III. Scope of Activities

A SETAC publication is any written or electronic product created by SETAC (including individual GUs) for distribution to members or nonmembers. 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 related guidelines, 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, doing so in a manner consistent with the SETAC SOP on public outreach. The SETAC Executive Director is responsible for all business matters related to publications, in consultation with the PAC and the Finance Committee Chairs.

PAC responsibilities include the following:

- setting and achieving criteria for the quality of SETAC journals, books, newsletters, and other publications;
- determining the appropriateness of workshops, symposia, review topics, etc., for publication by SETAC (books, journals, or other media);
- improving administrative and procedural processes that will better serve science, SETAC as a whole, and SETAC members through efficient dissemination of scientific information;
- investigating trends in publishing as needed to help steer the future of SETAC publications, including electronic media; and
- providing review and recommendations to the SWC on the acceptability of proposals for new publications.

The PAC provides a channel through which SETAC members, committees, governing councils, and nonmembers may propose publications on topics of interest to the Society, the scientific community, students, and the general public. Regarding relationships to other committees, the language of related committees’ SOPs should delineate the respective roles, for example, of the PAC’s role in relation to the Internet Committee and the content of electronic publications and their placement on the SETAC web site.

The SETAC journal editors, SETAC Globe editor, and Coordinating Editor of SETAC Books will consult regularly with the PAC for assistance and concurrence on publications policies and issues. The activities and responsibilities of each editor are described in SOPs for their respective publications. The editors work with the SETAC Publications Manager, the SETAC Public Relations and Communications Committee, the SETAC Science Committee, other
SETAC committees and advisory groups, SETAC Offices, and others to identify appropriate topics, authors, reviewers, and outlets for SETAC publications.

The role of the PAC is to establish policies and guidelines for publications, to support the editors and others as needed, and in appropriate coordination with other relevant committees, to recommend solutions to issues and problems that arise.

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, GU, 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.

IV. SETAC Publications

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 as necessary for approval by the SWC.

Categories of SETAC publications are as follows:

- Journals
- Newsletters and bulletins
- Books, including
  - Workshop books (SETAC and non-SETAC)
  - Conference proceedings (SETAC-GU and non-GU)
  - Guidance documents
  - Workshop summaries
  - Compilations
  - Other (technical, textbooks, etc.)
- Occasional publications (Technical Information Papers or TIPs, white papers)
- Abstracts
- Educational materials
- Software and documentation
- SETAC administration and outreach (e.g., membership brochures)
- Other, to include possible electronic media publications

A. Journals: *Environmental Toxicology and Chemistry and Integrated Environmental Assessment and Management*

The PAC provides general oversight and guidance to the journal editors-in-chief and recommends strategies to enhance their effectiveness.

B. *SETAC Globe* Newsletter, *SETAC News* Messages to Members, GU Newsletters
and Bulletins

The PAC periodically reviews the format and policies of the SETAC Globe, the SETAC News email messages to members, and GU bulletins and assists newsletter and bulletin editors in maintaining these publications as a high-quality service to the Society membership.

C. SETAC Books

Procedures governing the activities of the Coordinating Editor of SETAC Books are addressed in separate SOPs 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 Manager.

D. Occasional Publications

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.

E. Other Publications

Other publications such as abstract books 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.

F. 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 editors, and interest to the membership are taken into consideration. As SETAC grows globally, the PAC will need to evaluate and provide guidance with respect to GU and regional chapter or branch publications, including non-English language publications. The PAC should continually explore emerging options for broadening SETAC’s publishing options, including electronic offerings.

V. Reports to the SETAC World Council (SWC)

The editors of the journals, newsletter, and SETAC Books, submit reports at least bi-annually to the PAC Chair, and the PAC Chair prepares regular reports (at least bi-annually) of PAC activities and accomplishments for submission to the SWC. The PAC Chair participates in regularly scheduled SWC meetings and conference calls and is expected to alert the SWC, the Global Executive Director, and the Publications Manager to upcoming issues and prepare briefing and decision papers for the SWC as appropriate.

VI. Business Plans

The PAC shall assist the SETAC Executive Director and Publications Manager in working with the respective Editors-in-Chief to develop annual business plans for SETAC
publications. These plans, to the extent possible, should address long-term development plans for SETAC publications. Such plans should address

- specific objectives and timeframe goals for each of the SETAC publications,
- staffing and support needs
- development of annual budgets, and
- development of short- and long-term marketing plans, where appropriate.

Each editor-in-chief is responsible for working with the SETAC Executive Director to develop financial plans for the publication. Submission of these plans should occur in July in time to provide input for the annual budgeting cycle (which is led by the Finance Committee and runs from August through SWC decision in November).

VII. Meetings and Conference Calls

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, at least every other month.