

SETAC *Globe* Policies
Approved by the SETAC Publications Advisory Committee 19 January 2012

1) Member Announcements

The *Globe* will publish announcements of significant awards or other significant professional recognition received by SETAC members. (Examples: John Giesy's election to the Royal Society of Canada, *Globe* 11.10); Chris Woods' winning *Nature's* Lifetime Achievement Award for Mentoring in Science, *Globe* 11.12).

The *Globe* will not publish announcements of job changes or promotions.

The *Globe* will not feature a regular member spotlight, but compelling articles submitted by GUs, regional branches or chapters, advisory groups, or committees, will be published at the discretion of the *Globe* Editor-in-Chief (EIC). This includes *in memoriam* articles.

2) SETAC Workshop Summaries

The *Globe* may publish reports from SETAC workshops, as long as the content does not significantly overlap the content of a journal article or book resulting from the same workshop and does not therefore preclude those other forms of publication. If there is doubt, the *Globe* EIC will consult with the *ET&C* or *IEAM* EIC or with the Coordinating Editor of SETAC Books, as appropriate.

3) Non-SETAC Workshop Announcements or Summaries, Award Solicitations, Meeting Announcements or Summaries, Course Announcements

The *Globe* may publish any such items as brief announcements in the "News and Updates" section with hyperlink, if the EIC determines that they are of interest to SETAC members, provided that the announcement includes a call for abstracts, or the purpose or effect is to inform SETAC members about developments in the field.

If the EIC determines that the primary purpose of such an announcement is to draw attendees to an event that has a registration fee, the announcement is an advertisement and is subject to the rates shown in item 13. Offering a discount to SETAC members does not change the "ad" designation.

4) SETAC Annual Meetings: Pre-meeting Features and Post-Meeting Summaries

SETAC Annual Meetings and World Congresses will be featured in the issue of the *Globe* that precedes the event by 2 months (e.g., if the SETAC North America Annual Meeting is in November, the September issue of the *Globe* reserves space for its feature article). Such features should include visuals of the host city and/or the meeting logo as well as information about the venue, the scientific program, key business meetings, and social programs. Other, briefer announcements about specific aspects or deadlines of such meetings may also be published in the *Globe*.

Summaries and highlights from SETAC annual meetings will be published in the *Globe*, with length, frequency, and timing to be determined by the EIC, typically within the first three issues following the end of the meeting.

5) Regional Branch and Chapter Reporting

Each regional chapter and branch will have the opportunity to publish an article of interest to the broader SETAC membership in the *Globe* at least once annually, or more frequently at the discretion of the EIC. Length and timing will be determined by the EIC. Internal communications for a regional chapter or branch will not be published in the *Globe* but should be posted in the online SETAC Communities.

6) Advisory Group and Committee Reporting

Each SETAC advisory group and committee or council will have the opportunity to publish an article of interest to the broader SETAC membership in the *Globe* once annually, or more frequently at the discretion of the EIC. Length and timing will be determined by the EIC. Internal communications for an advisory group, committee, or council will not be published in the *Globe* but should be posted in the online SETAC Communities.

7) Geographic Unit Reporting (other than annual meetings)

Reports from SETAC geographic units that are of interest to the broader SETAC membership will be published in the *Globe*, with length, frequency, and timing to be determined by the EIC. Internal communications for GU will not be published in the *Globe* but should be posted in the online SETAC Communities.

8) Other Reporting

Other articles, either solicited by the EIC or unsolicited, will be published in the *Globe*, with length, frequency, and timing to be determined by the EIC.

9) Graphics, Photos, and Other Visual Media

Authors are strongly encouraged to include graphics, photos, illustrations, etc. with articles submitted to the *Globe*. JPEG, or other common formats from open, public sources are acceptable, but note that just because something can be downloaded from the internet does not mean that it is free of copyright. Media from papers, presentations, etc. can be used with permission of the author. Attribution should accompany each graphic, photo, or illustration. No copyrighted material can be used in the *Globe* without formal permission.

10) *SETAC News*

The *SETAC News* is strictly a venue for time-critical announcements. The *Globe* is the place for all other reporting to the broader SETAC membership.

11) Late submissions and corrections to drafts

The *Globe* production schedule will be made available to all Society members on the SETAC website. Late submissions will not be accepted.

Prepublications drafts will be emailed to the address globe@setac.org, where they will be received by the *Globe* Editor-in-Chief and Associate Editor, the SETAC and GU

Executive Directors, and to the SETAC Publications/Communications staff. All contributing authors also will be copied on the submittal. Minor corrections to typos or errors of fact will be accepted during the 24-hour review period. Major corrections or rewrites, whether deemed necessary by the contributing authors or by the EIC, will result in the article being considered a late submission. As such the article may be rejected or rescheduled for a later date at the discretion of the EIC. Errata, if necessary, will appear in the subsequent issue of the *Globe* (see policy on errata, item 12).

12) Policy on Errata and Letters to the Editor of the *SETAC Globe*

SETAC endeavors to maintain the highest editorial standards for all published materials. Readers are invited to alert SETAC and comment on errors they find in the *Globe*. Editors will work with the author to prepare an appropriate erratum, which will be published as quickly as possible.

The *Globe* invites letters to the editor regarding scientific or Society-related topics of interest to SETAC members. Letters must be submitted to the *Globe* EIC and must be limited to 500 words, excluding cited literature. Letters judged by the EIC to be unsubstantiated, largely opinion, or a personal attack will be returned to the author. If a letter is accepted, and if the EIC determines that a rebuttal should be offered, the subject party will be offered the opportunity to review and prepare a rebuttal within 1 month of the letter's submission to the *Globe*, with the same word limit of 500. Every effort will be made to publish both the letter to the editor and the rebuttal as quickly as possible in the same issue of the *Globe*.

13) Advertising Rates

Advertising space in the *SETAC Globe* is limited to one 200x200 pixel banner ad, on a first-come, first-served basis, at the rate of \$350.