



Policy Manual

THE VICE PRESIDENT OF PUBLICATIONS OF ISBS

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Purpose Statement

The purpose of this policy manual is to provide a working document that provides the details and description of the roles and responsibilities of the Vice President of Publications of the International Society of Biomechanics in Sport (ISBS). The Vice President of Publications is a member of the Executive Council and Board of Directors of the ISBS, and is elected for a two-year term.

Publications Committee

The Vice President of Publications shall be the chair of the Publications Committee, and shall appoint at least one other members from the ISBS Board or active membership.

Duties

The Vice President of Publications is responsible for the publications of the society, including the followings.

- 1.0 ISBS Newsletters
- 2.0 *Sports Biomechanics* Journal
- 3.0 Proceedings of the Annual Symposia
- 4.0 Other publications the Society may publish
 - 4.1 The ISBS Webpage
 - 4.2 The ISBS Proceedings Archive
 - 4.3 The ISBS social media pages
 - i. Twitter @ISBSOFFICIAL
 - ii. Facebook “International Society of Biomechanics in Sport Official”

1.0 ISBS Newsletters

The Vice President of Publications may serve as the Editor of the Society’s Newsletter or appoint a member in the Publications Committee to serve. The Editor can follow the editable MS Publisher files of the previous newsletter to prepare new issues, and generated coloured PDF files for online publication on the ISBS webpage and also the ISSUU newsletter publication platform. One volume with two issues is to be published around March (No. 1) and October (No. 2) annually. Submission dates are September 1 and February 1 of each year. The Editor should invite ISBS Officers and Members in good standing to contribute articles related to the society, the latest advance in sports biomechanics, job vacancies and study opportunities, grant winner reports, and whatever non-commercial messages the Editor finds appropriate. Since the Newsletter is a very important channel for delivering the news of the society to the members, it is advised to put on the following items in the March issue to facilitate the work for other ISBS Officers.

- ISBS Membership Renewal [From the Treasurer]
- Call for ISBS Election [From the Secretary General]
- Call for ISBS Student Mini Research Grant [From the Vice President of Projects and Research]
- Call for ISBS Awards [From the Vice President of Awards]
- Preview of the coming ISBS Conference [From the host of the conference]

In the Autumn/Fall issue, it is advised to put on the following items.

- Call for hosting future ISBS Conference [From the Vice President of Conferences and Meetings]
- Report of the last ISBS Conference [From the host of the conference]
- Results of ISBS Election [From the Secretary General]



- Results of ISBS Student Mini Research Grant [From the Vice President of Projects and Research]
- Results of ISBS Awards [From the Vice President of Awards]
- Information on Upcoming conference [From the host of the conference]

The followings should appear at the end of each issue.

- ISBS Sponsors [From the Vice President of Public Relations]
- ISBS Officers
- ISBS Directors

The Editor should name the coloured PDF file in a format like "NL29NO1.pdf", and post it on the ISBS Webpage under the Newsletter tab. It can come with a thumbnail image showing the whole issue to attract readers or an embedded viewer using the embed code from the ISSUU website. The Editor should then use his/her registered email account for ISBS Membership to post the URL of the ISBS Webpage (<http://www.isbs.org>) with a brief content list to the ISBS email list servers. Do not attach the PDF file in the email as this may create heavy internet traffic and prevent the email from reaching some recipients. Posting the URL of ISBS Webpage can also encourage our members to read the webpage for other information.

2.0 Sports Biomechanics Journal

Sports Biomechanics is the society's official scientific journal. The first issue was published in 2002 by Edinburgh University Press. The journal was acquired by Taylor and Francis in 2006, and it currently is publishing around 40 articles per year in 4 issues. The URL of the journal is <http://www.tandfonline.com/action/aboutThisJournal?show=aimsScope&journalCode=rspb>

The Vice President of Publications shall liaise with the Editor-in-Chief of *Sports Biomechanics* to ensure its timely publication.

Since the journal is expanding quickly in terms of submissions and articles published in recent years, there may be a need to expand the Editorial Board to handle the amount of submissions. The Vice President of Publications should communicate with the Editor-in-Chief of *Sports Biomechanics* from time to time to see if there is a need.

To appoint Editor-in-Chief, the Vice President of Publications works with the ISBS Executive Council to appoint a Search Committee to call for nominations, to handle the selection process, and to make decision on the appointments. The Vice President of Publications or the Editor-in-Chief of *Sports Biomechanics* should chair the Search Committee. The Search Committee should be compromised of the current and former Editors-in-Chief, the current and past Vice President of Publications, and other persons who have made significant contributions to the journal. After the selection and appointment process, the Vice President of Publications should announce the appointment on the ISBS Webpage and in the coming newsletter.

The Editor-in-Chief of *Sports Biomechanics*, in consultation with the Vice President of Publications, makes appointments to the Executive Editorial Board and Editorial Advisory Board.



The Editor-in-Chief of Sports Biomechanics, will provide a short synopsis of the year's journal highlights at the AGM. If the Editor-in-Chief cannot be present at the conference, the VP of Publications or selected Associate Editor for the journal will present this information.

3.0 Proceedings of the Annual Symposia

The Vice President of Publications shall liaise with the Annual Conference Chair to ensure high-quality peer-review and publication of the proceedings of the Symposium. The proceedings should be in form of electronic version distributed online or by a CD or USB storage device at the conference. The cost of the proceedings is to be included in the registration fee. A hardcopy version of the proceedings is optional and may be charged an extra fee. The Vice President of Publications shall maintain and provide to the Annual Conference Chair the following documents: SamplePaperISBS.doc (available at this link: <http://bit.ly/sampleisbspaper>)

Editorial Process of the e-Proceedings:

Once a paper has been accepted it will be edited for grammatical/typing errors and consistency in format. The Chair of the Conference will prepare the edited papers for the proceedings.

The proceedings will include the following: Cover, title page, publication details page, preface detailing the aims the of ISBS and peer review process, a paragraph detailing the correct citation format for an ISBS conference proceeding, any acknowledgements, a listing of the Conference Organizing Committee, ISBS Executive Committee and Board of Directors, Scientific Committee and the Editorial Advisory Board, scientific program, table of contents, the edited papers, an author index, and a key word index. An example is available via this link: <http://bit.ly/sampleisbsproceedings>

All papers need page numbers for referencing purposes. These should be continuous i.e. only one paper should have a first page of number 1.

Before, or at the commencement of the conference, the Vice President of Publications should collect the electronic proceedings files for updating the ISBS Proceedings Archive.

In the event of an author requesting to change an element of their published proceedings paper the following procedure should be followed:

1. Author contacts VP of publications to request a change.
2. VP publications contacts the proceedings editor for that year and discusses the proposed changes and agree on what is permitted
3. Permitted changes are communicated to the author and they are asked to prepare an erratum statement and replacement text/ figures or tables as appropriate.
4. The author returns this to the VP publications where it is merged to the front of the present ISBS paper to acknowledge correction on future access of the work.

4.0 The ISBS Webpages

4.1 Society Webpage:

The society website is hosted and supported by Openwire web online applications. The society receive quarterly statements for website hosting and an email management system fees. The VP Publication will deal with website enquires from the membership. The VP of Publications will manage and update content on the



ISBS website (www.isbs.org). Once registered on the site Openwire support (support@openwire.com.au) can provide administrator access. These website updates include but are not limited to:

- News Items:
 - Call for Election Nominations [from Secretary General as per policy manual]
 - Election Results [from secretary general as per policy manual]
 - Call for Awards Nominations [from VP Awards as per policy manual]
 - Newsletter Release [from VP Publications as per policy manual]
 - Call for proposals to host ISBS Conferences [from VP Conferences as per policy manual]
 - Dissemination of pre/post conference minutes [from Secretary General as per policy manual]
 - Proceedings Release [from VP Publications as per policy manual]
 - Job Vacancies [from any ISBS member]

Annual Updates:

- Policy Manuals [following pre conference meeting approval, need to include date of approval and ISBS logo on front cover]
- Awards Deadlines [details from conference host and VP Awards]
- Officers [update after pre conference meeting once new officers are voted in]
- Conferences [update following annual conference, details from conference host]
- Journal Performance Report [update following AGM]
- Sponsors [details from VP Public Relations]

4.2 The ISBS Proceedings Archive:

Published Proceedings of all ISBS conferences are archived as an "open access" journal via the Digital Commons hosted at the Olson Library, Northern Michigan University in the United States of America. Adobe PDF files of proceedings papers are available free of charge. The site allows browsing, searching (title, author, etc.) and downloading of articles. The conference proceedings archive is managed by the VP Publications and is supported by the Olson Library Staff. The Repository is available online at: [<https://commons.nmu.edu/isbs/>]

The proceedings from 1983-2016 are hosted at the University of Konstanz, this archive and its associated links will remain active [<https://ojs.uib.uni-konstanz.de/cpa>]. The Olson Library staff will host this service and support the VP of Publications with the annual uploading of proceedings. The Olson Library Digital Commons System can also facilitate the paper submission and review process for the annual conference. Conference hosts will liaise with the VP of Publications to utilise this service.

4.3 The ISBS Social Media Pages:

The Vice President of Publications should promote key ISBS dates, deadlines and news via the ISBS Twitter [<https://twitter.com/ISBSOFFICIAL>] and Facebook page [<http://bit.ly/ISBSFACEBOOK>].