



## **ITAA Monographs and Special Publications**

### **Guidelines**

The purpose of a monograph is to disseminate information that is of a length or nature not appropriate to the existing publications (*CTRJ*, Newsletter, Proceedings). Monographs could include proceedings of workshops, curriculum materials, annotated bibliographies, and reports from committees that are of interest to the entire membership.

Individual members, groups of members, or ITAA committee may submit proposals to the Publications Policy Committee. Proposals will include the following:

- Goals or objectives for the monograph
- Description of the content and length
- Editor and committee for the publication
- Procedures for peer review, if appropriate
- Proposed format
- Estimate of size and target market
- Budget

The ITAA Special Publications and Monographs will be made available by PDF from the ITAA website.

A common cover design will be used for the monographs.

The specific mode for printing will be established by the President, Publications Policy Committee Chair, Treasurer, and Executive Director. The Executive Director serves as manager for monographs.

Manuscripts are to be supplied in both hard copy and on a PC compatible format.