

## APPENDIX 13-A PUBLICATION POLICY

### SCOPE OF THIS POLICY

1. The Editorial Policy of the FDLC applies to all publications, whether printed materials or audio visuals.
2. Publications may be of two kinds: in-house (e.g. the *FDLC Newsletter*, committee reports/surveys), or general (e.g. those to be distributed to the general public).
3. The Executive Secretary directs all in-house publications; an Editorial Board reviews all general publications.

### PUBLICATIONS PHILOSOPHY

#### THE FDLC:

1. shall stand behind the content of the materials it publishes;
2. shall not publish anything contrary to existing liturgical norms or "the teaching of the Church" (Roman documents, NCCB policies, BCL documents);
3. shall not determine which liturgical norms may or may not be modified in local ecclesial communities, nor absolutize those norms which are considered optional;
4. shall provide a forum of dialogue about creative possibilities for liturgical celebrations according to existing norms;
5. shall provide a forum, through its in-house publications, for both creative dialogue in those areas of liturgical development open to legitimate discussion and for the articulation of concerns about liturgical adaptations;
6. shall promote the publication of materials which respond to the multicultural church communities in the United States.

### PUBLICATIONS PROCEDURES

1. Preliminary Study
  - a. Items recommended for publication arise from various sources: position statements, National Meeting preparation (study book), FDLC Board, committees of the Board, Regions, or other outside bodies.
  - b. Publishing projects are assigned to the appropriate committee of the Board which conducts a preliminary study to determine the feasibility of the project.
  - c. Through the preliminary study, the committee shall:
    - 1) determine the purpose of the project --what is it intended to achieve?
    - 2) determine the target audience;
    - 3) determine the extent of the project;
    - 4) determine the format (e.g. surveys, articles, bibliography, guidelines, prayer fascicles, audio visuals, etc.);
    - 5) discuss possible authorship.
2. Board Approval. The Committee of the Board recommends publishing the project to the FDLC Board for approval.

3. Stages of Preparation
  - a. The Executive Secretary (in consultation with Publication Committee) shall:
    - 1) determine the timeline for the completion of the work;
    - 2) supervise the selection of author(s);
    - 3) negotiate details of the project with the author(s) in the most appropriate manner (e.g. formal contract or letter of agreement). This would include:
      - a) outlining the content and the extent of the project;
      - b) agreeing upon a timeline for the completion of the work;
      - c) explaining the role of the Editorial Board;
      - d) determining the remuneration, e.g.
        - a one time flat fee, royalty, or both;
        - compensation scale (to be based on the number of words and reviewed annually).
      - e) clarifying ownership of the final product.
  - b. The author shall complete the work and send it to the National office.
  - c. The Executive Secretary sends the manuscript to the Editorial Board for its recommendations.
  - d. Following the review of the Editorial Board, the Executive Secretary in conjunction with the appropriate committee determines whether to:
    - 1) produce the project as it is;
    - 2) return it to the author for required or suggested revisions before publication.
  - e. Should the author not consent to making the necessary revisions, the project would be terminated or directed to another author(s).
  - f. Second review necessary if revisions had been requested.
  - g. Payment to the author.
4. Publication of the Manuscript
  - a. The publication procedure is directed by the FDLC Executive Secretary or an editor appointed by him/her.
  - b. Publication responsibilities include:
    - 1) determine the final format of the publication;
    - 2) overseeing the layout, grammatical usage, the avoidance of non-inclusive language, consistency in style and terminology (it is highly recommended that the FDLC publications follow the ICEL-BCL usage of terminology, capitals, etc.);
    - 3) obtaining cost estimates;
    - 4) selecting the printer;
    - 5) determining whether materials should be copyrighted;
    - 6) arranging for the sale and distribution of the publication.