

Publications Committee Charter
Approved 6/2007

I. Purpose: The Publications Committee shall determine the editorial policy for the Society's journal(s) and shall recommend to the Council individuals to serve as the Editor(s) and on the Editorial Board(s).

II. Composition: The Publications Committee shall be chaired by the Immediate Past President of the Society. In accordance with Society bylaws, any member of the Society, in any of the categories of membership, is eligible to serve on the Committee. The Chairperson of the Committee shall appoint all members of the Committee and members interested in serving on the Committee should contact the current Chairperson. The committee shall have one representative from each specialty group. The Editor(s)-in-Chief of the Society's journal(s) may serve as ex-officio members of the publications committee. As needed, the Chair of the committee may convene search committees or other ad hoc committees comprised of Society members.

III. Duties: The Committee will have the following duties:

- The Committee will oversee operations of the Society's journal(s), excluding any editorial functions that are left to the discretion of journal editorial staff(s). The Committee will maintain responsibility for ensuring integrity of the journal(s) with respect to ensuring implementation of the Society's conflict of interest policies.
- The Chair of the committee shall convene search committees to conduct searches as needed for editor-in-chief, area editors, managing editor, and other major editorial offices of the Society's journal(s). The search committee shall review nominations and applications for each position and submit recommendations to the SRA Council for approval.
- The Chair shall review the composition of the editorial staffs of the Society's journal(s) annually, including editor-in-chief, managing editor, area editors, editors emeriti, senior editors, and any other editors that are permanent appointees with editorial decision making powers, to assess adequacy of performance and make recommendations to the SRA Council for renewal or non-renewal of existing appointments.
- The Committee shall evaluate, revise as needed, and propose editorial policies for the Society's journal(s), and shall propose revised or new policies to the SRA Council for approval.
- The Committee shall review the size and composition of the editorial board of the Society's journal(s) annually, taking into account the number of members, institutional affiliations, geographic location, disciplinary background, duration of service on the board, active participation as peer reviewers, other contributions to the journal(s) (e.g., book reviews), other service to the Society and to its journal(s), and input from the editorial staff to determine which existing appointments should be renewed or not renewed. The Committee shall identify new candidates to serve on the editorial board to replace outgoing editorial board members, taking into account factors such as those listed above as well as opportunities to appoint promising "rising stars" of the profession. The Committee shall seek a reasonable amount of turn-over in order to allow for recognition of rising stars as well as changes in disciplinary emphasis that are likely to occur over time. Recommended changes shall be submitted to the Council for approval.
- The Committee shall annually conduct strategic planning for the Society's journal(s) and work with members of the committee and editorial staff regarding ideas for special issues and other innovative publication mechanisms.

- The Committee shall annually conduct strategic planning for the Society's journal(s) regarding the desirable number of journals, specialization of each journal (if appropriate), frequency of publication, method of publication, target number of pages or papers, composition and size of the editorial staff, and other factors and make recommendations to the SRA Council regarding whether or how any of these and other factors should be modified.
- The Committee shall obtain from the Society's journal(s) annual reports for submission to the SRA Council from presentation at the year end Council meeting. These reports are typically generated by the editor(s)-in-chief of the journal(s). The annual report shall include numbers of articles submitted, percentage rejected, number of articles published, annual page count, number of issues per year, number and type of specialty sections and issues, impact factor, and other quantitative or qualitative indicators of journal performance in order to assess what structural or resource changes may be appropriate (e.g., page count, number of issues per year, extra ad hoc specialty issues)
- The Publications Committee may engage in other activities for the benefit of the Society's journal(s) not specifically prohibited, such as promoting Specialty Group interest and involvement.
- The Committee shall be kept aware of any negotiations for journal contracts conducted by the Secretariat and the chair of the committee shall review a copy of the contract and its details and report these to the Council at the December Council meeting.
- The Committee shall consult with the Finance Committee regarding financial issues pertaining to the journal(s), and shall inform the Finance Committee and seek advice regarding any proposals that could modify the financial situation of the journal(s).
- The Committee may have a liaison role between the journal(s) and the Communications Committee with respect to publicity for the journal(s).
- The Publications Committee shall have an annual meeting to take place at the Society's annual meeting, typically in coordination with the editorial staff meeting of the Society's journal(s).