

Publications: Rules and Guidelines

- 1) Proposals to publish scholarly and other works under the auspices of the ICA – including books; special issues of journals; proceedings generated from ICA conferences, symposia, seminars, and workshops; manuscripts generated as a result of Commission or Working Group activities, and all other ICA-related works- should be channelled through the Chair of the ICA Publications Committee, with a copy to the Secretary-General. The Publications Committee will assess the viability of the project, will insure that there is no overlap with other proposals and, if necessary and feasible, will assist in identifying funding sources for the project.

The International Cartographic Association currently has a contract with Elsevier Science Publishers that stipulates that the latter is the Association's official publisher and distributor. The contract gives Elsevier the right to first refusal to publish, at its own risk and expense, potential ICA book materials. Should Elsevier decide not to publish a manuscript, the Publications Committee will assist the author/editor in finding alternative publication possibilities, including RMIB Booksellers with which ICA has a relationship. Proposals for special issues of journals sponsored by the ICA do not need to be submitted to Elsevier. For any ICA publication project, it is required that both the Chair of the Publications Committee and the Secretary General approve any contract that involves ICA funds.

- 2) For activities that result from the activities of Commissions or Working Groups, the appropriate Chairperson is responsible for:
 - a. Completing the ICA Publications Proposal Form (available from the Publications Committee and from the ICA website (under 'Publications')).
 - b. Notifying the Publications Committee of the project, using the form mentioned.
 - c. Establishing a timeline for the project.
 - d. Negotiating a contract with the publisher to finalise publication details, including decisions on organisation, design, layout. Illustrations, deadlines and other logistics.
 - e. Selecting or soliciting authors to contribute to the volume.
 - f. Acquiring manuscripts in a timely manner.
 - g. Editing and delivering the work on schedule. It is essential that both authors and editors check that intended texts are complete and accurate. This is especially important when translations from or into another language are involved. It is the duty of the author or editor to make certain all copyright releases for the project are obtained and submitted to the publisher.

For all ICA publications, definite deadlines will be necessary (as established with the publisher). These deadlines will be required to conform with the schedules of the ICA and the publisher.

- 1) The final production of the volume, including printing, binding, and distribution, will normally be organised by the publisher in association with the person signing the contract (henceforth called the "contractee"), and

subject to the approval of the Publications Committee. It may be necessary for the contractee, in association with the Publications Committee, to work out funding mechanisms for the project.

- 2) Members of the Publications Committee will be delegated as supervisors for particular projects. Notification of the names of these persons will be circulated, together with an Author's Contract, ICA Publications Proposal Form, and a copy of the Rules for Publication, to the Chairperson of the appropriate Commission or Working Group.
- 3) The covers and title pages of all publications and co-edited works will include the name of the Association in both English and French, and also the ICA logo.
- 4) All ICA publications will include a Foreword prepared by an ICA official, normally the President or the Secretary General, or Chair of the Publications Committee.
- 5) The financing of ICA works not published through the formal ICA publisher is the responsibility of the Publications Committee, subject to decisions of the Executive Committee. However, owing to the limited ICA financial resources, the contractee is strongly encouraged to acquire financial assistance to offset the costs of any part of the project (illustrations, editing, reproduction, and/or distribution).
- 6) The ICA will make no remuneration and pay no royalties to an author, unless this is specified in the Author's or Editor's contract. However, the author will retain the right to personally use published materials in other works provided that such works are not in direct commercial competition with those already published by the ICA.
- 7) The formal copyright of all ICA publications rests with the Association and with Elsevier (or other designated ICA publishers) who may, jointly, grant reproduction rights to third parties. Any translations into alternative languages will be arranged and authorised in consultation with the Publications Committee.
- 8) If, subject to the approval of the Publications Committee and where appropriate, Elsevier, an ICA publication incorporates freely-given sample materials provided by a private organisation, suitable acknowledgement will be made.

Roger W. Anson, Chairman of the ICA Publications Committee, 16 October 1987 and
Robert B. McMaster, Chairperson of the Publications Committee, 29 December 2003