School Publishing Initiative (SPI) - revision

The intention of the initiative is to assist the School’s academic staff with their publishing activities. All academic staff members are invited to negotiate SPI “timeout” to write peer reviewed papers. A full-time staff member is eligible for two consecutive weeks ‘timeout’ per semester and a part-time staff member for four weeks pro-rata ‘timeout’ per semester.

Process:
In order to establish this time the following steps should be taken.

• negotiation of the timeframe with your supervisor;
• coverage of teaching and other commitments negotiated with your supervisor; and
• space made in your diary for a dedicated commitment to the SPI during these two weeks;
• notify the Hub about the outcomes.

Further SPI leave will depend upon demonstrable outcomes from the previous SPI.

Suggested planning before taking the leave:
Prior to taking the leave, it is important to constructively plan and prepare your time. The following suggestions help:

• endeavour to set dates for writing leave that do not compete with other major teaching commitments;
• plan the leave in advance so that the preparatory work for writing may be done before hand (allow 12-18 months);
• choose a journal and refer to their writing criteria frequently to guide the writing process. Select several journals as alternatives, should the paper not be accepted by the first;
• decide on the type of manuscript (e.g., a literature review, a methodological paper, a research report, etc.);
• consider working with students when their papers are high quality. Papers may be brought up to publishing standard with an academic’s input and this assists both in getting published;
• consider also working with colleagues. This lightens the load and you have someone to collaborate and build ideas with. Colleagues across disciplines may also be worthwhile;
• plan your preparation time carefully with well-structured time periods. Work out how much time you will need to draft each aspect of your manuscript and stick to the plan.

Suggestions for staff with limited experience in publishing papers:
• first discuss the focus of the paper with someone who is experienced in publishing. This may be a colleague or a member of the HUB’s Critical Reviewer Group;
• once a draft is completed, access someone who reviews for the selected journal to obtain some friendly critical feedback (refer to the Critical Reviewer Group if you are not sure of an appropriate reviewer);
• be aware that it may be 12 months or longer from the submission of the paper to it being published (be patient). Expect some papers may be rejected, this is part of the process, do not take it personally.
**Expected outcomes:**
Level A completion of the draft of the article;
Level B completion of one article;
Level C completion of one article ready for the submission plus the draft of the second article;
Level D & E completion of two articles ready for the submission.

**Evaluation of outcomes:**
At the end of the period of SPI leave contact should be made with the Associate Dean (Research), who will evaluate the outcomes achieved and identify and facilitate further action necessary to bring the writing to publication. This may include any mentoring with your nominated supervisor, mentor or critical friend and/or editorial assistance required to complete the paper.

All staff are strongly encouraged to participate in this initiative.

2 March 2009