

Publications Committee

The Publications Committee shall have responsibility for overseeing all publication functions of the Society, such as Photochemistry and Photobiology, Newsletter, Abstracts of Biennial Meetings, and any other publications of the Society, print or electronic. The Editor of Photochemistry and Photobiology is an *ex officio* member of this Committee.

Specific tasks for the Committee that derive from this general charge are:

Journal

- 1) Scientific/Publication Aspects
 - a) Definition of goals and scope of the Journal
 - b) Instructions to authors
- 2) Format of Journal; physical aspects (paper quality, type style, etc.)
- 3) Finances (in consultation with the Treasurer)
 - a) Recommend approval of the library rate by Council.
 - b) Recommend to Council the page charge rate, and other matters pertaining to page charges.
 - c) Ensure that the number of pages published in the Journal is consistent with the contract with the Publisher. The publication of additional pages must be approved by Council.
 - d) Oversee Editor and Associate Editor expenses
 - e) Editor
- 4) Nominate the Editor for approval by Council
- 5) Receive and approve Editor's report prior to submission to Council.
- 6) Approve the appointment of Associate Editors (on recommendation by Editor).
- 7) Publisher
 - a) Negotiate, in cooperation with the Office of the Secretariat, the contract with the publisher for submission to Council; oversee that the Society and the Publisher adhere to the contract.
 - b) Report annually to Council concerning the "State of the Journal."

Newsletter

1. Nominate the Editor for approval by Council.
2. Approve general content and format.
3. Oversee finances in consultation with the Treasurer.
4. Oversee timing of publication.

Functions of the Office of the Secretariat relative to the Publications Committee:

Journal

1. Communicate subscription list to Publisher on a timely basis.
2. Finances
 - a. Pay subscription bill.
 - b. Solicit and receive page charges, communicating status to Publications Committee.
 - c. Receive and transmit Publisher's statement.
 - d. Maintains liaison with Publisher on business aspects of the Journal.