Smithsonian Institution

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To Dave Evans

From Interim Editorial Board: Ted Maxwell, Hans Sues, Doug Evelyn (2004-2005), Ellen Miles, Jim Hobbins, Merry Foresta, Nancy Gwinn, Theresa Slowik (2005)

ex officio: Meredith McQuoid, Mary Langlais (2004-2005), Alison McNally (2006)

Subject Report of the Interim Editorial Board on Scholarly Publishing at the Smithsonian Institution

Attached to this memorandum is the Summary Recommendations of the Interim Editorial Board, as well as a consolidation of the comments from the Smithsonian Congress of Scholars and the NMNH Senate of Scientists. Thank you for entrusting to us the job of looking at scholarly publishing Institution-wide, in order to make recommendations for the future of that endeavor. We have had a long series of meetings and exchanges over the past eighteen months to better educate ourselves as to the state of scholarly publishing Institution wide, the need for support of publications that do not fit a trade press, and the different models by which the Institution could keep scholarly publishing at the forefront of our research outreach.

The Summary Recommendations are of necessity a high-level summary of our activities in advising your office on the books that would have been remaindered from the Norton agreement, on the establishment of the Scholarly Publications Office, and on various other tasks related to scholarly publishing. They do not include specific details that will be needed for a Guide for Authors for the Smithsonian Scholarly Press, nor procedures related to the generation of proofs, reviews or the specifics of title pages. These are matters that are best discussed among the Scholarly Press Manager and the proposed Publications Oversight Board, which will be made up of the Chairs of the Review Boards, two members at-large, and ex-officio membership by the SI Libraries and Scholarly Press Office. Considerable expertise will reside in that group, which, along with the need for a standard "look" or "brand" to the Scholarly Press publications dictates that such details be discussed at that level.

In our discussions of the final recommendations, we had several exchanges over the fate of the current *Contributions from the United States National Herbarium*. For several reasons, this series was withdrawn from the old SI Press *Contributions to Botany* series, retitled to an original title that was used prior to the *Contributions to Botany* series, and published by staff within NMNH. Because of the long-standing name recognition by individuals and libraries of the "*Contributions from the United States National Herbarium*" name, we recommend that this series continue with that name, with the addition of the name *Smithsonian* in the title.

We have adopted or clarified several of the recommendations and discussion points brought to our attention by the Congress of Scholars and the Senate of Scientists, some of which we found to be valid institution-wide and some that seemed applicable only to certain fields of research. We found the detailed publication procedures recommended by the Senate of Scientists to be

more applicable to a formal “Guidelines for Authors” document than to a summary of the recommended publication program.

Another issue that was brought up was the addition of a non-Smithsonian representative on the Publications Oversight Board. While all of the Content Review Boards should include external scholars in their review of manuscripts, the placement of a non-SI individual on a board that advises on the publication priorities, scheduling, and financial workings of the Scholarly Press seems premature at this point. If there is a need in the future to consider external oversight at this level, then such a position should be considered. While we are setting up the processes of publication, however, it is likely that the oversight functions could be handled by internal scholars and managers.

The next steps in the process of formalizing our Scholarly Publications Program are: (1) to establish the Publications Oversight Board, by necessity, having the units choose the Chairs of their respective Content Review Boards—our group would be glad to advise on this, and (2) to use this board along with the Scholarly Publications Office to create the publications process, including Guidelines for Authors, Guidelines for Review, and other necessary instructions for publication.

Thank you for allowing us to represent the scholarly interests of the Institution in future publishing.

Smithsonian Institution Scholarly Publishing
Summary Recommendations of the Interim Editorial Board

The purpose of the Smithsonian Institution Scholarly Publishing Program is to make it possible for Smithsonian authors to publish their research. Contributions should be scholarly works, which would include monographs, collection catalogues, exhibition catalogues, and symposia volumes. All material should be original, peer reviewed contributions to knowledge authored by SI staff or fellows, and should be concerned with SI areas of research and/or collections.

Background

Scholarly publishing has been an integral part of the activities of the Smithsonian Institution since 1846. Even in Joseph Henry's plan to "increase knowledge," he called for reviewed publications that would be published as the *Smithsonian Contributions to Knowledge,* and exchanged for similar publications from literary and scientific societies. Over the past century and a half, the Contributions continued in many forms, and when joined with other monographs, became the core publications of the Institution. By the latter part of the last century, the scholarly books program received less emphasis at SI Press.

The closing of the Smithsonian Institution Press in December 2004 significantly affected the scholarly publishing capabilities of the Institution. The loss of federally supported in-house scholarly publications was most acutely felt at the National Museum of Natural History because of its ongoing publication activities in the Contributions Series. This series had been on a long decline as the SI Press shifted emphasis from scholarly to more popular titles. Many of the other Smithsonian Museums and Research Centers had already abandoned using the SI Press due to numerous changes in leadership at the Press, the lack of long-term planning for the federal series, the lack of timely response to offered manuscripts, and the SI desire to have the enterprise self-sustaining. Even individual SI scholars began to publish with external presses that were more prestigious than an internal publishing house that might be viewed on the outside as a charitable, vanity press.

The change in emphasis at SI Press led to these dispersed efforts at scholarly publishing. This shift was not altogether bad, in that it allowed the individual Museums and Research Centers control over the resources and scheduling of publications. Currently, numerous publication offices exist around the Institution, each dealing with material ranging from exhibition catalogues that were formerly printed by SI Press, to scholarly journals and books, all of which provide leadership in their respective fields. However the closing of the press resulted in the sudden loss of important internal scholarly publishing functions, including, for the Contributions Series, the capabilities of handling design and printing contracts, marketing and fulfillment, and long-term retention and sales of both the Contributions series and individual titles. By the time of closure of the press, the Smithsonian Contributions Series had shrunk to five series, dealt with by only two editors, with consequent delays in production and publication. SI Press monographs outside the Contributions Series such as those in Anthropology and the Smithsonian History of Aviation series, among others, were not continued under the HarperCollins partnership, and were simply dropped.

In the spring of 2004, the Undersecretary for Science convened a group of Smithsonian scholars to look at the state of, and plans for, continued scholarly publishing after the closing of

the SI Press. That group, consisting of scientists and curators from NASM, NMNH, and NZP, was charged with considering whether it is necessary to continue publishing the Contributions, whether we should do so only electronically, and whether we should consider partnering with external publishers. This group recommended that SI continue the Contributions Series within certain fields where hard-copy publication is warranted, and expand the Series as interest and requirements demand. Concurrent electronic publication of Contributions Series volumes, and emphasis on digitizing past volumes were also recommended, particularly by the SI Libraries, which has a long history and expertise in making past volumes available on line. Overall, the group felt that if any funds were available from the closing of the SI Press, they should be used to subsidize publications of a reviewed, scholarly nature and not for journal page charges and popular publications.

An Interim Editorial Board was formed in November 2004, consisting of Ted Maxwell (NASM), Chair; Merry Foresta, Nancy Gwinn, Ellen Miles, Jim Hobbins, Doug Evelyn, Hans Sues, and Mary Langlais (ex officio). Significant support and background information were also provided by Theresa Slowik and Meredith McQuoid. The charge to this board was:

- To devise a plan which enables the Smithsonian to support scholarship through publication of research and the exchange of scholarly publications.
- To ensure that the best Smithsonian scholarship in science, art, history, and material culture continues to be available to the scholarly community, including publications that have emerged at the unit level that may be better served as a part of the institution-wide enterprise.
- To advise on safeguarding the intellectual assets that remained at the former SI Press in the Smithsonian Contributions series; the scholarly monographs that are in the production pipeline; and titles on the Press's backlist that are of high scholarly value but will not be moved to the new SBV partnership.
- To evaluate publication options and changes in technology, changes in requirements for hardcopy publications in certain fields, and changes in scholarly methodologies that affect scholarly research and publication. The Board will draw on expertise from SI Libraries, SI Archives, and the Office of the Chief Information Officer to evaluate which emerging technologies can best serve the scholarly enterprise.
- To advise on the details of production, warehousing, and fulfillment, both during the transition and long term.
- To analyze the staffing and financial requirements at the various museums and research centers.

To fulfill this charge, we met as a committee throughout the spring and early summer of 2005, and had briefings and meetings with the Government Printing Office, and a representative of a scholarly publisher (The Johns Hopkins University Press). We sent a request for information on publishing at the Smithsonian to the SI Unit Directors, and aided in the request for proposals that went to outside publishers. We attended meetings of the Congress of Scholars, and kept the Senate of Scientists informed of our deliberations. While we found that we agreed on the methodology of producing Contributions and other scholarly works, which would be proposed through a permanent Publications Oversight Board, we had considerable discussions on the types of books that would be considered for support. The wide-ranging nature of these discussions was due to the differing norms of scholarly publishing in the arts, humanities and sciences. Below we present our recommendations on the scope of the scholarly publishing program, the organizational and financial management of a central Scholarly Press Office, the functions of the permanent board, review procedures, and the potential for electronic publishing.

A draft for a "Guidelines for Submission to the Smithsonian Institution Scholarly Press" is attached as an appendix to this document.

I. Scope of the Smithsonian Institution Scholarly Publishing Program

The scope of the new publishing program engendered the most discussion among the board, and is likely to have a similar reaction among Smithsonian staff. The existing series of Contributions monographs includes research conducted by Smithsonian Institution staff and collaborators. The series was first published in 1848 as *Smithsonian Contributions to Knowledge*, and today consists of several individual series that are unique to their discipline or subject areas. As of the close of the SI Press in 2004, the following Contributions Series had not been cancelled, with manuscripts published in the last three years, and at least five manuscripts awaiting editing and production:

Smithsonian Contributions to Anthropology
Smithsonian Contributions to Botany
Smithsonian Contributions to Paleobiology
Smithsonian Contributions to Zoology

Within other Smithsonian Units, authors abandoned using the Contributions Series, and in some cases, the units took over the cost and process of publications on a local level. As an example, the NMNH Botany Department ceased all submissions to the SI Press-published Smithsonian *Contributions to Botany* and instead began publishing botany papers in a new publication with an old title, *Contributions from the United States National Herbarium*. At NASM, *Smithsonian Studies in Air and Space* was largely replaced by books published by outside presses. At NMAH the last publication of the *Contributions to History and Technology* was in 2002. *Smithsonian Folklife Studies* ceased in 1988. We spent several meetings discussing whether it would be advisable to re-constitute prior Series, whether the entire subclass of names should be abolished in favor of an SI *Contributions to Knowledge* name, and how to reinvigorate the arts and humanities areas that had formerly been active. In addition, the potential inclusion of non-Contributions monographs entered into these discussions.

It was difficult to obtain a consolidated listing of the monograph publications of the Smithsonian Institution for the past several years. What used to be a consolidated list in the SI Annual Report, first as an appendix, then later electronically, was not available to the Interim Editorial Board – if it exists. We found that even the SI Libraries do not always get copies of the monographs published by our staff. To determine the extent of existing and potential scholarly series, we sent a memo to all SI unit Directors seeking enumeration of the current publishing program, what types of materials they would like to see under this new program, and whether they currently have a review panel that evaluates manuscripts. The types of publications proposed by the Unit Directors varied. We received responses from nine of the units, with proposed publications that include *Treasures* and *Highlights* books from SAAM, the *Atoll Research Bulletin* and *Reports of the Repatriation Office* from NMNH, the Freer's *Occasional Papers*, technical studies on collections (SCMRE), and publications in Aerospace History (NASM), to name just a few. Only a few specific additional monographs were proposed, which could be considered for future Contributions Series, or for books published outside the formal federal series.

The variety of proposed, federally supported series and individual monographs dictated widening the scope of the federal publishing program beyond the existing Contributions Series, which could be augmented by a few additional series names. We felt that it was more advantageous to have relatively few groupings of series titles with active publications in the series each year than to have a large number of names that would only have sporadic activity. The result would be that while the identity of some individual units would no longer be tied to names of series, the overall health of the Contributions publishing program would offset that loss. An exception might be at NMNH, where, with the increasing work in marine sciences, scientists have expressed an interest in reviving the *Smithsonian Contributions to Marine Science*.

Considering the past scope, wide distribution to federal depository libraries, and content of the Institution's formal Contributions Series, as well as the great potential for Smithsonian authors who may wish to publish a variety of manuscripts outside of that Series, we are proposing changes to the federal series outlined below, as well as a model for new scholarly books that may be published outside the Series.

Smithsonian Contributions Series

To encompass both the scope of the Institution's scholarship, and the types of publications suggested by the various units, we propose the creation of two new, broader series that would deal with (1) art and cultural studies, and (2) the humanities and technical studies of objects. Obviously, whether any of the individual series is viable will depend on the amount of publishing activity for each series. The Publications Oversight Board should monitor the publications activity of each of the individual series to ensure their viability as a separate series, and to consider "spin-off" contributions series that may emanate from active areas of research. In addition, there may be future series that could be proposed by Smithsonian scholars, which would be evaluated by the Publications Oversight Board.

This is a summary of our recommended scholarly publications series:

Smithsonian Contributions to Anthropology
Smithsonian Contributions from the United States National Herbarium
(replaces the former Smithsonian Contributions to Botany)
Smithsonian Contributions to Marine Science
Smithsonian Contributions to Paleobiology
Smithsonian Contributions to Zoology
Smithsonian Contributions to Visual and Material Culture
(to encompass art and cultural studies)
Smithsonian Contributions to History and Technology
(to include the humanities and technical studies of objects)

Smithsonian Scholarly Books

The Scholarly Press may also consider individual monographs that do not, or should not necessarily fit the Series as defined. These may cover topics of interest to Smithsonian scholars, but may be published as stand-alone titles. For these books, we recommend that they have a title page or other designation as a ***Smithsonian Contributions to Knowledge***, a re-statement of the original title of the publications of the Institution, and one which will distinguish these books from the "*Smithsonian Books*" nomenclature of the trade publications line. For those areas, and

for the two new Series titles, the last two on the list above, the permanent Publications Oversight Board will need to create a model for scholarly publishing, including solicitation of manuscripts, topical coverage, editing, review procedures and policies, which are already in place for the existing Contributions series. A model for content review that may also apply to *Scholarly Books* is presented below.

We believe that the highest priority for the use of publication funds should be for those monographs that are peer-reviewed, Smithsonian-authored original contributions to knowledge. There may in the future be occasions that would dictate the use of funds for other classes of publications that were proposed by the units in response to our request for information. These proposals included exhibition catalogs, collections catalogs, occasional papers and journals. However, if the central program published all of these, the costs could easily consume all resources available, leaving no funding for the formal Series or other Scholarly Books. The Publications Oversight Board should be consulted on any future use of the funds to ensure that the best scholarship of the Institution receives the highest priority in funding.

II. Organizational Recommendations

The Interim Editorial Board supports the establishment of a centralized SI Scholarly Press Office to continue the institution's scholarly publication activities, as well as to deal effectively with the books that were abandoned when the SI Press was closed. This centralized office is an absolute necessity to retain rights to the titles that represent the intellectual property of the institution both for past and future books. We were pleased to have input into the functions of the new office, and believe that it should not be a duplication of the SI Press. To avoid duplication of efforts at the Unit level, there are some centralized functions that we think are necessary to the success of the scholarly publishing endeavor:

- Single point coordination with GPO and the scholarly press partner
- Accounting and financial management of both federal and trust funds that are appropriated for, and created by the scholarly press activities
- Establishment and periodic revision of editorial and manuscript standards – both for the printed and future electronic editions of books
- Establishment of standards for the look/style of scholarly publications, including cover art and design, and page designs. We do not envision a single design for each series, or even within the existing series, unless advocated by the Publications Oversight Board. The essential "branding" of a *Smithsonian Institution Contributions Series* or a *Smithsonian Contributions to Knowledge* should be incorporated into guidelines for authors.
- Calling meetings and providing support for the Publications Oversight Board, verifying adequate content review of manuscripts prior to receipt by Scholarly Press Office
- Providing advice on design and production contracting groups that can create SI page-ready manuscripts

One of the past problems with the Contributions series was scheduling. Some manuscripts were delayed for extensive periods of time while others were prepared more quickly for publication. The observation of this discrepancy led to a discussion of how to set priorities for publications. In general, we all thought the manager of the new organization should prioritize the work load with advice from the Publications Oversight Board that oversees the broad scope of SI scholarly publishing. This board would be the descendant of the current interim editorial board. This board should consider such factors as the SI strategic plan, the

science strategic plan, any other strategic plans that develop on the arts and humanities sides of the Smithsonian, funding, and personnel needs. The Publications Oversight Board would not, however, determine the quality of submissions, which is the function of the Content Review Boards. The composition, duties, and scope of work for this Oversight Board need to be enumerated in consultation with the Manager of the Scholarly Press Office when that person is appointed.

III. Financial Recommendations

The highest priority for the federal allocation for scholarly publications is the personnel and administrative support for the Scholarly Press Office. That office will have the responsibility to advise on, and in many cases, actively pursue contracts for editing, design and printing of manuscripts. They will also be the contracting officer's technical representative (COTR) with the partner press, and will have to assume responsibility for both centralized publishing contracts, as well as ensuring that funding is appropriately allocated and managed. Contracts for printing, particularly with GPO, should be created and monitored by the Scholarly Press Office, because of the future potential mix of federal and trust funds (see below), the classes of publishing quality offered by GPO, and the need for a centralized office to keep track of the federally and trust supported printing, and transfer of volumes to the partner press.

The proposed model for printing and distribution of scholarly press works is that the existing and future Contributions Series be printed by GPO (at least initially), except for those books that may be marketable to a larger audience. This ensures that the Federal depository libraries receive copies, and fulfills our obligation to use GPO for federally supported publications. A separate publishing track can be used for Smithsonian Scholarly Books outside the Series. In that model, the publishing partner can partner with the SI by funding the printing and possible preparation costs independent of the federal budget, and market such books in a more traditional commercial manner.

Even for the formal Contributions Series, however, using a mixture of federal and trust funds, we can contract for print overruns for use by the SI and the Partner Press. The federally funded series will be used to satisfy the internal Smithsonian distribution network that sends copies to numerous libraries, museums and research institutes as part of the Smithsonian Libraries Exchange Program. The tangible exchange of literature with these organizations is a significant cost savings for the Institution. For the print overrun that we will transfer to our publishing partner for marketing and sales, we should use a mix of federal and trust funds. According to a 2005 reiteration of the prior guidelines by Office of General Counsel, a mix of 66% federal, 34% trust has in the past been deemed sufficient to enable the SI to recoup royalties from federally supported books. For the near future, a small amount of trust funds will be needed from both the units and the central SI administration to support the trust portion of the overrun cost. However, as income is received from sales, those royalties should be used to further support scholarly publications of the Institution, and should be used to defray the trust portion of publication costs. Obviously, keeping track of the sources and receipts of the various types of publications will be a high priority of the Scholarly Press Office.

Currently, there is a need to maintain availability of past Contributions Series volumes for the scientific community. The Interim Editorial Board concurred with the Undersecretary for Science Office to use available funds for the digitization of past Contributions Series, to be performed by the SI Libraries. We started that effort by funding SIL to post on the web the *Smithsonian Contributions to Botany* (volumes 1-91) and to digitize the *Smithsonian*

Contributions to Earth Sciences (Volumes 1-31). We recommend that the process be continued with the entire retrospective Smithsonian Contributions Series. How digitized editions of current and future scholarly works will be done will have to be discussed with our publishing partner, as there are financial ramifications for providing new publications free of charge on the internet.

Personnel Needs

The Interim Editorial Board recommends that the Institution should not create positions until there is a demand forced by the number and deadlines of publications, and by the inability of a contract model for editing, printing and marketing to satisfy the needs of the publishing community. Term personnel could be considered for special projects, or even for editing and design, but if assigned to different units, their supervision should remain with the Scholarly Press Office to ensure that those activities remain the highest priority of the employees.

The Interim Editorial Board spent a considerable amount of time discussing whether unit-level personnel should be supported by the central federal publication funds. We discussed also the interest at the Undersecretary's level for keeping any personnel involved in scholarly publishing reporting to the Scholarly Press Office, but physically assigned to the units for specific Contributions Series. Two problems with term and permanent personnel were brought up:

- Term personnel would have to be supervised locally, would require office space in the units, and would likely take some time to come up to speed, after which the positions would either have to be abolished, or converted to permanent, since federal term personnel can only be assigned for a maximum of four years
- At the unit level, these term personnel could unintentionally take on non scholarly-publishing activities, resulting in eventual dilution of the funds that are designated for scholarly publishing.

The primary question the Interim Editorial Board faced was whether it is cost effective to contract for page design and production versus hiring staff. For the "post-backlog" period of book production (dealing with the Contributions volumes that were waiting SI Press action), the Interim Board felt that it would make the most sense to contract services rather than hire personnel to be appointed to one or more units. Whether an outside contract organization would satisfy our needs in areas other than the sciences would have to be considered by the Publications Oversight Board in response to specific proposals.

IV. Manuscript and Proposal Review Procedures

We recommend that review and approval of manuscripts and book proposals submitted to the scholarly press be a two step process. Within the existing Series at NMNH, there are content review panels now in place that ensure peer review is utilized prior to submission to what was the SI Press. These Content Review Boards should be continued, and two additional, cross-unit boards should be created for the proposed new Contributions Series. Membership of the Content Review boards should not be restricted to Smithsonian and affiliated staff, but may include external experts as deemed appropriate by those boards. In all cases, external reviewers should be included as reviewers of manuscripts and book proposals.

A key responsibility of each of the Content Review Boards will be to solicit manuscripts and book proposals in their respective areas. Authors will submit their manuscripts or book proposals to the Content Review Board of the Series in which they wish to be published, rather than directly to the Scholarly Press Office. For manuscripts and publication proposals outside the formal series, the same Content Review Boards should be used. These Review Boards, separate from the Publications Oversight Board, would consider both completed manuscripts as well as monograph proposals, and would act much the same as a board of associate editors for a journal. They would ensure manuscript review by internal and external experts, evaluate the scholarly content and comments by reviewers, and determine whether a potential monograph fits a certain series. Only after approval by a Content Review Board would a manuscript or book proposal be forwarded to the SI Publications Oversight Board for funding consideration.

For continuity and advocacy in their respective areas, either the Chairs, or representative members of the Content Review Boards should serve on the Publications Oversight Board. They will be the individuals most knowledgeable of the number and types of publications that will need to be considered for publication, and their importance to their respective fields. This two-step process will make the scholarly review the responsibility of the SI unit (or subject area), leaving the Oversight Board with the tasks of advising on scheduling and funding, as well as the other activities outlined below. The time-consuming functions of Chairing each of the Content Review Boards should be formally recognized in the performance plans of these individuals, as the success of each of the series is to a large part dependent on the activity level each of these individuals brings to the job.

V. Establishment and functions of a Permanent Publications Oversight Board

The primary functions of the Publications Oversight Board are to advise the Undersecretary for Science and the Scholarly Publications Office on the effective use of federal funds for the SI Contributions Series and other publications, and to review and recommend decisions on those books that are proposed for federal support.

The Publications Oversight Board should be composed of the Chairs or their representatives of each Content Review Board, and two additional members at-large from other areas of the Institution. The two at-large members would be appointed by the Deputy Secretary and the Undersecretaries for Science and Art. Both a representative from SI Libraries and the manager of the central publications office would also serve as ex-officio members of the committee. Members should serve a three year staggered term.

The Publications Oversight Board should meet commonly twice per year, although additional meetings will likely be needed to initially establish manuscript requirements and design options for all the series. This work had been the purview of SI Press, and both guidelines for authors and the overall “look” of the series should be updated to incorporate new page maker software and capabilities. Obviously, the design “standards” should be discussed with the Press Partner, as they have a bearing on the marketability of scholarly publications in the open market. Following these initial formative needs, we believe that most work can be accomplished in two meetings in September and February. Evaluation of proposed publications and prioritized plans for the next fiscal year should be done in September, with the February/March meeting to provide advice to the Scholarly Press Office, review the publications program, make adjustments to the budget, and review other books and non-traditional publishing proposals (electronic and other means of dissemination).

VI. Press Partnership

The Interim Editorial Board advised extensively on the development of the final Request for Proposals that was distributed to nearly twenty university presses and distributors. Our first charge was to retain the intellectual property of the Institution in the form of the SI-authored and SI-related books that were to be remaindered by W.W. Norton, followed by any publishing agreements that would keep the federal series active and marketable. We sent the RFP to many university presses that in some cases had shown an interest in partnering with the Institution, and there were many inquiries seeking more information on the publishing program. The winner of the contract was a publisher (Rowman and Littlefield) and its distribution arm, the National Book Network, NBN. In addition to a strong marketing component, NBN has the necessary background in academic audiences, and has an active direct mail advertising program of marketing in that area.

In discussions with Rowman and Littlefield prior to their selection, it was apparent that they could satisfy many of the functions that were lost with the closure of the SI Press. In addition to marketing to an academic audience, they can provide a one-stop publication partner that includes their capability to create camera ready proofs, print and distribute books. Although our proposed model calls for printing the Contributions Series at GPO, we should take advantage of the Rowman and Littlefield capabilities in these areas for books outside the formal Contributions Series. This is an area that is worth exploring when the manager of the Scholarly Press Office is chosen, and it is quite possible that some of the scholarly publications will be marketable to a wide audience, in which case the R&L agreement would obviate the need for a federal fund subsidy altogether, or limit it to supporting publication costs such as permissions and editing.

Electronic Publishing

While the interim board recognizes the importance of electronic publishing, we also realize that there are several issues surrounding electronic availability of text that require discussion between the Scholarly Press Office and the Press Partner. Among these are the interest of SI to make monographs available online, the cost of making text web-ready, and overall, the potential conflict between R&L desire for marketing and sales versus the SI's interest in making the information available to a wide audience.

These concerns will be a matter of discussion when the Manager for the Scholarly Press Office is chosen, but during the past year, the Interim Board has already taken steps to ensure a wide electronic distribution of past monographs in the Contributions Series. The *Smithsonian Contributions to Botany* are now available on line at: http://www.sil.si.edu/smithsoniancontributions/sics_Browse.cfm and the past volumes of the *Smithsonian Contributions to Earth Science* are being prepared. The rights to electronic publishing for the Contributions Series will have to be determined in the best interests of the Institution.

Appendix I **DRAFT**

Guidelines for Submission to the Smithsonian Institution Scholarly Press

The purpose of the SI Scholarly Publishing Program is to publish and distribute the results of Smithsonian-related scholarly research. From its founding, the Smithsonian has published its research materials in a series known as the *Smithsonian Contributions to Knowledge*, which has become a group of *Smithsonian Contributions Series* targeted at specific disciplines. Any Smithsonian unit may propose publications for one of the series and for independent books outside the formal Series, if the proposal meets the guidelines for inclusion.

The SI Scholarly Publishing Program will continue the existing series in the sciences, augmented by two new series in the art, humanities, and material culture areas. Following is a description of each of the Contributions Series:

Smithsonian Contributions to Anthropology
Encompasses scholarly studies on human biological and cultural diversity and history

Smithsonian Contributions from the United States National Herbarium
Encompasses scholarly studies on the biology, diversity, and evolution of plants.

Smithsonian Contributions to Marine Science
Encompasses scholarly studies on all aspects of the world's oceans, their geological history, and biological diversity as well as human interactions with the oceans.

Smithsonian Contributions to Paleobiology
Encompasses scholarly studies on the fossil record documenting the diversification of life through time and the geological context of evolution.

Smithsonian Contributions to Zoology
Encompasses scholarly studies on the biology, diversity, and evolution of animals.

Smithsonian Contributions in Visual and Material Culture
Encompasses scholarly work produced in fields such as art history, cultural anthropology, folklife, photography, and conservation.

Smithsonian Contributions in History and Technology
Includes studies in the social sciences and humanities, and technical studies of Smithsonian and related objects

Each of these series can accommodate a variety of types of content, including monographs and conference and symposia papers. Certain types of collections and exhibition catalogues may be considered if they consist of syntheses or explanatory materials that are original contributions to knowledge. Each of the series will be designed to have a similar look and feel in terms of the covers, although there may be the capability for using graphic elements that vary, depending on the subject matter concerned.

For all Series, content must be related to the Smithsonian Institution, and meet one of the following criteria:

Produced by Smithsonian authors in areas of Smithsonian research interest

Focused largely on Smithsonian collections

If a symposium/conference, be sponsored by the Smithsonian and include Smithsonian participants

Funding and other support that may be requested from the central office:

The different scholarly fields represented at the Institution have different expectations and customs as to what constitutes "publications costs." Scientists typically generate their own figures or have them drafted, whereas photo permission costs are common for the humanities. Central funding from the Scholarly Publishing Program will support direct publication costs, which may include permission fees, manuscript preparation, reproduction fees for copyright material, photography and in special cases, drafting of original figures. It will not support photo research, personnel support for background research, or costs other than those directly related to the production of a book.

Peer Review

All manuscripts submitted or publications proposed must demonstrate that the material has received appropriate and positive peer review through the Content Review Boards of their respective units or subject areas.

Exclusions

The SI Scholarly Publishing Program will not support:

Ongoing journals

Journal or magazine articles by SI authors or about SI collections that are published outside of the Contributions or Book series

Established, unit-based series