SECTION XIV SOCIETY PUBLICATIONS
(Revised 6/25/2008)

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**Note: Please see the Update to the Transitional Governance Documents for changes incorporated 28 October 2011:
https://www.smpte.org/about/policies-and-governance

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SECTION XIV - SOCIETY PUBLICATIONS

A. PAPERS AND PUBLICATIONS ADVISORY COMMITTEE

There shall be a Publications Advisory Committee, responsible to the President and to the Board of Governors, for long-range publications policy planning. The Editorial Vice-President shall be the Chair and shall, with the approval of the President, appoint the members of the committee, which shall consist of the Executive Vice-President, Engineering Vice-President, Sections Vice President, and Editorial Directors.

The function of the Committee shall be to recommend to the Board of Governors long-range publication policies intended to insure a maximum of adequate service to the majority of Society members. The Committee shall regularly review the publication policy of the Society in the light of motion picture and television technical progress and in respect to the changing interests of the membership.

B. EDITORIAL VICE-PRESIDENT

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Bylaw IV, Section 7, charges the Editorial Vice-President with responsibility for the publication of the Society's Journal and all other Society publications. The publication of all material in the Journal shall be at the discretion of the Editorial Vice-President within the budgetary limitations authorized elsewhere in these Administrative Practices. In any instance the Editorial Vice-President may seek advice of the Board of Editors on the suitability of material for publication.

C. BOARD OF EDITORS

1. There shall be a Board of Editors consisting of not less than twelve (12) persons. The members shall be appointed by the Editorial Vice-President. The membership of the Board of Editors shall be so chosen as to be representative of the various branches of motion picture and television engineering of interest to the membership. The Editorial Vice-President shall appoint the Chair, subject to the approval of the President.

2. The duties of the Board of Editors shall be to pass upon the suitability of manuscripts for publication, accepting or rejecting the material on the basis of technical merit.
D. EDITOR

Under the supervision of the Editorial Vice-President, the duties of the Editor shall be:

1. Produce a finished Journal once every month, which will conform to established policies of the Society and will, as nearly as possible, within budgetary limitations, meet the needs and desires of the membership.

2. Produce such other finished publications as the Board of Governors may authorize.

3. Recommend to the Editorial Vice-President the need for establishment of, or change in editorial policy.

4. Act as liaison between the Board of Editors and authors of papers in order to facilitate the proper clearing of Journal material for publication.

5. Assist the Program Chair in the performance of all duties.

6. Be responsible for the drafting of special sections or features in the Journal, subject to review by the Editorial Vice-President and Board of Editors.

7. Make technical conference manuscripts and/or tape recordings available upon request of Sections of the Society at as early a date as possible.

E. JOURNAL

1. Authorization

Authority for publication, distribution, and sale of the Journal is contained in Bylaw VIII.

2. Copyright

The Journal shall be copyrighted under the Copyright Laws of the United States in the name of the Society. Permission to republish material from the Journal must be obtained in writing from the Editor.
3. **Prior Right of Publication**

Papers presented at technical conferences or other meetings of the Society, or submitted only for publication in the Journal, shall become the property of the Society. No such paper shall be published or presented elsewhere in advance of publication in the Journal, unless the Editorial Vice-President shall have granted approval, in writing, for such publication or presentation, or unless the Society shall have notified the author, in writing, of its decision not to publish such paper in the Journal provided, however, that prior publication to the extent of ten percent of the words only of any paper with due acknowledgment of the source is permitted.

4. **Disclaimer of Responsibility**

To safeguard the Society against any responsibility as to the technical correctness embodied in the subject of any article or paper printed in the Journal, each issue of the Journal shall carry a disclaimer of responsibility printed following the copyright notice at the bottom of the inside front cover.

5. **Advertising**

The solicitation, acceptance, and publication of advertising in the Journal shall be managed in accordance with the practices and policies described below. The availability of advertising space in the Journal shall be considered as an identifiable and specific service of the Society.

a) The Advertising Manager shall:

1) Sell advertising space in the Journal.

2) Prepare necessary presentations, promotions, rate cards, circulation statements, proof forms, invoice, short rate and rebate forms, and correspondence.

3) Handle the traffic of plates, copy layouts, and proofs to and from the printer in accordance with a time schedule.

4) See that proper amounts are invoiced, with accompanying tear sheets, promptly upon publication.
5) Work with the Editor to make up the advertising pages of the Journal, controlling the placement of advertisements according to contracted positions, subject matter, relationship to editorial material, bleed plates, and the imposition of additional colors.

6) Be responsible for ensuring that all advertisements conform to approved policies of the Society before acceptance for publication.

b) Advertising may be accepted for publication in the Journal in accordance with the following policies and subject to the requirements of such specific policies as may be established by the Editorial Vice-President.

1) The added revenue from advertising will permit increased service to the membership by permitting the publication of an increasing number of worthy manuscripts in the Journal.

2) The content of the advertisements will serve to inform the membership of technological developments being made in the professional motion picture and television fields and may provide a useful source of information on current equipment and services in addition to the technical material contained in the Journal.

3) Advertisements for equipment shall include sufficient technical information to permit readers to form a judgment about the products offered.

4) Advertisements shall not include statements or claims which cannot be readily substantiated.

5) All equipment advertised shall be available for delivery at the time the advertisement appears, or at a specified date shortly thereafter.

6) Advertising rates shall be determined by the Financial Vice-President in consultation with the Editorial Vice-President and shall normally conform with rates charged for like space in similar publications of non-profit, technical and scientific organizations having about the same circulation.

c) In cases of doubt about the acceptability of advertising, and in the event that a revision acceptable to the Advertising Manager and Executive Director cannot be obtained from the advertiser or his agency, the advertising copy in question shall be forwarded by the Advertising Manager to the Editorial Vice-President, who shall pass upon the acceptability of the copy or try to persuade the advertiser or
his agency to agree to a suitable revision. As a last resort the Editorial Vice-President may bring the matter to the attention of the Board of Governors at the earliest feasible opportunity.

F. PROCEEDINGS

When papers are submitted to presentation at a technical conference, the Society shall include these papers in the conference proceedings book, if received in time for printing, and shall be distributed as a special service for the registrants. The conference proceedings shall also be sold during the technical conference and from Headquarters. Manuscripts must be delivered to the Editorial Office of the Society at least eight weeks prior to the technical conference to permit printing.

G. REPRINTS

When required, the Society may reprint from any Society publication as authorized by the Editorial Vice-President.

The price charged for reprints shall be determined by the Financial Vice-President.

H. DIRECTORY FOR MEMBERSHIP

There shall be published, annually, a Directory for Members. This Directory shall contain an alphabetical and geographic listing of the membership together with such other useful information about the Society as the Editorial Vice-President, Executive Committee, or Board of Governors may direct. Such information normally includes the Constitution and Bylaws of the Society; National Officers and Governors, the Officers and Managers of Sections, Officers and Advisors of Student Chapters; description of Honors and Awards, regulations governing them, and lists of recipients; lists of Administrative and Engineering committees; financial statements of the Society, etc.

I. INDEX

1. There shall be published each year, as Part II of the December Issue of the Journal, a volume index of papers and material published in the Journal during the past twelve months.

2. There shall be published each fifth year a cumulative index covering material published in the preceding five volumes of the Journal. Funds for this purpose are normally set aside by the Board of Governors each year on a prorated basis.

J. PROGRESS REPORT COMMITTEE

1. There shall be a Progress Report Committee, chaired by the Executive Vice-President. The Editorial Vice-President shall be a member of the Committee.
The selection of the other members and the number of members of the Committee shall be the responsibility of the Executive Vice-President.

2. The function of the Progress Report Committee is to prepare an annual report of worldwide technological progress in the motion-picture, television, and allied industries, and the Society in general. The annual progress report shall be published no later than the May issue of the Journal. The Editorial Vice-President is responsible for publishing the report in the Journal.

K. EDITORIAL DIRECTORS

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1. Two Editorial Directors shall be appointed by the Editorial Vice-President as authorized by Article III, Section I of the Bylaws and Section III, E, 8 in these Administrative Practices.

2. In consultation with the Editorial Vice-President, the Editorial Director shall actively search for and stimulate technical papers or books, or other material of particular interest in the field of his or her specialization; and shall help arrange for publication and presentation at National or Special Conferences or make them available to members of the Society and of the industry served by other means, as appropriate.

3. Each Editorial Director shall provide advice and counsel to the Editorial Vice-President and to designated Program Chairs on the content, value, and appropriateness of specific papers submitted for consideration; and provide continuing counsel on program organization and other advice appropriate in servicing the needs of the members concerned with this field of specialization in the formation and organization of National and Special Subject Technical Conference Programs.

4. Each Editorial Director shall assist in assembling, writing, and editing portions of the Annual SMPTE Progress Report relevant to the appropriate field of specialization, such relevancy being determined when not self-evident by decision of the Editorial Vice-President or the Chair of the Progress Report.

5. The Editorial Directors shall assume responsibility for Special Subject Conferences, as appropriate to their fields of specialization.

6. The Editorial Directors shall provide counsel to the President and Executive Vice-President on general guidance and management of Society activities, representing the point of view of the members of their areas of specialization.
7. The Editorial Directors shall provide as often as necessary and appropriate, timely write-ups for publication in the Journal on items of technical interest to members in their areas of specialization.

8. The Editorial Directors shall select and appoint committees, working group, deputies and advisors as appropriate and otherwise shall organize and manage their operations activities, other activities which might be assigned by the Editorial Vice-President and any other activities deemed to be of value to membership interest in their areas of specialization.

9. Each Editorial Director shall be a member of the Papers and Publications Advisory Committee.

10. The Editorial Directors may be required to participate in other SMPTE Editorial duties as directed by the Editorial Vice-President.