# IUCN publishing process for IUCN Commissions

To which document types does the IUCN publishing process apply?

All IUCN Commission publications seeking assignment of an IUCN ISBN must go through the IUCN Editorial Board process, i.e.: the final manuscript has to be peer reviewed by a minimum of two external experts and the completed IUCN peer review tracking table has to be signed off by the IUCN Editorial Board (see further explained in this document). This only applies to Commission publications without IUCN Secretariat staff co-authorship or co-editorship.

However, for IUCN Commission publications with IUCN Secretariat co-authors or co-editors seeking assignment of an IUCN ISBN, first a publishing concept note needs to be submitted to and approved by the IUCN Publications Committee (at one of the Committee's biyearly concept note review meetings). This has to be done prior to moving forward with writing the manuscript. (See further the IUCN Publishing Guidelines, section IUCN Publications Committee.)

Publications likely to require an ISBN meet the following criteria: 1) longer length (generally more than 20 pages (main content, excl. front and back matter)); 2) long shelf life rather than intended for rapid dissemination; 3) broad and external audience rather than internal to IUCN or the Commission; and 4) scholarly content with footnotes and references. Therefore, this applies to books and monographs such as:

- x Syntheses and analyses
- x
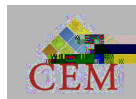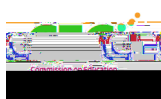
What are the steps in the IUCN publishing process?

The full details of the publishing process and the steps to follow are visually depicted in the Publishing Highway and shown in our timeline planning template.

While writing and editing the manuscript, be sure to follow the IUCN Publishing Guidelines and the IUCN Style Manual. Make sure DOIs are included in the references in the bibliography or reference list of your publication. This should be done while your manuscript is still in Microsoft Word (and not laid out yet)
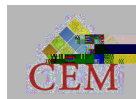
iii.   The authors have to add in the tracking table point-by-point explanation of how each reviewer comment has been addressed, and revise the manuscript accordingly. Authors have to make sure to explain clearly in the tracking table if (and what kind of) modifications were made following a comment. And also need to explain clearly in case no modifications were made. A simple 'no' won't do. Nor are "no time" or "limitations of capacity" acceptable reasons to reject peer review comments; tracking tables with such author responses will be rejected by the Editorial Board. In case more than one author is involved, all co-authors should agree on the responses made to peer reviewers' comments and the revisions made to the manuscript. The modified manuscript has to be sent out for copy-editing.

iv.   Once responses have been added to the tracking table, it has to be signed by the Commission Chair. The Editorial Board will only review a completed and signed tracking table.

Suggestion: before you have the tracking table signed, you could send it to the Publications Officer first to check if there aren't possible issues that need further attention (before signing by the Commission Chair).

v.   After signing, please send the signed tracking table and the final, post-peer review and copy-edited _but not laid out yet_ manuscript to
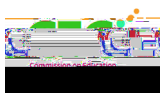
v. Once the DOI payment has been received, the Publications Officer can assign a DOI, register the DOI with Crossref (the registration agency for IUCN DOIs), and deposit your references so that your publication can be cross-linked to those in the bibliography/reference list (and vice-versa). The DOI should be included on the credits page. A DOI is only assigned in combination with an ISBN.

Translations

Translations of IUCN publications that have an IUCN ISBN, do not need to go through the Editorial Board process. Always share the link of the online Terminology (En/Es/Fr) and the IUCN Style Manual with the translator, before they start translating.

Each translation should be proofread by a native speaker, preferably an expert on the subject of the publication, to make sure the translation is accurate and complete. The layout and design of a translation has to be exactly the same as the original publication. Also, it is important that the credits page contains the translation disclaimer (see further the template of the IUCN credits page for translations).

The laid-out and proofread (but not published yet) PDF has to be sent to the Publications Officer for check and clearance of the copyright information and visual identity. After clearance, the Publications Officer will assign a new ISBN (and possibly DOI) and upload the publication to the IUCN library database. Never re-use an ISBN or DOI.

Guidelines, manuals and templates

All guidelines, manuals and templates mentioned in this information sheet are   available on both the IUCN Union Portal   and the IUCN website :

x   IUCN Publishing Guidelines   : Contains information about the Publications Committee, the Editorial Board, peer reviewing, page order/make-up of publications, page numbering, etc.

x   IUCN Style Manual : Explains