

## TMS Guide for Proceedings Publication

Editors seeking approval for publications are required to thoroughly read this guide. The editor should be aware of his/her responsibilities and work closely with TMS Publications Coordinating Committee and TMS staff throughout the production process.

TMS has the right of first refusal over publication of programming presented at TMS-sponsored meetings. Organizers seeking publication elsewhere must apply for a waiver from the TMS Publications Coordinating Committee by specifying reasons for their alternate publication choice.

### STANDARDS FOR PUBLICATION

The mission of TMS is to promote the global science and engineering professions concerned with minerals, metals, and materials. In support of this mission, TMS provides forums for the exchange of information through conferences and publications, including proceedings volumes, journals, textbooks, and monographs.

The publication activity is overseen by the TMS Publications Coordinating Committee, an administrative body comprised of TMS members that serves to monitor and ensure prompt and economical dissemination of information to serve the Society's membership and the materials science and engineering community at large, as well as to enhance the reputation of TMS as a technical publisher.

#### **TMS Publications Standards:**

- **Subject must be relevant to minerals, metals, and materials fields in general or to the disciplines important in these fields**
- **Theme must be unified so that the best interests of the Society are served by publication**
- **Materials must be prepared in a professional manner and receive appropriate review prior to publication**
- **The subject must not promote one specific organization, product, or service over another in a way that compromises the best interests of the society**
- **The book must combine articles containing original information presented at a technical symposium, topical symposium, or in a monograph or textbook format.**
- **In cases of symposium publication, the expectation is that 70% of abstracts scheduled for presentation will generate full-length manuscripts for publication. If 70% of the possible manuscripts are not submitted by the established final paper draft deadline, the proposal will be subject to an automatic second review by the Publications Coordinating Committee. The Committee may recommend alternate publication venues to minimize manufacturing time and costs or recommend that the proceedings not be published.**

- **Publication is considered when there is a reasonable expectation that sales revenue will recover the publication costs. This is standard TMS policy for concurrent publication. Post-conference publication is acceptable only upon strong recommendation of the Publications Coordinating Committee.**
- **Synergy of the articles, cohesiveness of the chapters, and timeliness of publication are prime considerations. The editors, Publications Coordinating Committee, and technical committees bear the responsibility for maximizing publication quality.**

**TIMELINES**

The following timelines apply to the entire process of technical symposium proposal, manuscript submission, and proceedings publication. While two types of publication – concurrent and post-conference – may be pursued, the TMS Publications Coordinating Committee has an established preference for concurrent volumes.

**TIMELINE: CONCURRENT PUBLICATION**

Concurrent publication requires that the proceedings volume be available for sale at the conference when presentations are made. This type of traditional proceedings is well-received and typically results in a 30% increase in sales over post-conference publication, thus reducing the financial risk to the organization.

<b>Timeframe</b>	<b>Activity</b>
12 months prior to publication	Technical committee approval of the symposium Proposal for proceedings submitted to TMS Within four weeks, publication decision returned from TMS Publications Coordinating Committee
7 months prior to publication	Abstract acceptance decision made Authors are sent manuscript solicitation and submission instructions
6 months prior to publication	First drafts of papers are submitted through ProgramMaster Editor reviews content and format and requests corrections as needed. If technical standards or the “70% submitted” criteria for publication are not met at this point, the proposal is revised and sent to the Publications Coordinating Committee for review.
4-5 months prior to publication	Final drafts of papers are submitted through ProgramMaster and “70% submitted” requirement is confirmed. Editor reviews final draft submissions and supplies to TMS any text related to the front-matter, such as prefaces, foreword, etc. Two weeks after submission deadline, editor arranges accepted papers into sessions using ProgramMaster Two weeks after manuscript acceptance decision, proofs are sent to editors for front- and back-matter Editor returns proofs in one week
3 months prior to publication	Manufacture of proceedings volume by TMS
First day of conference	Proceedings are available for sale

**TIMELINE:  
POST-CONFERENCE  
PUBLICATION**

This method requires the editor to collect and review the manuscripts and then deliver the manuscripts to TMS within three months of the conference. It is the standing policy that proceedings publication occur concurrent to the conference where presentations are made unless an exemption is acknowledged in writing by the Publications Coordinating Committee. In addition, in situations where manuscripts are submitted more than three months after the conference date are subject to an automatic second review by the Publications Coordinating Committee. The Committee may recommend alternate publication venues to minimize manufacturing time and costs or recommend that the proceedings not be published due to the untimely nature of the material.

<b>Timeframe</b>	<b>Activity</b>
12 months prior to publication	Technical committee approval of the symposium Proposal for proceedings submitted to TMS Within four weeks, publication decision returned from TMS Publications Coordinating Committee
7 months prior to publication	Abstract acceptance decision made Authors are sent manuscript solicitation and submission instructions
6 months prior to publication	Conference is held First drafts of papers are submitted through ProgramMaster Editor reviews content and format and requests corrections as needed. If technical standards or the “70% submitted” criteria for publication are not met at this point, the proposal is revised and sent to the Publications Coordinating Committee for review.
3-4 months prior to publication	Final drafts of papers are submitted through ProgramMaster and “70% submitted” requirement is confirmed. Editor reviews final draft submissions and supplies to TMS any text related to the front-matter, such as prefaces, foreword, etc. Two weeks after submission deadline, editor arranges accepted papers into sessions using ProgramMaster Two weeks after manuscript acceptance decision, proofs are sent to editors for front- and back-matter Editor returns proofs in one week
3 months prior to publication	Manufacture of proceedings volume by TMS
Publication release date	Proceedings available for sale from TMS To occur not more than six months after the conference where presentations were held

The initial step involved with the proceedings publication is the completion of the online TMS Publications Proposal Form which covers general information about the publication and gives an overview of the publication features. This information is used to estimate manufacturing costs, establish process, and develop appropriate marketing components.

**USING THE PROPOSAL FORM  
IN CMS-PLUS**

The form has been integrated with the ProgramMaster symposium organizer resource area for ease in completion. Most of the proposal form is self-explanatory.

When proposing your symposium, also visit the “Propose a Proceedings Volume” portion of ProgramMaster web site. After completing and submitting this form, TMS and the ProgramMaster site will then assist you in the following:

- The approval process through the Division Publications Representative and the Publications Coordinating Committee
- The selection of an appropriate publication options
  - **Conference proceedings:** produced as a “stand-alone” volume in hardcover, softcover, CD-ROM, or downloadable formats.
  - **Monograph:** specific topic in chapter format, written by subject experts; may be produced in any of the available formats
  - **Textbook**
  - **Journal:** proceedings can be proposed for publication in *Metallurgical and Materials Transactions A or B* or the *Journal of Electronic Materials*
  - **Concurrent Collected Proceedings CD-ROM:** available for the proceedings of the TMS Annual Meeting and
    - contains all submitted manuscripts presented at the conference
    - published as a CD-ROM provided to attendees as part of the full conference registration price
    - does not preclude editors from seeking a stand-alone volume, but prohibits secondary publication elsewhere
    - provides option for customers to order portions of the CD(s), such as whole symposia or individual manuscripts as a printed or downloadable volume after the conference
- Choice of review standards
  - **Editorial Review:** simple collection of articles by editor arranged in logical order for publication
  - **Editor’s Review:** articles reviewed for content, quality, etc., by all editors
  - **Round Robin:** at-conference review by several committee members exchanging articles for repeated review
  - **Rigorous Review:** Two reviewers other than the editors who review and advise changes
- Distribution of instructional material to authors
- Collection of submitted manuscripts through the ProgramMaster system
- Manufacturing: layout and design of contents, front- and back-matter, and cover
- Publication availability: concurrent or post-conference

**ESTIMATING NUMBER OF  
PAGES AND PAPERS**

The total size of the proceedings will be calculated based on the numbers entered into the “Estimated Number of Papers to be Published” and “Estimated Number of Pages Per Paper” sections. If you are unsure about the values to be entered for the front matter, please leave them set at the default values.

**PROPOSAL REVIEW  
PROCESS**

Once the form is completed, it will automatically be submitted to TMS for a manufacturing cost and marketing analysis. The information provided on the form will then be forwarded to the appropriate Division Publications Representative for endorsement and then to the Publications Coordinating Committee for review and a decision on approval based on the established TMS standards for publication.

## CONSIDERATIONS

TMS will estimate production costs for publishing the proceedings based on the information provided in the Publications Proposal Form. Funding support to defray the expense and risk of publication will weigh in the consideration of approval.

Any special features, such as color photos or fold-out pages for interpretative value are required to be funded by the author or organizers. It is the responsibility of the editor or author to generate these funds through conference support or other sources.

The editor's role in the manufacturing schedule is critical in meeting production deadlines. Delays caused by late manuscripts seriously affect all books in production. In addition, variations in the number of pages in the publication (over or under by 5%) greatly impact the schedule and cost to produce and sell the publication. These variations may necessitate resubmission of the Publications Proposal Form for approval to publish.

Situations where manuscripts are overdue by more than three months following the conference are negatively compounded by the fact that material may be no longer considered timely. When a manuscript is overdue for an extended period of time, it is reviewed again by the Publications Coordinating Committee. The Committee may recommend alternate publication vehicles to minimize manufacturing time and costs or recommend that the proceedings not be published due to the untimely nature of the material. All reasonable and practical measures will be taken by the TMS staff and the Publications Coordinating Committee to assist editors and prevent such situations from arising; however, it is the responsibility of the editor to ensure the timely availability of the manuscript.

## ADDITIONAL FACTORS IN COMMITTEE REVIEW OF PROPOSALS

There are additional factors that are considered by the Publications Coordinating Committee in the decision to publish a proceedings volume. They include:

- **Similar books:** The technical content of the proposed book must be significantly different from other TMS publications available at the time of publication
- **Print run:** Sales histories of similar subject matter and number of copies to be made available for sale.
- **Financial risk:** This assessment includes direct and indirect expenses, projected shelf life of the title, and projected pricing in various categories.
- **Availability of the manuscript:** The time to publication is a critical element. Editors of conference proceedings are encouraged to have their books available concurrent to the conference where presentations are made. TMS requires that the publication of a title is completed within six months after the conference date.

## EDITOR RESPONSIBILITY

After approval has been given, authors will receive instruction on preparing their papers. ProgramMaster will send manuscript preparation and submission instructions to all authors and co-authors of accepted abstracts, provided that each author has a working e-mail address in ProgramMaster. The author instruction e-mail includes:

- Specific information on abstract approval and the specific publication name and format
- A link to the TMS website where authors can download guides, templates, and forms appropriate for the publication
- Basic instructions on how to access ProgramMaster to upload manuscripts
- Details of the proceedings, such as the conference name, name of the publication, editors' names, publication format, form of review, page limits, deadline submission dates, and any other special notes the editors provide.

**Guides, forms, and templates can be found and downloaded or printed at:  
<http://www.tms.org/pubs/Books/Instructions/Instructions.html>**

As first submission papers are received, editors are required to check for content, sense of material, and basic formatting relative to the templates supplied. Editors can then use the ProgramMaster functionality to send messages to authors concerning specific changes to their papers. When all of the final material has been uploaded to ProgramMaster, editors will need to provide to TMS any text planned for the foreword, preface, etc.

At that time, editors will begin the process of arranging the papers into a Table of Contents for the proceedings, which can be based on the technical program or rearranged for a logical flow of information. TMS will prepare and send proof copies of the front- and back-matter to the primary editor. Cover suggestions for printed volumes will be discussed on a case-by-case basis. The subject index will be built based on keyword submissions from authors.

*Note: at least 60% of authors need to submit keywords in order to make a viable subject index.*

**PAPER SUBMISSION  
GUIDELINES**

It is the position of TMS that all authors will have access to a personal computer, experience in a word processing and/or page layout program, and have access to the Internet. The TMS author instructions and submission procedures have been revised to focus on using the electronic medium and TMS now requires electronic submission of papers as outlined in the authors' guides. The electronic submission is supported by the following:

1. Templates and template instructions for both Microsoft Word and LaTeX
2. Ability to create PDF versions of papers and submit online via ProgramMaster
3. Special arrangements can be made on a case-by-case basis for hard-copies

Please look through all of the author guide material to become familiar with what is required of individual authors.

**PUBLICATION ENTITLEMENT**

By policy of the TMS Board of Directors, each person named as an editor of the proceedings will receive one complimentary copy of the proceedings volume. One primary author per paper (designated by the editor) is eligible, for a limited time, to purchase as many copies as they wish of the publication in which their article appears at the student price. This promotion will be communicated to the primary authors by TMS staff and in general is in effect until one month after the meeting date, after which time primary authors will be required to pay the full price (member or nonmember). Co-authors are not eligible for the discount and must pay full price (member or nonmember).

**Exceptions:**

Specialty conferences: No discount to primary authors is provided, since the proceedings publication is nominally included in the registration fee.

**Offprints/reprints:**

The offprint/reprint order form is available through the author instruction web page and is a service whereby authors can purchase individual reprints of their own papers in bulk quantities for personal use.