

INSTRUCTIONS TO COMPILING EDITORS AND PROCEEDINGS PLANNERS: Preparing Your Publications Services Budget

REQUIRED INFORMATION

The compiling editor (or proceedings planner) needs to know the following:

- Number of hard copies needed, if any, and other plans for publication, e.g, will the publication be electronic only, and if so, in what format, e.g., online PDFs or CD.
- Expected number of pages of text, figures, and tables. (On average, two double-spaced pages of manuscript text equals one page of layout.)
- The government estimate for cost of all publishing services. (This is based on the above, and is provided by the SRS Technical Publications Team, as described below.)
- How the funds will be generated. Planners of proceedings conferences usually figure publishing expenses into their conference arrangements, e.g., through requirement of payment from attendees and the like. Compiling editors and conference planners should confer with previous planners for ideas on best strategies.

PROCESS FOR DETERMINING BUDGET AND OBLIGATING FUNDS

The compiling editor and the SRS Technical Publications team follow these steps:

1. The compiling editor submits the following information to the SRS publications team lead:
 - Number of expected pages of text, figures, and tables.
 - Number of copies to print; or whether the publication will be electronic only (if so, what format).
 - Dates of the proceedings conference, number of papers expected, and desired publishing date.
2. Based on the submitted information, the SRS team lead determines a government estimate of costs for editorial services (technical and copy edits, layout and design, and printing). (The team lead will also provide an estimate of the projected timeline for completion of the project.) The SRS publications specialist provides the printing estimate to the team lead. Printing costs are based on the number of pages and considerations such as paper stock and use of color. The compiling editor may confer with the publications specialist when considering printing options.
3. When the compiling editor receives the estimate from SRS, the compiling editor coordinates obligation of the funds with the SRS publications printing specialist.
4. The compiling editor sends the publications team lead a written confirmation of what the compiling editor/proceedings planners are obligating for all services, and the confirmation will be kept on file at the Southern Research Station.

KEY CONTACTS

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- Responsible for preparing government estimates of editorial services
- Responsible for providing a projected timeline for the project

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- o Responsible for providing an estimate of printing costs