

GENERAL POLICIES

Mission

Fieldiana is a peer-reviewed monographic series published by the Field Museum of Natural History. *Fieldiana* focuses on mid-length monographs and scientific papers pertaining to collections and research at Field Museum. The four series pertain to subject matter in the fields of Anthropology, Botany, Geology, and Zoology.

Editorial Board

The *Fieldiana* editorial board oversees *Fieldiana's* operation and publication process. The editorial board consists of a managing scientific editor, four associate editors, a library representative and an editorial coordinator. Details regarding the responsibilities of the editorial board may be found in the document, "EDITORIAL BOARD AND STAFF".

Manuscript Length

As a monographic series, *Fieldiana* publishes mid-length works. We do not publish short, journal-article-length works. In general, manuscripts of less than 40 pages will not be accepted for review. *Fieldiana* is also unable to publish long works (greater than 400 manuscript pages) without some external support. The submission of long works and edited volumes should be arranged well in advance with the managing scientific editor.

Eligibility

Field Museum curators, research associates and full-time scientific professional staff may submit papers for consideration without financial charges for normal printing. Normal printing does not necessarily cover the costs of special elements such as complex plates, color images, or large appendices and tables. Authors normally have to fund these sorts of special elements. In addition, all author-generated changes required in final galley must be paid for by the author.

Edited volumes pertaining to Field Museum collections may also be submitted for consideration under a 50% subsidy arrangement. The submission and peer review of these chaptered volumes should be arranged well in advance with the managing scientific editor and the appropriate associate editor. Prospective volume editors should consult the section on "Edited Works" in this document, which provides details on the preparation, submission, and processing of edited works.

Submission Procedures

Submission procedures are detailed in a separate document called "SUBMISSIONS PROCEDURES" available on the *Fieldiana* web site under the Author's page. All manuscripts should be submitted to the managing scientific editor.

Peer Review

All manuscripts submitted to *Fieldiana* are sent first to the managing scientific editor, who then sends them (in most cases) to the appropriate associate editor. The associate editor is normally in charge of identifying potential reviewers and sending out papers for review to determine their suitability for publication. After receiving two or more reviews the associate editor may recommend acceptance or rejection to the managing scientific editor. However, in most cases the associate editor will give the author a written conditional acceptance pending revisions. When the author provides the associate editor with written reasoned responses to the reviewer's comments, and a manuscript that is acceptable to the associate editor, the associate editor may recommend acceptance to the managing scientific editor. The managing scientific editor makes the final decision for acceptance or rejection, and notifies the author in writing.

Author Revision Period

Manuscripts returned to authors for revisions should normally be returned to the appropriate associate editor within three (3) months. Revisions on large manuscripts of more than 100 pages or edited volumes must be completed and returned to the Associate Editor within six (6) months of receiving the reviewer's comments.

Manuscript Queue

Manuscripts enter the queue for publication at the time of final acceptance by the managing scientific editor.

Page Charge

The page charge for *Fieldiana* currently ranges between \$65 and \$130 per page. This figure varies depending on the length of the publication, the print run, and several other factors. If requested, after final acceptance the managing scientific editor can provide a page charge estimate. The actual charge for a particular manuscript will be provided after printing is complete and an invoice is received from the printer. All authors are encouraged to provide funding to support the production of their works.

Page Proofs (Galley)

Changes on page proofs are expensive. Author-generated changes on page proofs can only be made if the author agrees in advance, to pay for them. Normally, authors will only see one set of proofs.

Author's Copies

Authors receive a total of 20 free copies at the time of publication. Prior to printing, authors may purchase an unlimited number of additional copies at a deeply discounted price (usually between \$2.00 and \$3.00 per copy). Authors must submit their complete order (Form 3) to the managing scientific editor well in advance of printing so that the size of the print run may be

adjusted accordingly. Author's copies must be paid for before they can be delivered to the author.

Authors receive a complimentary PDF of their published paper.

Edited Works

Fieldiana primarily publishes mid-length monographs. However, *Fieldiana* may also publish edited works with separately authored chapters when the subject matter is appropriate to the mission of Field Museum and its collections and research. The submission of edited works should be arranged well in advance with the managing scientific editor and the appropriate associate editor.

Eligibility for Submission--Curators, research associates, full-time scientific support staff, full-time paid postdoctoral fellows, graduate students of Field Museum curators, and fellowship awardees may submit edited works for publication in *Fieldiana* under a 50 % subsidy arrangement.

Volume Editor's Responsibilities--It is the responsibility of the volume editors to organize the subject matter, insure the cohesion of the volume, provide a synthesis of the volumes contents, and minimize redundancy. The volume editor also is responsible for communications with the chapter authors regarding *Fieldiana* policies and established deadlines.

Submission Procedures--All manuscripts of edited volumes should be submitted to the managing scientific editor. In general the preparation of manuscripts should follow the guidelines provided in the document "SUBMISSIONS PROCEEDURES". However, the submission of edited works should also include the following materials:

- An electronic copy and three printed copies of each chapter should be submitted to the managing scientific editor with a brief dated letter of submission. The volume editor should keep a copy of the entire manuscript and the original figures and photographs until the manuscript has been accepted for publication.
- A letter to the associate editor that provides the names of two contacts for each chapter. These contacts must be people whom the volume editor believes are qualified to provide the names of potential reviewers that the associate editor can then contact for a review of the chapter. With each name the volume editor should provide a complete mailing address, an e-mail address and a telephone number.
- A letter to the managing scientific editor that commits the volume editor(s) to paying at least 50 % of the publication costs of the volume. The payment must be arranged for prior to printing. Cost estimates can be provided by the managing scientific editor but the final charge will be based on the final bill provided by the printer.

Response to Peer Reviews--As the reviews are completed, chapters will be rejected or provisionally accepted by the associate editor. The editor's decision will be given to the volume editor in writing. If the chapter is provisionally accepted the volume editor is responsible to see that the author(s) prepare the manuscripts for final submission. The author(s) must respond in writing to all peer-review comments and incorporate any necessary changes into the manuscript. The author(s) must also justify their rejection of specific recommendations that they deem ill-advised.

Authors Copies--Each editor and each contributing author will receive one free copy of the printed volume. Any number of the complete volume may be ordered for purchase. The price of these complete volumes will be discounted. The volume editor and all the contributing authors receive a complimentary PDF of the published volume.

Data Sharing

It is the expectation of the editors and Field Museum that authors will make available the data underlying published articles. Any impediments to data sharing should be brought to the attention of the editors by the author(s) at the time of submission.

Animal Care and Use in Research

Field Museum Staff and Associates are expected to follow institutional policies regarding animal care and use in research. The policy entitled The Use of Live Animals at The Field Museum (approved October 20, 1997) and animal protocol approval application forms are available from the Field Museum's Institutional Animal Care and Use Committee (IACUC). When appropriate, compliance with IACUC policies should be mentioned in the Materials and Methods section of manuscripts intended for *Fieldiana*.

Appeals

Authors may appeal any decision of the managing scientific editor. Appeals must be in writing and should be addressed to the vice president and head, collections and research.