

# 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 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