

AMERICAN SOCIETY OF MAMMALOGISTS

DUTIES AND RESPONSIBILITIES OF THE PUBLICATIONS ADVISORY BOARD

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B. D. Patterson, President
2003

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2015

(Updated May 2005, B. H. Blake, Journal Editor)

(Updated July 2013, October 2015, D. A. Kelt, Publications Director)

(Updated June 2023, P. Stapp, Publications Director)

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CHAIR OF THE PUBLICATIONS ADVISORY BOARD (PUBLICATIONS DIRECTOR)

1. The appointment of the Publications Director is subject to formal approval by the ASM Board of Directors, serves as a voting officer of the Society, and serves as Chair of the ASM Publications Advisory Board (formerly the Publications Committee). The Chair serves to coordinate matters relating to ASM publications. Usually, the Chair will have held one of the Society's editorial positions and already be intimately familiar with the *Journal of Mammalogy* and *Mammalian Species*.
2. The Chair coordinates activities of the Publications Advisory Board, assists editors in establishing and enforcing editorial policies of ASM publications, coordinates with the Secretary-Treasurer the payment of honoraria to editors, coordinates with the Informatics Committee on publications issues related to the website and social media, and represents ASM publications in matters related to their publishing by Oxford University Press (OUP). The Chair also prepares the annual written report of the Publications Advisory Board for the membership, including budget requests, with input from the editors, and delivers the oral report to the Board of the Directors and the membership at the Annual Meeting.
3. The Chair confers regularly with OUP on matters including, but not limited to, the publication contract and budget, marketing, copyright issues, availability and presentation of materials online, and special projects such as sales and promotions, Special Publications, and

printing and delivery of archive materials, e.g., *Mammalian Species*, and items related to the Annual Meeting. The Chair is also expected to explore publishing services provided by OUP and other organizations that could enhance the quality and efficiency or control cost of ASM publications.

4. The Chair assists the Editor-in-Chief for *Mammalian Species* with securing nominations for replacement Associate Editors for Board approval. The Chair secures nominations for replacements for the Editor-in-Chief, Managing Editor, and Associate Editors for the *Journal of Mammalogy* through dialogue with the Publications Advisory Board, President, and other officers of the ASM. All editorial nominations are to be approved by a majority of the Publications Advisory Board before seeking Board of Directors approval. Curriculum vita of all nominees will be available for review by Board members prior to Board voting.

5. In the event that the Chair decides that any member of the Publications Advisory Board is not performing as expected, the Chair will bring the matter to the attention of the President and work with other members of the Board to resolve the problem. Similarly, concerns that cannot be handled between the Journal Manager at OUP (see below) and respective editors of the ASM publications are directed to the Chair of the Publications Advisory Board, who in turn will consult with the ASM President.

6. The term of the Chair is usually six years, at the discretion of the ASM President.

EDITORS

Editor-in-Chief for the Journal of Mammalogy

1. The Editor-in-Chief resolves conflicts that develop between authors and between authors and Associate Editors, notifies the Publications Director if an Associate Editor does not fulfill responsibilities in a professional and timely manner, receives manuscripts from Associate Editors that they have recommended for publication and notifies authors upon their receipt, accepts and edits manuscripts for publication, organizes contents of each issue of the *Journal*, and forwards on schedule the contents of each issue to the Journal Manager (see below) at Oxford University Press for copyediting and production. The Editor-in-Chief reviews and updates “Instructions to Authors” annually, with input from the Publications Director.

2. The Editor-in-Chief receives and edits manuscripts that have been recommended for publication as Special Features from the Editor for Special Features.

3. The Editor-in-Chief receives, solicits, reviews, and edits invited manuscripts (e.g., C. Hart Merriam Award winners, keynote speakers), submissions by the Historian, and supplements.
4. The Editor-in-Chief solicits obituaries to appear in the *Journal of Mammalogy*. The ASM Board has adopted a policy to solicit full, printed obituaries upon the death of Honorary Members, Past Presidents, recipients of the Merriam, Jackson, and Grinnell awards, and such other mammalogists as may be deemed to have been eminent in the field (*Journal of Mammalogy*, 68:207, 1987). The Editor-in-Chief also edits “In Memoriam” letters submitted for online publication in the Journal. The Editor-in-Chief will work with the ASM Historian and Publications Director to assess whether a recently deceased member meets the established criteria for the publication of a formal obituary, and to identify members who might be recognized with an In Memoriam profile in the online version of the Journal. If an obituary is warranted, these individuals will determine who might best take the lead in preparing the obituary.
5. The Editor-in-Chief is responsible for materials and information on the front cover of the *Journal of Mammalogy*, the order of materials in the *Journal of Mammalogy*, selecting and writing brief commentaries on Editor’s Choice articles, working with Oxford University Press to ensure that all corrections in proof have been made, and checking and approving final page proofs of the *Journal of Mammalogy*. These tasks are accomplished through regular communications with the Journal Manager at Oxford University Press. Questions or disputes between authors and the Journal Manager on content, format, and style are resolved by the Editor-in-Chief.
6. The target publication dates for the six annual issues of the *Journal of Mammalogy* occur in the middle of February, April, June, August, October, and December. The schedule adopted for Volume 103 (2022) is provided at the end of this document as an example. Failure to meet annually established dates in the production schedule could result in delays in mailing an issue.
7. The Editor-in-Chief usually serves a term of three years, but may serve as many as five years, subject to approval by the ASM Board of Directors. The Editor-in-Chief signs a contract with the Society at the beginning of the term and provides a progress report to the Publications Director annually that serves as the basis of an annual performance review of the Editor-in-Chief.

Managing Editor of the Journal of Mammalogy

1. The Managing Editor for the *Journal of Mammalogy* works with the Editorial Assistant to manage the workflow of submitted manuscripts (typically 300–350 manuscripts/year),

including conducting an initial desk review of manuscripts for their suitability for publication in the *Journal*. The Managing Editor is responsible for assigning manuscripts to Associate Editors to handle peer review or the Buddy System if the science seems sound but the English needs help, or rejecting manuscripts without further review that are unsuitable for publication. The Managing Editor also corresponds with authors, Associate Editors, Editor-in-Chief, and OUP staff during peer and editorial review of manuscripts.

2. The Managing Editor provides feedback to the Editor-in-Chief and Publications Director about the performance of individual Associate Editors and on changes to workflow and ScholarOne that are needed to improve efficiency of manuscript processing. The Managing Editor also assists the Program Director in identifying potential Associate Editors to help maintain an approximate mix of subject matter and taxonomic expertise.

3. The Managing Editor prepares the Society content (front- and back-matter) for each issue, including soliciting and compiling information from the Publications Director, Program Director, Secretary-Treasurer, Business Office, Historian, Committee Chairs, and other sources as needed (such as Books Received from the Book Review Editor), and submits it to the Journal Manager. The Managing Editor also maintains a list of the materials published in all issues and those that are published only in particular issues (e.g., lists of donors and reviewers, bylaws).

4. The Managing Editor handles peer review and edits obituaries to appear in the *Journal of Mammalogy*.

5. The Managing Editor assists the Editor-in-Chief with editing manuscripts as needed and may serve as a back-up for the Editor-in-Chief when they are out of the office.

6. The Managing Editor usually serves a term of three years, but may serve longer, subject to approval by the ASM Board of Directors.

Associate Editor for the Journal of Mammalogy

1. Associate Editors of the *Journal of Mammalogy* are responsible for receiving manuscripts assigned by the Managing Editor (about 10–15 manuscripts per year each), selecting several external reviewers for each manuscript (usually two), obtaining reviews as necessary, deciding on rejection or recommending acceptance of manuscripts (only the Editor-in-Chief can accept manuscripts), working with authors to address concerns of reviewers, and preparing manuscripts in proper format for the *Journal of Mammalogy*. During the review process, Associate Editors must establish regular communications with reviewers to ensure timely

review of submitted manuscripts and to update authors as to the status of their manuscripts. Associate Editors must be familiar with the ScholarOne online manuscript handling system to facilitate the review of manuscripts.

2. Associate Editors recommend acceptance of manuscripts to the Editor-in-Chief via the Managing Editor through ScholarOne, and notify authors that this step has been taken.

3. Associate Editors inform authors if their manuscripts are recommended to be rejected and notify the Editor-in-Chief via the Managing Editor of the rejection recommendation.

4. One Associate Editor will be recruited for and designated as the Nomenclatural Associate Editor. In addition to regular editorial duties, the Nomenclatural Associate Editor will be responsible for registering all *Journal* manuscripts with nomenclatural relevance, as well as all *Mammalian Species* accounts, with ZooBank, the official registry of scientific names, and for ensuring that these manuscripts conform to the requirements of the ICZN¹. In particular, the Nomenclatural Associate Editor will be responsible for the “nomenclatural statement” to be placed in all relevant articles, and for completing ZooBank registration once the article is published. Hence, this position must be held by a colleague knowledgeable of ICZN requirements pertaining to nomenclatural publication, and must be comfortable with the process of ZooBank registration.

5. Potential Associate Editors are nominated by the Publications Director and approved by a majority of the Publications Advisory Board. The slate of new Associate Editor nominees must be approved by the ASM Board of Directors. If approved, the usual term for an Associate Editor is three, but not more than five, years.

Editor for Special Features for the Journal of Mammalogy

1. The Editor for Special Features of the *Journal of Mammalogy* is responsible for identifying topics and coordinating Special Features. Special Features are composed of several articles that relate to a specific subject (e.g., biogeography, physiology) that might be of interest to mammalogists and other scientists, with the thought that this will introduce a broader audience to the significance of mammals. These may come from ASM symposia or from themes of particular interest to mammalogists and others. In consultation with the Editor-in-Chief, the Editor for Special Features solicits manuscripts, sets deadlines for their submission, and handles

¹ International Code of Zoological Nomenclature - <http://iczn.org/code>.

the review process via the Managing Editor and ScholarOne, including decisions on acceptability for publication.

2. The Editor-in-Chief and the Editor for Special Features coordinate dates on which final versions of manuscripts are due to ensure their publication in a particular issue of the *Journal of Mammalogy*.
3. The Editor for Special Features informs authors if their manuscripts are rejected and notifies the Editor-in-Chief via the Managing Editor and organizer of the Special Feature of the rejection.
4. The Editor for Special Features is selected and recommended for approval to the ASM Board of Directors by the Publications Advisory Board. If approved by the ASM Board of Director, the usual term for the Editor for Special Features is three, but not more than five, years.

Editor for Book Reviews for the Journal of Mammalogy

1. The Editor for Book Reviews is responsible for producing the “Books Received” list every two months and forwarding it to the Managing Editor by the first day of January, March, May, July, September, and November (i.e., one month before the next issue goes to press).
2. The Editor for Book Reviews is responsible for obtaining from publishers’ copies of books to be reviewed.
3. The Editor for Book Reviews is responsible for identifying suitable reviewers for titles that are appropriate to review in the *Journal*. The Editor will supply reviewers with copies of books and instructions to guide preparation and submission of manuscripts.
4. The Editor for Book Reviews is responsible for receiving and editing review manuscripts. The Editor for Book Reviews will forward accepted manuscripts to the Editor-in-Chief.
5. Upon publication of each review, the Editor for Book Reviews is responsible for providing publishers with copies of reviews.
6. The Editor for Book Reviews is selected and recommended for approval to the ASM Board of Directors by the Publications Advisory Board. If approved by the ASM Board, the usual term for the Editor for Book Reviews is three, but not more than five, years.

Editor-in-Chief of *Mammalian Species*

1. *Mammalian Species* is a series of accounts of individual species written in a specified format and is now published only on-line (printed archived copies of each volume are sent to multiple permanent repositories by the Publications Director). Authors request permission to write an account of a particular species within an assigned amount of time. The Editor-in-Chief for *Mammalian Species* is responsible for assigning species accounts to authors, maintaining records of assignments and expiration dates of assignments, and canceling assignments and accounts submitted if progress is not made within an appropriate period of time. The Editor-in-Chief regularly reviews and updates instructions to authors, including updates to synonymies, and maintains the index for *Mammalian Species* either through his or her office or with the assistance of an appropriate ASM committee.
2. The Editor-in-Chief of *Mammalian Species* is responsible for receiving manuscripts of species accounts from authors (about 25/year), notifying authors of receipt of their manuscript and assignment of an Associate Editor to handle peer review, receiving manuscripts from Associate Editors that have been recommended for publication, and editing and accepting manuscripts for publication in *Mammalian Species*.
3. The Editor-in-Chief is responsible for sending accepted manuscripts to the Journal Manager (see below) at Oxford University Press (OUP), working with OUP to ensure that all corrections in proof have been made, and checking and approving final page proof of each *Mammalian Species* account. These tasks are accomplished through regular communications with the Journal Manager at OUP. Questions or disputes between authors and the Journal Manager on content, format, and style are resolved by the Editor-in-Chief of *Mammalian Species*.
4. The Editor-in-Chief for *Mammalian Species* is selected and recommended for approval to the ASM Board of Directors by the Publications Advisory Board. If approved by the ASM Board, the usual term for the Editor-in-Chief for *Mammalian Species* is three, but not more than five, years.
5. *Mammalian Species* has converted to a continuous-flow production schedule in which each article moves through production independent of any other article and is formally published as soon as production is complete and approved by the Editor-in-Chief.

Associate Editor for Mammalian Species

1. Associate Editors of *Mammalian Species* are responsible for receiving manuscripts of species accounts from the Editor-in-Chief (Associate Editors handle about eight accounts at a time), notifying authors of receipt of their manuscript by the Associate Editor, selecting reviewers, obtaining reviews as necessary, deciding on potential acceptability of manuscripts, rejecting manuscripts, working with authors in getting concerns of reviewers addressed and preparing manuscripts in proper format for *Mammalian Species*, forwarding potentially acceptable manuscripts to the Editor-in-Chief, and reporting the status of manuscripts in review and under revision to the Editor-in-Chief of *Mammalian Species* upon request.
2. The Associate Editor recommends cancellation of accounts if revisions are not completed within an appropriate period.
3. The Associate Editor for fossils and the Associate Editor for synonymies review pertinent areas in each manuscript and recommend revisions.
4. The Nomenclatural Associate Editor with the *Journal of Mammalogy* is responsible for registering all *Mammalian Species* accounts with ZooBank. The intent of this is to ensure that any unintended nomenclatural changes in *Mammalian Species* (e.g., synonymies) are recorded in ZooBank, the official ICZN registry for scientific names.
5. Potential Associate Editors for *Mammalian Species* are selected and recommended for approval to the ASM Board of Directors by the Publications Advisory Board. If approved by the ASM Board, the usual term for Associate Editor for *Mammalian Species* is three, but not more than five, years with the exception of the Associate Editor for fossils and the Associate Editor for synonymies, who are appointed for an indefinite period of time.

Associate Editor for Language Coordination (formerly Editorial Assistant)

1. The Associate Editor for Language Coordination serves both ASM journals by coordinating the Buddy System, which helps international authors improve the quality of the English writing in manuscripts that are submitted to the *Journal of Mammalogy* or *Mammalian Species*. The Associate Editor for Language Coordination, with the help of a member of the International Relations Committee, recruits and maintains a list of volunteers who are willing to read and provide constructive feedback on manuscripts from authors whose primary language is not English, and connects volunteer “buddies” with authors.

2. The Associate Editor for Language Coordination also oversees proofreading of foreign language summaries, maintaining a list of mammalogists, native speakers of various languages, who have volunteered to proofread abstracts of manuscripts accepted by the *Journal of Mammalogy*. The *Journal of Mammalogy* requires summaries (in Spanish or Portuguese) for all studies done in Latin America, but authors are welcome to submit a summary in other languages. Upon acceptance of a manuscript the foreign language summaries are sent to the proofreaders who mark suggested changes, which are then transmitted to authors.

3. The Associate Editor for Language Coordination is selected and recommended for approval to the ASM Board of Directors by the Publications Advisory Board. If approved by the ASM Board, the appointment is for an indefinite period of time.

OXFORD UNIVERSITY PRESS ASSOCIATES

Oxford University Press (OUP) is the Publisher of ASM publications. OUP assigns editorial staff to work with the ASM editorial team and to ensure the timely production of these publications. Presently, OUP assigns six staff to ASM; these include the OUP Publisher, a Journal Manager, Editorial Assistant, an Advertising Sales Representative, a Marketer, and an In-House Specialist for Scholar One (the latter three are not discussed here).

OUP Publisher

1. The OUP Publisher is a professional editor with experience in editing and publishing scientific periodicals, is employed by OUP, and is assigned to the ASM publications.

2. The OUP Publisher has responsibility for overseeing the OUP publishing team to ensure success in production, marketing, sales, subscription renewals, and customer service.

3. The OUP Publisher will be available to ASM when required, attend editorial and society board meetings, prepare and monitor journal budgets and contract terms, and report on performance data, and OUP/industry information to the ASM.

4. The OUP Publisher selects and oversees all members of the OUP editorial team, and provides feedback to the ASM Publications Director concerning best practices.

Editorial Assistant

1. The Editorial Assistant is paid by ASM through its publishing agreement with OUP. The Editorial Assistant is either an OUP employee or hired on a subcontract with an external editorial firm.
2. The Editorial Assistant manages the overall peer review process and administrative tasks, corresponds with authors, ASM Editors-in-Chief, Managing Editor, and Associate Editors to respond to and resolve any queries pertaining to the submission and processing of manuscripts.
3. The Editorial Assistant manages routine checks of new, revised, and accepted manuscripts to ensure that they meet format and style guidelines.
4. The Editorial Assistant contacts the ASM Editors or appropriate ASM and/or OUP representative(s) for queries as needed.
5. The Editorial Assistant identifies and implements changes to improve author/reviewer experience, decision speed, and quality of content, in consultation with the OUP Publisher and the Editors-in-Chief.
6. Once an ASM Editor-in-Chief has accepted a manuscript for publication, the Editorial Assistant handles the transition of publications to the Journal Manager.

Journal Manager

1. The Journal Manager is a professional editor with experience producing scientific periodicals, is employed by OUP, and is assigned by the Press to ASM publications. Following an annual production schedule developed by OUP, the Journal Manager receives accepted and edited feature articles, Special Features, and ancillary materials (e.g., cover photos, table of contents, book received, book reviews, deaths reported, comments and news, etc.) from the Editor-in-Chief and the Managing Editor of the *Journal of Mammalogy*.
2. The Journal Manager receives completed species accounts for *Mammalian Species*. The Journal Manager coordinates copyediting, production of page proofs, and production-related activities at OUP as governed by the ASM's general publishing agreement. Regular communications should be maintained between the Journal Manager at OUP and the ASM Editors responsible for each of ASM's publications. The ASM Editors are responsible for approving final proofs before printing.

3. Questions or disputes between authors and the Journal Manager on content, format, and style are resolved by the respective ASM editors. Concerns that cannot be handled between the Journal Manager at OUP and respective editors of the ASM publications are directed to the Chair of the Publications Advisory Board. As in other matters relating to publications, the ASM President is the final arbiter.

4. The Journal Manager works with OUP associates responsible for advertising and marketing. All advertisements in the back of the *Journal of Mammalogy* are part of the page proof of a particular issue and thereby reviewed and approved by the Editor-in-Chief. Specific marketing initiatives are reviewed and approved by the Chair of the Publications Advisory Board with input from the appropriate Editors of the ASM publications.

5. The Journal Manager is selected by OUP and serves an indefinite term as mutually agreed upon by OUP and the ASM.

Appendix. Sample workflow for the *Journal of Mammalogy*. This corresponds to Volume 103 (2022).

JMAMMA Volume 103 (2022)						
	103					
	1	2	3	4	5	6
	Volume 103 Issue 1	Volume 103 Issue 2	Volume 103 Issue 3	Volume 103 Issue 4	Volume 103 Issue 5	Volume 103 Issue 6
Step name	Regular issue	Regular issue	Regular issue	Regular issue	Regular issue	Regular issue
Copy Due At Oup	11/8/2021	1/18/2022	3/15/2022	5/20/2022	7/20/2022	9/15/2022
Issue Order Requested	12/16/2021	2/24/2022	4/25/2022	6/30/2022	8/26/2022	10/25/2022
Issue Order Received	1/5/2022	3/4/2022	5/4/2022	7/8/2022	9/7/2022	11/2/2022
Adverts Received	1/5/2022	3/4/2022	5/4/2022	7/8/2022	9/7/2022	11/2/2022
Issue Order To Typesetter	1/6/2022	3/7/2022	5/5/2022	7/11/2022	9/8/2022	11/3/2022
Issue Paginated	2/1/2022	3/29/2022	5/26/2022	8/1/2022	9/29/2022	11/28/2022
Issue To Editorial Office	2/1/2022	3/29/2022	5/26/2022	8/1/2022	9/29/2022	11/28/2022
Issue Correx From Ed Office	2/4/2022	4/1/2022	6/1/2022	8/4/2022	10/6/2022	12/1/2022
Issue Approved For Publication	2/8/2022	4/5/2022	6/7/2022	8/8/2022	10/10/2022	12/5/2022
Issue To Press	2/9/2022	4/6/2022	6/8/2022	8/9/2022	10/11/2022	12/6/2022
Issue To Printer	2/9/2022	4/6/2022	6/8/2022	8/9/2022	10/11/2022	12/6/2022
Issue Published Online	2/14/2022	4/11/2022	6/13/2022	8/12/2022	10/14/2022	12/12/2022
Labels Run for Bulk Copies	2/14/2022	4/11/2022	6/13/2022	8/12/2022	10/14/2022	12/12/2022
First Run Despatched	2/17/2022	4/19/2022	6/16/2022	8/19/2022	10/19/2022	12/15/2022