



BCS, The Chartered Institute for IT

Publishing Policy

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1. Purpose

Dissemination of high-quality information enhances the visibility and reputation of the Institute and its 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

This policy and the guidance below applies to all publications by BCS Member Groups except press releases, text communications (including emails) and reports for restricted circulation (e.g. consultation documents and papers for internal BCS use).

3. Initiating a new publishing activity

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

For all other printed or online publications please submit proposals using the template available from the BCS Publishing Department (publishing@bcs.uk) to the Membership Board Policy Committee. The projected cost and income from these publications should be included in the Member Group's annual plans and budget. Applications for start-up funding can be made if needed during a financial year.

4. Choosing a Publisher

When a publisher is required the BCS Publishing Department (publishing@bcs.uk) can help choose the most appropriate publisher.

BCS has a solely owned trading company – BCS Learning and Development Ltd (BCS L&D) – to handle publishing and in most cases, BCS L&D will be the most appropriate publisher.

For some specialised publishing activities BCS L&D may not be appropriate and the Head of Publishing can advise.

If a BCS Member Group wishes to not follow the BCS Publishing Department recommendation they will need to get authorisation from the Membership Board Policy Committee or Academy of Computing Board (as appropriate).

5. Contracting for publishing

Contracts for publishing must be negotiated in conjunction with the BCS Publishing Department as part of BCS L&D on behalf of the Institute. BCS Member Groups cannot sign contracts, except as specified in Member Group Financial Guidelines.

6. Branding and style guide

Anything published by the Institute must follow the BCS publishing house style, and the [brand guidelines](#). Where the house style and branding guidelines cannot be followed a BCS Member Group must agree any alternative with the BCS Publishing Department (publishing@bcs.uk).

Where commercial publishers are used, their house style should be followed if required although the placement of the BCS logo must follow the branding 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 the BCS Publishing Department (publishing@bcs.uk) 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 author to publish the material. A standard 'licence to publish' form is available from the BCS Publishing Department (publishing@bcs.uk).

If an author has used third-party material he / she must have permission from the copyright owner; a standard third-party permission form is available from the BCS Publishing Department (publishing@bcs.uk).

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

9. Editor-in-Chief

Each academic research journal will have an appointed Editor in Chief. The relevant BCS Member Group can recommend an editor. All Editor-in-Chief appointments will be openly recruited for and the interview panel will include a representative of the Academy of Computing Board, the Head of Publishing and/or third-party publisher as appropriate.

For journal editors, the Publisher (the BCS Publishing Department or third-party publisher as appropriate) will provide a contract outlining their responsibilities and terms of office.

10. 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 the BCS Publishing Department (publishing@bcs.uk).

11. Sales and Distribution

BCS has a global distribution and sales network for its publications through BCS L&D, 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 L&D unless there is a third-party publisher involved.

12. 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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