IAIA Publication Policies and Procedures

Purpose of this document

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

IAIA publications are produced by IAIA members, IAIA working groups, Sections, Affiliates, or Innovation Grant recipients and are published by IAIA itself. The process for developing, reviewing, and publishing these documents and electronic resources is described in Section 1.

External documents submitted for IAIA endorsement are those documents or electronic resources 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 or electronic resources is described in Section 2.

The policies and procecures 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 mission and values and promote the high standards for which IAIA is known.

For questions about these policies, please contact IAIA Headquarters, Attention: Resources Manager, at jen@iaia.org. Telephone and address information is available on the IAIA website.

1. IAIA Publications

The guidelines below describe the process of developing regular or special publications or electronic resources that will be published by IAIA and authored by individual members, working groups, Sections, Affiliates, or Innovation Grant recipients.

What is an IAIA publication?

IAIA publications are those that are produced by IAIA members and published by IAIA as printed or electronic documjents. IAIA publications may include books, practice notes, guidance documents, reference manuals, best practice documents, and other publications or electronic resources. *(Note: FasTips are handled via a different process; contact the Resources Manager (jen@iaia.org) for information.)*

The development and review process below pertains to both regular and special publications or electronic resources. Submissions to IAIA's journal, *Impact Assessment and Project Appraisal* (IAPA), 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, working groups, Sections, Affiliates, Innovation Grant recipients, 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 of 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 IAIA staff time, budget, production, translation, and distribution.

The proposal should be submitted to the IAIA Resources Manager (jen@iaia.org). The manager will review the proposal and will give suggestions for revision, a request for additional detail, a disapproval, or a recommendation for approval to proceed. If the manager recommends that the proposal be approved, the Chief Operating Officer will forward the proposal and recommendation to the Board of Directors for final approval.

For Innovation Grant publications, the Grant proposal describing the publication is reviewed in parallel by the Grant review committee and the Resources Manager. Comments from both the committee and the manager are provided to the Board for final approval.

Step 2: Document Development

Once the proposal has been approved by the 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 Resources Manager.

Step 3: Manuscript Review

Once complete, the draft manuscript should be submitted to the Resources Manager for review. The full draft will be reviewed by two or more reviewers, chosen from IAIA's membership for their expertise with the publication's subject matter.

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 revision is required.** Publication is withheld at this time. The author will be given a summary of the reviewers' comments. The revised manuscript should be submitted for evaluation within 6 months.

Step 4: Publication

The Resources Manager will work with the authors to format the manuscript using IAIA standard formattting. 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 availability of reviewers and 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 on 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 as 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.

Translation

The translation of IAIA publications into other languages does not require review. Translations may be undertaken by individual members, Sections, Affiliates, or other entities as approved by the authors and IAIA.

The IAIA Resources Manager 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 in English: "This document was translated into (language) by (translator's name). The original document can be found at (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 or electronic resources 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?

Endorsement of a publication or electronic resource means IAIA recommends it.

Endorsement entitles the publication or electronic resource to use the IAIA logo, along with the words "This document has been endorsed by the International Association for Impact Assessment (IAIA)."

What can be endorsed?

IAIA will consider endorsement of non-serial publications (e.g., books, practice notes, guidance documents, reference manuals, best practice documents, and other publications or electronic resources, but not journals or newsletters) that are aligned with IAIA's mission of advancing innovation and communication of best practices in all forms of impact assessment.

How to apply for endorsement

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: Resources Manager (jen@iaia.org).

In addition to a copy of the document of electronic resource, the request should include:

- A brief overview (~1 paragraph) of the purpose and topic of the document.
- Information about the document or electronic resource's authors and sponsors incuding 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.

The document or electronic resource 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.

If the document or electronic resource being submitted for review is in a language other than English, we cannot guarantee that a review, and therefore endorsement, will be possible.

Review process

Step 1: Initial Screening for Suitability

The IAIA Resources Manager 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 or electronic resource should be aligned to IAIA's mission and values in both its content and its authorship.

- **Advertising/commercial content.** The document or electronic resource should not include commercial content or advertising.

- **Distribution**. The document or electronic resource should be available publicly.

- **Benefits to IAIA.** The document or electronic resource should be of interest to IAIA's members and/or of value internationally.

- **Obligations and responsibilities.** The publication or electronic resource will not entail any financial of 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 or electronic resource is deemed suitable, it will be given a full review by members of IAIA selected for their expertise in the subject matter.

Step 2: Full Review

The full draft document or electronic resource will be reviewed by two or more reviewers, chosen for their familarity 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 or electronic resource may be resubmitted for evaluation.

3. **Rejection.** Endorsement of the document or electronic resource will not be granted.

Step 3: Endorsement by the Board of Directors

For documents or electronic resources that are recommended for acceptance, a formal report will be made by the IAIA Chief Operating Officer 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 The IAIA Resources Manger will provide formal notification that endorsement will be granted and outline any additional terms.
Timing	Review will usually take a minimum of 6 weeks, and ideally no more than 3 months, depending on availability of reviewers and length of document or resource.
Use of IAIA logo	• The IAIA logo may be used on the cover or interior of the endorsed document or site of the electronic resources. • A digital copy of the logo of appropiate 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 or electronic resource.
Disclaimer	The final publication or electronic resource must include the following wording: "This material has been endorsed by the International Association for Impact Assessment (IAIA). IAIA is not responsible for any statements made or opinions expressed in this material."
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).
Updated August 2021, November 2024.

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