



Document	CSCC Division: Publications
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SECTION 5 PUBLICATIONS DIVISION

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1. TERMS OF REFERENCE

Purpose

The Division is responsible for all aspects of publications of the CSCC. The Division may propose topics for possible CSCC position statements for consideration by Council. Publications of the CSCC, include the newsletter, journal, and website. The Division is responsible for distributing and maintaining position statements, brochures, marketing materials, society publications, exhibits (e.g., travelling exhibits), CSCC booth at the annual meeting, and promotional videos.

Structure

1. The Division shall be composed of committees, working groups (WGs) and special interest groups (SIGs) as applicable. At the discretion of the Division Head, and with approval from CSCC Council, committees are established in areas of long-term interest to the CSCC. WGs are established in focused areas and may be disbanded after the work has been completed. Current Division committees include:
 - a) Archives Committee
 - b) Clinical Biochemistry Journal
 - c) CSCC Newsletter
 - d) Web site / home page
2. The Division Head is elected by CSCC membership. The term of office of the Division Head shall be three years and, subject to review, is renewable once.
3. The Division Head appoints the Chairs of committees and WGs, where applicable, or may be the Chair of the committee or WG. CSCC Council will be notified of all appointments. The Division Head makes recommendations to Council about the appointment of Editor in Chief for the Society Journal Clinical Biochemistry. An appointment may be subject to ratification by CSCC Council when a conflict of interest is declared by the Division Head. SIG Chairs are appointed by SIG members.
4. All committees and WGs shall have their own Terms of Reference (TOR). The term of office of committee Chairs shall be 3 years and renewable once, unless a suitable candidate cannot be identified for subsequent terms. The term of office of WG Chairs shall be determined according to the task and the TOR of the WG. The terms of office of the Chairs within the Division should be staggered so that not all the Chairs are renewed in the same year. SIGs all share the same standard TOR, and Chairs do not have a limit on their terms of office. SIGs must submit an annual report to remain active.
5. Committee and WG Chairs appoint their members, including Vice Chairs and members at large. The terms of office of Vice Chairs and members at large shall be according to the TOR of the committee or WG. SIG members are self-appointed based on interest and do not have limits on their terms of office. The Editor-in-Chief of Clinical Biochemistry appoints Associate Editors and Editorial Board members for the Journal.
6. The Division Head will work with one or more Councillors to support and coordinate the work of the Division.

Manner of Conducting Business

1. The Division Head shall coordinate and/or support the activities of the committees, WGs and SIGs.
2. The Division Head will work with the Chairs of the committees, WGs and SIGs to develop annual goals, budget, etc. as appropriate. Chairs will inform the Division Head if agreed-upon goals cannot be attained. Members of the Division are expected to actively contribute in a timely fashion on matters and policies of the Division as appropriate.
3. The Division Head shall meet with the Chairs of the committees, WGs and SIGs by conference call / video conference as necessary. Business may also be undertaken by other manners of correspondence (e.g. email).
4. The Division Head and the Chairs of the committees, WGs and SIGs shall liaise with other CSCC Divisions as required.
5. When CSCC Council identifies a task consistent with the mandate of the Division, the task shall be referred to the Division Head. The Division Head then will assign the task to an appropriate committee, WG or SIG within the Division. If an appropriate committee, WG or SIG does not exist, the Division Head will initiate its formation in order to carry out the task.
6. Chairs of committees and WGs will provide written reports to the Division Head prior to each CSCC Council meeting. SIGs must submit an annual report to the Division Head prior to the annual CSCC conference. The Division Head will report to CSCC Council on behalf of the Division at each CSCC Council meeting.

Budget

1. The Division Head, along with the Chairs of the committees and WGs, shall develop a budget request for the Division and its activities. The Division Head will submit this to the CSCC Treasurer and/or CSCC Council for incorporation into the budget proposal to CSCC Council. Budgets are approved by CSCC Council on an annual basis. Unspent funds will not be carried over from year to year unless approved by CSCC Council.
2. The Chairs of the committees and WGs shall authorize approved budget expenses for their groups. The Division Head shall review non-budgeted expenses and forward them to the CSCC Treasurer for approval.
3. No funds are allocated to SIGs. Should a need for funds for a special project arise, a request must be made to CSCC Council outlining the purpose and budget required for the project.

Decisional Authority

The Division Head has the authority to make decisions on behalf of the Division. When appropriate, this will be after discussion with the Chairs within the Division. Consensus of opinion shall be sought whenever possible. Any unresolved disagreements in decisions will be brought before CSCC Council.

2. COMMITTEES, WORKING GROUPS AND SPECIAL INTEREST GROUPS

The information in this section was current at the time of writing (August 2021).

2.1 Archives Committee

The Archives Committee maintains historic documents and video footage for the CSCC. These activities include (but are not limited to): archiving tables of Council members and awards, archiving newsletters, providing archival materials CSCC anniversary events, providing Archives articles for the CSCC newsletter and website, and developing community and encouraging ongoing participation of CSCC emeritus members.

Committee Structure and Operation

1. The Chair shall be appointed by the Division Head for a three-year term which is renewable. The appointment is subject to ratification by Council.
2. There shall be at least 3 committee members chosen by the Chair. The members shall be appointed for a three year term renewable once. Committee members may be any member in good standing and frequently will be Emeritus members. The terms of appointment of the Chair and the members should be staggered. The Chair shall be able to co-opt additional CSCC members for limited terms as required.
3. On a yearly basis the Committee shall develop a set of goals for the coming year and assign responsibilities to individual committee members. The goals together with a yearly budget will be submitted to the Division Head.
4. The Committee shall work closely with CSCC Head Office, particularly in regard to decisions concerning the ongoing maintenance and discarding of certain classes of records, and the acceptance / rejection of donated documents and other types of materials.
5. The Committee Chair shall pass on to the next Chair the Manual for Small Archives and other guidance materials which have been assembled to ensure continuity and standardization of collection of documents.

CSCC Head Office Roles

1. CSCC Head Office attendance at the CSCC Archives Committee meetings
2. Support for Archives Committee projects and initiatives e.g., ordering scarves for CACB chairs, videographer booking at AGM (this list is long and these are only two examples)
3. Scanning, retention and maintenance of archival material and records

2.2 Journal

Clinical Biochemistry publishes articles relating to clinical chemistry, molecular biology and genetics, therapeutic drug monitoring and toxicology, laboratory immunology and laboratory medicine in general, with the focus on analytical and clinical investigation of laboratory tests in humans used for diagnosis, prognosis, treatment and therapy, and monitoring of disease.

Manuscripts are categorized as Analytical or Clinical Investigations and may be offered as Full Papers, Short Communications, or Letters. Opinion pieces and Special Reports are welcome, but contributors are encouraged to contact the Editor-in-Chief to avoid conflict with other forthcoming publications.

CSCC is the owner of copyrights and trademarks of the journal. CSCC grants the publisher full and exclusive publishing and distribution rights for all or any part of the journal. The publisher shall place a copyright notice in the following form in each issue of the journal:

“Copyright © 2018, CANADIAN SOCIETY of CLINICAL CHEMISTS
Published by Elsevier Inc. All Rights Reserved”

Journal Operations

The Division Head shall recommend to CSCC Council the establishment, revision and maintenance of Publisher, Editor-in-Chief, and Associate Editor contracts.

CSCC Head Office Roles

1. Maintenance and negotiation of contracts with Elsevier
2. Filing and retention of contracts with Editor-in-Chief, Associate Editors and Editorial Board
3. Booking and support of Editorial Board meetings at CSCC, AACC and other conferences
4. Administrative support for the Editor-in-Chief
5. Management of journal finances
6. Facilitating gifts for departing editors
7. Marketing strategies

Editorial Policies and Process

1. The editorial structure of the journal consists of the Editors (an Editor-in-Chief, several Associate Editors, a Reviews Editor, a Special Issues Editor), and several Editorial Board members.
2. The Division Head will provide recommendations to CSCC Council for the appointment of the Editor-in-Chief.
3. The Editor-in-Chief will make recommendations to the Division Head for the appointment of Associate Editors.
4. Editorial Board members will be appointed at the discretion of the Editor-in-Chief.
5. The Editor-in-Chief will be responsible for and will have control over the scientific content of the journal, taking into account the aims and scope, the publisher’s editorial policies as updated from time to time (including without limitation those on ethics in publishing) and the editorial policy of the journal.
6. The Editor-in-Chief is expected to annually chair Editorial Board meetings, which will be hosted in conjunction with annual meetings of the CSCC and other widely attended conferences. The Division Head will make every effort to attend at least one editorial board meeting per year on behalf of CSCC Council.

2.3 Newsletter

Objective

The CSCC newsletter shall have as its objective the dissemination of professional interest throughout the CSCC.

Structure

Minutes of Meetings

CSCC Council and CACB Board shall appoint a recorder at each of their meetings. The Council/Board recorder will be responsible for providing a summary of each meeting to the Newsletter Editor for publication in the Newsletter.

Terms of Reference

1. The Newsletter Editor, appointed by CSCC Council upon recommendation of the Division Head, in accordance with the by-laws, shall oversee the content, production and distribution of the newsletter, and shall report to CSCC Council on the status of the newsletter.
2. The Editor shall prepare a budget for submission to CSCC Council on an annual basis, and shall monitor revenues and expenditures related to the newsletter in accordance with the existing budget.
3. The Editor shall cooperate with the CSCC Treasurer in soliciting any commercial support for the newsletter, and with CSCC Head Office in identifying advertising revenues generated by the newsletter.
4. The Editor may appoint up to four Associate Editors, preferably although not exclusively on a regional basis, to assist the Editor in achieving the newsletter's objective.
5. The Editor shall have the masthead design match the letterhead logo.

Notices Required by By-Laws

1. The newsletter shall be the preferred mailing for all notices to the general CSCC membership as required by the By-Laws, as follows:
 - a. The approved budget at least 30 days prior to the Annual General Meeting
 - b. Date, time and place of the Annual General Meeting at least 30 days prior to that date
 - c. Solicitation of nominations for CSCC Council from the CSCC membership, usually in the October issue
 - d. The slate of nominations approved by CSCC Council at its Winter Meeting

Associate Editors

1. Associate Editors shall be appointed for terms of up to three years, and may be reappointed for additional terms of up to three years.
2. The role of the Associate Editors shall be to identify articles of interest to the CSCC, to ensure that these articles are written, to perform any preliminary editing requiring discussion with the author, and thus to be responsible for a significant portion of newsletter content.
3. Associate Editors shall also act as regional agents in the solicitation of news items from their geographical or subject jurisdiction, and shall forward these articles on a regular basis to the Editor for final editing and preparation for the printer.

Policies

Publication/Distribution

The CSCC newsletter will be published bi-monthly in electronic format and available on the CSCC website to CSCC members. CSCC Members may request a mailed paper copy of the news with their yearly membership renewal

Newsletter Box Content

The newsletter shall contain in every issue the following statement:

"Published bi-monthly by the Canadian Society of Clinical Chemists and distributed to the members by the Society. Letters to the Editor should not exceed 200 words in length. Chairmen of committees and local sections are requested to submit announcements and reports of activities. Items should be received by the 15th of the month preceding publication; e.g.: by January 15 for the February issue.

Notices from members seeking employment may be inserted without charge, and box-number replies may be arranged. Notices from institutions will be invoiced at the following rates: up to fifteen (15) printed lines of text (excluding the heading and return address in the count) will be charged \$150; additional text will be surcharged at \$5 per printed line. Members' private advertisements will be charged at \$20 for up to 5 lines; enquire via Head Office. A complete Ad Rate Sheet is available from Head Office.

Views and reports appearing in CSCC News do not necessarily have the endorsement of the Society. Address general communications to the Editor at Head Office."

Ad Rate Sheet

1. Ads for courses offered by educational institutions approved by the CSCC council are carried free of charge, with the provision that the Editor may edit the ad as required to take account of space constraints and availability.
2. Ads from institutional advertisers shall include that institution's name and address.

Sponsor(s)

The Editor, together with the Division Head, shall review the sponsorship of the newsletter at least annually and report to CSCC Council on the status of such sponsorship. CSCC Council shall have final approval of the appropriate form of recognition of sponsor(s) in the newsletter.

Enclosures

The Editor has the responsibility to accept/reject requests for enclosures to be included in regular mailings of the newsletter, and to assess an administrative charge.

CSCC Head Office Roles

1. Arranging for typesetting and layout of CSCC News issues
2. Print and electronic distribution of CSCC News to membership
4. Retention and maintenance of CSCC News in archived format on the website

2.4 Requests for Mailing Labels

1. Provision of CSCC membership information must always be compliant with Canada's Privacy Policies and the Canadian Anti-Spam Legislation (CASL, <https://crtc.gc.ca/eng/internet/anti.htm>)
2. Decisions regarding requests for mailing labels of CSCC membership shall be made on an individual basis by the CSCC Secretary in conjunction with the CSCC Executive Director.
3. CSCC Head Office shall advise international societies requesting labels of CSCC membership for purposes of advertisement of conferences, that there is a service fee to cover the costs involved in computer and staff time, and labels.

2.4. Website

Terms of Reference

1. The Web Editor, appointed by CSCC Council by recommendation of the Division Head, shall oversee the content, production and maintenance of the website, and shall report to the head of the Publications Division of CSCC. Web editor duties would include, but are not limited to: oversight of the general appearance and organization of the website content; review of content on a regular basis to ensure that it is current and accurate; addition or deletion of pages including provincial section pages; structuring of menu links; working with CSCC committees, working groups and special interest groups to support their activities through the website by developing required pages and functionality e.g., EPOCC, CSCC educational roundtables, POCT. The Web Editor will also assist in maintaining CSCC blog pages and monitoring content as needed.
2. The Web Editor shall prepare a budget for submission to Division Head on an annual basis, and shall monitor revenues and expenditures related to the website in accordance with the existing budget.
3. The Web Editor shall have the use of a teleconference line in performance of duties.

CSCC Head Office Roles

1. Design and maintenance of the CSCC website infrastructure
2. Working together with the Web Editor to maintain and update website content

3. ADDITIONAL DIVISION-SPECIFIC MATERIALS

3.1. Position Statements

All position statements published by CSCC-sponsored task forces shall be posted on the CSCC website and published in Clinical Biochemistry. CSCC is committed to ensuring access to these documents and they will be published open-access in Clinical Biochemistry free of additional charges.

Guidelines for Task Forces and Development of Position Statements are provided in Section 3 Education & Scientific Affairs

3.1. Guideline for the Endorsement of CSCC Manuscript Publications

When a CSCC body, including a Special Interest Group (SIG) or Working Group (WG), is planning to publish their work (e.g. position statement or other articles) to a peer-reviewed scientific journal (e.g. Clinical Biochemistry), then CSCC Council endorsement might be required. For example, if it is a CSCC position statement or if it clearly documents as originating out of a CSCC body then endorsement is needed. The Publications Division provides this guideline to standardize the process for review, approval, and endorsement.

- The Publications Division Head, or CSCC President in their absence, initiates the endorsement request process once it has been received by the CSCC body

The standardized approach Council has for these requests includes the following considerations:

- CSCC Council must provide endorsement for the:
 - Use of society name “CSCC” in the submission title (e.g. “CSCC Position Statement [...]”)
 - Mention of CSCC involvement (e.g. “[...] endorsed by CSCC”)
 - Use of the society name “CSCC” in acknowledgment section of the publication
- CSCC Council does not provide a formal peer-review process. This is the sole responsibility of the scientific journal that the manuscript will be submitted to
- CSCC Council does not approve or disapprove the submission process, nor approve or disapprove the selection of the journal of submission
 - CSCC Council can provide recommendations to authors on the submission process and/or the selected journal
- Council members from be involved in the selected journal peer-review process, therefore they should keep a scientific independence upon initiating the administrative endorsement process

Endorsement provided by Council is formalized after consideration of the following:

- The Publications Division Head initiates the endorsement request process
- To expedite time-sensitive publications, all Council members are given 7 days to comment and reach an endorsement decision
 - If a member is away or unable to be reached, this will not delay the 7 days if Council quorum is reached, and at least 2 Executive Committee members provide comment
- The endorsement request decision is not to focus on review of the scientific validity (this is for the peer-review journal process), however it is possible to provide scientific related comments
- The process must ensure the integrity of the Society, including consideration to the following questions:
 - Does the position statement, key principles and/or conclusion align with the mission and vision of the CSCC?
 - Are there any sensitive matters to point out that would generate conflict of interest or negative consequences directed at the CSCC?
 - Is the authorship reflective of CSCC members who are engaged in the publication, considering the origin of submission (e.g. SIG or WG)?

Communication to the CSCC body representative(s) requesting endorsement will be made by the Publications Division Head and includes notification to the CSCC Executive Committee and Head Office.