



ECAI Publication Process Guide

This document is intended to clarify ECAI's publication process. It is also intended to help authors understand what assistance they can expect from the ECAI publication taskforce, technical associates, or editorial board. The column on the left lists each of the steps in the process. The column on the right corresponds to tasks that are the responsibility of the author(s), and indicates what assistance the author(s) can expect at each of those steps.

Step	Expected Assistance
<p>1. Preliminary Communication</p> <ul style="list-style-type: none"> • Communication may either be initiated by the author(s) or solicited by the ECAI editors, publication taskforce, or technical associates. • The purpose of this step is to arrive at an informal determination of intention to proceed. 	<p>ECAI editors, publication taskforce, or technical associates will communicate with the author(s):</p> <ul style="list-style-type: none"> • Ensuring that the submission guidelines are clear • Assisting the author(s) in understanding the time and resources required for project development.
<p>2. Prospectus submission</p> <ul style="list-style-type: none"> • The prospectus, along with sample data, a working title, and names and CVs of the author(s) are submitted to the publication taskforce. • The purpose of this step is to give the task force sufficient information to allow them to decide whether to proceed. 	<p>ECAI editors, publication taskforce, or technical associates will communicate with the author(s):</p> <ul style="list-style-type: none"> • To determine draft contents and design • To answer questions as needed • To read drafts in progress <p>A prospectus template will be made available on the ECAI website.</p>
<p>3. Internal review and component inventory</p> <ul style="list-style-type: none"> • The task force will decide whether to move forward with the publication. • If the answer is yes, the task force and the author(s) will create a draft component inventory that lists all of the proposed components of the project including the software format and the host for each one. • The author and task force will determine what permissions remain to be cleared and establish a plan and timeframe for this process. • The prospectus and inventory are submitted to the editorial board and as warranted, to potential third party publishers, e.g. CDL. 	
<p>4. Expression of Interest</p> <ul style="list-style-type: none"> • ECAI sends the author notification stating ECAI's strong interest in publishing the project and setting a date for draft submission. • This letter is the precursor to a formal contract which is issued after the revised submission is received following editorial board review. 	
<p>5. Draft submission</p> <ul style="list-style-type: none"> • The submission to the publication taskforce consists of data, text and web-based content, plus documentation and internal reviews. • The architecture and graphic design are expected to be in their final form at the time of submission. 	<ul style="list-style-type: none"> • ECAI editors and technical associates will assist the author(s) with project development as needed and as determined by the contract. • Priority for assistance is for ECAI-associated technical requirements: creating a project architecture that best utilizes TimeMap functionality, and creating ECAI metadata.

<ul style="list-style-type: none"> • TimeMap Metadata is expected to be completed, allowing visibility in TimeMapView. • The author(s) are also expected to send names of potential external content reviewers. 	<ul style="list-style-type: none"> • Technical associates will make themselves accessible for any reasonable assistance throughout the development process.
<p>6. External review</p> <ul style="list-style-type: none"> • The ECAI editorial board reviews the submission as a whole, solicits content reviews from disciplinary experts, and submits the reviews to the author(s) with recommendations for changes and revision as warranted. 	
<p>7. Revised submission</p> <ul style="list-style-type: none"> • The author(s) implement reviewers' recommendations and resubmit along with final Component Inventory. 	<ul style="list-style-type: none"> • ECAI editors and technical associates will assist the author(s), answer questions as needed, assist with development, and view work in progress.
<p>9. Persistence Review</p> <ul style="list-style-type: none"> • Based on the final Component Inventory, ECAI, the author(s), and the third party publisher (as warranted) collaborate to develop a plan to maintain persistent access to the publication. • This will include documentation of software components, ample screenshots for illustrating functionality, and assessment of stability of web servers. 	<ul style="list-style-type: none"> • ECAI will provide a template for the persistence review.
<p>10. Contract</p> <ul style="list-style-type: none"> • The author(s) grant non-exclusive rights to electronic publication to ECAI, and third party publisher as warranted. • Evidence of requisite permission(s) for non-original content must be submitted with the contract. • The author may share responsibility for perpetuity maintenance as specified in the persistence review. 	<ul style="list-style-type: none"> •
<p>11. Implementation and Publication</p> <ul style="list-style-type: none"> • The author(s), publication task force, and third party publisher (as warranted) will ensure that publication components are mounted on web servers that ensure communication between the clearinghouse and the map browser and that allow persistent long-term access to the publication. 	<ul style="list-style-type: none"> •