

Publishing guidelines

Publishing guidelines for SSPA-approved materials

These guidelines cover the following aspects:

1. Publishing ethos
2. Definition of SSPA-approved material
3. Proposal
4. Content.
5. Accessibility
6. Publication details
7. Final submission

1. Publishing ethos:

The SSPA seeks to promote scholarship and publishes material which enhances the contribution of short-statured people to their communities and portrays them in a positive light thus upholding the values as expressed in the SSPA Mission Statement. The SSPA retains the right to publish material which contributes to the aims and objectives of the SSPA but reasonable allowance is made for personal opinion. Any published works which reflect the opinion of the authors and do not necessarily represent those of the SSPA and its members should be noted as a disclaimer.

Material about specific aspects of short stature should be written in the broader context i.e. from the point of view of not just people of short stature but also the parents, as well as any siblings. This is consistent with the constituency which the SSPA represents. Any wholly personal accounts written which, in the opinion of the National Council, are deemed to be too private or sensitive, will not be endorsed as an SSPA-approved publication.

2. Definition of SSPA-approved material:

SSPA-approved material = Covers books, promotional material such as brochures, electronic publications such as websites which are approved or endorsed for publication by the SSPA National Council.

3. Proposal:

If you have an idea for a book, academic or professional reference work, or electronic publication, the first step towards publication is to submit a proposal to National Council. Your proposal should clearly outline the subject matter, format and target readership for the project, including the following:

The rationale for your project (approximately one page)
Table of contents, including brief description of each chapter

1-2 sample chapters (if available)

Proposed word length (including references)

Date you propose to deliver your manuscript

Target readership/s

If the proposal is considered to be of interest to the National Council, you will be contacted by the National Council requesting a copy of the completed manuscript for evaluation before publication.

The author warrants that

the work is original, has not been published previously and is not being considered for publication elsewhere in either print or electronic form

the source of any copyright materials has been acknowledged

the work does not infringe on copyright held by other parties

the work does not contain any libellous material

4. Content:

Ensure that a member of the Professional Advisory Board with expertise in the area checks medical content.

Clearly indicate that the publication provides information not advice. Include a disclaimer in the publication.

e.g. This publication is intended as a guide to short stature and should not be used as a substitute for medical advice.

Clearly indicate the currency of the information and the publication date.

Obtain permission from the copyright owner to use work created by another person or source.

Observe the moral rights of the author of any work used. Authors have the right to:

be credited for their work

not have their work falsely attributed

not have their work treated in a derogatory manner.

Provide references to relevant materials.

Where appropriate, provide information on how and where to obtain medical advice or further information.

Include contact details for the Professional Advisory Board in sources of further information.

E.g. Contact SSPA for further details.

Obtain permission from individuals before using their name or contact details.

5. Accessibility:

Consider alternative formats such as the Web and electronic publishing.

Publish print publications on the internet if possible, making larger documents accessible by chapter.

6. Publication details:

Clearly indicate the person(s) or organisation(s) responsible for the information. Provide details of how the publication can be obtained including address, phone (including TTY), fax, email and website address.

Include an ISBN (International Standard Book Number). The ISBN is a 13-digit number that uniquely identifies books and book-like products. Contact the ISBN Agency to obtain an ISBN.

Include a statement of copyright.

e.g. This publication is copyright. It may be reproduced in part or in whole for educational purposes as long as proper credit is given to the Short Statured People of Australia and its contributors. © Short Statured People of Australia.

Include cataloguing-in-publication details. This increases the accessibility of your publication as it is then listed in the National Bibliographic Database which is accessed by libraries and the book trade. Contact the National Library to obtain cataloguing-in-publication details.

Lodge legal deposit copies of the publication with the following libraries:

National Library, Parkes Way, Canberra ACT 2601

State Library in your State

7. Final submission:

Originality: all work should be original (except as indicated by appropriate citation) and should not have been previously published.

Evaluation: A copy of the completed manuscript should be submitted to the National Council for evaluation before publication.