

Executive Board Policy
Policy No. 2013-001

PUBLICATIONS POLICY

Adopted: 02-Feb-13
by the Executive Board

Revised: 18-Sep-14
by the Executive Board

1.0 Purpose

The Association was founded to promote research into the origins, history, and symbolism of flags and to issue publications on flags and vexillology. For over 40 years, the Association has compiled a record of excellence and innovation in vexillological scholarship. The Executive Board believes that the Association's publication and publication process exist to support Association members and vexillologists in North America and internationally. This Policy is adopted to support this goal.

2.0 Definitions

As used in this Policy, "publication" means any print or electronic communication published or issued by the Association, regardless of the communication's designation under Section 3 and includes, without limitation, journals, papers, audio and video presentations, web postings, technical reports, discussion lists, forums and bulletin board, magazines, conference proceedings, and newsletters. The term does not include electronic mail that is sent to a recipient or group of recipients that is less than the whole membership of the Association.

3.0 Publications and Editorial Officers.

3.1 The Association's publications are:

- (1) *Raven: A Journal of Vexillology*;
- (2) *Flag Research Quarterly*;
- (3) *NAVA News*;
- (4) NAVA.org website;
- (5) *Semaphore* electronic bulletin; and
- (6) social media outlets, including without limitation, Facebook, LinkedIn, and Twitter.

3.2 The Association's publications are restricted to works that the Association reviews through its editorial processes and over which the Association exercises editorial control. This general policy does not prohibit the chief editorial officer of a publication from publishing or re-publishing primary or secondary source material that is not generally available to the public or that records the history or practice of vexillology. Secondary sources must be reviewed by the publication's editorial process for adherence to commonly accepted standards of accuracy, thoroughness, and sourcing.

3.3 The chief editorial officer of:

- (1) *Raven*, *Flag Research Quarterly*, *NAVA News* is an Editor appointed for each respective publication.
- (2) NAVA.org is the Digital Editor.

- (3) *Semaphore* is an Editor.
- (4) a social media outlet is one or more Moderators.

3.4 The President appoints all chief editorial officers with the approval of the Executive Board.

3.5 The chief editorial officers of *Raven* and *Flag Research Quarterly* each serve for a term not to exceed five years and for good cause may be appointed to a successive term of three years. A person who serves more than six years as a chief editorial officer under this section is not eligible for reappointment until the fifth anniversary of the last day of service as a chief editorial officer under this section.

3.6 The chief editorial officers of all other publications each serve for a term not less than one year or longer than three years as specified by the Executive Board in approving the appointment. The Director of the Digital Library serves for the term specified in that director's appointment. If a chief editorial officer position is vacant, the President shall assign the duties of that position temporarily to the Director of Publications, if one has been appointed, or to another qualified person pending an appointment to the vacant position.

3.7 The chief editorial officers of *Raven* and *Flag Research Quarterly* have overall responsibility for the content and quality of the publication and also:

- (1) Review manuscripts submitted for publication and responds to submitters as appropriate; responds to queries from individuals interested in submitting manuscripts for consideration; and solicits manuscripts for publication as necessary.
- (2) Provide substantive and stylistic editing of articles.
- (3) Establish and administer a pre-publication review process for content to be published.
- (4) Establish and conform to publication deadlines set in consultation with the president and the Executive Board to ensure publications are on-time and on-budget;
- (5) Consult with the editorial board as provided in Section 5.3 and with the Publications Committee as appropriate on policy and editorial matters.

3.8 The duties of the chief editorial officers of all other publications are assigned by the President in consultation with the Publications Committee.

4.0 Role of Publications Committee and Publications Director.

4.1 The Publications Committee supervises the Association's electronic and paper publications as provided under this policy by:

- (2) Proposing policy guidelines for Board adoption regarding publications to avoid conflict with and/or duplication of other publications.
- (3) Assuring compliance with the Association's publication policies.
- (4) Establishing standards of excellence for publications.
- (5) Reviewing and approving all publications prior to dissemination to ensure adherence to generally-accepted standards for scholarship and compliance with U.S. legal standards.
- (6) Adjudicating disputes involving publications issues, including adjudicating authorship when necessary.

4.2 The Publications Committee may recommend to the President the appointment of a Director of Publications. The President may appoint a Director of Publications subject to the approval of the Executive Board. The Director of Publications shall serve as the chief administrative officer of Publications Committee and shall provide day-to-day operational oversight of the Association's publications, including coordinating outside vendor design, printing, and fulfillment services for all publications.

5.0 Editorial Boards

5.1 An editorial board is established for *Raven* and *Flag Research Quarterly*. The president may establish an editorial board for any other publication. If an editorial board is not established for a publication, the Publications Committee serves as the editorial board for that publication.

5.2 The president appoints all members of an editorial board with the approval of the Executive Board. A member of an editorial board serves for a term of three years and may be reappointed for successive terms.

5.3 Each member of an editorial board is responsible for working together by consensus to provide the publication's chief editorial officer with the appropriate editorial direction and assistance by participating in the pre-publication review process and formulating recommendations for consideration by the chief editorial officer, Publications Committee, or Executive Board as appropriate.

6.0 Criteria for Appointment as Chief Editorial Officer or Editorial Board Member of Raven and Flag Research Quarterly.

6.1 In making appointments to the position of chief editorial officer of, or editorial board member for, *Raven* and *Flag Research Quarterly*, the president:

- (1) may consult with the publication's chief editorial officer or editorial board, as appropriate; and
- (2) must consider each candidate's:
 - (A) educational background, including whether the potential member has advanced degrees in a field;
 - (B) record of publication of vexillological and non-vexillological scholarship;
 - (C) recognition of that scholarship by:
 - (i) the Association through the Captain William Driver Award;
 - (ii) the Fédération internationale des associations vexillologiques through the Vexillon, Best Paper Award, or bestowal of the status of Laureate;
 - (iii) any other learned society through an award based on merit;
 - (D) academic-related professional or government service;
 - (E) academic appointment in any rank at an institution of higher education for one academic year or longer;
 - (F) papers read before learned societies, invited papers, and lectures of a scholarly nature;

(G) demonstrated subject-matter expertise and ethical leadership in an area not overrepresented on the existing board to which the potential member will be appointed; and
(H) commitment to participate in the editorial process.

6.2 The president must provide the Executive Board with a written statement explaining how each candidate meets this requirement before the Executive Board votes to approve the appointment. This section may be waived by the Executive Board.

7.0 Complimentary Distribution

7.1 Complimentary copies of Association publications may be distributed only in accordance with this section.

7.2 In the spirit of cooperation, one copy of each Association shall be provided without charge to each Member of the Fédération internationale des associations vexillologiques. For regularly issued publications, the complimentary copy shall be provided to the Fédération Member at the same time that it is provided to Association members and subscribers.

7.3 The Publications Committee may establish an exchange with a non-Fédération publisher.

7.4 The Publications Committee shall ensure that the required deposits of publications are made with the U.S. Register of Copyrights.

7.5 Any government or academic institution or library in Canada or the United States may receive complimentary copies of the Association's publications under such terms and conditions as the Publications Committee may adopt.