

Committee Roundup: From the Chairs

Editorial Policy Committee

Michael Callaham, Chair

The Editorial Policy Committee serves as a resource regarding editorial and publishing policies. The committee studies procedural, ethical, legal, and economic policies and recommends policies and guidelines related to the editing, review, and publication of manuscripts in scientific journals. Policy guidelines developed by the committee are reviewed by the Board of Directors for approval and are then presented to the membership via publication in CBE Views, presentation at CBE annual meetings, or in other ways.

In the last few years the committee has

developed policies on confidentiality in the peer-review process and on redundant publication. These have been approved by the board and have official status. This year the committee has developed 2 policies, one regarding a journal's right to access the original data on which submitted research is based (for purposes of peer review) and a second



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on recommendations for reporting alleged misconduct to the institutions that supervise authors or involved parties. Both are under review by the board.

The committee is developing 2 additional policies which we hope to complete this year, one on conflict of interest and one on rights and responsibilities of editors. Probably next on our list after that will be a policy on Web authorship and duplicate publication and one on rights and responsibilities of reviewers.

The committee is exploring the possibility of placing policies under development on the CBE Web site so that members can comment on them during development.

Education Committee

Faith McLellan, Chair

The Education Committee develops short courses, workshops, and retreats for CBE veterans, new members, and others, particularly authors, who are unlikely to be CBE members but to whom our educational efforts are vital. Regularly held short courses are designed to educate and train journal editors-in-chief, manuscript editors, and managing editors. Past workshops have provided introductions to meta-analysis and to writing the scientific paper. Retreats have examined peer review, legal and ethical dilemmas in scientific publishing, the electronic paper, and authorship in biomedical publication.

The committee's major projects for this year have focused on 2 retreats: a fall meeting at Airlie House and a spring follow-up to the February 1998 Berkeley retreat on authorship. The Airlie House retreat, held

13-15 November 1998 in Warrenton, Virginia, was organized by Leni Grossman. The topic, "Common Aims/Different Languages: Increasing Understanding Among Medical Journals, Academia, and Industry", was developed to address issues relevant to a wide range of people and institutions involved in the publication of important scientific, medical, and public-health information.

The spring retreat, "Authorship in Biomedical Publication: Progress and Challenges", will be held during CBE's annual meeting in Montreal, on Monday, 24 May 1999. This session is an outgrowth of an



Faith McLellan

earlier CBE retreat during which participants agreed that more research was needed before further recommendations for solutions of the problems of authorship are formulated. A task force led by Frank Davidoff, editor of the *Annals of Internal Medicine*, has several working groups dedicated to creating and carrying out new research projects, writing a white paper, and developing a strategy for liaison with other professional societies and disciplinary groups. The task force is grateful to the Office of Research Integrity of the Department of Health and Human Services for its cosponsorship of the retreat and to the Program Committee, especially to Chair Margaret Levene, for incorporating the retreat into the annual meeting. We expect a great deal of interest in this important event and look forward to a large attendance.

Finance Committee

Michael Held, Chair

The charge of the Finance Committee is as follows: "Critically reviews annual operating budget prepared by the Treasurer, monitors cash flow, looks to future finances and recommends establishment of designated reserves, and arranges for audit of the books and records of the CBE."

Members of the Finance Committee met with Drohan Management Group (DMG) on 5 August 1998, after completion of the June 1998 financial statements. After the transition from The Sherwood Group to DMG, the Finance Committee reviewed the previous format of the monthly financial statements and established an acceptable, somewhat less-complicated format to use with DMG.

The budget format and committee budget templates were reviewed with DMG, and DMG was asked to duplicate the budget structure of 1998 for 1999, after which the structure can be simplified. In the following weeks, budget templates were prepared and mailed out to committee chairs to be returned before the Finance Committee's meeting to prepare the 1999 budget.

On the basis of a review of the May 1998 financials as prepared by Sherwood and the June 1998 financials as prepared by DMG, the committee estimated a budgetary shortfall due to the following:

- 1) Transition costs from Sherwood to DMG.
- 2) Modest annual-meeting revenues from Salt Lake City.
- 3) Additional Board of Directors' expenses from the February Scope and Mandate Task Force meeting in Washington, DC, and additional expenses in connection with the search for a management firm.
- 4) Increased expenses in production of the Woodford book and the GuideLines series to be realized in 1998.
- 5) Delayed publication of the above, resulting in a predicted loss in revenue for

1998 (this revenue will, however, be realized in 1999).

The committee requested updated reports on closure of the financials for both the Annual Meeting and the February retreat, a realistic financial projection of the Airlie House retreat, a report on preliminary sales of the Woodford book and GuideLines series at the joint CBE-AESE-EASE meeting in September, and the August 1998 financial statement. These would be used to reevaluate the financial status of the 1998 budget and to make projections for the 1999 budget.

Members of the Finance Committee met again with DMG on 19 October to review the 1998 budget on the basis of the requested reports and monthly financial updates and the third-quarter investment-fund report from Legg Mason. The committee was pleased to report that the expected shortfall would be considerably less than predicted 2 months earlier despite losses in the stock market that affected the investment fund. The committee reviewed the investment policy and prepared recommendations for the board. With the assistance of DMG, the committee prepared the 1999 budget for presentation to the board. The committee also prepared recommendations to the board regarding membership dues, annual-meeting fees, and short-course fees. These recommendations were sent to the board for review.

On 2 November the board met via conference call and the treasurer presented the state of the 1998 budget. It was decided that few corrective measures were necessary to remain within the budget. Recommendations were made regarding long- and short-



Michael Held

term investment policies. The 1999 budget — with recommendations regarding dues structure, annual-meeting fees, and short-course fees — was presented and was passed after discussion and minor adjustments.

As requested by the board, members of the Finance Committee will work with committee chairs to assist them in developing and adhering to realistic budgets. The liaisons will be as follows: Paul Bozuwa, Education Committee; Connie Kiley, Membership Committee; Michael Held, Publications Committee; DMG and Finance Committee, Program Committee.

All committees will be urged to use conference calls whenever possible in place of face-to-face meetings, and conference-call guidelines were sent out with committee budget templates. On the basis of the information received, DMG calculated a line item for each committee's conference calls.

The Finance Committee will continue to monitor the investment portfolio over the coming months to ensure that CBE priorities are being met. The committee believes that the investment portfolio is sound, as well as sufficiently conservative, in light of a 30-year investment strategy. The committee will continue its efforts to work with DMG, the board, and committee chairs to streamline the budget process.

Thanks are due the members of the Finance Committee who were willing to travel to no fewer than 3 meetings over the last few months and who have donated much time and effort to the budget process and the successful transition from Sherwood to DMG. Thanks are also due the members of the DMG team who have worked hard to make the transition smooth and to meet CBE's needs. The Finance Committee also thanks the committee chairs for their timely preparation and return of budget worksheets.

Information Management Committee

Janis Audin, Chair

The Information Management Committee has 2 primary charges:

- To recommend what type of information CBE should gather about its members; identify vehicles for gathering and disseminating membership demographic data; develop guidelines for creating, maintaining, and modifying databases; and consider technologic advances in data management as related to CBE and CBE members.
- To manage CBE's Web site.

The committee is still committed to gathering information to be included in a searchable database for members who are interested in networking about like experiences and needs. During the CBE annual meeting in May 1998, the committee passed out a form requesting information about members' work experience and type of employers. In keeping with our charge to consider technologic advances in

data management, the committee recommended to the Board of Directors that it endorse structured document encoding of scholarly publications.

During the Information Management Committee's meeting in May, most of the discussion focused on the recent launch of CBE's Web site. The committee made plans for modest changes during its first year, as it decided what is possible and what members want on the site.

During the second half of 1998, most activity on the Web site was behind the scenes — developing protocols for working with the new management firm and the



Janis Audin

company that handles the technical side of posting content, links, and services. During this period the committee updated the membership directory monthly, accepted and posted several ads in the classified-ads area, kept the calendar up to date on meetings of interest to CBE members, and hosted the CBE Forum page, an online conference area for posting and reading messages of interest to CBE members.

During the first half of 1999, the committee plans to use the Web site to address its charge regarding the gathering of demographic information about members and to gather information about structured document encoding to assist the board in its review of the subject. The committee also looks forward to updating the design of the site and to establishing new features, including a welcome page for new members.

Membership Committee

Barry Davis, Chair

The Membership Committee is responsible for ensuring that members are well served by CBE and that prospective members are well informed about CBE.

One of the committee's early projects was simple but revealing. The committee asked a group of new members for their thoughts regarding a CBE name change and the inclusion of more publishing professionals representing varied scientific subject matter. According to the results, new members are overwhelmingly in support of "Council of Science Editors":

"I would have joined sooner if the name reflected broader science/academic interests."

"Although we are a network of biological and biomedical editors, that should not make us some sort of Exclusive Brethren."

"I feel that currently . . . our name alone makes membership in CBE seem somewhat prohibitive."

"I believe that CBE is strengthened by its diversity."

"People like myself would be more encouraged to join."

In addition to reviewing membership data (on new members, member attrition, and so on) and creating correspondence for new-member welcome and existing-member renewals, the committee is in the process of creating new marketing materials to "sell" CBE more effectively to those considering membership. CBE's new "brochure" will be a 2-sided laminated card that will serve as a ruler, bookmark, and advertisement. The committee also plans to add to the Web site an "online orientation" function for new members.

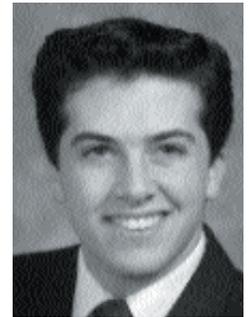
The committee is pleased to introduce its (unofficially titled) "FAM [Free Annual Meeting] Campaign". Quite simply, if you are able to recruit 5 members to join CBE, your attendance at the Annual Meeting will be free. Even if you are able to recruit only one new member, you will enjoy a CBE T-shirt. Details are forthcoming (as well as a name change to this program, probably).

In the coming weeks and months the committee's projects will include:

- potential publication-discount reciprocity programs with allied organizations
- provision of a CBE T-shirt to all new members.
- development of an interdisciplinary target list of prospective members among the "bio-prefix" sciences
- evaluation and potential modification of current emeritus-membership bylaws

The committee is proud to serve the membership of CBE. Comments, questions, and concerns from members are not merely considered by this committee; rather, they serve as the basis of its future endeavors.

The committee chair would be delighted to address questions or comments (717-632-3535; bdavis@tsp.sheridan.com).



Barry Davis

Program Committee

Margaret Reich Levene, Chair

The annual meeting is one of the most visible, important, and enjoyable functions put on by CBE. It is where we build our community, get to catch up with each other, learn what's new about disseminating scientific information, and find out how the experts have been solving problems that have recently come to our attention. You get to travel to a new place, make new friends or greet old friends, clear your head of the stack of papers left on your desk, and discover improved ways of doing things you never thought of before!

The Program Committee is charged with making the annual meeting rewarding, informative, and fun to attend. Like a phoenix, the Program Committee creates itself anew every year. Although some committee members serve more than 1 year, every year there is a new chair, a new theme, and a new annual meeting to plan. The committee for

next year's meeting will meet and start its work at this year's meeting.

Starting with the theme, the committee chooses sessions that it believes will resonate with the members of CBE and past meeting attendees. A list of speakers is discussed, and invitations are extended in the fall of the year before the meeting. When the speaker list is final, an enticing preliminary program is mailed to all members and others who might be interested in attending.

The city and hotel are chosen years in advance, but the Program Committee chair and the executive director of CBE plan the logistics of the meeting rooms, food, and



Margaret Reich Levene

social events. The CBE staff deserves great credit for implementing the plans that the committee has decided on. To enrich attendees' experiences, tours and other social events are planned outside the educational part of the meeting. These are arranged by the Local Arrangements Subcommittee of the Program Committee, which consists of people who live or work in the city in which the meeting will be held. They scout out enjoyable things for groups to do, provide lists of restaurants and sites for people to visit on their own, and work with the CBE staff to make it happen.

Right now, the committee is completing plans for the 1999 annual meeting in Montreal, and there is nothing more rewarding to do for CBE. As the committee watches the program come together, its members look forward to attending the sessions, spending time in Montreal, seeing all of you again, and meeting new people!

Publications Committee

Leesa D Bruce, Chair

In the wake of some unforeseen delays in production, we are pleased to announce that *How to Teach Scientific Writing*, by F Peter Woodford, will be published, we hope by the time you read this article. This new edition, following the overwhelming success of Dr Woodford's first edition, published in 1968 (titled *Scientific Writing for Graduate Students*), reflects more diverse methods of communication and therefore is being targeted to a much broader audience.

The first 4 titles of the CBE GuideLines

are starting to roll off the presses. The GuideLines are a series of thumbnail booklets on issues of interest to CBE members in particular and to the scientific community at large. Each is intended to provide basic information on such topics as charts and



Leesa D Bruce

graphs, levels of editing, posters and poster sessions, and grant proposals. The documents will be affordable, informative, and easy to use.

While valiantly moving forward to launch new publications, the committee continues to search for new ways to expand its marketing and promotion efforts on behalf of CBE. To that end, it welcomes suggestions, help, or anecdotal information that would help drive the direction of new initiatives.

Sponsorship Committee

Diane Scott-Lichter, Chair

The role of the Sponsorship Committee is to coordinate and perform necessary activities for obtaining funding from corporations, societies, associations, and other groups to support CBE activities and programs. The committee's responsibilities are to obtain sponsorship at various donor levels; solicit exhibitors and, in conjunction with CBE headquarters, organize annual-meeting exhibits; secure grants for publications, educational programs, retreats, workshops, and other special projects as directed by the Board of Directors; and raise money through miscellaneous sales. The Sponsorship Committee determines the levels and benefits of sponsorship on the basis of the history of donations and availability of benefits.

In 1998-1999, 6 levels of sponsorship are offered: \$5000 and up, \$2500 to \$4999, \$1500 to \$2499, \$1000 to \$1499, \$500 to \$999, and \$250 to \$499. Sponsors can designate specific projects and activities to support. The Sponsorship Committee maintains records of donors approached, the purpose for which they were solicited, and the solicitation results; this information is delivered to CBE headquarters at the end of the fiscal year.



Diane Scott-Lichter

Formerly, the Sponsorship Committee

was a subcommittee of the Membership Committee. However, this year the CBE board decided to designate it a full committee to centralize and enhance solicitation efforts. During this first year of building, the Sponsorship Committee consists of a chair, a vice chair, and 4 members. They are, respectively, Diane Scott-Lichter, Craig Smith, Leslie Grundfest, Karen Klein, Duncan Lewis, and Frank Stumpf. The committee works under the direction of the board liaison, Tad Parker, and with the advice and assistance of CBE headquarters.

Please feel free to contact any member of the committee with your ideas or names of potential donors. The committee welcomes your input in building a stable financial platform for CBE.

Style Manual Subcommittee

Peggy Robinson and Robert Wilbur,
Cochairs

The Style Manual Subcommittee is developing a plan for the seventh edition of Scientific Style and Format (SSF) and presented a preliminary version to the Board of Directors at its September 1998 meeting.

One of the most important changes in the sixth edition, the expansion of the book to cover all sciences, need not be reconsidered for the next edition. That is because the CBE board, in response to a recommendation from the Scope and Mandate Task Force, has endorsed expanding membership to all sciences. SSF was only just slightly ahead of its time on this one.

Some new sections are expected for the next edition. First and foremost, in response to requests from users, a section

on ethical issues in publication will be reintroduced. This section is being developed from the policy statements of the CBE Editorial Policy Committee. The revised number style, published earlier this year in CBE Views (1998;21[1]:14-16), will also be incorporated into the next edition of SSF. The committee is considering a separate chapter on human biology and medicine; this information is now in a chapter that covers both human and animal life. Information about oceanography, limnology, and meteorology will likely be added to the chapter about Earth. The chapter on citations and references will be revised to cover the citation of electronic resources in more detail. In fact, because the standards for this type of citation have changed so much since publication of the sixth edition, it is planned to make this update available well



Robert Wilbur and Peggy Robinson

before the next edition appears.

If you have suggestions for other topics that you think should be considered for the next edition, please send them to the Style Manual Subcommittee through CBE Headquarters.