

GUIDANCE FOR AUTHORS SEEKING IASSID SPONSORSHIP FOR PROPOSED OR COMPLETED PUBLICATIONS

Background

IASSID seeks to encourage and support the publication and sale of expert books and other forms of published material relevant to the field of intellectual disabilities. To do this IASSID allows the use of its logo on the publication, promotes the publication internationally through its web-site and by other means, and enables the purchase of the book through links on its web-site.

Process

The Publications Committee is responsible for overseeing the process of vetting and endorsing publications. This Committee reports to the President and to the Council of IASSID. The Committee includes representatives from the Special Interest Research Groups (see web-site for details).

The Committee encourages editors/authors of proposed books or other forms of publications (e.g., DVDs) to contact the Chair of this Committee at the time of the initial proposal for a preliminary discussion.

Proposals for publications should be sent to the Chair of the Publications Committee briefly setting out the form and content of the publication, the proposed chapters and authors, and the intended audience. Information should be given on the academic record of editors and proposed authors and whether any invited authors have agreed to contribute. A CV of the principal author/editor should be included.

Where a manuscript or some other form of publication has already been completed the manuscript or other material (e.g., DVD) together with information on the proposed audience,

details of the publisher, and the CV of the main author/editor should be submitted. However, the Publications Committee strongly recommends that IASSID support should be sought prior to completion of the material to avoid disappointment if a completed work does not receive sponsorship.

The Chair of the Publications Committee is responsible for seeking referees' comments in consultation with members of the Publication Committee. A minimum of two referees will be consulted. The Chair is responsible for advising the President as to whether a proposed publication should receive IASSID sponsorship. Where there is uncertainty as to the recommendation, the Chair will seek advice from at least two other members of the Committee. This process should be completed within approximately three months of receipt of an appropriate submission. The following factors are specifically considered in the review process.

- Is the proposed publication relevant to the field of intellectual disability?
- Is the publication needed and does it fit within the ethos and mission of IASSID?
- Are the editors and proposed authors of a recognised standing in the field that the proposed publication is concerned with?
 - Is the content relevant internationally?
 - Have those submitting the proposal addressed the key issues and made a case for the publication and for IASSID support?

Editors/authors are responsible for identifying a publisher and obtaining their agreement to publication. It is usually advisable to obtain such an agreement prior to submission to IASSID but this is not essential. Sometimes having the endorsement of IASSID assists in the process of obtaining a publisher. IASSID itself cannot identify a publisher.

On acceptance

Once IASSID sponsorship has been agreed the author/editor should inform his/her publisher so that the necessary arrangements can be made to include the logo on the cover or inside the book and arrangements can be made through the publisher to enter information on the IASSID web-site.

IASSID normally becomes a party to the publication agreement, with the proviso that all or a portion of the royalties will be assigned to IASSID. The agreement is arranged between IASSID

and the publisher in order to avoid tax obligations on behalf of the author(s). Authors are advised to discuss this with the publisher before approaching IASSID about acceptance of the book. The IASSID Treasurer is responsible for negotiating any royalty agreements on behalf of IASSID.

Other arrangements

IASSID also occasionally agrees to include links to web-sites that advertises publications relevant to the field of intellectual disabilities but which have not been formally endorsed by the Publications Committee of IASSID. IASSID does this on the understanding that they are not endorsing this publication one way or the other. Requests for this should be sent in the first instance to Dr Neil Ross njross@compuserve.com who is responsible for the web-site.

Publishers with a known interest in intellectual disability

Paul H. Brookes Publishing (Baltimore, Maryland USA)

Cambridge University Press (Cambridge, UK)

SAGE (California, USA; London, UK; New Delhi, India)

Taylor and Francis (New York, New York USA)

Wiley/Blackwell (Oxford, UK and Malden, Massachusetts, USA)

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The present Chair of the Publication Committee is:

Professor Tony Holland

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