

## Appendix A: Process for new publications

For all new titles from 2016, the publication process will operate as follows:

- 1) Publishing dept. receives idea for new publication from either:
  - i. An Institution panel or committee
  - ii. Direct from individual/s (either member/s or non-member/s)
- 2) *In cases of i.* panel/committee will, if possible, provide Publishing dept. with a list of potential authors. Publishing dept. will invite potential author/s (uncontracted at this stage) to complete the New Publication Proposal Form.  
*In cases of ii.* Publishing dept. will invite potential author/s (uncontracted at this stage) to complete the New Publication Proposal Form.  
If, in either case, an author cannot be found the Publishing dept. will look to the TPP for a list of potential authors.
- 3) Completed New Publication Proposal Form submitted to relevant Institution Head Committee for yes/no approval, against Institution strategic objectives.
- 4) Upon approval, Publishing dept. submits full Business Case to CEO.
- 5) Upon CEO approval, Publishing dept. finalises contract with author/s.
- 6) Approved Business Case supplied to TPP via email (ahead of next TPP meeting).
- 7) TPP (at the next meeting, and with likely input from author/s) assembles a Steering Group for the publication, to include:
  - a. At least one member of the TPP
  - b. One member of the relevant Institution Panel/Committee (at the panel/committee's discretion)
  - c. At least 2-3 Regional Group members (having sought expressions of interest from all of the Institution's Regional Groups - subject to sufficient level of interest and relevant expertise)
  - d. Others (members or non-members) with relevant expertise as appropriate
- 8) Author develops publication with regular input/review from Steering Group (both the relevant Institution panel/committee and the TPP are kept informed of progress via relevant Steering Group member).
- 9) Steering Group submit 'near-final draft' to TPP for 'Chairman's Panel' review.
- 10) Author addresses final comments from Chairman's Panel review and resubmits final draft.
- 11) TPP approves final draft for publication, recommends frequency of subsequent reviews and supplies final draft to Publishing dept.
- 12) Publishing dept. works with author and Steering Group on various editorial matters incl. copyediting, reference-checking, sourcing/permissions for imagery, proofreading etc.
- 13) Once typeset, proof publication supplied to author and Steering Group for final check.
- 14) Publication approved for print (marketing begins).
- 15) Once printed, new title is published both print and E-book formats.