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. Since its founding in 1967, NAVA has compiled a record of excellence and innovation in vexillological scholarship. The Association’s publications and publication process exist to support NAVA 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 NAVA, 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 boards, 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) Vexillum;
   (3) NAVA.org website;
   (4) Semaphore electronic bulletin;
   (5) Vexi-News; and
   (6) social media outlets, including without limitation, Facebook, LinkedIn, and Twitter.

3.2 While NAVA has not published Flag Research Quarterly or NAVA News since 2017, issues published through 2017 will continue to be made available while physical back issues last, and in digital form in the NAVA Digital Library.

3.3 The Association exercises editorial control of all of its publications through its editorial process. This general policy does not prohibit the chief editorial officer of a publication from publishing or republishing 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, or of historical interest.
3.4 The chief editorial officer of:
(1) *Raven* and *Vexillum* is an Editor appointed for each respective publication.
(2) NAVA.org is the Digital Editor.
(3) *Semaphore* is an Editor
(4) *Vexi-News* is an Editor.
(5) a social media outlet is one or more Moderators.

3.5 The President appoints all chief editorial officers with the approval of the Executive Board; the editors are appointed officers under the bylaws of the Association.

3.6 The chief editorial officers of *Raven* and *Vexillum* have overall responsibility for the content and quality of the publications and also:
(1) Review manuscripts submitted for publication and respond to submitters as appropriate; respond to queries from individuals interested in submitting manuscripts for consideration; and solicit 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.

3.7 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:
(1) Proposing policy guidelines for Board adoption regarding publications to avoid conflict with and/or duplication of other publications,
(2) Assuring compliance with the Association’s publication policies,
(3) Establishing standards of excellence for publications,
(4) Reviewing and approving all publications prior to dissemination to ensure adherence to generally-accepted standards for scholarship and compliance with U.S. legal standards, and
(5) 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 the 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 Editorial boards are established for *Raven* and *Vexillum*. The Executive Board 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 As needed, the Executive Board shall solicit nominees for each editorial board from current members of the editorial board. Nominees may also be proposed by the Executive Board. Nominees shall be confirmed by a vote of the Executive Board.

5.3 Members of editorial boards are committee members under the bylaws of the Association.

5.4 Each member of an editorial board is responsible for working together by consensus to:
   (1) provide the publication’s chief editorial officer with the appropriate editorial direction,
   (2) provide the publication’s chief editorial officer with assistance by participating in the pre-publication review process,
   (3) formulate recommendations for consideration by the chief editorial officer, Publications Committee, or Executive Board as appropriate, and
   (4) identify and recruit new members of the editorial board as needed.

6.0 Criteria for Appointment as Chief Editorial Officer or Editorial Board Member of *Raven* and *Vexillum*.

6.1 In making an appointment to the position of chief editorial officer of *Raven* and *Vexillum*, 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.

6.3 The criteria stated in 6.1 for consideration during appointment of editorial officers are appropriate for consideration during selection of editorial board members.

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 selected members of the Fédération internationale des associations vexillologiques, at the discretion of the Secretary of the Association. 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.

7.6 Authors will automatically receive 10 extra copies of their work, and may work out arrangements to pay for extra more copies as appropriate. Editors and members of editorial boards may request to receive up to 2 extra copies of publications on which they have worked.

8.0 Author Rights to Deposit Publications

8.1 Authors whose work is published by NAVA retain the right to deposit electronic copies of their articles (including the PDF version downloaded from www.nava.org) in a digital repository affiliated with an academic institution or other non-profit organization.

In cases where the article does not constitute the entire issue or volume of the NAVA publication, authors may deposit the NAVA PDF version of their material before the 2-year “members only” restriction for Raven or Flag Research Quarterly has passed.

9.0 NAVA Digital Library

The NAVA Digital Library is an online collection of the organization’s publications and other materials that document the history of NAVA and its work. It is managed by the Director of the Digital Library, who serves for the term specified in that director’s appointment.

The following periodical publications of the organization are deposited in the Digital Library according to the following schedule:

(1) Raven: A Journal of Vexillology: available only to members for 2 years; open access for issues more than 2 years old
(2) Flag Research Quarterly: available only to members for 2 years; open access for issues more than 2 years old
(3) Vexillum: available only to members for 2 years; open access for issues more than 2 years old
(4) Semaphore: open access upon publication
(5) NAVA heritage materials (including NAVA News): open access unless privacy concerns require restriction to members only

Upon final completion and distribution of periodical issues or volumes, the editor of the publication will forward a complete final PDF version to the Digital Librarian for the Digital Library. The Digital Librarian will add appropriate metadata, tables of contents, and other finding aids to the file before depositing the materials and making links in appropriate places on
the website. Materials deposited in the NAVA Digital Library are intended for permanent retention and access.

Upon consultation with and approval by the Publications Director, Publications Committee, and NAVA Executive Board, the Director of the NAVA Digital Library may facilitate the addition of digital copies of materials published by other vexillological associations in North America based upon the following selection criteria:

1. The other vexillological association is not currently hosting issues of its publications on its own website;
2. The other vexillological association consents to allowing NAVA to digitize and/or host issues of its publications.

With the above permissions, the Digital Librarian can also prepare links to externally-hosted publications of other vexillological associations in North America for inclusion in the NAVA Digital Library section of the website. In all cases, the materials will be clearly identified by the publishing organization and labeled as “Hosted as a courtesy of NAVA”.

10.0 Right of First Consideration

Unless an exception has been previously approved by the Executive Board, speakers who present papers at an annual meeting of NAVA agree that NAVA retains the right of first consideration for individual papers presented at such events. That is, before an author may publish the text of such a paper in another publication, the editors of *Raven* and *Vexillum* must be given an opportunity to review the paper, and if appropriate, distribute the paper for consideration by the editorial board. Only after NAVA has declined to publish the paper, or has failed to publish the paper within two years of its submission to an editor, may the author submit it for publication elsewhere. This policy does not apply in the case that a) the speaker is presenting information that has previously been published, or b) NAVA has agreed that the paper will not be published in any forum.

Adopted 2 February 2013, revised 18 September 2014, revised 11 April 2019