

IUCN publishing process for IUCN Commissions

To which document types does the IUCN publishing process apply?

For quality assurance purposes, 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).

IUCN [Commission publications with IUCN Secretariat co-authors or co-editors](#) seeking assignment of an IUCN ISBN must first submit a [publication concept note](#) to the [IUCN Publications Committee](#)

4) scholarly content with footnotes and references. Therefore, the following types of publications are eligible for an IUCN ISBN, such as:

- Syntheses and analyses
- Guidelines
- Conservation strategies
- Field guides
- Knowledge product standards
- Public interest books

If these publication types are produced without ISBNs, they may

[Portal](#) as grey literature if they have IUCN publishing guidelines and templates (including branding and logo use), but will not benefit from the advantages of having an ISBN and DOI, which include:

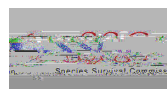
- Stable and unique identifiers that increase discoverability.
- Official landing page on the IUCN Library Portal linked from the DOI link.
- Appearing on the [Latest Publications page](#) of the IUCN website.
- Dissemination via the [IUCN Off the Shelf newsletter](#).
- Publication monitoring with [Altmetric](#) (after the DOI payment has been done).

Briefs, policy briefs, information documents, position papers, policy statements, fact sheets, brochures, event reports, project documentation, journal articles and other types of records, marketing materials, and papers do not qualify for an ISBN or DOI from IUCN and are not considered grey literature or catalogued in the IUCN Library System. (See further the [IUCN library system content inclusion guidelines](#).)

The IUCN Library creates and maintains a separate record in the catalogue for each periodical that links to the journal's website, but Commission should seek ISSNs and DOIs for these from the publisher of the periodical.

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



want to make sure that any contributors to the publication sign the [IUCN copyright licence agreement](#), to allow IUCN to publish the material as copyright IUCN.

IUCN has adopted an [open access policy for publications](#), mak k



- iii. The authors need to add in the tracking table point-by-point explanation of how each reviewer comment has been addressed and revise the manuscript accordingly. Authors should make sure to explain clearly in the tracking table if (and what kind of) modifications were made following a comment. And they 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 needs to be copy-edited.
- iv. Once responses have been added to the tracking table, the document needs to be signed by the Commission Chair. The Editorial Board will only review a completed and signed tracking table.
- v. After signing, please send the signed tracking table and the final, post-peer review and copy-edited manuscript to the IUCN Publications Officer for transmission to the Editorial Board.
- vi. The Editorial Board has one week to review the tracking table. This sometimes take a bit longer, as a quorum (minimum of 8 sign-offs) is required for an official sign-off.

Please note that each step requires a certain amount of time, which will also be of influence on the [production timeline](#) of your publication.

What to do after the Editorial Board sign-off?

- i. After the Editorial Board has officially signed off on the tracking table, you can send the copy-edited manuscript to the designer for layout and design.
- ii. Once the designer has laid out the publication, the proofreader reviews the PDF to make sure all formatting has been done correctly.
- iii. Afterwards, send the proofread (but not published yet) PDF to the Publications Officer. The Publications Officer will review the laid-out document and check if it abides IUCN's visual identity and publishing guidelines (use of logo, copyright information, branding, etc.).
- iv. After the laid-out PDF is approved, the Publications Officer will assign an ISBN to the publication.

A digital object identifier (**DOI**) is an international standard developed by the International Organization for Standardization. A DOI is required for all publications with IUCN Secretariat (co-)authors or (co-)editors and is recommended for all other publications with an IUCN ISBN. A DOI should be assigned to each separate language version or new edition of a publication. A payment of CHF 3 (B)4.4 (N)lithnesit1.8 (3 (B)4.4 (N)l)-0.7(it2 (D)-7(O)-4.3 3



