

Council on Technology Teacher Education Monograph Policies and Procedures

5/27/02

Background

One of the primary roles an academic professional organization may play is to encourage and facilitate the scholarship of the profession. Indeed, the Council on Technology Teacher Education (CTTE) maintains an identity/purpose apart from the ITEA primarily to the extent it promotes research and scholarship. The CTTE Yearbooks, *Journal of Technology Education*, and the CTTE Monograph series are the current publication outlets for this scholarship.

The CTTE Monograph series has a unique niche in this schema, in that it provides an opportunity to address topics in a timelier manner than can the *CTTE Yearbook*, and in greater depth than is generally possible in the *Journal of Technology Education*. The CTTE Monograph series affords prospective authors a unique and effective publication opportunity, thereby providing Technology Teacher Educators and faculty in related disciplines with timely reference materials and potential readings for the courses they teach.

CTTE Monograph Initiation Process

Each year, the CTTE Publications Committee shall strive to identify potential/timely topics and prospective authors from the field for the CTTE Monograph series. The Chair of the CTTE Publications Committee shall forward possible topics/prospective authors to the CTTE President at any time throughout the year. Within two weeks of receiving one or more such suggestions, the CTTE Board should formally discuss and consider for approval the proposed Monograph titles/author(s).

When the CTTE Board chooses to encourage development of one or more of these Monograph titles, the CTTE President shall communicate with the prospective author(s), in writing, with a copy sent to the Chair of the CTTE Publications Committee. This written communication should be encouraging in nature, and should explain that the Board has every intent of publishing the Monograph and wishes the author(s) to have the benefit of *helpful* input from the profession, as facilitated by the "Monograph Development and Review Procedures" outlined below.

Monograph Development and Review Procedures

CTTE Monographs undergo peer review, and are therefore formally refereed publications. Out of respect for the author and in light of the "timely" nature of most monographs, every effort shall be made throughout the review process to facilitate publication of each Monograph as swiftly as possible. Toward this end, all parties involved shall agree to strive to meet the development/review schedule outlined below.

A specific timeline based upon the general guidelines outlined below—with mutually agreed-upon dates that could vary slightly from these general guidelines—shall be agreed to by the author(s), CTTE Publications Committee Chair, and CTTE President before work on the Monograph begins.

Monograph Development Timeline

1. Within 2 months of the initial notification from the President, the author(s) should submit a detailed Monograph outline to the CTTE Publications Chair.

2. Within 3 weeks of receipt of the outline, the Publications Chair will provide *helpful* feedback to the author(s) based upon input provided by Publications Committee members.
3. Within 3 months of receiving feedback on the outline, the author(s) should submit a first draft of the Monograph electronically (to the Publications Committee Chair, with a copy to the CTTE President).
4. Within 4 weeks of receiving this Monograph draft, the Publications Committee Chair will solicit reviews from 2 or more Publications Committee members and the CTTE President, and provide *helpful* feedback to the author(s).
5. Within 3 months of receiving this feedback, the author(s) should submit a revision (in electronic format and in full compliance with the CTTE Monograph specifications available from the CTTE Web site) to the CTTE Publications Chair. This revised Monograph should be accompanied by a cover letter that provides explanation of any revision suggestions that were not addressed by the revision. The Chair will forward a copy to the CTTE President for review.
6. When the CTTE Publications Chair and President concur that the Monograph is ready for publication, the President will solicit a formal endorsement of the Monograph from the CTTE Board. Immediately upon endorsement, the CTTE President should communicate this news to the Monograph author(s), with a copy to the CTTE Publications Chair.

Dissemination

Within 2 weeks after receiving CTTE Board endorsement, the new CTTE Monograph shall be distributed to CTTE Members electronically (e.g., via the CTTE Listserv) and posted on the CTTE Web site in PDF format.

Prior to this electronic publication, all authors must sign a formal agreement that grants permission to the CTTE to distribute the monograph electronically (indefinitely, and at no charge) and with the expectation that the CTTE will post the Monograph on the CTTE Web site, for free global access as long as the CTTE maintains a Web site (or similar global network site). The CTTE shall add a formal cover to the monograph and will provide the author with 5 hard copies or 5 copies of a CD with a formal printed label.

Moreover, the agreement between the CTTE and the author(s) shall allow faculty and students to duplicate the Monograph, in either electronic format or in print, and distribute it—*at cost* and not for profit—so long as the format of the document (including all author and CTTE credits) is steadfastly maintained.

Authors shall be expected to present their completed monograph as part of the next annual CTTE Conference program (the CTTE VP develops the Conference Program and should thus work to include this Monograph presentation in the Program).

Promotion

At least once annually, the CTTE shall provide the membership with a listing of all available monographs (via the CTTE Listserv), reminding them that each is freely accessible from the CTTE Web site.

The CTTE President shall annually make a written request of the ITEA Executive Director, asking the ITEA to: 1) promote the CTTE Monograph Series in the ITEA Publications Catalog; and 2) maintain an active link from the ITEA Web site directly to the "Monographs" section of the CTTE Web site.

Agreement Between CTTE and Prospective Monograph Author(s)

1. I/we, the prospective author(s) _____ agree to develop a CTTE Monograph addressing the topic of _____, and to do our best to abide by the timeline outlined below.
2. The author(s) shall provide a detailed Monograph Outline in electronic format to the CTTE Publications Chair and CTTE President by _____. (Allow 6 weeks from the signing of this agreement).
3. The CTTE Publications Chair shall provide feedback on the Monograph Outline to the author(s) by _____. (Allow 3 weeks from receipt of the outline).
4. The author(s) shall submit the first draft of the Monograph manuscript to the CTTE Publications Chair by _____. (Allow 3 months from receipt of the outline feedback).
5. The Publications Committee Chair shall provide feedback regarding the first draft of the Monograph manuscript (compiled from the CTTE Publications Committee review) to the Monograph author(s) by _____. (Allow 4 weeks from receipt of this draft).
6. The author(s) shall provide the first (and ideally final) revision of the CTTE Monograph electronically to the CTTE Publications Committee Chair and CTTE President by _____. (Allow 3 months for this revision. If necessary, at the discretion of the CTTE Publications Committee Chair and President, another revision round may occur. If so, both author(s) and CTTE Publications Committee Chair agree to address their part of this process within one month's time).
7. When the CTTE Publications Committee Chair and President agree that the Monograph is acceptable for publication, the President will seek formal CTTE Board endorsement of the Monograph.
8. Within 2 weeks of the CTTE Board endorsement, the Monograph shall be distributed to CTTE Members via the CTTE Listserv, and shall be posted on the CTTE Web site (in PDF format) for as long as the CTTE maintains the Web site.
9. A presentation of the "Working Draft," (if the author and CTTE Publications Chair agree that it is far enough along in the development process) or published Monograph shall be made by the author(s) as part of the CTTE Program at the annual ITEA Conference on or about _____. (If it is a "working draft" at the time of presentation, the title of the paper shall include "Working Draft" so all recipients of this paper are clear on this issue).

I agree to the general guidelines described in the "CTTE Monograph Policies and Procedures" and am committed to the specific dates identified above. I also agree that the Monograph is intended for educational purposes, and may therefore be duplicated and distributed in any format by faculty, students, and others, so long as this is done without any profit whatsoever.

_____, Monograph Author/Co-Author Date: _____

_____, Monograph Author/Co-Author Date: _____

_____, CTTE Publications Committee Chair Date: _____

_____, CTTE President Date: _____

Note: Failure of author(s) to comply in a reasonable manner with this proposed timeline may result in the CTTE withdrawing from this agreement.