

New Checklist for INHS Publications

Step 1. Author contacts Survey Editor to explain the scope of the publication and receive cost estimate and suggested print run. **Charlie Warwick 217-244-2115; cwarwick@mail.inhs.uiuc.edu**

Step 2. Author completes the following section and sends this form to:

Jeff Levensgood
Scientific Editor
Illinois Natural History Survey
1816 South Oak Street
Champaign, IL 61820

Author(s): _____

Title _____

A) Indicate the INHS series you think most appropriate for your manuscript (circle one) (see <http://www.inhs.uiuc.edu/resources/inhspublications.html> for details of each series):

Bulletin Field Manual Biological Notes
Special Publication Other (symposium proceedings, flier, etc.)

B) Cost estimate: \$ _____ **for** _____ **copies** (The cost estimate is neither the final cost of production nor the selling price, both of which will be determined only after editing and layout are completed.)

C) Amount that author can provide \$ _____

Account(s) which will be charged:

D) Software and operating system used to prepare the manuscript. (e.g., Microsoft Word, Mac OS):

E) If the publication is a symposium proceedings, reviews are to be solicited and completed before the manuscript is submitted. If the publication is to be a Bulletin, Field Manual, or Biological Note, provide the names and addresses of three suggested reviewers from outside the INHS. If the publication is to be a Special Publication, reviewers within INHS may be used.

Step 3. Scientific Editor's makes a decision concerning the scientific quality and appropriateness of the manuscript for a Survey publication.

(signature of Scientific Editor) _____ (date) _____

Step 4. The Scientific Editor sends a copy of the manuscript and page 1 of this form to the Chief and both pages of this form to the Chair of the Publications Committee.

Step 5. If the author has requested funding, wholly or partially from the Survey, the Publications Committee reviews the financial estimates for the project and decides, by simple majority vote, whether or not to advise funding.

Recommendation of the Publications Committee.

Proposed Number of Copies _____.

Estimated Cost
Printing \$ _____.

Actual Cost
Printing \$ _____.

Layout/editing \$ _____.

Total \$ _____.

Amount and source of funding from Survey \$ _____.

Amount from other source \$ _____.
Indicate source _____.

Suggested Price per unit \$ _____.

Recommendation: _____.

(signature of Chair, Publications Committee)

(date)

Step 6. Publications Committee sends recommendation (this page of form) to Chief.

Chief's Comments:

(signature of Chief)

(date)

Step 7. Chief sends his decision to Publications Committee (this page of form) or schedules meeting.