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CAHS

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P R E S S

## **Terms of Reference**

**Central Alberta Historical Society Publication Committee**

**April 19, 2007**

**Updated: September 2012**

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This section includes our policy on research standards, copyright presentation and style, appropriate format for the chosen medium, length and submission date.

## 1.0 Mandate

The mandate of the Publication Committee is to achieve the first of the following three objects of the Central Alberta Historical Society which are:

*To promote and publish historical works, develop education and programming activities related to Alberta history, and to foster social and fundraising activities to encourage membership in the Society and the performance of its objects.*

## 2.0 Aim

The aim of the publication committee is to publish central Alberta history by identifying and facilitating the publication of high quality works by Alberta writers that illuminate or celebrate central Alberta's history, and the lives of all who live, or have lived, here, past and present.

## 3.0 Objectives of the Publication Committee

- To publish at least one historical work a year, and to promote others as time and resources permit.
- To highlight little-known historical themes or topics relating to central Alberta
- To identify new material of local and/or regional significance and interest
- To present different perspectives on central Alberta's history
- To ensure access for a wide audience through diverse media and styles of presentation

## 4.0 Responsibilities

- The committee will develop a plan and budget for its publication program
- The committee will make recommendations to the governing body of the parent organization on projects to be undertaken and secure approval before proceeding.
- The committee will seek out appropriate projects and manuscripts according to an approved policy and procedures for publication selection, production and marketing.
- The committee will oversee the editing, production, marketing and distribution of publications, according to that same policy.
- The committee will regularly report to the governing body of the CAHS..
- The committee will seek appropriate partners, sponsors and funders for approved projects
- The committee will seek marketing and distribution assistance.
- The committee will fairly balance the protection of the interests of the Central Alberta Historical Society with those of the author, or owner of a manuscript.

## 5.0 Partnerships

The committee will facilitate partnerships among authors, societies, museums and publishers.

## 6.0 Membership

- Members will be drawn primarily from the board of the Central Alberta Historical Society and the Central Alberta Regional Museums Network..
- Other interested persons with skills in writing, or editing, or publishing, or fundraising, and an interest in heritage preservation may be asked to serve on the committee.
- A maximum of eight (8) members, other than the chairperson, will constitute the committee.

## **7.0 Executive**

- The members shall elect from their number a chair who will normally serve a three-year term.
- The members shall appoint from their number a treasurer. to be in regular communication with the CAHS treasurer.

## **8.0 Meeting Dates**

- A regular meeting date will be the same as the regular monthly meeting of the CAHS.
- Time of the meeting to be set by the committee.
- Other meetings may be called as necessary by the chair.

## **9.0 Fiscal Arrangement**

- The CAHS has its own sub-account, under the management of the CAHS Treasurer.
- The Publication Committee may from time to time request financial assistance from the CAHS for its publishing ventures. It may also request assistance from the Historical Society of Alberta for such ventures. Applications for grants will be subject to the approval of CAHS.
- Any surplus generated by the Publication Committee will be deposited in its account to be used to provide initial funding for new publication projects.

## **10.0 Policy and Procedures for Publication Selection, Production, and Marketing**

### **10.1 Selection: Publication categories and content**

A proposed publication must fall into one of the following categories/content matter:

- history
- secondary monographs or collections of articles on central Alberta history
- personal memoirs of central Alberta residents that illustrate significant events or have a potential for wide audience interest
- Poetic works of historical imagination and investigation by central Alberta writers
- Children's books or audio-visual materials created by central Alberta writers that foster historical understanding, which may include fiction as well as non-fiction

### **10.2 Research Standards**

All potential publications must be up to date and comply with sound research standards, supported by accurately and consistently cited appropriate sources, as applicable to the selected medium.

### **10.3 Copyright**

All proposed publications must be reviewed to identify copyright issues, including potentially libelous material. Although copyright remains the property of the author(s) of each work, a contract or letter of agreement will be developed for each work that will provide CAHS with the rights to:

- use parts of the work either electronically or in print media to fulfill CAHS's mandate, including but not limited to:
  - 1) CAHS educational activities such as displays at the museum
  - 2) In newspaper articles promoting history
  - 3) On the CAHS website to promote the work itself and history in general
  - 4) Use the work as part of larger-themed CAHS publications, either electronically or print-based.

**IN ALL CASES, THE WORK WILL BE CITED ACCORDING TO PROFESSIONAL STANDARDS AND THE AUTHOR(S) WILL BE ACKNOWLEDGED.**

All required copyright permissions will be given in writing:

NOTE: See relevant section of the Canada Copyright Act

### **10.4 Acceptance of Submissions**

All submissions must meet the **guidelines for submission** in order to be reviewed. The publications committee will accept proposals that include sample chapters or segments, as well as completed works.

### **10.5 Review of submissions**

The committee as a whole will review all submissions.

## 10.6 Assessment

The following questions will be asked of the committee readers of all submissions and the final results recorded on an assessment sheet:

- Does the proposed publication meet the objectives of the Publication Committee in supporting the mandate of the Central Alberta Historical Society?
- Does the proposal fall within the category and content guidelines?
- Does the proposed publication have a clear thesis or clearly unified themes?
- Would the proposed publication make a major or minor contribution to our knowledge of central Alberta or its residents?
- Is the proposed medium and format the best one for the project?
- Is the proposed publication up to date?
- Have appropriate steps been taken to make sure the proposed publication adheres to the publication committee's established standards for research and citation?
- Will it require:
  - (1) expert review from outside readers in general content/format area?
  - (2) review of literature in general content/format area?
  - (3) spot checking of sources and notes?
  - (4) checking of any potential inaccuracies?
- Does the proposed publication have major omissions? Does it need major editing?
- Have copyright issues and permissions been identified?
- Is the proposed publication free of plagiarism or potentially libelous content?
- Does the publication committee have the resources required for the editing, format, design, and production?
- Does the publication committee have the expertise to facilitate publication?
- What marketing and distribution strategies can be employed for this proposed publication?

## 10.7 Publication Contracts

Contract agreements for each publication will be drawn up and will include clauses to:

- identify clear tasks with time lines for the Publication Committee and its assignees and for the author
- establish clear guidelines/instructions for required revisions
- establish who is responsible for associated costs, i.e. Illustrative material, copyright costs etc.
- allow for termination of contract on part of either the Central Alberta Historical Society or the author if the project cannot be published within the time lines established.

## 10.8 Production: Editorial standards

All publications will be edited to professional standards. This may require substantive as well as copy editing, either in-house when professional expertise is available, or by a professional editor on contract. Editing will meet the standards in any currently acceptable Style Manual or the editorial policy and standards of partner publishers.

### 10.9 Publication

The publication committee will facilitate publication under the Central Alberta Historical Society through a number of strategies that may include hiring and coordinating professional editors and graphic designers, working with editors/designers at a printing house, partnership with a professional publishing house.

### 10.10 Design

Unless the Committee has the required expertise, it will commission a professional to proofread, design the text and the cover, and typeset the text.

### 10.11 Pricing Policy

#### **Retail price**

Single purchases: full price + S/H (+ taxes where applicable)

#### **Wholesale Price**

Book stores, museums, etc.

1 to 5 copies: full price less 30% + S/H (+taxes where applicable)

6 or more copies: full price less 40% + S/H (+ taxes where applicable)

#### **Retail Price**

Single purchases by “preferred customers”: less 10% (+ S/H + taxes)

Members of CAHS

Members of museums affiliated with CARMN

#### **Special Arrangements**

For special events, e.g. Historic Red Deer Week, Teachers’ Conventions, etc.—by agreement with Committee Chair or by motion of the Committee.

### 10.12 Marketing

To market the publication, the Committee will undertake some or all of the following strategies:

- Hold a book launch, or launches, for invitees from a list prepared with the author’s assistance, and other members of the public.
- Write a separate pitch letter to each of various media outlets, noting suggestions from professionals in the field as to how to proceed.
- Make arrangements with various bookstores and other outlets to sell the product, including our own Red Deer and District Museum and Art Gallery.
- Advertise on radio and television, where possible, *and on our own website.*
- Prepare and distribute brochures featuring the publication.

## 11.0 Guidelines for Submission

The Publication Committee of the Central Alberta Historical Society (CAHS) invites manuscripts for publication that contribute to the preservation of Alberta history. If you have prose or poetry that you would like to see published in any media form that illuminates or celebrates central Alberta's history, and the lives of those who live, or who have lived here, please contact us at this address:

The Publication Committee  
CAHS  
4525-47A Avenue  
Red Deer, Alberta T4N 6Z6  
Tel (403) 309-8405 Fax (403) 342-6644

We are a non-profit organization and cannot offer authors' royalties.

### Research Standards:

All submissions must comply with sound research standards, supported by accurately and consistently cited appropriate sources, as applicable to the selected medium.

### Copyright:

All required copyright permissions must be identified.

### Presentation and Style:

All proposed publications should be well-written/scripted in clear, concise and grammatically correct prose or narrative with a minimum of typing and spelling errors, and be presented in a lively, informative and engaging style for a general audience.

### Appropriate Format for Medium

- Manuscript Completed book manuscripts must be submitted as printed, singlesided, double-spaced word documents, without formatting. Manuscripts will not be accepted on disk or via email.
- Audio-Visual
- Presentations in the form of videos, DVDs, audio tapes or web-based publications will be considered.

### Length:

Book manuscripts should be no longer than 250 pages. Sample chapters may be submitted.

Videos/ or DVDs should be less than 30 minutes long

Audio tapes should be no longer than 60 minutes.

**Submissions will be accepted for review each September** with a submission deadline of September 30.

All submissions should be accompanied by a short biographical profile of the author, and/or resume, including a list of any previous publications.

Receipt of all submissions will be acknowledged, with a letter indicating when a decision on the publication program for the year will be made. Submissions will be returned by mail on the provision of a stamped self-addressed envelope.