BKCASE EB
Processes

N. Hutchison
Nicole.hutchison@stevens.edu
Outline

• Reviewer Role
• Author Role
• Editor Role
• Process for incorporating new materials
• Process for editing materials
• IP Handling
• Questions about current feedback mechanisms
General Reviewer/Reader Role

- Broader review of a topic, part etc. or of a concept or theme across the SEBoK
- Provide their overall response to the section: gaps, useability, relevance, detailed content, etc.
- To be considered by the EB as an input
- Lower level of feedback needed by EB
- Invited or just through sandbox
- May need mechanism to “record” this activity for PDU process
- Could specifically include other disciplines
Focused Reviewer Role

- **Reviewers** are invited to provide comments or review on existing or new SEBoK content.
- All review comments will be passed to the appropriate editor, who will take account of them in his/her editorial decisions.
- The editor is expected to provide appropriate feedback to all reviewers on their comments and to act on them as needed.
- The final judgement on how a comment is treated is left to the judgement of the editor.
- An EB member may also act as a reviewer if they wish, but must understand the difference in role and act accordingly.
Author Role

• Provide new content or extensive edits to existing content
• Authors are responsible for:
  • Providing an author release
  • Following the philosophy of SEBoK (inclusion of multiple ideas/methods as appropriate, good referencing)
  • Following the BKCASE Style Guide
  • Reviewing glossary terms relevant to their materials
  • Ensuring we have primary reference information
  • Providing adequate information on figures and tables
    • Permission to use if they are original for BKCASE
    • ALL information required to obtain permission if they are copyright owned
  • Following the guidance of the Associate Editor responsible for the knowledge area where materials will be incorporated
  • Accepting that all materials submitted will be edited before inclusion
• Note: Authors should work in the Sandbox, not the Draft
• Author responsible for IP permission......
Associate Editor Role

- Editors own a specific area of the SEBoK or GRCSE, determine, the final content and ensure quality of their sections for publication
- Editors are responsible for:
  - Setting the vision for their area of responsibility
  - Recruiting and overseeing authors relevant for their knowledge areas and notifying staff when new authors join BKCASE
  - Identifying and coordinating with appropriate reviewers
  - Incorporating community feedback as appropriate
  - Ensuring that authors have adequately fulfilled their responsibilities
  - Notifying BKCASE staff of images/figures and ensuring they receive information on this IP in a timely manner
  - Preparing all materials for publication in the Draft Wiki
  - Following the guidance and direction of the EIC
  - Coordinating outreach as appropriate (e.g. with INCOSE WGs)
- Editors may act as authors or reviewers when appropriate, but are encouraged to seek author support
Process for New Materials

• Trigger: Receipt of new materials (whether solicited or not)
• Receive new materials
• Work with Staff to determine that BKCASE has permission to use the materials
  • Flag any figures/tables – these items require special permissions
• Review materials received
  • Do they belong in the knowledge area(s) under your purview?
  • Do they fit with the SEBoK philosophy?
  • Are they well-written, well-referenced, etc.?
  • If yes to all of these, then:
• External review of materials received (number?)
• Coordinate with author to address concerns based on review
• When materials are sufficiently mature, EIC/EB Review
• Incorporate in the Wiki
  • If this requires structural changes (e.g. a new article), coordinate with Staff
Process for Editing Existing Materials

• Trigger: Receipt of external comments OR Editor review of existing materials
  • Review comments/suggestions (Sandbox, DISQUS, etc.)
    • Is it appropriate to do this?
• Coordinate with appropriate author(s) for these updates, explaining the specific goal of the new edits
• Review of updates
  • Same questions as for new materials (quality control, SEBoK philosophy, etc.)
  • Coordinate with author to address any concerns based on review
  • Are there references that need updating (e.g. new SWEBOK?)
• When materials are sufficiently mature, EIC Review
Publication Process

- Editor approves final author contributions
- Editor review (for own KA)
- Editor work on articles
- EIC review and feedback
- Editor Final Edits
- Tech editing
- Final EIC review and approval
- Technical review
- PDF
- Wiki publication
IP Handling

• Two areas of concern:
  • Author release – which allows us to publish work submitted by authors outside of the editorial board
  • Images/Figures/Tables
    • Very special rules for reuse of these items
    • Have to gain permission from the copyright owner – which is not always who you may think!
    • Coordination for a figure can take anywhere from a few days to 6 months
    • IP Form that needs to be submitted whenever an Editor wants to add a figure or table is added to the SEBoK
      • Editor’s information
      • Placement in the wiki/caption (this is important because the Staff will insert and format these items!)
      • Source of the item (this is critical in order to properly ID the copyright owner)
  • Whenever you have a copyright owned figure or table to add, please formulate a backup plan (i.e. what you will do if we don’t receive the permission in time to include it in publication?)
Feedback Mechanisms

- Current mechanisms below – Are these adequate? Are these all necessary?
  - Sandbox
    - New content
    - Edits of existing articles
    - Comments
    - Suggestions for structural changes
  - DISQUS
    - On Sandbox, Draft, and Wiki (Live)
  - Comments submitted via email
  - Solicited input
    - Coordination with Working Groups
    - Editors may request review of specific materials
Decisions/Action Items

• Nicole will create checklists based on this discussion and distribute