



MUSEUM OF TEXAS TECH UNIVERSITY

Operating Policy

M/OP 11.1: Museum Publications

- Date:** August 2013 (minor revisions May and September 2014)
- Purpose:** This policy describes the scholarly publications edited and produced by the Museum of Texas Tech University.
- Review:** This policy will be reviewed in odd-numbered years by the editors of the publications described with recommended revisions forwarded to the Director's Advisory Council.

POLICY

General Description

The Museum of Texas Tech University provides three outlets for publishing scholarly works: *Occasional Papers of the Museum*, *Special Publications of the Museum*, and *Museology*. *Occasional Papers* and *Special Publications* are produced by the Natural Science Research Laboratory (NSRL) and are edited by Dr. Robert D. Bradley, Assistant Director of the NSRL. Lisa Bradley serves as Production Editor. The Museum of Texas Tech University produces *Museology* under the editorship of Dr. Eileen Johnson, Museum Executive Director. All three publications are available to internal and external researchers. The NSRL and the Museum maintain detailed websites for each of these publications with submission guidelines and lists of past publications, including links to digitized versions when available. The websites also include information on how to order paper reprints of each publication.

Occasional Papers (4 to 32 printed pages in length) and *Special Publications* (greater than 32 printed pages in length) typically are focused on museum-based natural history research and involve research on specimens that are archived in accredited museums. Relevant topics include, but are not limited to, taxonomic studies, faunal lists, species descriptions, zoonoses, distributional records, and field and museum techniques and methodology, including molecular methods that are applicable to field or museum research. *Museology* is an outlet for papers oriented toward topics of general museological interest.

The Museum of Texas Tech University recognizes that a distinct need exists for an outlet for natural history monographs of extended length. The Museum will consider manuscripts of extended length that are submitted to *Special Publications*, and will publish those that are deemed acceptable, under the following conditions:

- Manuscripts submitted to *Special Publications* will continue to be held to especially rigorous standards of review.
- Accepted *Special Publications* will be paged and printed as time allows, with priority for publication remaining with the *Occasional Papers* series.
- To offset partially the additional time and expense associated with producing publications of extended length, an additional fee will be charged for the production of *Special Publications*. The fee will be prorated based on total length of the publication.

Authorship

Publication in these series is available to all authors without regard to their association to Texas Tech University. Authors who plan to submit manuscripts to these series should refer to the Guidelines and Procedures for Authors for each series' publication, available on the Museum and NSRL publications pages websites. The Museum of Texas Tech University follows the best practices regarding named, contributing authors, accurate titling of publications, and for ensuring proper credit and acknowledgements.

Peer-Review

Submitted manuscripts are peer-reviewed for scholarly content by at least one (usually two) outside reviewer in addition to the in-house review process (Series Editor, Associate Editor, and Texas Tech faculty). The Series Editor, or a designated editor in the case of a conflict of interest, makes the final decision as to the acceptance (with or without revision) or the rejection of each manuscript. In the case of a conflict of interest (e.g., the Series Editor is a coauthor on the submitted manuscript), the Associate Editor or a Guest Editor will serve as editor for that manuscript.

Guest Editorials

The inclusion of Guest Editorial in *Occasional Papers* and *Special Publications* are rare, but will be considered. The Series Editor makes the final decision as to whether a Guest Editorial will be accepted.

Supplemental Material

Supplemental material to be posted online must be made available to the editors during the review process and must be approved by the Series Editor. Approved supplemental material must be referenced in the publication.

Publication Schedule and Timetables

The goal of the Museum is to produce ten (10) or more *Occasional Papers* per year. Thus, *Occasional Papers* are given priority status for publication. Authors submitting to *Special Publications* should understand that their manuscript will not receive priority publication status. *Museology* is published on an intermittent basis, with a production timeline agreed upon by the editor and the submitter(s) at the time the manuscript is accepted for publication.

Pre-Publication

Pre-publication or release of any manuscript (e.g., an abstract, galley proofs) prior to a manuscript's official publication date is not permitted. Authors are permitted to cite a forthcoming article as "in press" only after notification of final acceptance of the manuscript for publication and approval by all parties of the final galley proofs.

Fees, Page Charges, and Reprint Orders

Authors are required to pay for the actual cost of the printing run for a publication. Total costs vary by such matters as the length of the manuscript, number of copies printed, color vs. black & white figures, or color cover vs. no cover. Color covers are optional for *Occasional Papers* and required for *Special Publications* and *Museology*. Authors of *Special Publications* will be charged an additional fee, prorated based on the number of printed pages, to offset partially the additional time and expense associated with producing publications of extended length. (*Museology* does not have similar additional fees.) The additional fee schedule for *Special Publications* is:

- Final length of 33-100 pages – \$250
- 101-200 pages – \$350
- 201-300 pages – \$450
- 301-500 pages – \$550
- More than 500 pages – determined on case-by-case basis

Each author and co-author is provided with ten (10) printed copies of the publication, free of charge. Additional reprints (in multiples of 25) may be ordered before the publication goes to press, at the author's expense; prices vary by the length of the manuscript and the number of copies desired. Additional reprints after publication are available for purchase as long as supplies last.

Contact the Production Editor for current pricing and estimates of page charges. A final invoice will be provided after printing. Payment is due to the Museum of Texas Tech University in full at that time. Accepted forms of payment (in U.S. currency) include MasterCard, Visa, check, money order, or bank draft drawn on a U.S. bank.