

## PUBLICATIONS POLICY AND PROCEDURES FOR THE PREPARATION OF MEETING DOCUMENTS

12.1 The Chairman briefly reviewed the report of the last year's meeting of the Ad Hoc Editorial Board. The Board recommended that the principal criteria for selection of papers for publication in the 'Selected Scientific Papers' should not only be scientific merit but relevance of its subject matter to the work of the Scientific Committee.

12.2 It was suggested and agreed that the selection of papers should rest with the Editorial Board and that acceptance for publication would be accorded by majority vote of the Board. In accordance with last year's decision of the Scientific Committee (SC-CAMLR-V, paragraph 10.12) the Ad Hoc Editorial Board will include the Chairman, Vice-Chairmen, Conveners of the Working Groups, the Executive Secretary, the Science Officer and the Publications Officer. The Ad Hoc Editorial Board will convene after the Scientific Committee meeting and its report will be appended (Annex 7).

12.3 It was also decided that permission for publication should be sought from authors whose papers had been selected for publication. Any revisions of the manuscript should arrive at the Secretariat before 30 December of the current year.

12.4 It was agreed that if a paper had already been accepted for publication elsewhere, only the abstract and reference to the full publication should be published by CCAMLR. However, in cases where the distribution or language of publication was likely to limit its availability, consideration may be given to full reproduction of the paper in 'Selected Scientific Papers'. The necessity to observe copyright regulations in these cases was stressed.

12.5 During the intersessional period, a detailed paper describing CCAMLR publications and giving specific guidelines for the preparation and submission of papers had been distributed to all Members by the Secretariat.

12.6 The Secretariat's guidelines for preparation of Working Papers and Background papers were reviewed. An amendment was agreed to incorporate into coversheets of Working Papers, and if appropriate of Background Papers, the agenda item to which the papers were addressed, as this would greatly facilitate consideration of the papers by the Meeting.

12.7 The dates for submission of meeting documents were reviewed. It was agreed that Working Papers should reach Secretariat no later than 45 days before the meeting, and Background Papers, including abstracts, no later than 30 days before the meeting. Papers submitted after these dates would not be considered until the next meeting of the Scientific Committee. Reports of Members' Activities should reach the Secretariat no later than 30 August each year.

12.8 A revised version of the guidelines will be distributed to all Members by the Secretariat in January 1988. Compliance with the guidelines will assist the Secretariat in improving the presentation of papers and in streamlining their distribution and publication.