

Publications Committee

Background and Charge to Publications Committee:

Biology of Reproduction (BOR) is a scholarly journal owned by the SSR and currently published by Oxford University Press (OUP). In alignment with the SSR Strategic Plan, the journal publishes research findings and reviews that advance scientific knowledge and understanding in the field of reproduction. Additionally, BOR generates a substantial portion of the Society's Operating budget and represents a significant benefit of membership in SSR.

The Publications Committee is charged with providing oversight, coordination, consultation and evaluation of the key functional components of BOR including: editorial, production and management functions. The Committee tracks and advises the Board on journal performance relevant to these functions, and recruits and recommends candidates for Editors-in-Chief on a four-year cycle.

Accordingly, the Committee reports to the Board at the semi-annual Board meetings and via interim conference calls as needed. Reports include data and metrics on the financial, business, and editorial performance of the journal, and may include proposals for changes in journal practice or new initiatives. The Committee is comprised of SSR regular members and *ad hoc* members who together provide the Board with expert evaluation of and advice on all aspects of scholarly publishing.

Regular and standing members:

1. **Chair:** Leads the committee meetings, coordinates reports to the Board, represents the committee to the Board, leads EIC recruitment process, and serves one year as Past-Cha)
2. **Past-chair (one year term)**
3. **Chair-elect:** Supports and succeeds the chair
4. **Editors-in-Chief (EICs)** Set peer review policies, attract submissions, make editorial decisions that determine BOR scientific quality and relevance to the field; work with and evaluate associate editors. EICs recuse themselves from activities associated with evaluating their performance
5. **SSR member(s)** with knowledge and experience in scholarly publishing (such as previous Associate Editors) as needed to assist with committee activities in general and with the EIC recruitment as needed.

Standing "ex Officio" members:

1. **BOR Publisher (OUP):** coordinates peer review workflows and production functions with the Editors and SSR Executive Director to assure day to day operations and effect long term plans.
2. **SSR Executive Director:** coordinates business and marketing functions with the Publisher and editors; manages membership list distribution to Publisher; manages BOR related events at annual meeting
3. **SSR Treasurer:** Tracks BOR budget and analyzes costs/benefits of new proposals; provides input and feedback from the Board on all matters related to BOR
4. **Board Liaison:** Typically, the VP or VP-elect

Implementation of the Charge:

The Committee provides advice and assistance to the Board on all aspects of BOR's operations and metrics of journal effectiveness. In addition to activities of the whole committee, a subgroup meets monthly throughout the year by conference calls to coordinate activities across sectors (OUP, EICs, and SSR), identify problems, and propose solutions related to journal operations and editorial activities. The committee makes recommendations to the Board regarding long term planning related to journal and SSR Strategic Plan objectives and reflecting the current business/publication model (see Appendix 1). The Committee also develops and implements a plan and timeline for recruiting the next EICs, solicits and evaluates applications, and makes recommendations to the Board on their final selection (See Appendix 2).

Semi-annual reports to the Board:

At least one EIC, the Committee Chair, and the Publisher are expected to attend each Board meeting in person to discuss data, progress, performance metrics, and propose future plans (with budgets) for Board consideration.

Coordination of Committee roles and EIC succession: The EIC and Chair serve four-year terms. A new Committee Chair is appointed mid-way through the EIC's term so that he/she can be actively involved in the recruitment process and best assist with the editorial transition having intimate knowledge of the incoming EICs' goals and objectives. The EIC also advises the SSR Vice President on the selection of the Chair-elect who serves in this capacity for at least one year prior to becoming Chair.

Appendix 1: SSR-OUP Business model:

BOR is currently produced and published by Oxford University Press (OUP) under terms of a contract between SSR and OUP that was put into place January 1, 2017. In this model, SSR appoints the Editors-in-Chief and approves the appointment of Associate Editors. Operating with editorial independence, the EICs are responsible for the scientific relevance and quality of all articles published in BOR. OUP is responsible for publishing BOR content, including all associated operations such as journal website design and operation, marketing, and revenue derivation through subscriptions and manuscript fees. Articles are published online ahead of press and as monthly issues (online and print).

OUP provides peer review manuscript management services to the editors and authors beginning with manuscript submission and extending through publication. The OUP publisher works closely with the EICs to ensure that author needs are met. The publisher advises the Editors on industry best practices for peer review and production, provides training to EICs and Associate Editors, and actively markets BOR to appropriate audiences. OUP also works with the SSR Executive Director and Treasurer to ensure member access to BOR and receipt and distribution of revenue received by SSR from OUP. Under the terms of the SSR-OUP contract, OUP generates revenue from institutional subscribers and author publication fees and shares revenue with SSR. Additional financial support provided by OUP includes EIC and associate editor stipends and training. OUP provides financial reports to the SSR at least annually.

The OUP publisher and SSR Executive Director also market BOR to subscribers, authors and readers, coordinating their efforts and soliciting input from the Committee. They also coordinate training and

other BOR activities whether at OUP facilities or at the SSR annual meeting. The SSR Executive Director works with the Treasurer to ensure proper budgeting and distribution of revenue from OUP.

Appendix 2: EIC Job Description and Recruitment process.

The Publications Committee Chair is charged with conducting the search for the new EICs. The recruitment process involves a solicitation call for new EICs that is promoted via both the SSR and BOR. Interested candidates will be provided with a formal job description as well as an application package. When possible, candidates will be scheduled to meet with the current EICs, OUP staff, the publication committee chair, and SSR business office staff during the Annual Meeting to become more familiar with the journal and position. The publications committee will present the most qualified applicants and their applications to the Board, and the Board will select finalists that will be interviewed further prior to a decision. The search for the next EICs is currently ongoing, and the timeline is as follows:

- 1) Spring 2019 – Call for EICs posted on the SSR website and promoted via SSR and BOR. The EIC job description and application is available on the SSR website.
- 2) Annual Meeting 2019 – Interested candidates to meet with EICs, Publication Committee Chairs, OUP and SSR business office staff.
- 3) October 15, 2019 – Applications are due and will be reviewed by the Publications Committee, and a short list will be presented to the Board for consideration.
- 4) Winter 2019 – The Board will review the applications and conduct formal interviews with the selected finalists.
- 5) Spring 2020 – The new EICs will be announced and begin a formal transition process.

Note: This SOP conforms with the By-Laws ARTICLE XI: COMMITTEE, Section 5, (c) Publications Committee. “ A Publications Committee composed of five or more Regular Members of the Society shall be responsible for the management of all publications of the Society. The Committee shall recommend to the Board of Directors candidates for editorial leadership. It will make recommendations regarding editorial policy and fiscal matters related to publications.”