



Publishing Policy

V1.7 September 2026



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This document forms part of our Management Systems and compliance is mandatory for all staff and contractors. If you find any weaknesses in the document or examples of non-compliance, please report it to the Compliance Team at compliance@bcs.uk.

1. Purpose

Dissemination of high-quality information enhances the visibility and reputation of BCS, The Chartered Institute for IT and BCS Member Groups. Consequently, BCS Member Groups are encouraged to publish books, journals, conference proceedings, newsletters, and articles using a range of media including paper, web content, video, and audio.

2. Scope

The scope of this policy and the guidance below applies to all books, journals, conference proceedings and online publications proposed by BCS Member Groups as publishing initiatives. Responsibility for other outputs can be confirmed via consultation with BCS Publishing (publishing@bcs.uk).

3. Initiating a new publishing activity

BCS has a solely owned trading company, BCS Publishing – part of BCS Learning and Development Ltd (BCS L&D) – to handle publishing and in most cases, BCS Publishing will be the most appropriate publisher for all outputs from BCS Member Groups. For some specialised publishing activities BCS Publishing may not be appropriate and the Head of Publishing can advise on alternative routes.

Proposals by BCS Member Groups to publish **academic journals** should be submitted to the BCS Academy of Computing Board, which is responsible for learned society publishing policy, via BCS Publishing (publishing@bcs.uk). Any new academic publishing initiative is the responsibility of the BCS Academy of Computing Board and not BCS Community Board or its committees, with oversight for academic publishing activities sitting with BCS Publishing.

For **ALL other printed or online publishing initiatives (including conferences)** directly related to the proceedings and purpose of BCS please submit proposals using the template available from BCS Publishing (publishing@bcs.uk) who will refer initiatives to BCS Community Board as required. The projected costs and income from any new publishing activities should already be included and approved via Member Group's annual plans and budget. Applications for special funding can be made if needed during a financial year via the appropriate BCS Finance Committee process.

4. Choosing a Publisher

When a third-party publisher is required BCS Publishing can help choose the most appropriate publisher.

If a BCS Member Group wishes to not follow the BCS Publishing recommendation they will need to get authorisation from the BCS Community Board or BCS Academy of Computing Board (as appropriate to the type of publication output).

5. Contracting for publishing

Legal contracts for all publishing outputs must be negotiated in conjunction with BCS Publishing as part of BCS L&D (on behalf of BCS, The Chartered Institute for IT). BCS Member Groups cannot sign contracts, except as specified under BCS Community Board procedures.

6. Branding and style guide

Anything published by BCS, The Chartered Institute for IT must follow the BCS Publishing house style and the BCS [brand guidelines](#). Where the house style and branding guidelines cannot be followed a BCS Member Group must agree any alternative with BCS Publishing and the BCS brand team.

Where commercial publishers are used, their house style should be followed if required although the placement of the BCS logo must follow the BCS brand guidelines.

7. Content of the publication

Plagiarism i.e. taking the work or an idea from someone else and passing it off as one's own and **Libel** i.e. publishing anything that damages a person's reputation are unacceptable. If either is suspected in submitted or published material please refer to BCS Publishing for guidance.

8. Permission to use material

Where information is to be posted on a website, for example slides used by a speaker, permission must be sought and received. If there is a complaint that the material is inappropriate due to copyright infringement, libel, plagiarism or discrimination, the material must immediately be removed from the website.

Where information is to be published, BCS Member Groups must obtain written permission from the copyright holder to publish the material. A standard 'licence to publish' form is available from BCS Publishing.

If an author has used third-party material they must have permission from the copyright owner; a standard third-party permission form is available from BCS Publishing.

If BCS, The Chartered Institute for IT is paying for the work, copyright assignment to BCS, The Chartered Institute for IT is normally required. If in doubt, consult the Head of Publishing.

9. AI use and disclosure

BCS Publishing do not currently permit the use of **AI generated text or imagery** in our books, unless used and credited appropriately and with publisher approval to provide a meaningful illustration of a key point of AI usage as relevant to the guidance the book is offering. Where content is generated by an AI tool rather than created by the author, its copyright status is uncertain and it may reproduce material owned by others. Authors may therefore not have certainty over ownership rights, and BCS may be unable to protect or license it.

Any prospective usage of generative AI or other AI tools by authors need to adhere to the principles of the COPE position statement on Authorship and AI tools as outlined here: <https://publicationethics.org/cope-position-statements/ai-author>. This means BCS authors remain responsible for their content and our author contracts include a contractual obligation for authors to provide their own original materials and to reproduce third-party materials only with appropriately granted permissions and inclusion of acknowledgements.

To uphold ethical standards, trust and transparency on behalf of readers, BCS Publishing requires disclosure for all uses of AI in the genesis of content or a publishing activity, whether used at proposal, manuscript development, production or marketing stages, and covering any use of AI including but not limited to grammar/spelling, concept research/literature review, manuscript preparation/structure/flow, referencing/cross-referencing, peer review/responses to peer review, correspondence, image creation/review, data analysis/visualisation/review, or any other purpose.

The final decision for publication of any AI generated text or imagery or relating to AI use in the creation of a book is at the discretion of the Head of Publishing.

10. Editor-in-Chief

Each academic research journal has an appointed Editor-in-Chief who is responsible for the selection, peer review and publication of content in their publication.

All academic journal Editor-in-Chief appointments are openly recruited for and will need to be ratified by the BCS Academy of Computing Board, the Head of Publishing and/or third-party publisher as appropriate. The third-party publisher will provide a contract outlining their responsibilities and terms of office for each Editor-in-Chief.

11. Peer Review

All BCS publications should have an appropriate level of peer review to control the quality of the material.

For all BCS academic journals the Editor-in-Chief's decision is final. For all other BCS publications, the Head of Publishing's decision is final. Guidance on peer review processes is available from BCS Publishing and from BCS third-party publishing partners.

12. Sales and Distribution

BCS Publishing has a global sales and distribution network for its publications, including the allocation of Industry Standard Book Numbers (ISBN).

To simplify conformance to legal and business requirements linked to selling publications (for example, Consumer Contracts Regulations), BCS Member Groups wishing to sell publications must use BCS Publishing unless there is an approved third-party publisher involved.

13. Monitoring and Review

This policy will be reviewed on an annual basis or following any feedback received. If you have any questions relating to this policy and/or would like to provide feedback for the next review, please discuss with the owner of this document.



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