

SSR Publications Committee: Standard Operating Procedures

SSR Bylaws Article XI, Section 4 (c): A Publications Committee composed of five or more Regular Members of the Society shall be responsible for the management of all publications of the Society. The Committee shall recommend to the Board of Directors candidates for editorial leadership. It will make recommendations regarding editorial policy and fiscal matters related to publications.

Duties:

The Publications Committee shall be responsible for oversight of all SSR electronic and print publication activities (including *Biology of Reproduction*, web sites for *Biology of Reproduction* and SSR, annual meeting program and abstract books, the SSR *Newsletter*, and incidental brochures) and for reporting the Committee's assessments of these activities and recommendations to the Board of Directors. The Committee shall evaluate proposals and requests regarding publications from SSR members, the Board, and the Editor(s)-in-Chief; provide advice and recommendations for action to the Board concerning editorial policies, ethical and legal issues related to SSR publications, management and fiscal health of *Biology of Reproduction*, and other matters considered pertinent by the Committee; and identify and recommend to the Board candidates to serve as Editor(s)-in-Chief of *Biology of Reproduction*.

Procedures:

1. The Committee Chair(s) or her/his nominee shall serve as an *ex officio* member of the Board of Directors and shall attend the summer and mid-winter Board meetings.
2. The Committee shall carry out its responsibilities for management of all SSR publications by: a) Addressing issues that are immediate or long-term challenges facing *Biology of Reproduction*; b) Evaluating issues referred to or raised by the Committee; c) Transmitting Committee recommendations for actions to the Board; and d) Ensuring that publication policies established by the Board are discharged by the Managing Editor and Editors-in-Chief. Issues involving animal or scientific ethics shall be evaluated by the responsible subcommittee. The Committee shall communicate by email or conference call to develop timely and informed recommendations.
3. The Committee shall recommend to the Board a statement on the policies for management of the Journal to be made available to the Members of the Society, as required by Article XII, Section 2 of the SSR Bylaws. This statement shall include the procedure for selection of the editorial leadership and contain information about the general editorial policies of the Journal.
4. The Committee shall monitor changes in the scientific publication field, the relative costs and benefits to authors for publishing in *Biology of Reproduction* and the fiscal health of the Journal. The Committee Chair(s) may attend relevant publishers' meetings and/or workshops to remain current on academic publishing issues. The Committee shall recommend to the Board a business model for the Journal that addresses the goals of the Society and expectations of authors and readers, while enhancing the quality and ensuring the long-term health of the Journal. Recommendations on Journal fiscal issues will be established in collaboration with the Treasurer and the Executive Director.
5. The Committee shall submit reports to the Board for consideration at the summer Society

and mid-winter Board meetings that address the Duties of the Committee and provide advice and recommendations for action on issues regarding Society publications. The reports are to be submitted to the SSR Business Office approximately 3 weeks in advance of the meetings.

6. Current and new members of the Committee shall meet at the annual Society meeting to review activities of the Committee during the past year and to discuss proposals and suggestions referred to the Committee for evaluation during the coming year. The Board Liaison, SSR President, Editor(s)-in-Chief, Executive Director, and journal editorial staff members are encouraged to attend as *ex officio* members.

7. The Committee Chair(s) shall prepare articles for the SSR *Newsletter* regarding developments involving or affecting Society publications and are of interest to members. The articles are due approximately one month prior to online publication of the *Newsletter* in the months of February, June, and October.

8. The Committee shall identify candidates to serve as Editor(s)-in-Chief of *Biology of Reproduction* and submit to the Board of Directors a list of candidates to be evaluated for appointment to a four-year term. The procedures for this process are described in detail in Appendix I.

Subcommittees

- **Research Ethics Subcommittee:** The primary role of the Research Ethics Subcommittee is to report to the Publications Committee on ethical issues relating to research activities. These include obligations of authors for the performance of research being reported, for referees involved in the manuscript review process, and for editors to maintain the highest standards of ethical behavior for publication in *Biology of Reproduction*. The Chair of this Subcommittee is a member of the Publication Committee. (See Appendix III)
- **Animal Ethics Subcommittee:** The primary role of the Animal Ethics Subcommittee is to report to the Publications Committee on issues related to the humane care and use of animals in research. The Subcommittee will provide recommendations on animal care issues associated with manuscripts submitted for publication in *Biology of Reproduction*; on policy and guidelines for studies involving the use of animals that are submitted for publication in *Biology of Reproduction* by investigators not subject to NIH, HHS, or USDA regulations; on the development of position statements on research of particular interest to the public such as reproductive technologies or stem cell research and cloning; and on matters regarding public education on the role and importance of animal research in reproductive sciences. The Chair of this Subcommittee is a member of the Publication Committee. (See Appendix IV)

Attachments:

Appendix I: Editor-in-Chief Search, *Biology of Reproduction*

Appendix II: Notice: Editor-in-Chief Search, *Biology of Reproduction*

Appendix III: Ethical Guidelines for Publication of Research Results in *Biology of Reproduction*

Appendix IV: The Care and Use of Experimental Animals

Modifications to this SOP require Board approval before they are applicable.

SSR: 2/20/2010