

# IIMI POLICY ON PUBLICATIONS

January 1993



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**IIMI**

**INTERNATIONAL IRRIGATION MANAGEMENT INSTITUTE**

P.O. Box 2075, Colombo, Sri Lanka

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JANUARY 1993

## PURPOSE

The International Irrigation Management Institute (IIMI) defines its mission as being to foster the development, dissemination and adoption of lasting improvements in the performance of irrigated agriculture in developing countries.

An intrinsic component of this mission is the dissemination of information on IIMI's activities and research results to its partners, collaborators, and a wide range of people holding key positions in national irrigation management agencies and irrigation research systems.

This is achieved by producing, or arranging for production, a variety of publications which may be internally generated, externally commissioned, or simply supported, as appropriate.

This policy will apply to the Institute as a whole, including its headquarters and field operations offices. While many field operations require procedures tailored to their own environments, certain common features, particularly those of quality, overall IIMI style, and dissemination strategies, should be reinforced. It is also recognized that certain publications will have a localized, country-specific audience.

Copies of all published articles, one each of conference and workshop proceedings, project reports, publications of field offices and so on, should be forwarded to the Head of Information who will archive them. The archive will be held in the library forming a permanent record of all materials published by IIMI staff.

## SERIES

In order to cater to a variety of requirements — different audiences, different time-scales, different levels of stringency in the internal approval and review processes — the Institute will produce its publications in several categories or series. The series that have been established are (in alphabetical order):

### Program

- Country Papers
- Journal Articles
- Management Briefs
- Monographs
- Newsletters
- Proceedings
- Project Reports
- Research Papers
- Working/Discussion Papers

### Governance

- Annual Report
- Brochures
- Institute Periodicals
- Program & Budget
- Public and donor-specific materials

### Reprints

- IIMI materials
- Other materials

The ensuing paragraphs describe the characteristics of each series.

## Program Series

- ❑ **Country Papers** are a category intended mainly for national, rather than international, audiences. There will be a series of Country Papers for each country in which IIMI maintains a collaborating field operations activity. Because of their country-specific nature, various explanations about the local geography, environment, institution, and so on, which would be necessary to a non-country readership, can be curtailed or omitted. Likewise, local terminologies and practices can be assumed to be understood. Heads of Country Programs are principally responsible for developing and controlling these series, in consultation with their national Consultative Committees.
- ❑ **Journal Articles** are written for publication in international journals or for presentation at conferences or workshops. They report specific research activities and findings and are written and presented in the styles specified by the publisher. While some publishers do not require peer review of these articles prior to submission, others specify that critical peer review is necessary.

Authors should order 150 copies of reprints of their papers when their papers are accepted for publication in international journals. Seventy five copies of these reprints should be sent to the Information Office for distribution to partners and clients who request them and, one copy each, to the program leaders and the Director for Research. The remaining 75 may be selectively distributed by the authors.

- ❑ **Management Briefs** are a vehicle for conveying concise summaries of significant findings rapidly to a wide audience of irrigation professionals and decision makers. These are short, of the order of 2–4 pages, and aim to draw attention to results which IIMI believes are likely to be used by managers more widely than in the specific location where they were developed or tested. They will also draw attention to the more extensive and detailed publications in other series, in which the basis of the findings can be examined. Management Briefs, although they are tightly condensed, will be taken to represent the Institute's corporate view, and so require a careful internal clearance process.
- ❑ **Monographs** are substantial texts reviewing some areas of research or program interests that are significant to the Institute. Such texts do not confine themselves to IIMI's own research findings, but aim to provide the reader with an integrated view, including non-IIMI work. Plans for producing monographs will normally be formulated well in advance, as an essential component of the research theme or project activity concerned. They may be written internally by IIMI staff, or commissioned externally, and they are intended to be read by a broad international audience.
- ❑ **Newsletters**, with or without accompanying papers, are the main way of sustaining communication among members of a subject-oriented network of researchers or other professionals.
- ❑ **Proceedings** are published in connection with workshops, seminars and conferences. Usually, but not exclusively, this series will relate to events in which IIMI is the primary sponsor, either alone or in partnership. Proceedings may include papers called for in advance; paraphrased accounts of discussion; and records of conclusions or recommendations generated by the conferences.
- ❑ **Project Reports** are required in satisfaction of the conditions of many externally funded projects, and their style may therefore vary widely in accordance with donors' and collaborators' views. They will also be produced under IIMI's own initiative in cases where there is no contracted requirement. In collaborative field research studies, it will be normal practice to produce a report in this series each year, and a final report at the end in the case of studies continuing over several years. These reports will normally be generated by the project research staff, and will be aimed at national audiences in the country where the research takes place. Final reports will often have some further input, or review, from other IIMI staff. Project Reports will often be re-written in briefer format as Research Papers, to make their major features available to audiences in other countries. Project Reports will also perform a function of record: they are the place where, for example, data collected during the project are tabulated or otherwise put on record for the benefit of future workers.
- ❑ **Research Papers** will have some characteristics similar to monographs, but are generally narrower in scope and scale. Often they will report specific case studies or project results, but in a form intended to

make the findings accessible to audiences outside the country where the original studies were conducted. They will concentrate on presenting IIMI findings, or the findings of researchers who are in some way associated with IIMI, such as research fellows.

- *Working/Discussion Papers* are intended to make available quickly, the results or sometimes just the progress of research, at stages before they are ready to be formalized for one of the higher-level series, such as Research Paper. Working Papers do not go through a prolonged review and approval process, since that would detract from their purpose of early delivery. They are not, therefore, expressions of an "Institute" or corporate opinion: responsibility for the statements made in a Working Paper rests with the author(s) alone. Because of these characteristics, their print-run will normally be relatively small, in the order of a few hundred. Authors will not be encouraged to make excessive use of this series: texts which are to be disseminated in larger numbers or more widely will be written in a manner to suit one of the other categories, and will therefore be subjected to a stricter approval process.

## **Governance Series**

Governance documents are those which enunciate aspects of the Institute's policies and plans, or give overviews of its performance and accomplishments. Some, such as the Annual Report on the preceding year, or the Annual Program and Budget for the succeeding year will be produced in an annual cycle. Others, which include the Strategy and the Medium-Term Plan, remain current for much longer periods. Press releases, newspaper and magazine articles, posters and presentation materials are generated as part of the Institute's public awareness activities while other materials such as certain newsletters, reports, pamphlets and so on, are generated to address donor-specific demands.

- *Institute Periodicals* currently include only the "IIMI Review," but more may be added later. The aim is to produce two issues of the "IIMI Review" annually. The audiences for these are wide, and include donors, professional colleagues, staff of irrigation management agencies, and others. The "IIMI Review" will present principal findings of IIMI's work, and users' reactions to them, as well as keep its readers informed of new IIMI undertakings and their rationale. It is intended to create and sustain external awareness of IIMI's programs. A special review and advisory group will be established to contribute to its editorial policy.

## **Reprints**

*Reprints* of materials initially published elsewhere will be produced, subject to agreement with the initial publishers, in the following two groups:

- 1) IIMI materials — reprints of articles and papers written by IIMI staff or closely related colleagues (e.g., associates, consultants, national collaborators) and presented first in journals, conference proceedings, and so on. The Institute considers that no formal review for distribution of this type of reprint is required.
- 2) Other materials — reprints of texts authored by non-IIMI people, which in the institutes's opinion, make significant contributions to the literature and whose wider availability is desirable. If this category of reprint is distributed to specific collaborators to meet clear objectives, no review will be required. If sets of reprints are regularly assembled and distributed to collaborators, other methods of consideration will be employed rather than proceeding through a formal review procedure.

## **REVIEW AND APPROVAL PROCESSES**

In order to maintain the excellence of the publications emanating from the Institute, it is necessary to implement review and approval processes which enhance the quality of the publications. At the same time, these processes will ensure that publications are printed without unnecessary delays.

It is recognized that the task of developing the texts to the point where technical or professional content is fully satisfactory lies with the Program staff. The proper role of the Editorial and Production staff in the Information Office should be to address matters concerning style, syntax, readability, consistency and printing. Reviewers should be concerned not only with detail but with the substance of the research work including the methodologies and results. The review and approval processes for the Program and Governance publications are summarized in Tables 1 and 2, respectively.

The review processes for the program series detailed in Table 1 have been arranged in order of thoroughness of review, the most rigorous items coming at the top of the Table. The Tables indicate the persons responsible for reviewing each manuscript and for final approval, and who needs to be informed that a review of a manuscript is underway.

**Table 1. Publication review procedures — Program.**

Type		Who reviews	Who needs to be informed	Who gives final approval
Monographs		To be determined in each case by DR	Concerned Directors	DR
Research Papers		To be determined in each case by DR	Concerned Directors	DR
Journal Articles	<i>HIMI peer review required</i>	Program Leader (and Head of Country Program if country-specific)	DR, and Concerned Directors	DR
Management Briefs	<i>Country-specific</i>	Head of Country Program	DR, DIC	DIC or DPak
	<i>Transnational</i>	Program Leader	DR	DR
Country Papers		Country Program staff, in-country collaborators, Program Leaders	Concerned Directors	Head of Country Program and DR
Newsletters	<i>Country/region</i>	To be determined by DIC	Concerned Directors	DIC
	<i>Transnational</i>	Program Leader	Concerned Directors	Program Leader
Project Reports	<i>Country-specific</i>	Head of Country Program	DR, PDO	DIC or DPak
	<i>Transnational</i>	Program Leader	DR, PDO	DR
Journal Articles	<i>HIMI peer review not required</i>	Program Leader (and Head of Country Program if country-specific)	DR	Program Leader
Working/ Discussion Papers	<i>Country-specific</i>	Concerned Head of Country Program	DR, DIC	Concerned Head of Country Program
	<i>Transnational</i>	Program Leader	DR, DIC	Program Leader
Proceedings		Convenors	Concerned Directors and Program Leader	Program Leader

*Table 2. Publications review procedures — Governance.*

General	Who reviews	Who needs to be informed	Who gives final approval
Annual Report - Program sections - Financial sections	DR, DIC, DPak DG DFA, DG	All Directors, Program Leaders, Head of Country Program	DG
IIMI Review	Concerned Director DR, DG	Other Directors	DG
Donor-specific materials - Programs - General	Concerned Director DG, PDO	Other Directors PDO Other Directors	DG DG
Public awareness materials - Programs - General	Concerned Director DG	DG, Other Directors PDO DG, PDO	DG DG
Brochures - Programs - General	Concerned Director DG	Other Directors PDO PDO	Concerned Directors

- Notes:* (i) Directors responsible for the reviews may wish to delegate responsibility to Program Leaders or Heads of Country Programs as needed.  
(ii) DG review/approval may be delegated to the Deputy Director General.

## **REVIEW BY EXTERNAL AUTHORITIES**

Where appropriate, the review of IIMI publications by participating or collaborating institutions and by external sources, including host countries and donor agencies, is encouraged. All comments, suggestions and recommendations received from external sources will be considered by IIMI. In particular, comments received from host country institutions on manuscripts in which country-specific research results are presented, will be carefully considered if these comments are received within a reasonable period of time after the documents are presented for review. However, in all instances, IIMI reserves the sole right to approve IIMI manuscripts for publication except when specific conditions have been agreed to in advance and in writing by the external source(s) and IIMI.

## **PROGRAM MANAGEMENT**

The Institute's program of publications will be supervised by the Head of Information and the Director for Research. In principle, the Director for Research, in consultation with the Directors for International Cooperation and Pakistan will have responsibility for arranging the generation of research texts for publication, and the Head of Information will be responsible for their production and distribution.

On a monthly basis, the Director for Research will prepare and monitor for the Management Committee, lists of publications being planned and written, and the Head of Information will prepare and monitor lists of publications in editorial and production.

In respect of Governance documents, the Head of Information or the Director General, in close consultation with each other, will be responsible for arranging the generation of texts and clearing them through the various review and revision processes.

## **PROGRAM TEXT GENERATION**

Plans for the preparation of texts for publication may originate at any level within the Institute — from individual authors, from IIMI's management or Board of Governors, from contractual requirements under external project grants, and from a variety of other sources.

New publication proposals will be submitted at an early stage to the Director for Research and the Head of Information, for acceptance into the list of publications in preparation. They will be responsible for ensuring that other affected staff members are in agreement with the proposal, and that necessary clearances regarding funding and other aspects are obtained.

At the list-acceptance stage, outline features of the proposed publication will be agreed. These include subject matter, authorship, target audience, publication category, target dates for manuscript completion and for publication, estimated costs (both staff time and production) and source(s) of funding.

The Director for Research may delegate the list-management function, in respect of specific series. Heads of Country Programs and the Director for Pakistan will normally manage Country Paper lists, within the general framework of this policy.

The Director for Research is responsible for ensuring that the lists of future publications are submitted monthly to the Management Committee.

Publications will be built into project design at inception stage, and into medium-term planning, so that forward publishing horizons can be established and operational support identified and made available at the appropriate time.

## **DISTRIBUTION AND MARKETING**

Distribution of publications will occur through a variety of processes. Some will be distributed without charge, for example to national collaborators and other categories of professional colleagues. All publications will also carry a market price, at two levels, the lower of which will be applied to purchases by persons or organizations belonging to developing countries. Prices will be determined by the Head of Information, and will reflect an assessment of the market potential of the publication, rather than simply the cost of its production.

Free distribution will be made to lists nominated by the author(s), in consultation with Heads of relevant Country Field Operations, Program Leaders, and others. There will also be limited free distribution through standard mailing lists.

The Information Office will prepare, and update periodically, a catalog of publications in print, whose design will be compatible with the CGIAR catalog of publications. The Information Office will develop methods of rapid announcement of new publications, for example through dissemination of "flyers" to an extensive mailing list.

The size of each print-run will be determined by the Head of Information. Print-runs will be large enough to provide for retention of an adequate stock for meeting future demands. The Information Office will be responsible for monitoring stock depletion, and for arranging reprinting of items for which there is continuing demand.

## **FUNDING**

The visible costs of producing publications lie in the printing and distribution processes. As far as possible, the published outputs of projects should be anticipated at the project design stage. This requires appropriate consideration of the types and numbers of publications required, the identification of the target audiences, and the costs of production and distribution. The Information Office will provide advice on the costing of these processes.

The Institute's publications are generated in either the core or the complementary programs. In the complementary programs, budgets to cover the costs of production and distribution will be constructed and built into project proposals submitted to the donors. Annual publications budgets for publications generated in the core program will be constructed and placed as separate line items in the respective cost centers' operating budgets.

## **LANGUAGES**

IIMI uses English as its principal working language. IIMI recognizes the importance of disseminating its publications in languages which are widely used in its collaborating country programs. In view of the establishment of important regional programs in West Africa and Latin America, IIMI will endeavor to publish selected materials in French and Spanish. IIMI will also endeavor to arrange translation of outputs of special significance into Arabic and other national languages.