

DIVISION OF AGROCHEMICALS ACS GUIDELINES FOR SYMPOSIA ORGANIZERS

The organizer is responsible for the development; financing and publication of the symposium, but in each case should work closely with the Program Committee Chairman to ensure the orderly development of the symposium and coordination of activities within the Division.

1. Program Development

The organizer(s) is usually the person who first proposed the symposium topic and received preliminary approval from the Program Committee to develop it further. A critical point in program development is to prepare an outline of the nature of the symposium, the proposed speakers and their topics, and a provisional budget for presentation to the Program Committee as early as possible, but at least 12 months before the symposium offering date (i.e. at the National Meeting 1 year in advance of the symposium). If accepted at this stage, the symposium will be scheduled formally for a specific ACS meeting, but no exact days for the symposium can be committed at this point. From here on it is important to work closely with the Program Committee Chairman (PCC) developing the final aspects of the program, and particularly to let him know of any events which will cause a significant change in the symposium. Final details of the symposium should be presented to the Program Committee at the ACS meeting immediately prior to the one at which the symposium will be presented.

2. Finances

These are very important and must be considered in the early stages of program development. The Division currently provides \$500 per half-day session for program expenses. This must cover all expenses including any Guest Registrations. These do not come from ACS gratis and currently cost \$35 per day of the symposium for non-chemists. Chemists are expected to pay their own registrations. Honoraria are not permitted. There is also a limit of \$600 per person for payment of travel. Any proposed expenditures over these limits must be processed and approved through the Division's Program Chair and Finance Committee. Consideration will be given for Symposia which have been accepted for publication in books which generate royalties for the Division. Divisional funds should not be used for social events such as luncheons, etc. except in the case of Award Symposia. Organizers are encouraged to seek additional outside funding from foundations and federal agencies. Solicitation of funds from our Patrons should only be done after consultation with Chairman of the Patron Relations Committee.

3. Publication

The Agrochemical Division of ACS encourages publication of symposia offered in the Division's programs at national and regional ACS meetings, at chemical congresses, and at special conferences sponsored by the Division. It is the responsibility of the Symposium organizers to decide whether to publish the symposium, what publication outlet to use, what papers to include in the publication, and how to exercise quality control in the overall process. It is the responsibility of the Division to make opportunities for publication known to its members, to advertise and help market the publication, and

assist with special issues which may arise. It is to the benefit of the Division and its members to offer high quality publications which reflect the science and policy issues associated with agrochemicals,

The following guidelines are provided by the Division to assist its members in the publishing of symposium/conference papers.

- a. The organizers of the Symposium shall prepare a proposal for publication, consisting of Title, Chapters, and Authors.
- b. The organizers of the symposium will provide the proposal to suitable publishers from among:
 - i. ACS Books -- ACS has a number of outlets available, including the Symposium Series, Advances in Chemistry, and Journals such as J. Agric. Food Chem. ACS Books department should be contacted for publication opportunities from among these outlets.
 - ii. Other publishing firms, such as Lewis Publishers, provide complete service for topics related to agrochemicals and other environmental subjects. Other firms may also be contacted by the Symposium organizers and, if suitable arrangements and justification are provided, may be chosen for publication.
 - iii. Journals and Standing Series -- Non-ACS Journals, such as the Journal of Environmental Science and Health, and standing series such as Reviews of Environmental Contamination and Toxicology may, in some circumstances, publish papers from Agrochemical Symposia.
- c. The organizers, working with the proposed publishing outlet, will obtain written reviews from at least four reviewers who can comment on the timeliness, potential utility, and content of the proposed book.
- d. Once the organizers have located one or more potential publishers and obtained favorable review comments on the concept, notification of intent to proceed shall be made to the Division Chair. No divisional approval is needed for requests to use ACS Books and Lewis Publishers; approvals for other outlets shall be made by the Division Chair following consultation with Division officers.
- e. It is Division policy that all royalties generated from publication of a Division-sponsored program shall go to the Division.
- f. The organizers (hereinafter referred to as editors) shall obtain drafts of chapters from the authors in accord with the format requirements of the publisher.
- g. All Chapter drafts will be sent out for peer review (minimum of two) by the editors; chapter authors will be provided with copies of these reviews, and asked to revise drafts in accord with reviews or to provide rebuttals to the reviews. A standard review form or set of instructions will be used for all of the chapters in a given publication. Those chapters which receive negative reviews, and are judged unacceptable in their draft form by the editors, may be returned for substantial revision or rejected.
- h. Final drafts of all chapters will be assembled by the editors, who will review all parts of the publication to ensure quality, coherence, and style/format uniformity throughout the publication.
- i. The editors will provide to the publisher final drafts of all chapters, plus Introduction, Forward, Table of Contents, etc as agreed upon with the publisher.

j. The publisher will complete the publication, provide book copies to the editors and all chapter authors, provide reprints of chapters to the authors of those chapters, market and distribute the publication to as wide an audience as possible, and provide an accounting to the editors on such matters as publication date, number of units sold, royalty distribution, etc.