



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 13.27**  
**Date Approved: 05/05/00**  
**Date Amended: 08/23/11**  
**Reviewed w/no Changes:**  
**Office of Responsibility: VP UR**  
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**SUBJECT: SOUTHERN UTAH UNIVERSITY PRESS AND EDITORIAL BOARD**

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- I. **PURPOSE:** To provide a policy related to the operation of the Southern Utah University Press.
  
- II. **HISTORY:** The SUU Press, founded in 1985 as a department of the Sherratt Library is a non-profit publisher of scholarly and regional books. The press publishes general interest and historical books on Southern Utah and Southern Utah University. Additional areas of primary interest include manuscripts on southern Utah people and places.
  
- III. **POLICY GUIDELINES:**
  - A. **Editorial Board:**
    1. **Purpose:** To provide expertise to the Southern Utah University Press in determining the guidelines for soliciting and publishing materials by the press, the scope of the material the Press will publish, and selection of readers to provide editorial comment prior to board approval.
  
    2. **Membership:** The committee will consist of the following members:
      - a. Dean of Library Services or his/her designee serves as the non-voting chair of the committee.
      - b. The following will serve a four-year term:
        - i. One faculty member representing each college or school of the university.
      - c. The following will serve a one-year term:
        - i. One representative of the faculty senate.
        - ii. One representative from the students.
        - iii. One representative from the staff.
  
    3. **Selection of Members:**
      - a. Each academic dean will appoint one faculty member who has expertise in writing, editing or otherwise preparing material for publication.
      - b. The faculty senate president will appoint a representative of the senate.
      - c. The student body president will appoint one member from the student body.



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4. Annual meeting: The committee will meet at least once each year to provide direction and oversight on the operation of the University Press and financial review of potential press publication.
  5. Regular Meetings: The committee will meet on an ad hoc basis as publications are submitted to the press for review and publication.
- B. Solicitation of manuscripts: Manuscripts are solicited in the areas of primary interest from qualified authors. All submittals must adhere to the *Guidelines for Submission of Manuscripts* adopted by the committee.
- C. Manuscript review: The manuscripts will be reviewed by readers, either in-house or off campus, with particular expertise in the field. This process may result in revisions prior to submission of the manuscript to the Press editorial board.