

Publishing Consultants and Guidelines

to consider manuscripts other than Lectures and F&P for publication

Proposal

The SEYM Secretary (Publications) requests that 2-3 consultants be named to help in discerning appropriate manuscripts for consideration. The Secretary (Publications) provides suggested names* to the Nominating Committee for discernment, inclusion, and approval.

Consultants:

- 1) 2-3 Friends with librarian or publishing backgrounds shall be appointed as consultants to the SEYM Secretary (Publications) to help discern salability and appropriateness of manuscript submissions and to discern if adequate financial return can be anticipated to justify efforts expended.
- 2) Clerk of IBM and YM Clerk shall be ex officio consultants (to provide overview of YM needs).

In addition to content evaluation, these consultants and the secretary may consult with the Finance Committee to affirm that financial arrangements being made meet the expectations of the yearly meeting. For example, there are multiple ways to finance publications: author-financed, private-fund provider (public or anonymous), and/or SEYM subsidized. Additional issues that need to be negotiated on a per project basis include copyright ownership, reimbursement of expenses, if privately funded, and/or arrangements to track profit as per the author's wishes with profit to be invested in any of SEYM's Endowment Funds.

Guidelines for Publication Submissions

Authors are Quaker, preferably SEYM members (exception for consideration if recommended by FGC bookstore). Authors shall remain anonymous to the reviewing consultants through the initial evaluation period.

Illustrators are preferably Quaker. The Secretary (Publications) assists selection of professional-quality images and oversees publishing detail or assists a volunteer.

Manuscript and illustration requirements: proposed publications must be of interest to a wider Quaker population and express Quaker values, Quaker insights, educational (how-tos), and/or are academic research of sufficient scope to appeal to learned Quaker scholars. The manuscript should have mainstream appeal /be bookstore quality. The manuscript is deemed to be potentially cost-effective to produce: be a sound financial investment, i.e. return costs within 1-2 years with a print-run of 250-500 copies. Copyright ownership is negotiable; layout and design styles will be owned by SEYM Publications, Authors and/or illustrators may donate manuscripts, may subsidize print costs, may request reimbursement for print-costs, and may donate profits to any of the following Endowment Funds: Secretary's Salary, Gathering Youth, and Bertsche Outreach Travel.

Process:

- 1) Manuscripts are to be typed in Microsoft Word and/or in clear text formatting. Paragraphs are to be indented using tabs, not space bar, with extra line following each paragraph. Manuscripts may be double-spaced with minimum of one-inch margins.
- 2) The author submits his or her manuscript to SEYM Secretary (Publications) electronically and indicates whether he or she is donating the manuscript and if he or she is able to help finance production and publication costs.
- 3) The Secretary reads and reviews the manuscript, forwards it to consultants for discernment of appropriateness of manuscript's content, feasibility of sales, and potential interest to SEYM readership. Consultants may confer with each other and with the secretary, individually or as a group, via phone or email. Their role is consultation, not as a committee, although if all are present at a SEYM function, they might gather.
- 4) Following discernment, each consultant sends his or her recommendation in writing to publish or not to publish (including: encouragement, criticisms, suggestions and opinions, and suggestions for editing) to the secretary. The secretary then informs the YM Clerk and Clerk of IBM and the author of the decision to publish or not to publish.
- 4) During steps 3-4, the author is apprised of status of his or her manuscript and will be available to answer questions if manuscript is deemed appropriate for publication under the preceding criteria. Should the manuscript be deemed not appropriate for the scope of SEYM Publication, the author may choose to remain anonymous, or to request clarification and/or reconsideration from the Secretary (Publications) and/or from the YM Clerk and Clerk of IBM.
- 6) If accepted for publication, a simple contract is drawn up specifying the agreement and expectations of all parties concerned and the manuscript proceeds through the usual process of editing, review, font, paper, binding selections, layout, author review and suggestions, and printing.

It should be noted that most publication-layout takes place during the summer months when the secretary's workload is lighter. Authors and illustrators should expect to allow a minimum of one year, or more, for a project to go through the approval process and to come to fruition.

08EC02 Approved by the Executive Committee on March 19, 2008

08YBM09 YBM approves the *Proposal and Guidelines for Publications Submissions* as to allow SEYM Publications to publish manuscripts in addition to the Michener Lecture, Walton Lecture, and Faith and Practice. [Attachment 4: *Proposal and Guidelines for Publications Submissions*]