

# AMERICAN SOCIETY OF MAMMALOGISTS

## DUTIES AND RESPONSIBILITIES OF THE PUBLICATIONS ADVISORY BOARD

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B. D. Patterson, President  
2003

E. A. Lacey, President  
2015

(Updated May 2005, B. H. Blake, Journal Editor)

(Updated July 2013, October 2015, D. A. Kelt, Publications Director)

(Updated February 2017, P. Stapp, Publications Director)

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### CHAIR OF THE PUBLICATIONS ADVISORY BOARD

1. The Publications Director is subject to formal approval by the ASM Board of Directors, serves as a voting officer of the Society, and serves as Chair of the ASM Publications Advisory Board (formerly the Publications Committee). The Chair serves to coordinate matters relating to ASM publications. Normally, the Chair will have held one of the Society's editorial positions and already be intimately familiar with the *Journal of Mammalogy* and *Mammalian Species*.
2. The Chair coordinates activities of the Publications Advisory Board, assists editors in establishing editorial policies of ASM publications, represents ASM publications in matters related to their publishing by Oxford University Press (OUP), prepares the annual written report for the membership with input from the Editors-in-Chief of the *Journal of Mammalogy* and *Mammalian Species*, and coordinates the oral report to the Board of the Directors and membership at the Annual Meeting.
3. The Chair confers regularly with Oxford University Press on matters including, but not limited to, publication budget, marketing, copyright, and special projects such as sales and promotions, Special Publications, and printing of materials related to the Annual Meeting. The Chair is also expected to explore publishing services provided by Oxford University Press and other organizations that could enhance the quality and efficiency or control cost of ASM publications.

4. The Chair assists the Editor-in-Chief for *Mammalian Species* with securing nominations for replacement Associate Editors for Board approval. The Chair secures nominations for replacements for the Editor-in-Chief for *Journal of Mammalogy* and Associate Editors through dialogue with the Publications Advisory Board, President, and other officers of the ASM. All editorial nominations are to be approved by a majority of the Publications Advisory Board before seeking Board approval. Curriculum vita of all nominees will be available for review by Board members prior to Board voting.
  
5. In the event that the Chair decides that any member of the Publications Advisory Board is not performing as expected, the Chair will bring the matter to the attention of the President and work with other members of the Board to resolve the problem. Similarly, concerns that cannot be handled between the Production Editor at Oxford University Press (see below) and respective editors of the ASM publications are directed to the Chair of the Publications Advisory Board, who in turn will consult with the ASM President.
  
6. The term of the Chair is normally 6 years, at the discretion of the ASM President.

## **EDITORS**

### *Editor-in-Chief for Journal of Mammalogy*

1. The Editor-in-Chief is responsible for receiving manuscripts from authors (typically 300–350 manuscripts/year), notifying authors of receipt of their manuscript, and assignment of an Associate Editor to handle peer review; the Editor-in-Chief may also reject manuscripts deemed unsuitable for publication without further review. In addition, the Editor-in-Chief resolves conflicts that develop between authors and Associate Editors, notifies the Chair of the Publications Advisory Board if an Associate Editor does not fulfill responsibilities in a professional and timely manner, receives manuscripts from Associate Editors that have been recommended for publication and notifies authors upon their receipt, accepts and edits manuscripts for publication, organizes contents of each issue of the *Journal*, and forwards on schedule the contents of each issue to the Production Editor (see below) at Oxford University Press for copyediting and production. The Editor-in-Chief regularly reviews and updates “Instructions to Authors.”
  
2. The Editor-in-Chief receives and edits manuscripts that have been recommended for publication as Special Features from the Associate Editor for Special Features.

3. The Editor-in-Chief receives, solicits, reviews, and edits invited manuscripts (e.g., C. Hart Merriam Award winners, keynote speakers), submissions by the Historian, and supplements.
4. The Editor-in-Chief solicits and edits obituaries to appear in the *Journal of Mammalogy*. An online obituary may recognize any ASM member in good standing or any former member of ASM who maintained a long-term membership during his or her professional life. In addition, ASM members may submit obituaries for consideration to appear in the printed version of *Journal of Mammalogy*. The ASM Board has adopted a policy to solicit printed obituaries upon the death of Honorary Members, Past Presidents, recipients of the Merriam, Jackson, and Grinnell awards, and such other mammalogists as may be deemed to have been eminent in the field (*Journal of Mammalogy*, 68:207, 1987). Examples of eminent mammalogists may include members who have made notable contributions through their research, including service to museum collections; who have made lasting, positive impacts on students through their strong commitment to teaching; who have served the society through their leadership on committees or elected office; or who have been instrumental in developing policies or legislation with substantial positive impacts on mammalogy. The Editor-in-Chief and Publications Director are charged with making final determinations about whether an obituary should be printed or appear solely in the online edition of the *Journal of Mammalogy*.
5. The Editor-in-Chief is responsible for materials and information on the front cover of *Journal of Mammalogy*, the order of materials in the *Journal of Mammalogy*, the Comments and News section, obtaining names of reviewers from ScholarOne for publication in the April issue of the *Journal of Mammalogy*, working with Oxford University Press to ensure that all corrections in proof have been made, and checking and approving final page proofs of the *Journal of Mammalogy*. These tasks are accomplished through regular communications with the Production Editor at Oxford University Press. Questions or disputes between authors and the Production Editor on content, format, and style are resolved by the Editor-in-Chief.
6. The target publication dates for the 6 annual issues of the *Journal of Mammalogy* occur in the middle of February, April, June, August, October, and December. The schedule adopted for volume 97 (2016) is provided at the end of this document. Failure to meet annually established dates in the production schedule could result in delays in mailing an issue.
7. The Editor-in-Chief usually serves a term of 3 years, but may serve as many as 5 years, subject to approval by the ASM Board of Directors.

### Associate Editor for Journal of Mammalogy

1. Associate Editors of the *Journal of Mammalogy* are responsible for receiving manuscripts assigned by the Journal Editor (about 20-25 manuscripts/year each), selecting reviewers, obtaining reviews as necessary, deciding on rejection or recommending acceptance of manuscripts (only the Editor-in-Chief can accept manuscripts), working with authors to address concerns of reviewers, and preparing manuscripts in proper format for the *Journal of Mammalogy*. During the review process, Associate Editors must establish regular communications with reviewers to ensure timely review of submitted manuscripts and to update authors as to the status of their manuscripts.
2. Associate Editors forward acceptable manuscripts to the Editor-in-Chief, with their recommendation to accept, and notify authors that this step has been taken.
3. Associate Editors inform authors of rejected manuscripts and notify the Editor-in-Chief of the rejection.
4. One Associate Editor will be recruited for and designated as the Nomenclatural Associate Editor. In addition to regular editorial duties, the Nomenclatural Associate Editor will be responsible for registering all *Journal* manuscripts with nomenclatural relevance, as well as all *Mammalian Species* accounts, with ZooBank, the official registry of scientific names, and for ensuring that these manuscripts conform to the requirements of the ICZN<sup>1</sup>. In particular, the Nomenclatural Associate Editor will be responsible for the “nomenclatural statement” to be placed in all relevant articles, and for completing ZooBank registration once the article is published. Hence, this position must be held by a colleague knowledgeable of ICZN requirements pertaining to nomenclatural publication, and must be comfortable with the process of ZooBank registration.
5. Potential Associate Editors are selected and recommended for approval to the ASM Board of Directors by the Publications Advisory Board. If approved by the ASM Board, the usual term for an Associate Editor is 3, but not more than 5, years.

### Associate Editor for Special Features of Journal of Mammalogy

1. The Associate Editor for Special Features of the *Journal of Mammalogy* is responsible for identifying topics and coordinating Special Features. Special Features are composed of several articles that relate to a specific subject matter (e.g.,

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<sup>1</sup> International Code of Zoological Nomenclature - <http://iczn.org/code>.

biogeography, physiology) that might be of interest to mammalogists and other scientists, with the thought that this will introduce a broader audience to the significance of mammals. These may come from ASM symposia or from themes of particular interest to mammalogists and others. In consultation with the Editor-in-Chief, the Associate Editor for Special Features solicits manuscripts, sets deadlines for their submission, and handles the review process, including decisions on acceptability for publication.

2. The Editor-in-Chief and the Associate Editor for Special Features coordinate dates on which final versions of manuscripts are due to ensure their publication in a particular issue of the *Journal of Mammalogy*.
3. The Associate Editor for Special Features informs authors of rejected manuscripts and notifies the Editor-in-Chief of the rejection.
4. The Associate Editor for Special Features is selected and recommended for approval to the ASM Board of Directors by the Publications Advisory Board. If approved by the ASM Board, the usual term for the Associate Editor for Special Features is 3, but not more than 5, years.

Associate Editor for Reviews of the Journal of Mammalogy

1. The Associate Editor for Reviews is responsible for producing the “Books Received” list every 2 months and forwarding it to the Journal Editor by the 1st day of February, April, June, August, October, and December.
2. The Associate Editor for Reviews is responsible for obtaining from publishers copies of books to be reviewed.
3. The Associate Editor for Reviews is responsible for identifying suitable reviewers for titles that are appropriate to review in the *Journal of Mammalogy*. The Associate Editor will supply reviewers with copies of the books and instructions guiding preparation and submission of manuscripts.
4. The Associate Editor for Reviews is responsible for receiving and editing review manuscripts. The Associate Editor will forward accepted manuscripts to the Editor-in-Chief.
5. Upon publication of each review, the Associate Editor for Reviews is responsible for providing publishers with copies of reviews.

6. The Associate Editor for Reviews is selected and recommended for approval to the ASM Board of Directors by the Publications Advisory Board. If approved by the ASM Board, the usual term for the Editor for Reviews is 3, but not more than 5, years.

#### Editor-in-Chief for Mammalian Species

1. The Editor-in-Chief for *Mammalian Species* is responsible for assigning species accounts to authors upon request, maintaining records of assignments and expiration dates of assignments, and canceling assignments and accounts submitted if progress is not made within an appropriate period of time. The Editor-in-Chief regularly reviews and updates instructions to authors and the synonymy guide and maintains the index for *Mammalian Species* and the web-based accounts either through his or her office or with the assistance of an appropriate ASM committee.

2. The Editor-in-Chief for *Mammalian Species* is responsible for receiving manuscripts of species accounts from authors (about 30/year), notifying authors of receipt of their manuscript and assignment of an Associate Editor to handle peer review, receiving manuscripts from Associate Editors that have been recommended for publication, and editing and accepting manuscripts for publication in *Mammalian Species*.

3. The Editor-in-Chief is responsible for sending accepted manuscripts to the Production Editor (see below) at Oxford University Press, working with Oxford University Press to ensure that all corrections in proof have been made, and checking and approving final page proof of each *Mammalian Species* account. These tasks are accomplished through regular communications with the Production Editor at Oxford University Press. Questions or disputes between authors and the Production Editor on content, format, and style are resolved by the Editor-in-Chief of *Mammalian Species*.

4. The Editor-in-Chief for *Mammalian Species* is selected and recommended for approval to the ASM Board of Directors by the Publications Advisory Board. If approved by the ASM Board, the usual term for the Editor-in-Chief for *Mammalian Species* is 3, but not more than 5, years.

5. *Mammalian Species* has converted to a continuous-flow production schedule in which each article moves through production independent of any other article and is formally published as soon as production is complete and approved by the Editor-in-Chief.

### Associate Editor for Mammalian Species

1. Associate Editors of *Mammalian Species* are responsible for receiving manuscripts of species accounts from the Editor-in-Chief (about 10 accounts/year each), notifying authors of receipt of their manuscript by the Associate Editor, selecting reviewers, obtaining reviews as necessary, deciding on potential acceptability of manuscripts, rejecting manuscripts, working with authors in getting concerns of reviewers addressed and preparing manuscripts in proper format for *Mammalian Species*, forwarding potentially acceptable manuscripts to the Editor-in-Chief, and reporting the status of manuscripts in review and under revision to the Editor-in-Chief upon request.
2. The Associate Editor recommends cancellation of accounts if revisions are not completed within an appropriate period.
3. The Associate Editor for fossils and the Associate Editor for synonymies review pertinent areas in each manuscript and recommend revisions.
4. The Nomenclatural Associate Editor with the *Journal of Mammalogy* is responsible for registering all *Mammalian Species* accounts with ZooBank. The intent of this is to ensure that any unintended nomenclatural changes in *Mammalian Species* (e.g., synonymies) are recorded in ZooBank, the official ICZN registry for scientific names.
5. Potential Associate Editors for *Mammalian Species* are selected and recommended for approval to the ASM Board of Directors by the Publications Advisory Board. If approved by the ASM Board, the usual term for Associate Editor for *Mammalian Species* is 3, but not more than 5, years with the exception of the Associate Editor for fossils and the Associate Editor for synonymies, who are appointed for an indefinite period of time.

### Editor for Special Publications

1. The Editor for Special Publications works closely with the Editors-in-Chief of the *Journal of Mammalogy* and *Mammalian Species* to identify topics of special interest to members of the ASM that should be pursued for development, preparation, and submission as Special Publications. The Editors seek input and prior approval for Special Publications from a majority of the Publications Advisory Board. Author-submitted proposals or manuscripts for Special Publications are reviewed and approved by the 3 editors (*Journal of Mammalogy*, *Mammalian Species*, and Special Publications) and the Publications Advisory Board before further action is taken.



2. After a proposed Special Publication is identified and then approved by a majority of the Publications Advisory Board, 2 possibilities can result in its publication; both require approval of the ASM Board of Directors. The ASM may pursue publication of any Special Publication on its own, assuming all financial risk and reward. Alternately, under the ASM's publishing agreement with Oxford University Press, the 2 parties can pursue joint publication, sharing all risk and reward equally. However, this alternative necessitates a marketing assessment and estimate of the production costs relative to potential sales, which is conducted by the Publisher at Oxford University Press assigned to the ASM account. If this alternative is pursued, each Special Publication requires a separate contract signed by the ASM President and Oxford University Press. These steps must be clearly articulated to authors and accomplished before authors are asked to undertake substantial work toward publication.

3. The Editor for Special Publications is responsible for receiving manuscripts submitted for consideration as Special Publications, notifying authors of receipt of their manuscript, obtaining peer review, working with authors in getting concerns of reviewers addressed and preparing manuscripts in proper format for Special Publications, and forwarding potentially acceptable manuscripts to the Production Editor at Oxford University Press. Services at Oxford University Press (e.g., copyediting, production protocols) will be governed by the individual contract for a particular Special Publication.

4. The Editor for Special Publications is selected and recommended for approval to the ASM Board of Directors by the Publications Advisory Board. If approved by the ASM Board, the usual term for an Editor for Special Publications is 3, but not more than 5, years.

### **OXFORD UNIVERSITY PRESS ASSOCIATES**

Oxford University Press (OUP) is the Publisher of ASM publications. OUP assigns editorial staff to work with the ASM editorial team and to ensure the timely production of these publications. Presently, OUP assigns 4 staff to the ASM; these include the OUP Publisher, a Managing Editor, a Production Editor, and a Marketer (the latter not considered here). OUP has the expertise to add a Managing Editor to this team; these responsibilities are outlined below, recognizing that presently the ASM manages these duties with editorial assistance funds provided to the Editor-in-Chief of the *Journal of Mammalogy*.

### OUP Publisher

1. The OUP Publisher is a professional editor with experience in editing and publishing scientific periodicals, is employed by Oxford University Press, and is assigned by the Press to the ASM publications.
2. The OUP Publisher has responsibility for overseeing the OUP publishing team to ensure success in production, marketing, sales, subscription renewals, and customer service.
3. The OUP Publisher will be available to ASM when required, attend editorial and society board meetings, prepare and monitor journal budgets and contract terms, and report on performance data, and OUP/industry information to the ASM.
4. The OUP Publisher selects and oversees all members of the OUP editorial team, and provides feedback to the ASM Publications Director concerning best practices.

### Managing Editor

1. The Managing Editor is a professional editor with experience in all facets of manuscript submission and processing of manuscripts through Scholar One. The Managing Editor is employed by Oxford University Press, and is assigned by the Press to ASM publications.
2. The Managing Editor manages the overall peer review process and administrative tasks, corresponds with authors, ASM Editors-in-Chief, and Associate Editors to respond to and resolve any queries pertaining to the submission and processing of manuscripts.
3. The Managing Editor manages routine checks of new, revised, and accepted manuscripts to ensure that they meet style guidelines.
4. The Managing Editor contacts the ASM Editors or appropriate ASM and/or OUP representative(s) for queries as needed.
5. The Managing Editor identifies and implements changes to improve author/reviewer experience, decision speed, and quality of content, in consultation with the OUP Publisher and the Editors-in-Chief.
6. Once an ASM Editor-in-Chief has accepted a manuscript for publication, the Managing Editor handles the transition of publications to the Production Editor.

### Production Editor

1. The Production Editor is a professional editor with experience producing scientific periodicals, is employed by Oxford University Press, and is assigned by the Press to ASM publications. Following an annual production schedule developed by Oxford University Press, the Production Editor receives accepted and edited feature articles, Special Features, and ancillary materials (e.g., table of contents, book received, book reviews, deaths reported, comments and news, etc.) from the ASM Editors.
2. The Production Editor receives completed species accounts for *Mammalian Species* and approved Special Publications. The Production Editor coordinates copyediting, production of page proofs, and production-related activities at Oxford University Press as governed by the ASM's general publishing agreement and individual contracts specified for Special Publications with Oxford University Press. Regular communications should be maintained between the Production Editor at Oxford University Press and the ASM Editors responsible for each of ASM's publications.
3. The Production Editor receives corrected page proofs from authors and incorporates appropriate changes into the initial page proofs of the *Journal of Mammalogy*, *Mammalian Species*, and Special Publications. Questions or disputes between authors and the Production Editor on content, format, and style are resolved by the respective ASM editors. The 1st and 2nd corrected proofs are reviewed by the ASM Editors and the Production Editor; the ASM Editors are responsible for approving final proofs before printing.
4. Concerns that cannot be handled between the Production Editor at Oxford University Press and respective editors of the ASM publications are directed to the Chair of the Publications Advisory Board. As in other matters relating to publications, the ASM President is the final arbiter.
5. The Production Editor works with Oxford University Press associates responsible for advertising and marketing. All advertisements in the back of the *Journal of Mammalogy* are part of the page proof of a particular issue and thereby reviewed and approved by the Editor-in-Chief. Specific marketing initiatives are reviewed and approved by the Chair of the Publications Advisory Board with input from the appropriate Editors of the ASM publications.
6. The Production Editor is selected by Oxford University Press and serves an indefinite term as mutually agreed upon by Oxford University Press and the ASM.

Appendix. Sample workflow for the *Journal of Mammalogy*. This corresponds to Vol. 97 (2016).

<b>Workflow Step</b>	<b>97.1</b>	<b>97.2</b>	<b>97.3</b>	<b>97.4</b>	<b>97.5</b>	<b>97.6</b>
Copy Due at OUP	11/19/2015	1/19/2016	3/17/2016	5/20/2016	7/21/2016	9/9/2016
Issue Order Requested	12/21/2015	2/24/2016	4/27/2016	6/23/2016	8/23/2016	10/25/2016
Ask Customer Service for Print Run	12/21/2015	2/24/2016	4/27/2016	6/23/2016	8/23/2016	10/25/2016
Issue Order Received	12/31/2015	3/3/2016	5/6/2016	6/30/2016	9/1/2016	11/3/2016
Adverts Received	12/31/2015	3/3/2016	5/6/2016	6/30/2016	9/1/2016	11/3/2016
Issue Paginated	1/5/2016	3/8/2016	5/10/2016	7/11/2016	9/6/2016	11/7/2016
Issue Checked	1/7/2016	3/9/2016	5/11/2016	7/12/2016	9/7/2016	11/8/2016
Issue to Editorial Office	1/7/2016	3/9/2016	5/11/2016	7/12/2016	9/7/2016	11/8/2016
Issue Correx from Editorial Office	1/11/2016	3/11/2016	5/13/2016	7/14/2016	9/9/2016	11/10/2016
Issue Correx to Typesetter	1/11/2016	3/11/2016	5/13/2016	7/14/2016	9/9/2016	11/10/2016
Revised Issue from Typesetter	1/12/2016	3/14/2016	5/16/2016	7/15/2016	9/14/2016	11/14/2016
Issue Checked	1/13/2016	3/15/2016	5/17/2016	7/18/2016	9/19/2016	11/15/2016
Issue Approved for Publication	1/22/2016	3/22/2016	5/24/2016	7/25/2016	9/26/2016	11/22/2016
Issue to Press	1/25/2016	3/24/2016	5/25/2016	7/26/2016	9/27/2016	11/23/2016
Issue to Printer	1/25/2016	3/24/2016	5/25/2016	7/26/2016	9/27/2016	11/23/2016
Issue Published Online	2/1/2016	4/1/2016	6/2/2016	8/1/2016	10/13/2016	12/1/2016
Bulk Copies to Distributor	2/2/2016	4/6/2016	6/3/2016	8/2/2016	10/14/2016	12/2/2016
Labels Run for Bulk Copies	1/29/2016	3/31/2016	5/31/2016	7/29/2016	9/30/2016	11/30/2016
First Run Dispatched	2/4/2016	4/11/2016	6/7/2016	8/4/2016	10/18/2016	12/6/2016
Overs Dispatched	2/15/2016	4/13/2016	6/13/2016	8/8/2016	10/20/2016	12/12/2016
Issue Summary Report to Editors	3/1/2016	5/4/2016	6/27/2016	8/26/2016	11/7/2016	1/6/2017