



IAIA Publication Policies and Procedures

Purpose of this document

This document describes IAIA's policies and procedures for the development and review of documents published or endorsed by IAIA.

IAIA publications are produced by IAIA members, working groups, sections or affiliates and are published by IAIA itself. The process for developing, reviewing, and publishing these documents is described in Section 1.

External documents submitted for IAIA endorsement are those documents authored and/or published by external organizations that would like IAIA to recommend or approve the publication. The process for reviewing and endorsing these documents is described in Section 2.

The policies and procedures described in this document are intended to ensure a fair, consistent, and transparent publication process while ensuring that both IAIA publications and those submitted for endorsement align with IAIA's mission and values and promote the high standards for which IAIA is known.

For questions about these policies, please contact IAIA Headquarters, Attention: Publications Specialist, at info@iaia.org. Telephone and address information is available on IAIA website.



1. IAIA Publications

The guidelines below describe the process developing regular or special publications that will be published by IAIA and authored by individual members, sections or affiliates.

What is an IAIA Publication?

IAIA publications are those that are produced by IAIA members and published by IAIA as printed or electronic documents. IAIA publications may include books, practice notes, guidance documents, reference manuals, best practice documents and other publications.

The development and review process below pertains to both regular and special publications. However, submissions to the *Impact Assessment and Project Appraisal* (IAPA) journal fall under a different process, as outlined on the IAPA website.

Development Process

Step 1: Idea Initiation

Ideas for IAIA publications may originate with individual members, with sections or affiliates, from the Publications Committee, from the Board of Directors or others.

Once an idea has been generated, a **proposed author** or authors should be identified, and a **proposal** should be written that outlines the following:

- Topic / proposed title.
- Format and length (e.g., full-length book or 2-page practice standard; hard copy or electronic).
- Authorship and participation of IAIA sections or affiliates.
- The need for the publication or the gap that will be filled by it, with reference to IAIA's mission, values and/or membership.
- Similarity/conflict with existing IAIA publications (e.g., is it a similar format to other IAIA publications, but with a different content? Is it part of a series? Does it replace an out-of-date publication?).
- Resources required for staff time, budget, production, translation, and distribution.

The proposal should be submitted to IAIA Publications Committee Chair. The Publications Committee will review the proposal, and will either give suggestions for revision, a request for additional detail, or recommend approval to proceed. If the Committee recommends that the proposal be approved, the Committee chair will forward the proposal and recommendation to the Board of Directors for final approval.

Step 2: Document Development

Once the proposal has been approved by the Publications Committee and Board of Directors, the authors may begin writing the manuscript. The authors are expected to complete the manuscript within 12 months of the acceptance of the proposal. If the manuscript cannot be drafted within 12 months, authors should discuss with the Publications Committee chair.

Step 3: Manuscript Review

Once complete, the draft manuscript should be submitted to the Publications Committee for review. The full draft will be reviewed by two or more reviewers, chosen for their familiarity with the publication's subject matter. These reviewers will include



members of the Publications Committee, and may also include other IAIA members chosen for their subject-area expertise.

The full draft will be reviewed for:

- Scientific and technical accuracy.
- High-quality, professional and objective content and tone.
- Consistency with IAIA mission and values. One of two determinations may result:
 1. **Acceptance.** Immediate publication is recommended, with few and/or minor revisions.
 2. **Major revisions required.** Publication is withheld at this time. The author will be given a summary of the reviewers' comments. The revised manuscript should be re-submitted for evaluation within six months.

Step 4: Publication

The publications committee will work with the authors and IAIA HQ to format the manuscript using IAIA standard formatting. The document will be published on IAIA's website or otherwise, based on the distribution plan outlined in the proposal.

Timing

The Step 3 review will usually take a minimum of 3 weeks, and ideally no more than 3 months, depending on the length of the publication

IAIA Attribution

IAIA's logo and name must be used on the cover of IAIA publications. Contact information for IAIA should be included somewhere in the document.

Copyright and Intellectual Property

In general, copyright and intellectual property rights will be held by the authors but may be held by IAIA if appropriate for the publication. The document authors are expected to be aware of and to comply with international copyright laws, and to ensure that they have permission to publish any copyrighted materials.

IAIA publications are in the public domain and may be hosted on external websites, as long as the electronic document is not altered in any way, and proper authorship is attributed.

Translation of Existing Materials

The translation of existing IAIA publications into other languages does not require review as described above. Translation may be undertaken by individual members, IAIA sections or affiliates.

- IAIA Publications Committee should be informed of any planned translations in advance so that the translators can be informed about any other activities that may be relevant (document updates, other translations being done, etc.).
- The translated document should include the following statement: "This document was translated into (language) by (translator's name). The original document can be found at (provide link to source). IAIA has not reviewed this translation for accuracy."



2. External Documents Submitted for IAIA Endorsement

IAIA is sometimes asked to endorse publications published outside of IAIA by external organizations. The guidelines below describe the process of applying for and criteria used in determining IAIA endorsement.

What is Endorsement?	<p>Endorsement of a publication means IAIA recommends it.</p> <p>Endorsement entitles the publication to use IAIA logo, along with the words “This document has been endorsed by the International Association for Impact Assessment (IAIA).”</p>
What Can Be Endorsed	<p>IAIA will consider endorsement of non-serial publications (e.g., books, reports, guidelines or position papers but not journals or newsletters) that are aligned with IAIA’s mission of advancing innovation and communication of best practice in all forms of impact assessment.</p>
How to Apply for Endorsement	<p>As described below, applying for endorsement is a multi-step process. To have a document considered, a request should be submitted to IAIA Headquarters, Attention: Publications Specialist, at info@iaia.org.</p> <p>In addition to a copy of the document, the request should include:</p> <ul style="list-style-type: none">• A brief overview (~1 paragraph) of the purpose and topic of the document.• Information about the document’s authors and sponsors, including affiliation with IAIA (if any).• An explanation of why IAIA endorsement is being sought.• Estimated publication date.• Planned method of distribution and cost to readers.• A statement confirming that endorsement will not result in any financial or other obligations on the part of IAIA.• Any other information that the authors believe is relevant for the reviewers to note. <p>The document does not need to be in final form for it to be submitted for consideration. However, it should be complete enough that the initial screening can be conducted. A near-final draft will be required for the full review.</p> <p>If the document being submitted for review is in a language other than English, we cannot guarantee that a review, and therefore endorsement, will be possible.</p>



Review Process

Step 1: Initial Screening for Suitability

IAIA Publications Committee Chair or a delegate will first apply the following screening criteria to determine if a full review should proceed:

- **Alignment with IAIA mission and strategy.** The document should be aligned to IAIA's mission and values in both its content and its authorship.
- **Advertising/commercial content.** The document should not include commercial content or advertising.
- **Distribution.** The document should be available publicly.
- **Benefits to IAIA.** The document should be of interest to IAIA's members and/or of value internationally.
- **Obligations and responsibilities.** The publication will not entail any financial or other obligations/liabilities for IAIA unless a contractual agreement has been made.

A determination of suitability will be made and conveyed to the applicant. If the proposed document is deemed suitable, it will be given a full review by IAIA Publications Committee.

Step 2: Full Review

The full draft document will be reviewed by three or more reviewers, chosen for their familiarity with the document's subject matter. The full draft will be reviewed for:

- Scientific and technical accuracy.
- High-quality, professional and objective content and tone.
- Consistency with existing IAIA publications. One of three determinations may result:
 1. **Acceptance.** Endorsement is recommended, with few and minor revisions.
 2. **Major revisions required.** Endorsement is withheld at this time. The author will be given a summary of the reviewers' comments. The revised document may be re-submitted for evaluation.
 3. **Rejection.** Endorsement of the document will not be granted.

Step 3: Endorsement by the Board of Directors

For documents that are recommended for acceptance, a formal report will be made to the IAIA Board of Directors, who are the final decision-makers for granting endorsement. The Board will review the evaluation and decide whether or not it agrees with the recommendation, bearing in mind any potential risk to IAIA's reputation or finances from the endorsement.

Step 4: Notification

IAIA Publications Committee will provide formal notification that endorsement will be granted and that outlines any additional terms.



Timing

Review will usually take a minimum of 6 weeks, and ideally no more than 3 months.

Use of IAIA Logo

- IAIA logo may be used on the cover or interior of the endorsed document.
 - A digital copy of the logo of appropriate resolution will be provided to the authors once approval of the document has been given.
 - The logo's proportions and colors must remain consistent with what was originally provided.
 - The logo should not be used in such a way that it implies IAIA authorship of the publication.
-

Disclaimer

The final publication must include the following wording: "This document has been endorsed by the International Association for Impact Assessment (IAIA). IAIA is not responsible for any statements made or opinions expressed in this document."

Copyright and Intellectual Property

Copyright and intellectual property rights are held by the document authors or an external organization. The authors are expected to be aware of and to comply with international copyright laws, and to ensure that they have permission to use any copyrighted materials.

Guidelines for Special-Interest Publications created October 2001.
Revised April 2013.
Replaced January 2016 with policy note #19 – Publication Policies. Prepared by the IAIA Publications Committee, Marla Orenstein (chair).

X:/IAIA/Guidelines and Policies (current)/PN#19-Publications Policies.doc