

## Editorial Policy for ALT Publications

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June 2005	0.2	Paul Bacsich	Second Draft Produced
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## Introduction

- 1) The Editorial Policy described here lays out general principles which will guide the work of all those involved in editing ALT Publications.
- 2) The aim of the Editorial Policy is to ensure the quality of all ALT publications and to inform potential authors of materials published by ALT, of how they can expect to work with ALT Publications editors.
- 3) The remit of the ALT Publications Committee covers many aspects of ALT information and services that are of interest to ALT members. It does not cover the Digest and ad-hoc information generation.
- 4) ALT Publications currently comprise the Journal, the Newsletter (online and print versions), ALT-C Research Publications, and Occasional Publications.
- 5) The Editorial Policy should be read in conjunction with the ALT Publications/Occasional Publications Policy.

## Reviewing submitted work

- 6) In order to ensure the quality of both the content and the presentation of ALT Publications, ALT editors will ensure that all submitted material will be reviewed. The review process will differ depending on the nature of the publication.

## ALT-J

- 7) For ALT-J and Research Proceedings from ALT-C, submissions will be reviewed by at least two referees. This process will be “blind” in that reviewers will not know the identity of the authors and authors will not know the identity of the reviewers. The focus of this review will primarily be on the academic/research/scientific quality of the material.
- 8) ALT-J reviewers will be drawn from an established list of ALT reviewers, which includes the ALT Editorial Board.
- 9) The ALT-J editors will regularly review the quality of each reviewer’s work/feedback and amend the list of reviewers accordingly.
- 10) All potential reviewers for ALT-J are required to submit a brief CV to the editors who then make a judgement on whether to include the applicant on the list of reviewers depending on their reviewing experience (amount and nature) and their subject specialisms.
- 11) The ALT-J editors will ensure that feedback from reviewers is constructive and detailed enough to enable authors to make the necessary amendments.
- 12) The ALT-J editors will work with authors to help them understand how they may best respond to reviewers comments.
- 13) There are particular requirements designed to ensure that papers from the editors/editorial board should not dominate the “publication space” of ALT-J and that editors have no perceived undue influence over their colleagues’ work. These are as follows.
  - a) If an ALT-J editor wishes to submit a paper to ALT-J, they will send their submission to an alternative ALT-J editor, who will manage the peer review process on their behalf. The paper will be anonymized (as all paper submissions are) and when comments are received, the editor

who is managing the peer review process will make a final decision on whether or not it should be published

- b) Submissions from editorial board members are acceptable.
- c) With effect from issue 13.2 onward, if an ALT-J editor has a paper accepted for publication, it will not appear in the issue that they are editing/managing.

### **ALT-N**

- 14) For ALT-N, submissions will be reviewed by one or more of the editors and where appropriate members of the ALT Office. The focus of this review will primarily be on the topicality of the material as well as presentation and layout.
- 15) The pressure for ALT-N to be extremely current along with tight publication schedules means that the ALT-N editors are unlikely to have time to consult extensively with authors about any editorial changes they may have made.
- 16) ALT-N editors will take due care to ensure that material from editors does not unduly dominate ALT-N in either its online or print modes.

### **Occasional Publications**

- 17) For Occasional Publications (e.g. the Introductory Guide), material will be reviewed by the editors and where appropriate nominated reviewers. The focus of this review will primarily be to advise on the factual accuracy of the work, gaps or omission in the content as well as presentation and layout of material.
- 18) The nominated reviewers will be experts in the topic of the publication (e.g. assessment, reusability) and may be drawn from outside the ALT membership.
- 19) Depending on the nature of the publication, feedback and the publication timescale, the editor may send the feedback comments back to the author and require further amendments to be made or they may make the necessary amendments themselves

### **Authors Notes (on edits to submitted work)**

- 20) Authors should be aware that their work is likely to be edited/amended by the relevant ALT Publications editor. The focus of the editing will primarily be on length, readability, layout and presentation. Where possible the editor will inform authors of the editing changes they have made, prior to publication.
- 21) The editors will endeavour to take on board authors' comments regarding the editorial changes they have made, but they are not obliged to act upon these comments, and may in some circumstances have to make changes without time for reference back to authors. Therefore, when submitting material for publication, authors are required to inform editors if they are unwilling or unable to work within these parameters.

### **House Style**

- 22) The house style for submissions to ALT-J is described in detail at <http://www.tandf.co.uk/journals/authors/caltauth.asp>
- 23) The house style for submissions to ALT-N is described in [http://www.alt.ac.uk/alt\\_n\\_guidelines.html](http://www.alt.ac.uk/alt_n_guidelines.html) - see Section 2 on Style and Presentation.

- 24) The house style for Occasional Publications is driven by individual project requirements determined according to the nature of each publication.
- a) .An overall house style is normally not viable. This is particularly the case where publications are produced jointly with other agencies, each of whom has independent guidelines for style and design. A prominent representation of the ALT Logo, or an overall style that can be identified with the ALT, will be promoted for the final design as far as practical within these constraints.
  - b) In addition, ALT Occasional Publications try to aim for a professional manageable approach with themed linking across publication types. Themed linking is designed to assist in distinguishing the types of material available e.g. event driven items, conference proceedings, books etc.