



## Policy on Publications

*Adopted by NASCA Executive Committee – January 24, 2018*

This document represents the National Association of State Chief Administrator’s policy on the development and dissemination of publications or content commissioned and/or created by state members and corporate partners on behalf of NASCA. The principles expressed are general by intent and provide for some flexibility.

**Publication Definition:** any document or resource developed through a NASCA Workgroup, Committee or as a special project intended for membership and/or public dissemination. This includes any co-authored publications created in conjunction with a sponsorship opportunity. *(Please see procedures on resource structure for expanded definition)*

### General Document Development Process

The following outlines the general process for development of a publication. The Executive Director should be consulted if a work group or committee is proposing changes to this development process. *(Please see guide on role expectations for additional details)*

1. **Topic Nomination** – All topic nominations, publication objective and vehicle must be approved by the supporting standing Committee, or for special projects, the Executive Committee, prior to any work being started on a document.
2. **Writing Group Identification** – Once a topic and publication vehicle are approved for development, the writing group and writing group lead are identified by staff and the Committee Chair. The writing group can be an internal group to the Committee (such as a Work Group), an external group to the Committee or a hybrid approach.
3. **Document Writing** – A designated lead of the writing group is expected to work with NASCA staff to create a timeline for development, make assignments for writing, collate the assigned sections to ensure a cohesive writing style is followed, check that citations are complete, and report on progress to the standing committee. Any questions concerning authorship decisions will be managed by the Executive Director.
4. **Review and Approval** – The draft document is reviewed and approved by the supporting standing Committee Chair and/or Co-Chairs or Vice Chairs as applicable from the charter. The Chair, Co-Chairs and Vice Chairs have final editorial approval, unless the publication has been earmarked by the NASCA President as needing additional endorsement from the Executive Committee. Examples of this may include the NASCA Top Ten Priorities, Joint Policy Statements and annual Industry Perspectives publication. If the publication is not directly affiliated with a standing committee, the NASCA President will ask an Executive Committee member to serve as the final approver.
5. **Design and Publication** – NASCA staff will oversee the publication or work product through layout to ensure consistency with NASCA’s branding and style.
6. **Dissemination** – NASCA staff will oversee dissemination of the publication to ensure alignment with the action plan of the Workgroup or Committee. All publications will be shared on the NASCA website, NASCA Collaborate and/or in NASCA’s Resource Library, and may otherwise be publicly disseminated unless specifically approved by the Executive Committee as a members-only resource.

### Document Confidentiality

All documents are considered draft and confidential until published. Documents should not be shared outside those specified in the development process. All resources in development will include a draft watermark and footnote that states “DRAFT: This document is not to be shared or viewed outside the designated Work Group, Committee or Executive Committee without written permission from the NASCA Executive Director.”