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Policy

UNIVERSITY PRESS COMMITTEE

General supervision of the editorial and publishing policies of the University of New Mexico Press is vested in the University Press Committee. The charge of the UPC is as follows:

- It is the custodian of the University imprint for all publications issued by the Press
- It has general responsibility for ultimate disposition of manuscripts*
- The committee makes recommendations to the Administration regarding the appointment of the Director of the Press
- The committee submits to the Faculty Senate an annual report on the state of the press

COMMITTEE MEMBERSHIP

Twelve faculty members, appointed by the Faculty Senate in consultation with the Director of the Press, comprise the committee. No more than two members shall be from any one department. The terms of office shall be for three years, set up on a staggered basis so that the terms of four members will expire each year. A member may be appointed for a second three-year term, after which the member must rotate off the committee for at least one year. A Chairperson and a Vice Chairperson are elected by the Committee each year at the first meeting of the fall semester, and can serve consecutive terms at the discretion of the committee.

*see attached statement on Press Mission and Procedures

PRESS MISSION AND PROCEDURES

The emphasis of the press is on the publication of new scholarship. However, the press also occasionally publishes textbooks, manuals, and other synthetic works, as well as translations, anthologies, field guides, reissues of out-of-print works, and books intended for a regional and general, non-scholarly market. Such works shall be consistent with high standards of scholarship, and shall be vetted by senior scholars or authorities in the same manner as original scholarly work, but judged by criteria that are appropriate to the genres.

PUBLISHING PROCEDURE

Projects are initially reviewed by the Press. If, after evaluation, the project does not meet the standards or falls outside the guidelines, the Press can decline the project outright. If a project evidences potential, but is not ready to send to reviewers, the Press can request further development.

If a project appears to meet the standards, falls inside the guidelines, and, in the estimation of the Press, is ready to merit further consideration, then the Press can submit the project for formal review. To obtain timely decisions, reviewers will normally be asked to submit their reports within a period of a month to six weeks.

Once it has received the formal reports, the Press once again evaluates the project. The project can then be declined outright; the author be requested to develop the project further (to account for issues raised by the reviewers); or the project may be submitted to the UPC for approval.

Each project proposed to the UPC for publication by the Press will be supported by ample documentation, including, for example, a cover memo giving summary information on the project and the reason the Press seeks to publish it; a statement of the author's professional qualifications; the project's table of contents; the reviewers' reports and their qualifications; and, usually, some representative section or sample from the project itself. All members of the UPC are encouraged to raise questions or requests for more information about a particular project at any point in their consideration of it. The Press will endeavor to supply the UPC members with any and all information at its disposal. UPC members will discuss the merits of proposals and are responsible for voting to approve a project prior to the Press offering any contracts.

Under special circumstances, to compete successfully for the best manuscripts in the Press's chosen fields, the Press may need to offer precompletion contracts before a proposal is brought to the UPC. In all such cases, however, the manuscript, upon completion, will still pass through full peer review and will be brought to the UPC for final approval.