

TOPICAL MEETING PUBLICATION PLAN



- Preliminary Plan: Stand-Alone Topical Meeting
- Final Plan: Stand-Alone Topical Meeting
- Embedded Topical Meeting

Meeting Name: _____

Meeting Location: _____

Meeting Hotel (or proposed hotel): _____

Meeting Date: _____

Sponsoring Division: _____

General Chair

Name: _____

Organization: _____

Address: _____

Phone: _____

Email: _____

Publications Chair and/or Technical Program Chair

Name: _____

Organization: _____

Address: _____

Phone: _____

Email: _____

Publications

- Abstracts
- Proceedings
- Journal
- Journal + Proceedings

Note: If both Abstracts and Proceedings are planned as publications, complete a separate form for each. It is not necessary to complete a separate form for abstracts that precede full papers and will not be published separately.

Format

All abstracts and proceedings published by ANS are published via online hosting. If an additional format (e.g., print on demand) is desired, check here and provide format type for a cost estimate:

Quote for format type _____ is requested.

Journal Publication

The publication plan of any Class 1 or 3 meeting must stipulate that ANS's three technical journals have right-of-first refusal for special issues derived from the meeting. Initial here to indicate acknowledgement: _____

Journal Interest Yes: _____ No

If "Journal" or "Journal + Proceedings" was chosen as the publication type on p. 1, please provide specifics here and indicate whether discussion has begun with the journal editor:

Page Charges

Page charges will be stipulated in the Call for Papers. Either authors or meeting organizers are responsible for page charges. Meeting organizers have the option to obtain sponsorship to cover all or partial page charges. Initial here to indicate acknowledgement: _____

Page-charge rate selected:

Embedded topical meetings: \$25.00/page

Topical meetings

Summaries: No fee for pp. 1-4, \$100.00/page for p. 5 and above

Full papers: No fee for pp. 1-10, \$100.00/page for p. 11 and above

Abstracts: No fee for 1 page

Publisher

ANS (If ANS, complete *Published by ANS* below)

Other (If other, complete *Publisher other than ANS on the next page*)

Published by ANS

Number of papers anticipated: _____

Length of final papers (i.e., minimum and maximum number of paper pages per the Call for Papers): _____

Timing of Primary Distribution

At meeting After meeting: _____ Other: _____

The publication will be included in the meeting registration fee and for ANS subscribers. If you wish to propose additional purchasing options, provide information here:

Publisher other than ANS (complete this only if ANS will not be the publisher)

Papers Prepared by:

Authors as camera-ready copy Other: _____

Cover, Front Matter, and Back Matter Prepared by:

Meeting organizers ANS Other: _____

Produced by:

Meeting organizers Sponsor ANS Other: _____

Copyright obtained by:

Publisher: _____ Other: _____

ISBN (International Standard Book Number) Obtained by:

Publisher: _____ Other: _____

Distribution

Secondary distribution by ANS is requested:

Yes (If yes, provide detail, including how sale price of publication will be set: _____)

No

Logo

The ANS logo must appear on all ANS sponsored or supported publications. ANS will provide a digital file of the logo. Initial here to indicate acknowledgement: _____

Publication Approval Schedule

Date

Calendar Placement _____

Preliminary Approval _____

Final Approval _____

Preliminary Publication Plan* _____

Final Publication Plan _____

* Embedded topical should enter "n/a" for Preliminary Publication Plan.

Call for Papers Schedule*

Scheduling Guidelines

- The Call for Papers dates for embedded topical meetings will mirror the national meeting. Please obtain dates for the national meeting from the Meetings, Proceedings, and Transactions coordinator [Meetings@ans.org] and then enter the embedded topical meeting Call for Papers schedule below.
- Do not create schedules that plan on extensions.
- Aim to have the meeting's program schedule available and posted online at least two months before the meeting. Factor in time for review of revisions and then creation of the schedule.
- Be aware of other ANS meetings that are occurring during the same general time period

Date

Option 1: Summaries

Call for Papers Posted Online _____

Summaries Due _____

Author Notification of Acceptance _____

Final Summaries (camera ready) Due _____

Desired Publication Date (minimum 3 months
after acceptance of Final Summaries) _____

Option 2: Full Paper

Call for Papers Posted Online _____

Full Papers Due _____

Author Notification of Acceptance _____

Final Full Papers (camera ready) Due _____

Desired Publication Date (minimum 3 months
after acceptance of Final Full Papers) _____

Option 3: Abstracts and Full Papers

Call for Papers Posted Online _____

Abstracts Due _____

Author Notification of Acceptance (abstracts) _____

Full Papers Due _____

Author Notification of Acceptance (full papers) _____

Final Full Papers (camera ready) Due _____

Desired Publication Date (minimum 3 months
after acceptance of Final Full Papers) _____

Other Options:

If the meeting's paper types do not correspond with the options above, please detail a schedule that is similar to the above that accommodates the meeting's paper types and stages:

**So that ANS can close out the meeting within 6 months after the conclusion of a meeting, publications must be started, at the latest, 3 months after the meeting is held and completed, at the latest, 6 months after the meeting.*

Comments or Additional Information

Return this completed form to the Meetings Proceedings and Transactions coordinator at Meetings@ans.org. The completed form should be received by ANS at least three (3) weeks before a meeting of the Meetings, Proceedings, and Transactions Committee (MPTC). The MPTC meets twice a year, once in conjunction with the Annual Meeting and once in conjunction with the Winter Meeting. It is recommended that the MPTC is given the opportunity to review the Topical Meeting Publication Plan approximately 18 months before a conference.

Definitions of Paper Types

- (1) **Abstract:** An abstract is a very short synopsis of an author's completed research. Abstracts should be self-contained and concise, explaining research as briefly and clearly as possible with little detail. ANS abstracts are a maximum of 1 page.
- (2) **Summary:** Summaries provide an abbreviated report of data from research. ANS Summaries are 1-4 pages.
- (3) **Full Paper:** A Full Paper provides a detailed report of data from research. ANS Full Papers are generally a maximum of 10 pages.