MISSION

To enhance the ability of the Society for Range Management (SRM) to publish information related to stewardship, ecology, and management of rangelands in an efficient and effective manner.

RESPONSIBILITIES

Recommend to President and Board of Directors:

1. General publication policy relative to all SRM publications.

Publication of manuscripts in the Range Science, Range Monograph, and Range Symposium Series and nonrefereed avenues of publication (e.g., brochures, pamphlets, etc.) after thorough review by the committee members and/or other groups or individuals approved by the Committee. A Committee-approved prospectus (see attached flow chart), justifying the purpose and need of a publication shall accompany all recommendations to the President and Board of Directors. The prospectus prepared by the publication’s author(s) shall clearly identify the suggested subject or title of the publication, intended scope and estimated lifespan, target audience, proposed format (book, monograph, etc.), need for publication and its anticipated demand, suggested peer-review process, printing method and estimated cost of printing, proposed sale price, suggested number of copies, suggested plans for production, marketing and distribution, outline of publication, and timeline for entire project.

AUTHORITY

The Publications Committee was established in 1972 by the SRM President with the approval of the Board of Directors. The Committee has the authority to (1) make official publication policy
statements for the Society after approval for such action has been provided by the President and Board of Directors, and (2) use the SRM’s name for seeking information concerning publications.

COMMITTEE STRUCTURE

I. Membership – The membership of the Committee shall consist of the following:

   A. Normally, nine regular members, at large, will serve staggered three-year terms.

       1. One year remaining – 3 members
       2. Two years remaining – 3 members
       3. Three years remaining – 3 members

   Three new Committee members will be appointed by the First Vice-President each fall for service beginning at the end of the next winter meeting. Membership shall include at least six members with expertise and experience in either technical or nontechnical (popular) writing. Members shall be selected to represent both the scientific and the managerial aspects of range management. Members whose term expires will rotate off at the end of the annual meeting so each Committee will have 9 or 10 members, depending upon whether the Chair-Elect was or was not an original member of the committee. A Committee will have 10 members if the Chair-Elect was not a member of the committee.

   B. Ex-Officio Members are to include:

       1. Editor of the Journal of Range Management
       2. Editor of Rangelands
       3. Those members of the editorial boards who might be appointed at the discretion of the Editor

II. Chair
A. Selection – The Second Vice-President shall select the Chair-Elect 13-15 months prior to his or her term as President. The official appointment of the Chair-Elect will occur at the beginning of the annual meeting one year prior to the Second Vice-President’s term of office as President. Thus, the Chair-Elect will serve a minimum of one year on the Committee prior to taking office and will be asked to attend committee meetings at two winter meetings and one summer meeting prior to taking office as Chair. This should prepare any Chair-Elect for a leadership role even if he/she hasn’t had prior service on the Committee.

Selection criteria will be based upon the individual’s ability and capability to serve as Chair. Consideration may be given to current members on the Committee but selection should not be based solely on the person’s current or past service on the Committee.

B. Responsibilities

1. Act as a liaison between the President and committee members and between the Chairs of other SRM committees and the Publications Committee members where intercommittee cooperation should be maintained between the Publications Committee and the Executive Vice-President, Information and Education Committee, Public Affairs Committee, Technology Transfer Committee, and the editorial boards. Any other committees?

2. Coordinate communication among prospective Author(s), the Publication Committee, and the Board of Directors as depicted in the Flow Chart (attached).

3. Schedule and chair Committee meetings.
4. Submit written and semi-annual and annual Committee activity reports to the
President prior to the summer and winter meetings of the SRM and at other times as
requested.

5. Maintain close liaison with Chair-Elect to insure an orderly transfer of Committee
responsibilities from the Chair to the Chair-Elect during the time of transition at the
annual winter meeting.

III. Subcommittees

May be appointed by the Chair as deemed necessary to fulfill Committee responsibilities.

MEETINGS

The Publications Committee shall meet a minimum of at least once a year during the annual
winter meetings of the SRM. Other special meetings may be called by the Chair or SRM President
when unusual circumstances require immediate committee or subcommittee action which cannot be
accomplished by telephone or by mail.
1. Author(s) submits a Prospectus to the Chair of the Publication Committee containing the following information: Suggested subject or title of publication, type of publication (book, monograph, etc.), need for publication, intended scope of publication, outline of publication, suggested number of copies, peer-review process, suggested plans for production, marketing and distribution, and timeline for entire project. After reviewing and discussing the author’s prospectus, the Publications Committee may ask the author to clarify certain issues.

2. Publication Committee either recommends or rejects the Author(s) prospectus.

   2a. If the Committee decides to ‘Reject’, Chairperson notifies the Author(s) in writing of the reason(s) for their decision, and cc’s the Board of Directors.

   2b. If the Committee decides to ‘Recommend’, the Chair works with the Author to revise the original prospectus if needed. The Chair then notifies the Board in writing of their decision and provides the Board with the final prospectus for their consideration.

3. The Board of Directors either approves or rejects the Publication Committee’s recommendation, and notifies the Chair of the Publication Committee.

   3a & b. After the Board decides to ‘Reject’ or ‘Approve’, the Board notifies the Author(s) of their decision, and cc’s the Publication Committee Chair.

4. Publication Committee Chair notifies Author(s) to initiate peer-review process.

5. Author(s) initiate and complete peer-review process as agreed upon in the Prospectus.

6. After the peer-review process is complete, Author(s) provide BOD with documentation of peer-review results and submit penultimate draft for final approval.

7-8. After final approval by the Board of Directors, the Author(s) coordinate with the Chair of the Publications Committee to finalize printing procedures with the chosen Publisher.
1. Author(s) submit *Prospectus* to Chair of Publications Committee who forwards the Prospectus to all Publication Committee members for review.

2. PC either rejects or recommends the Authors' *Prospectus*.

2a. PC Chair notifies Author(s) and cc’s BOD.

2b. PC Chair works with Author(s) to revise *Prospectus* as necessary and submits recommendation and *Prospectus* to BOD.

3. BOD either rejects or approves the PC’s recommendation.

3a. BOD notifies Author(s) and cc’s PC Chair.

3b. BOD notifies Author(s) and cc’s PC Chair.

4. PC Chair instructs Author(s) to initiate peer-review process.

5. Author(s) initiate and complete peer-review process as agreed upon in the *Prospectus*.

6. Author(s) provide BOD with documentation of peer-review results and submit penultimate draft for final approval.

7. BOD approve penultimate draft and cc’s PC Chair.

8. Author(s) coordinates with publisher to print final product.

* Each prospectus should include the following information: Suggested subject or title of publication, intended scope and estimated lifespan, target audience, proposed format (book, monograph, etc.), need for publication and its anticipated demand, suggested peer-review process, printing method and estimated cost of printing, proposed sale price, suggested number of copies, suggested plans for production, marketing and distribution, outline of publication, and timeline for entire project.