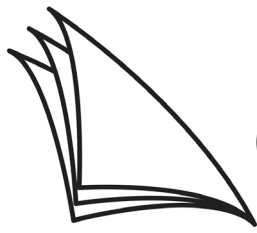


THE ACOM PRESS



acom PRESS

Terms of Reference

ACOM Press is an instrument of the Australian College of Ministries (ACOM), within the Graduate School of Leadership, that exists for the purposes of publishing, by electronic and/or print medium, materials and books that assist in furthering the objectives of ACOM and its members.

ACOM Press provides opportunities for ACOM faculty, friends and students in publishing their research as well as supporting our schools/institutes/centres of excellence in promoting their values and recording their historical distinctiveness.

1 OBJECTIVES

This Press is organized for educational and academic purposes related to the ministry and goals of ACOM including:

- 1) the promotion of research and teaching of students and/or faculty;
- 2) text books to be used for current units taught at ACOM;
- 3) materials and series that promote the dissemination of the history or values of ACOM or its members;
- 4) research that relates to one of the schools, institutes or centres of excellence of ACOM;
- 5) materials that are non-academic, generally-accessible Christian books that arise out of one of the schools, institutes or centres of excellence of ACOM that have been determined to be of a promotional nature to ACOM or beneficial to Christian ministry.

2 EDITORIAL ADVISORY BOARD

ACOM Press is overseen by an Editorial Advisory Board.

Composition

The Editorial Advisory Board shall be made up of a maximum of five members as follows:

- 1) the Director of ACOM Press (Dean of The Graduate School of Leadership);
- 2) the Academic Dean;
- 3) one academic representative being a head of discipline or head of a School/Institute/Centre of Excellence; and
- 4) external members as deemed necessary.

The Editorial Advisory Board is appointed by virtue of academic roles or by appointment of the Academic Board.

The Chair will be appointed by the Editorial Advisory Board.

Function of the Editorial Advisory Board

Approvals for publishing with ACOM Press is overseen and managed by the Editorial Advisory Board, in line with budgetary allocations for the year.

Day to day processes of the publishing procedure will be overseen by the Director of ACOM Press.

Director of ACOM Press

The Director of ACOM Press is to:

- 1) promote the interests and further the development of the Press;
- 2) be responsible with the Editorial Advisory Board for the administrative, financial and other business of the Press;
- 3) work directly with authors and support staff in the publishing process

General Editors

From time to time, a general editor may be appointed to oversee a series and will report to the Director of ACOM Press.

Minutes

Proper minutes of all meetings of the Advisory Board shall be kept, duly authorised by the Chair of the meeting, and securely stored.

3 FINANCIAL

ACOM Press operates within the financial constraints of the annual budgets set by the Board of Directors of ACOM.

Cost centres will be internally charged for print materials where they are utilised within that department.

Where materials are to be used from a School/Institute/Centre of Excellence, that department must underwrite the risks of costs of publication.

Generally, ACOM Press does not pay royalties or up-front payments for ACOM Press Publications. Where a royal payment is negotiated with an author this is subject to the recommendation of the Editorial Advisory Board and approval by the Principal of ACOM.

Five complementary books will be provided to the author. Discounted books will be available at the discretion of the Director of ACOM Press.

Sales of ACOM Press materials will be under the oversight of the Director of ACOM Press.

4 COPYRIGHT

ACOM Press will be granted a royalty-free, perpetual copyright licence as Publisher of works.

ACOM Press acknowledges the moral rights of authors.

5 PROCESS OF PUBLICATION

The general process of publication will be:

- 1) Authors may submit manuscripts or proposals to the Director of ACOM Press for review by the Editorial Advisory Board;
- 2) The Editorial Advisory Board will review such proposals in view of the objectives of the Press, financial and other resources available and other publication priorities;
- 3) The Editorial Advisory Board must receive specific approval for publications within disciplines from the Head of Discipline or Head of the School/Institute/Centre of Excellence to which that publication relates, and from the Director of Ministry Services in relation to budget allocations;
- 4) The Director of ACOM Press will oversee the practical writing and editing processes;
- 5) A finalised manuscript will be submitted for final approval by the ACOM Press Editorial Advisory Board;
- 6) Upon approval, the author will provide a signed Copyright Release Agreement granting the Publisher rights to the Work;
- 7) ACOM Press will arrange for the issuing of an ISBN number at their cost;
- 8) Working with the author, a copy editor, graphic artist and typesetter will be provided by ACOM Press to produce a final print and/or electronic copy;
- 9) ACOM Press will ensure legal deposit of books is made with State and National copyright libraries