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About the Institute

The Hunt Institute for Botanical Documentation, a research division of Carnegie Mellon University, specializes in the history of botany and all aspects of plant science and serves the international scientific community through research and documentation. To this end, the Institute acquires and maintains authoritative collections of books, plant images, manuscripts, portraits and data files, and provides publications and other modes of information service. The Institute meets the reference needs of botanists, biologists, historians, conservationists, librarians, bibliographers and the public at large, especially those concerned with any aspect of the North American flora.

Hunt Institute was dedicated in 1961 as the Rachel McMasters Miller Hunt Botanical Library, an international center for bibliographical research and service in the interests of botany and horticulture, as well as a center for the study of all aspects of the history of the plant sciences. By 1971 the Library's activities had so diversified that the name was changed to Hunt Institute for Botanical Documentation. Growth in collections and research projects led to the establishment of four programmatic departments: Archives, Art, Bibliography and the Library.

TO: All Faculty Members of the University of Colorado

FROM: Vice President Lawson Crowe *Kan Crowe*

SUBJECT: Revision of the Policies and Procedures of the Committee on University Scholarly Publications dated July 1, 1971

DATE: August 12, 1971

The Committee on University Scholarly Publications has revised the guidelines used in making decisions about applications from faculty for support of page charges, publication and journal subvention. The Policies and Procedures of the Committee on University Scholarly Publications dated December, 1969, is now obsolete and should be discarded. The page cost reimbursement form has also been revised and is available from the Committee Secretary, Graduate School office, 914 Broadway. A small supply of these forms, as well as additional copies of the Policies and Procedures have been mailed to the offices of Deans, Directors, and Department Chairmen.

UNIVERSITY OF COLORADO
POLICIES AND PROCEDURES
COMMITTEE ON UNIVERSITY SCHOLARLY PUBLICATIONS

Revised
July 1, 1971

I. OBJECTIVES

The Committee on University Scholarly Publications (CUSP) was established on July 22, 1966 by the Committee on Coordination of Research (now defunct) to determine those publication projects of the faculty that appropriately may be subvented by funds available to CUSP. Requests eligible for consideration are support of Page Costs, Journal Subvention and Publication Subvention. The Committee does not entertain requests for payment of reprints. Such requests should be addressed to the Council on Research and Creative Work, Graduate School.

II. APPLICATION

Any full-time faculty member of the University may apply at any time to the Dean of the Graduate School, 914 Broadway, in accordance with the provisions listed herein. Visiting professors are not eligible for support from CUSP.

III. NOTIFICATION OF AWARDS

The Committee on University Scholarly Publications meets at least once a semester and more frequently as required by the volume of requests. Applicants will be notified by mail of the Committee's decision by the Dean of the Graduate School.

IV. PAGE COSTS

A. Application Procedure

Applications for support of page costs may be submitted on forms available at the office of the Secretary of the Committee, Graduate School.

B. Requirements for Consideration

Consideration will be given by CUSP provided that:

1. The work which led to the publication for which page cost support is requested was performed at the University of Colorado;
2. CUSP has the necessary funds at its disposal. When CUSP approves an amount less than the total invoice price, arrangements must be made by the author to cover the balance of the invoice;
3. The applicant is not covered by a grant or other research support

providing funds for the research which resulted in the article and the applicant has not been able to obtain support from any other source;

4. The applicant can provide an adequate explanation for his delay in publishing the results of his research if his grant has lapsed;
5. The journal publishing the applicant's work reflects and supports genuine scholarly achievement;
6. The referee policy of the journal in which the article is to be published provides for review by at least two referees and/or is a leading journal in its field.

V. JOURNAL SUBVENTION

A. Application Procedure

A detailed letter of application should be submitted to the Dean of the Graduate School, 914 Broadway, with the following information and a copy of the journal:

1. Title of journal
2. Name of publisher
3. Length of time the journal has been in existence
4. Number of issues of publication per year
5. Referee policy
6. Period for which support is requested
7. Budgetary statement analyzing the journal's total financial situation, including:
 - a) Full information about the publication's annual operating costs
 - b) Statement of policy and of revenue realized from the following and any other sources:
 - 1) Page costs
 - 2) Subscriptions (rate and number in force)
 - 3) Advertising income
 - 4) Department's contribution
 - c) Total support requested from CUSP
 - d) Distribution of requested support among University budget codes

B. Requirements for Consideration

CUSP will consider applications for subvention of scholarly journals provided that:

1. The journal is representative of genuine, scholarly effort with an appeal transcending parochial interests and with a potential national distribution;
2. The funds requested are not to be used to fund editorial salaries;

3. Upon subvention by the Committee, the person or persons responsible for the founding and publishing of the journal endeavor to establish the journal as a self-supporting scholarly publication;
4. The department with which the applicant is affiliated is willing to provide a reduced teaching load when necessary, and will contribute a portion of the support required as an indication to CUSP that the proposed journal will bring credit to the department and to the University of Colorado;
5. The period for which support is requested shall not exceed 3 years.

VI. PUBLICATION SUBVENTION

A. Application Procedure

A detailed letter of application should be submitted to the Dean of the Graduate School, 914 Broadway, with the following information:

1. Title of manuscript, monograph or other work;
2. Amount requested from CUSP;
3. Name of publication in which work will be published;
4. Statement from publisher or editor confirming amount requested and proportion of the total cost requested from CUSP and anticipated date of publication.

B. Requirements for Consideration

CUSP will consider applications for subvention of manuscripts, monographs, or any unusual or experimental creative works of quality which are not generally appropriate in content or structure for publication by scholarly journals, provided that:

1. The work which led to the publication for which support is requested was performed at the University of Colorado;
2. The Committee may judge or have judged by outside competence said work;
3. The applicant is not covered by a grant or other research support which provides funds for publication of said work;
4. The applicant will have the work copy-righted in his name;
5. The applicant will sign an agreement assigning his royalty interest to the Regents of the University of Colorado to the extent of the amount advanced by CUSP with the understanding that the applicant is under no obligation to repay the advancement out of his own funds if no royalties are received, and that any royalties above and beyond the advancement will be directed back to the applicant.

For manuscripts published through the Colorado Associated University Press (CAUP), special arrangements made with CAUP will apply.