

***East Asian Science, Technology and Society: An International Journal***  
**Publishing Agreement (from 2017 through 2019)**

The following Agreement has been entered into between:

the **Ministry of Science and Technology of the Republic of China** (Taiwan) (hereinafter referred to as “MOST”), and **Duke University Press** (hereinafter referred to as “Publisher”).

To meet the needs of its operations, MOST authorizes the Publisher to publish *East Asian Science, Technology and Society: An International Journal* (hereinafter referred to as “Journal”). Both parties have agreed to abide by the following provisions.

**Article 1 – Object of Contract**

The objects of this Agreement shall be the publication, promotion, and sale of the Journal.

**Article 2 – Fees for Service**

1. Under this Agreement, the total fees for service shall be USD332,975.
2. Unless otherwise stipulated, this contract price shall cover the Publisher’s outlays for postage, freight, as well as the taxes, statutory fees, and compulsory insurance premiums to be paid by its personnel under the laws of the Republic of China. The contract price shall also cover the taxes, statutory fees, insurance premiums, and custom duties of other countries or regions outside the Republic of China.

**Article 3 – Method of Payment**

1. The Publisher shall deliver up to 800 copies of each Journal issue to a mailing list provided by MOST, and these copies shall be mailed within ten working days of publication. Assuming 160 text pages per issue, MOST shall remit USD27,747.91 for each issue from Volume 11 No.1 through Volume 13 No. 4, within thirty days of completing inspection of each issue. In case of fewer or more text pages than expected, the price shall be calculated according to the method described in the Proposal on Professional Services attached with this Agreement.
2. The Publisher shall submit a uniform invoice, receipt, or commercial invoice requesting payment from MOST for the items described above. MOST shall then, in accordance with the procedures for paying public funds, remit payment via electronic transfer to the Publisher’s designated bank account.
3. If the Publisher is a company of the Republic of China, it shall submit a uniform invoice when requesting payment; if the company does not use uniform invoices, it shall issue a receipt. If the Publisher is a foreign company, it shall submit a commercial invoice.

**Article 4 – Publication Schedule and Specifications**

During the contract performance period, the Publisher shall publish twelve issues of the Journal (one issue each March, June, September, and December from 2017 through 2019; Volume 11, No. 1 through Volume - 13, No. 4). The specifications for the Journal are listed below.

1. Language: The Journal shall be published in the English language.
2. Form: The Journal shall be published concurrently in printed and electronic versions.
3. Size: The size of the Journal shall be 23.5 cm x 15.5 cm.

4. Binding: The Journal shall be bound with glue binding.
5. Pages: The cover shall consist of four pages. An entire volume shall contain approximately 640 pages (roughly 160 pages per issue), with provision for additional or fewer pages as deemed appropriate by the Editor-in-Chief.
6. Columns: The text pages shall appear in single-column format.
7. Paper: The cover shall be at least 220 gsm, one-side coated paper. The text pages shall be 70~80 gsm, wood-free paper (final specifications for papers is described in the Proposal on Professional Services attached with this Agreement).
8. Printing: The cover shall be printed with four colors on the outside and one color inside (4C x 1C), and must be printed in accordance with a design provided by the Editorial Board. The text pages shall be printed primarily in black and white (1C); authors shall bear the cost of printing color illustrations.

#### **Article 5 – Services Provided by the Publisher**

1. All manuscripts to be published in the Journal shall be reviewed and provided by MOST-appointed Editor-in-Chief and the Journal's Editorial Board. The Publisher shall be responsible for all aspects of publishing the Journal, including at least: English editing, copy editing of text, formatting, design of text pages, layout, proofreading, verification of references, printing, and all work required to complete satisfactory publication of the Journal.
2. In order to display a few special academic terminologies in their original languages, the Publisher's layout system must be able to support at least the languages of English, Chinese, Japanese, and Korean.
3. In preparing the Journal's text, the Publisher shall follow a style format provided by the Editor-in-Chief.
4. If an error in text style is discovered after the publication of an issue, the Publisher shall remediate the error in accordance with instructions from the Editor-in-Chief.
5. The Publisher shall be responsible for the electronic publication of the Journal, and shall create and maintain a website for the Journal.
6. The Publisher shall provide an online manuscript and review system, "online first" service (i.e., electronic publication of a manuscript after acceptance and before its official publication), and/or free access to the online electronic version of the Journal. The descriptions and manners of using such services are described in the Proposal on Professional Services attached with this Agreement.
7. Previous electronic issues of the Journal (Volume 1, No. 1 through Volume 4, No. 4) , may be made available to the public on MOST's website through an open access format.
8. The Publisher shall make the electronic issues of the journal from Volume 1, No. 1 through Volume 4, No. 4 freely available on its electronic publishing platform (currently, [east.dukejournals.org](http://east.dukejournals.org)). The Publisher shall make the newest issue of the Journal freely available online for three months after its publication on the Publisher's electronic publishing platform (currently, [east.dukejournals.org](http://east.dukejournals.org)).
9. The Publisher shall provide additional reprints/offprints upon request by the authors, and the authors shall bear the cost of such extra printing.
10. The Publisher shall, within 20 calendar days of an issue's publication, send an electronic offprint of each article to the corresponding author of that article.

11. Within ten working days of publication, the Publisher shall mail Journal copies via airmail to a list of addresses provided by MOST. For addresses in the Publisher's country, the Publisher may deliver via surface mail as deemed necessary.
12. The Publisher shall be responsible for all Journal-related promotional activities, which include Internet marketing, publicity at international conferences, and promotion to libraries, researchers, and scientific research and information service institutes. The Publisher shall also provide ToC subscription service (that is, prior to the release of each issue, the Publisher shall provide subscribers with free e-mail alerts of the latest table of contents and article abstracts), and shall accommodate requests from the Editor-in-Chief concerning publicity-related matters.
13. The Publisher has the responsibility to promote and disseminate the Journal to information retrieval service agents, and to help promote the Journal's inclusion in the *Social Science Citation Index (SSCI)*, *Arts and Humanities Citation Index (A&HCI)*, *Scopus*, STS-related databases, and other social science databases.
14. The Publisher shall be responsible for other professional activities of the Journal that include global marketing and copyright intermediation.
15. For each issue, the working period from collection of the final manuscript to actual publication shall not exceed 120 calendar days. The time taken for such processing is described in the Addendum to the Proposal on Professional Services attached with this Agreement.
15. If an author's affiliated institution is located in the Republic of China, the affiliation country name may not appear in the Journal as "People's Republic of China," "P.R.C.," or "China."
16. Every March 31 and September 30 beginning from September 2011, the Publisher shall provide a semi-annual report on the Journal's printing status, sales, subscriptions, downloads, and marketing efforts.
17. Details on the services to be provided are described in the Proposal on Professional Services attached with this Agreement.

#### **Article 6 –Copyrights**

1. MOST shall be the owner of the Journal and its title, and shall retain all rights and full control of the Journal. MOST shall also retain the worldwide copyrights on all published forms of the Journal and on materials printed by the Publisher under authorization of MOST.
2. For the purpose of promoting the Journal, the Publisher may use the Journal's title, trademark, and other properties in order to identify text or illustrations as belonging to the Journal, but may not infringe on the rights and privileges of MOST.
3. On behalf of MOST, the Publisher must register with the Copyright Clearance Center.
4. The Publisher must display a notice on the first page of each article of every issue of the Journal to declare MOST's ownership of copyrights, and this notice must conform to the format prescribed by the Universal Copyright Convention.
5. Prior to official publication, the Publisher must confirm that the author has signed the authorization form for publishing and copyright transfer. The contents of such authorization form must be approved in writing by MOST beforehand.
6. If the Publisher wishes to assign Journal contents to a third party for reproduction, modification, or other forms of public publication, the Publisher must first obtain

written consent from MOST.

7. During the term of the contract, the Publisher may deposit the Journal's electronic articles with Portico and/or other digital preservation services.
8. If the Publisher is involved in the infringement of any third party rights, it shall be responsible for answering such charges and be liable for all related legal consequences.

#### **Article 7 – Publication Notice**

The Publisher shall be responsible for displaying a phrase identifying the Journal's sponsor at appropriate locations on the cover of the printed Journal and in all promotional materials, as well as on the Journal website. The phrase shall be confirmed by MOST.

#### **Article 8 – Sales Price**

Except for the cases stipulated in Article 2 and Article 3 of this Agreement, the Publisher may set its own price when selling the Journal to other distribution targets.

#### **Article 9 – Royalty**

The revenues subject to royalties shall consist of all subscription and non-subscription revenue for the Journal received by the Publisher; 50% of such revenues shall be allocated as royalties to MOST, and 50% shall be retained by the Publisher.

#### **Article 10 – Advertising**

1. The Publisher may sell an appropriate amount of advertisement space in the Journal. In each issue, the number of pages of advertisement shall not exceed 10% of text pages in that issue. The Editor-in-Chief shall first have approval on all advertisement contents, provided such approval is not unreasonably withheld.
2. The Publisher may arrange free advertisement exchanges to advertise other books and journals in fields related to the Journal. Royalty payments to MOST shall not be required for this type of arrangement.
3. MOST shall have the right to advertise relevant information that occupies at most one page of each issue.

#### **Article 11 – Editor-in-Chief**

1. MOST shall have the right to appoint the Journal's Editor-in-Chief, and each term of service shall last three years.
2. The MOST-appointed Editor-in-Chief shall be responsible for managing the quality and quantity of manuscripts. He/she must also provide manuscripts consistent with requirements in the Journal's Notice to Contributors, and maintain a steady inflow of manuscripts.
3. During the Agreement period, the MOST-appointed Editor-in-Chief may not also serve as editor-in-chief of any journal in a research field similar to that of the Journal.

#### **Article 12 – Term of Agreement**

1. This Agreement shall be effective for the three-year period beginning January 1, 2017 and ending December 31, 2019.
2. In the event the Publisher does not publish the Journal beyond the term of the current Agreement, the Publisher shall attend to follow-up matters described in Subparagraph 3

and Subparagraph 4 of the second Paragraph of Article 14.

### **Article 13 – Inspection**

1. MOST shall perform inspection on the contents, specifications, quantity, and other details of each issue produced by the Publisher.
2. If MOST discovers discrepancies between a product and the requirements of this Agreement, that product shall be considered to have failed inspection. However, if MOST believes such problems can be corrected, MOST shall provide a documented list of all problems and reasons for correction, and notify the Publisher to correct such problems within a limited time at the Publisher's own expense. After the problems have been corrected and approved, MOST shall again perform inspection. If the product still fails to meet Agreement requirements after two consecutive limited-time corrections, this product shall be considered to have failed inspection. MOST may, in accordance with Article 17 of this Agreement, apply late penalties commencing from the publication date specified in this Agreement.
3. Where the inspection result does not conform to any contractual requirement, but the non-conforming item neither hinders safety/usage needs nor decreases general or contractual-specific functions, MOST may, if it has determined that it is unnecessary or difficult to remove or replace the non-conforming item, conduct acceptance with price reduction. In the event MOST conducts acceptance with price reduction, the price of the non-conforming item shall be deducted from the contract price.

### **Article 14 – Termination of Agreement**

1. If the Publisher encounters one of the following conditions while this Agreement is in effect, MOST may send a written notice to terminate the Agreement with the Publisher.
  - (1) The Publisher terminates its operations and becomes unable to provide services.
  - (2) The Publisher breaches this Agreement, violates the provisions of the *Government Procurement Act* of the Republic of China, or is involved in other illegal or criminal activity.
  - (3) During the course of executing this Agreement, MOST has sufficient evidence to conclude that the Publisher is unable to perform part or all of the contract; or, the Publisher acknowledges in writing that it is unable or unwilling to perform the contract.
  - (4) The Publisher is penalized according to Article 17 and the amount of penalty exceeds 20% of the Agreement's total contract price.
  - (5) Changes in policy, budget, or related matters have occurred and the Publisher continues to perform the contract, but the contract performance no longer serves public interest.
2. Rights and obligations of termination:
  - (1) If the Agreement is terminated for one of the reasons described in Subparagraphs 1 through 4 of the preceding Paragraph, MOST may, in a manner it deems appropriate, complete the terminated contract by itself or through another publisher, and the Publisher shall be responsible for any additional costs resulting from such termination. If MOST sustains any resulting losses, MOST may claim compensation from the Publisher.
  - (2) If the Agreement is terminated for the reason described in Subparagraph 5 of the

preceding Paragraph, MOST shall indemnify the Publisher for any resulting losses, but excluding the Publisher's interests that have been lost.

- (3) Within thirty days of such termination, the Publisher shall deliver to MOST or the new publisher full-text articles of the Journal back to Volume 5, No. 1, as well as all manuscripts in progress, a current list of institutional and personal subscribers, and any other contact information, all in electronic form. The Publisher has the responsibility to announce this change at the Journal website.
- (4) When the Agreement is terminated, the rights and obligations of both parties shall expire on the day of termination, with the exception of confidentiality obligations and the Publisher's responsibilities described in Subparagraph 3 of this Paragraph.

#### **Article 15 – Agreement Modification**

1. Due to changes in related laws or to meet practical needs, MOST may make modifications to Agreement contents (including the addition of new items) and send notice to the Publisher. After receiving notice, the Publisher shall present to MOST various documents regarding the object of contract, contract price, contract deadlines, payment schedule, or other Agreement contents that will also need modification. In making changes to contract price, both parties shall follow the provisions of the Government Procurement Act of the Republic of China.
2. A modification due to reasons attributable to the Publisher may be made after MOST grants approval. However, the Publisher shall be responsible for any additional costs and fees resulting from such modification, and may not claim compensation from MOST. If the modification results in reduced costs and fees, the Publisher shall make appropriate and reasonable compensation to MOST.
3. A modification to the Agreement shall not be valid unless approved by both MOST and Publisher, documented in writing, and finalized by signature or seal.

#### **Article 16 – Extension of Deadlines**

1. During the contract performance period, should the contract deadlines be extended for one of the following reasons not attributable to the Publisher, the Publisher shall, promptly upon the occurrence or cessation of the cause, submit a written request to MOST for extension of contract deadlines, and the late penalties shall be waived. If the cumulative extension period exceeds twelve months, the Publisher may notify MOST of Agreement termination. Commencing from the Agreement termination date, the Publisher shall attend to follow-up matters described in Subparagraph 3 and Subparagraph 4 of the second Paragraph of Article 14.
  - (1) Changes in policy, budget, or related matters compel MOST to request full or partial suspension of contract performance.
  - (2) MOST does not complete its required tasks in a timely manner.
  - (3) Modifications to the Agreement leads to changes in contract objectives, or increases/decreases in quantities.
  - (4) The occurrence of natural disasters, unforeseen events, or other acts of God.
  - (5) The occurrence of other events not attributable to the Publisher, and MOST acknowledges such cause.
2. If the Agreement has been fully or partially suspended for one of the reasons described in Paragraph 1, Subparagraphs 1 through 5 of this Article, the Publisher shall, upon

cessation of the cause of suspension, immediately resume contract performance. The Publisher shall also send prompt written notice to MOST to report the resumption of contract performance.

3. If the contract deadlines have been extended for reasons described in Paragraph 1, Subparagraphs 1 or 2 of this Article, and the cumulative extension period exceeds twelve months causing the Publisher to notify MOST of Agreement termination, MOST shall indemnify the Publisher for the resulting losses, but excluding the Publisher's interests that have been lost.

#### **Article 17 – Penalties**

In the event the Publisher does not meet the deadlines concerning publication, delivery of Journal copies, delivery of electronic offprints, or semi-annual reporting as specified in Article 5, Paragraphs 10, 11, 15, and 16 of this Agreement, MOST may impose a late penalty by deducting 0.2% of that issue's payment amount for each day of delay, and the total amount of penalty shall not exceed 20% of the Agreement's contract price. However, this penalty shall not apply where delays are caused by reasons described in Article 16, Paragraph 1 of this Agreement, and for which MOST has given written approval for extension.

#### **Article 18 – Confidentiality**

1. Without the written consent of MOST, the Publisher shall not disclose, announce or assign the contents of this Agreement, or contents of unpublished manuscripts provided by the Editor-in-Chief, to a third party unrelated to the contract performance.
2. If, in order to perform the contract, the Publisher must provide Agreement contents or manuscript contents to a third party, only the contents that are necessary shall be provided.

#### **Article 19 – Arbitration**

1. If a dispute arises in connection with this Agreement, MOST and Publisher shall follow relevant laws and the provisions of this Agreement, consider public interest and fairness/reasonableness, exercise good faith and honesty, and devote best efforts to settle such dispute. Any unresolved dispute may be settled in the manner described below:
  - (1) Refer to the "Complaint Review Board for Government Procurement, Public Construction Commission, Executive Yuan" (Address: 9F, No. 3, Sung-Ren Road, Hsin-Yi District, Taipei, Taiwan, ROC; Tel: +886-2-8789-7530; Fax: +886-2-8789-7800) for mediation.
  - (2) If both parties agree to arbitration, the arbitration shall be held in Taipei City in the Republic of China, in accordance with the arbitration laws of the Republic of China.
  - (3) File a civil lawsuit.
2. After a dispute arises, the matters of contract performance shall be handled according to the following principles:
  - (1) Matters unrelated or unaffected by the dispute shall continue to be performed. However, this shall not apply to matters that do not need to be performed, provided MOST gives consent.
  - (2) If the Publisher temporarily suspends contract performance due to a dispute, and arbitration finds this action to be unjustifiable, the Publisher may not request

extension of contract deadlines or exemption from contract liability for the suspended portions of the contract.

- (3) The laws of the Republic of Taiwan shall be the governing laws over this Agreement, and the Taipei District Court of Taiwan shall be the court of the first instance.

#### **Article 20 – Agreement Documents**

1. In addition to the articles of this Agreement, the following documents shall also comprise the Agreement:
  - (1) Tender invitation documents, and changes or amendments thereto.
  - (2) Tender submission documents, and changes or amendments thereto.
  - (3) Tender selection documents, and changes or amendments thereto.
  - (4) Attachments to the Agreement, and changes or amendments thereto.
  - (5) Contract performance documents or materials required by the Agreement.
2. The documents referred to in this Article shall include original or duplicate products appearing in the form of written documents, software, audio recordings, video recordings, photographs, microfilm, electronic/digital data, samples, etc.
3. Any inconsistency found in any of the documents comprising this Agreement shall, unless otherwise stipulated, be handled according to the following principles:
  - (1) The existing document shall be replaced by a new document that has been approved or provided by MOST.
  - (2) All the provisions in the Agreement documents may supplement one another, but if discrepancies still exist, MOST's interpretation shall prevail. If a dispute arises, the dispute shall be settled according to the provisions of the *Government Procurement Act* of the Republic of China.
  - (3) The English version of the Agreement shall prevail.
4. Written notices may be delivered in the form of written documents, letters, facsimile or electronic mail to the designated personnel or location of both parties.

#### **Article 21 – Others**

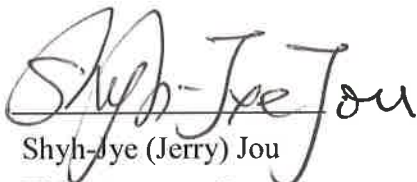
1. Matters not specified in this Agreement shall be subject to government procurement laws and regulations of the Republic of China.
2. If the Publisher employs more than 100 personnel in the Republic of China, the number of physically/mentally disabled and indigenous persons employed during the contract performance period shall each comprise 1% of total domestic personnel, and shall be counted in integer numbers and exclude the proportion not reaching an integer. In case of shortage, the Publisher shall, according to respective regulations, pay monthly substitute fees to the exclusive account of the employment fund established for the physically/mentally disabled by the local municipal or county (city) competent authority in charge of labor, and to the exclusive account of the employment fund established for the indigenous peoples by the central authority in charge of indigenous peoples; the Publisher shall not hire foreign workers to make up the shortage in question. MOST shall announce information regarding contractors with more than 100 domestic employees on the Government Procurement Information Announcement System to allow the labor authority and indigenous peoples authority to verify payment of substitute fees, and MOST shall not perform additional verification.
3. This Agreement, in part or whole, may not be assigned to any other parties. However, if MOST provides written consent, this shall not apply to necessary assignments arising from company mergers, performance of joint and several liability by banks or insurance

companies in the capacity as a guarantor, rights arising from a pledge over any right and other rights of similar nature.

4. Unless otherwise specified by the tender documents and this Agreement, the contract performance schedule shall be counted in calendar days (i.e., counting weekends, national holidays, or other unofficial holidays).
5. Either party's failure to promptly request contract performance from the other party shall not be deemed or construed as a forfeiture of one party's rights to request contract performance from the other party.
6. If a portion of matters required by the Agreement are in violation of the law or cannot be implemented, such portion shall be void, but if the Agreement can be upheld without such portion, the remaining portions of the Agreement shall remain valid. When necessary, MOST and Publisher may follow the original objectives of the Agreement to modify the voided portion.
7. This Agreement shall be made in two original copies and three duplicate copies. Each party shall hold one original copy and MOST shall hold three duplicate copies.
8. In the event MOST is reorganized or its mission has changed, MOST may transfer its rights and obligations under this Agreement to other parties.

#### Parties to this Agreement

##### Ministry of Science and Technology



Shyh-Jye (Jerry) Jou

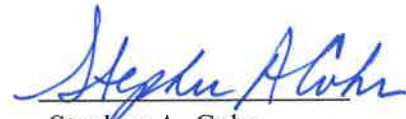
Title: Director General

Department of International  
Cooperation and Science Education

No.106, Sec. 2, Heping E. Rd., Da'an Dist.,  
Taipei City 106, Taiwan (R.O.C.)

Date: 12/12/2016

##### Duke University Press



Stephen A. Cohn

Title: Director

PO Box 90660, Durham, NC 27708, USA

Date: 30 Nov. 2016



Robert Dilworth

Title: Journals Director

PO Box 90660, Durham, NC 27708, USA

Date: 11/30/14



**PROPOSAL ON**

**PROFESSIONAL SERVICES**

Presented to the Ministry of Science and Technology, Republic of China

**科技** Ministry of Science and Technology

for Publication of

***East Asian Science, Technology and Society: An  
International Journal***

Submitted October 2016

## TABLE OF CONTENTS

Introduction 2

Publishing Services 3

    Editorial and Production 4

    Online Presence 7

    Marketing and Sales 10

    Fulfillment and Distribution 13

    Rights and Permissions 15

Finances 16

Conclusion 16

Appendices 18

## INTRODUCTION

This proposal is made by Duke University Press (Duke) as part of the contract renewal process in 2016 for *East Asian Science, Technology and Society: An International Journal (EASTS)*.

Following is the basic outline of Duke's publishing services for *EASTS* from 2017 (vol. 11) through 2020 (vol. 13):

- Ownership and copyright in all issues of *EASTS* produced by Duke would belong to the Ministry of Science and Technology during the lifetime of the agreement.
- Editorial scope, content, and procedures would remain fully in the control of MOST.
- Duke would be responsible for copyediting, proofreading, typesetting, online production, printing, marketing, sales, subscription fulfillment, and distribution.

### Journal Specifications

1. English language
2. Available to subscribers in both print and online formats
3. Published four times each calendar year (March, June, September, and December)
4. Print format: 6 1/8 inches x 9 1/4 inches
5. Sewn binding
6. 640 pages per volume
7. Single-column text-page format
8. Cover paper: one side coated 10 point stock (244 gsm); interior paper: wood-free 588 PPI stock (74 gsm).
9. Cover printing: four color; text printing: black ink

## **DUKE UNIVERSITY PRESS**

Duke's journals publishing program emphasizes editorial and production quality, efficient and speedy production schedules, proactive and innovative promotion and marketing efforts, and reliable and cutting-edge electronic systems for managing today's online-savvy readers, authors, and society members.

As a university press, it is Duke's not-for-profit mission to make scholarly research available as widely as possible through reasonable-cost options. We offer superior publishing services, with the high standards, flexibility, and personal and individual touches that are trademarks of the best U.S. university presses. We combine these traditional qualities with the commercial know-how and economies of scale that come from publishing over fifty journals. As commercial publishing companies are bought, sold, merged, and reorganized in increasing numbers, our publishing partners can rely with confidence on the stability of Duke University Press.

### **Why do we want to continue to partner with MOST?**

Our publishing program in science studies offers cutting-edge scholarship that has become primary reading for academics and others working in the Science and Technology Studies (STS) field, and we are committed to continuing to support the field in its development and expansion. By continuing to partner with MOST we will strengthen our growing and prominent publishing initiatives in the field. We publish many books in the discipline, and we publish two provocative journals that focus in part on the STS field: *positions* and *Public Culture*.

Our books and journals programs are integrated and work together to develop and promote globally the rich interdisciplinarity of our full publishing program.

## **PUBLISHING SERVICES**

Duke is valued by our society sponsors, editors, contributors, and readers for our famously high standards for both the editorial and aesthetic quality of our publications.

We offer the following services to MOST for *EASTS*.

## **EDITORIAL AND PRODUCTION**

Duke's editorial and production processes are designed to ensure that high standards are maintained and to provide steps for quality assurance. Unlike many large academic publishers (not-for-profit as well as commercial), we believe that the publisher, not the typesetters or the printers, has the responsibility for keeping quality high, and therefore we have not abandoned key editorial and production stages at which quality is proactively checked. While commercial and large not-for-profit publishers will strongly encourage new journals to conform to standard editorial and production templates, at Duke we routinely accommodate unique workflows.

### **Copyediting and proofreading**

Duke's Journals Editorial team within its Editorial, Design, and Production Group oversees the copyediting and proofreading of many of the journals in our list. In addition, the team monitors the quality of manuscript editing for the full list of Duke journals, trains new managing editors and staff at editorial offices, ensures that the journals' style guides are kept up to date, and keeps the journals' content on Duke's Web site current and accurate. The team also works with editorial offices to solve concerns with copyediting, proofreading, and schedules. Our staff places a uniquely strong emphasis on editorial quality and works closely with the Production team to ensure timely publication of the journals at Duke.

As a matter of routine, Duke places great emphasis on working with each individual editorial office to establish processes that best accommodate the journal's editorial needs and requirements.

For *EAST*, Duke would assume the responsibilities of copyediting and proofreading. Following receipt of the author's final copy in electronic form by the editorial office, we would focus primarily on technical and stylistic editing—that is, correcting inconsistencies, misspellings, grammar problems, and punctuation errors and making sure that the journal, especially the documentation, follows the formal style guide. We would also work on improving the prose, but we would do so lightly. The basic copyediting process for an issue is straightforward and thorough: an in-house editor at Duke would prepare the full manuscript for a freelance copyeditor (from our pool of over 50 skilled freelancers), noting problems, areas on which to focus, etc.; once the issue is copyedited, the in-house editor would carefully review the copyediting. The proofreading process for typeset material mirrors the copyediting process. Duke would do all the editorial heavy lifting: copyediting the full manuscript for each issue and performing a thorough proofreading of page proofs.

## **Production**

Duke employs highly experienced production coordinators who are flexibly organized, fully cross-trained, and well familiar with tight deadlines and overlapping publication schedules. They will be responsible for liaising with the Editor-in-Chief on the day-to-day production management of the journal, overseeing typesetting, and keeping in close contact with the Editorial Office, online-hosting services, and printer to ensure that quality and schedules are maintained throughout the publication process.

## **Publication schedule**

In Appendix A we have created a sample schedule showing the time that would be taken from Duke's collection of the final manuscript for a given issue to actual publication. We estimate the time would be 115 days from final article submission to Duke to issue mailing.

The attached Addendum confirms Duke's article review process, the procedure for establishing the working period of 120 calendar days for publishing an issue of *EASTS*, and the protocol for communicating about the start of the working period. In addition, it provides a note about the schedule that clarifies the relationship of the working period to the scheduled publication date for issues.

## **Online publication ahead of print**

We have created the sample schedule (based on the article-by-article workflow) to reflect early online publication of articles immediately following the first proof stage, or what we refer to as "Publish Ahead of Print" (PAP), which is also referred to as "Online First" and "Advance Publication."

## **Online manuscript submission and peer review**

Editorial Manager (EM) by Aries Systems is the system that Duke's continues to use for those journals that require online submission and review.

## **Design**

We encourage the Editor-in-Chief to discuss goals for the design of *EASTS* with us at his discretion, and we will be glad to provide advice and suggestions. Duke employs the only full-time journals designer among the Association of American University Presses publishers—in fact, in fact, we now have two full-time journals designers.. This shows our commitment to good design for readability, usability, and graphic appeal: principles that apply to design for the Web as well as for print. Our designers

work closely with our marketing department on all elements of branding and promotion.

## **ONLINE PRESCENCE**

We will continue to make *EASTS* available electronically to subscribers via the Duke Web site (<http://www.dukeupress.edu>) and Project MUSE (<http://muse.jhu.edu/>).

In addition, on the Duke Web site, we will make the current issue of *EASTS* freely available for three months after the date of publication, and we will also make volumes 1-4 of the journal freely available on Duke's web site an ongoing basis.

By hosting *EASTS* in both the Duke collections, we provide access to the journal to many scholars globally. The benefits of both platforms and collections are detailed below, beginning with Project MUSE.

### **Project MUSE**

*EASTS*'s participation in Project MUSE provides not only additional sales revenue for the journal but also considerably increased exposure worldwide. Project MUSE has a dedicated sales force that promotes and secures sales of its e-journals collections internationally. Project MUSE's collections have over 1,600 institutional subscribers, so therefore they have the potential of reaching scholars in many countries worldwide, and their collections have a consistently high annual subscriber retention rate.

Project MUSE also participates in INASP-PERii and eIFL, two programs which help make journal content more widely available in developing and transitional countries. Project MUSE is also a member of CrossRef, an organization that facilitates linking from footnotes and references of online journals.

### **Duke Journals online**

We partner with HighWire Press (<http://highwire.stanford.edu/>) to provide electronic hosting services for all of the social science and humanities journals at Duke.

In addition to direct subscriptions to individual journals, Duke has created two electronic journals collections—the e-Duke Journals Scholarly Collections: Standard and Expanded. We introduced our own e-collection in 2005 and its circulation has grown substantially since its launch to now include over 750 institutions worldwide.

We offer two collections in order to provide affordable options to libraries. The Standard collection contains 41 journals and has a minimal increase to its annual subscription rate. The Expanded collection—which includes all of the Standard collection titles plus newer journals—was designed for growth. (The collection currently has 47 titles.) It allows libraries to have the option of subscribing to all of our social science and humanities journals in a single collection. Since this collection is expected to increase its number of titles, the annual subscription rate tends to be higher to accommodate the new content.

As a Duke journal that is also part of Project MUSE, *EASTS* has the double benefit of Project MUSE’s extensive subscriber base in addition to being included in both e-Duke Journals Collections. This allows *EASTS* maximum visibility to scholars while remaining library-friendly since the price of the journals in Project MUSE is not included in the base price for the e-Duke Journals Collections. This decision was consciously made so that libraries would not find themselves paying twice for the same content if they were to subscribe to both the Project MUSE and Duke collections.

#### Benefits of the HighWire Press Platform

Through our relationship with HighWire Press, a great number of authors and readers will have access to *EASTS* via a “toll-free” linking feature that will allow readers of an article in another HighWire-hosted journal to link through to the full text of a cited *EASTS* article, and conversely will allow *EASTS* readers to link through to the full texts in other journals.

Additional functionality of the HighWire Press platform includes:

- table of contents alerting
- RSS feeds
- comprehensive usage statistics (articles, institutions, time periods, and other metrics)
- subscription administration tools for libraries

Each *EASTS*’s article would offer the following online functionality:

- the article in both PDF and HTML
- embedded inbound and outbound reference and citation links, with forward linking (i.e., links created in an ongoing way as online matches increase)
- free full-text access to all articles referenced in journals published by other HighWire Press publishers

- electronic delivery of metadata, including DOIs, to indexing services such as Thomson ISI and CrossRef
- author-alerting when an article is cited elsewhere
- supplemental online data: the ability for the online version to have high-resolution color images, extended datasets, audio, short video clips, and other assets not possible for the print edition

### **Journal Web pages**

At the Duke Web site ([www.dukeupress.edu](http://www.dukeupress.edu)), each journal has its own set of Web pages, providing an easily navigable route to the journal's online version. *EASTS*'s pages would host a variety of information about the journal, including:

- journal description (aims and scope, abstracting and indexing services)
- list of editors and editorial board members
- instructions for authors
- prices and ordering information
- advertising rates and contact information
- related links and special information

### **Subscriber access through Duke Journals online**

Institutional access to *EASTS* would be based on specified IP addresses and agreement with our terms and conditions, which we have developed in close consultation with librarians.

Individual subscribers would activate their online access to the journals by registering their Customer Number, which would be issued by Duke.

### **Duke's preservation initiatives**

Duke is a LOCKSS partner and as such *EASTS* would participate. LOCKSS (Lots of Copies Keep Stuff Safe), developed at Stanford University, is open source software that provides librarians with an easy and inexpensive way to collect, store, preserve, and provide access to their own, local copy of authorized content they purchase.

We have also partnered with Portico, which offers a service that provides for a permanent archive of electronic scholarly journals.

### **Developing countries online access**

We provide access to *EASTS* for economically developing countries by including them as part of the Duke PERii (Programme for the Enhancement of Research Information) license (a program at INASP—International Network for the Availability of Scientific Publications—created “to support capacity building in the

research sector in developing and transitional countries by strengthening the production, access and dissemination of information and knowledge”).

## **MARKETING AND SALES**

The Marketing and Sales Group at Duke is a dedicated team that works to promote the journals at Duke in both the domestic and international markets. Although each member of the group has a distinct role and focus, the team works collaboratively to achieve the overall group goals. When brainstorming future projects, each team member brings to the table their particular focus and expertise—whether that be exhibits, advertising, catalogs, publicity, social media, or circulation—and together they develop a synthesized marketing plan.

Our marketing staff depends upon a close partnership with our journals' editorial offices in order to reach the most targeted audiences for the journals.

### **Duke marketing of *EASTS***

One of the primary strengths of the Duke marketing program is our customized approach to the marketing of the journals at Duke. The manageable number of titles on our list allows us to devote individualized time to the marketing of each journal, creating and maintaining a distinct identity and brand consistent with the mission of that particular journal.

We have developed in-house protocols for marketing special journal issues and supplements to the appropriate audiences. Please see Appendix B for a copy of our Special Issue Protocol.

Duke has a strong reputation worldwide for excellence and readability in journal design. This same award-winning design team also manages the creation of all collateral marketing materials. To maintain and enhance *EASTS*'s brand, the our design team is closely involved in the design of all marketing materials such as flyers, brochures, Web site development, etc., ensuring that each opportunity to reach an audience is effectively capitalized upon through the dissemination of a consistent appearance and message. We do not employ a cookie-cutter template for any of our journals. Rather, our emphasis is on targeted marketing with a high level of customization, as opposed to a mass-marketing approach that will most definitely diffuse the identity of the journal in the marketplace.

### **Ongoing Goals for *EASTS***

- to ensure that *EASTS* is indexed and abstracted in all the appropriate sources
- to increase the readership of the journal worldwide, thus increasing its international profile
- to support the editorial quality of the journal, thus helping to ensure that authors recognize the significance of having their work published in the journal
- to increase usage, thus increasing the journal's impact across the fields it touches
- to ensure effective and reasonably priced online and print distribution of *EASTS* so that all potential readers and contributors can access it easily
- to be responsive to the Editor-in-Chief's requests for publicizing the journal

### **Indexing and Abstracting**

Duke understands the importance of having the journals on its list included by widely-known and used abstracting and indexing databases. We will work to have *EASTS* included in as many of the appropriate databases as possible and as promptly as possible.

### **Academic conferences**

Conference attendance and promotion are essential elements in any marketing plan to increase a journal's visibility, but it is important to emphasize that these should be focused efforts with clear objectives, such as promoting themed-issue distribution and sales, driving readers to both *EASTS*'s web page, signing up meeting participants for the journal's e-TOC (electronic table of contents) alerting service, and offering free online trials.

We will continue to work closely with the Editor-in-Chief to ensure that *EASTS* is promoted at the most important academic conferences, particularly 4S.

We will continue to rely on good communication with the Editor-in-Chief to identify conferences internationally that are essential for the visibility of *EASTS* to the correct audience.

### **Library conferences**

In addition to academic conferences, Duke has also established a strong presence at the major U.S. library conferences and several international library conferences. Promotion at library conferences centers on electronic collection sales. In the past several years we have seen an increasing shift from direct subscriptions to specific journals to indirect subscriptions through a larger collection.

Our Library Relations representatives regularly meet with institutional librarians, consortia representatives, and sales agents. We are working with several international sales agents to further expand our reach into the international markets such as Brazil, Australia, United Kingdom, Korea, China, South Africa, Japan, and the European countries.

The e-Duke Journals Scholarly Collections are prominently featured at the following conferences:

- American Library Association conferences
- American Research Library Association conference
- Charleston Library conference
- Electronic Resources and Libraries conference
- International Federation of Library Associations conference (international)
- North American Serials Group conference
- United Kingdom Serials Group conference (international)

We plan continued expansion in international marketing and are placing our highest priority on researching and pursuing additional opportunities to reach the international library market.

### **Internet and social media marketing**

With the continued and rapid advance of online technological and software developments, our domestic and international marketing efforts have become even more effective. For instance, we reach potential authors and readers through e-mail marketing campaigns using commercially available lists.

For those readers who do express interest in learning more about *EASTS*, we provide, among other things:

- the option to sign up for *EASTS*'s eTOC service
- the option to sign up for a free trial, with follow-up e-mails to encourage individual subscription and recommendations for library subscriptions
- free online sample issues

We monitor online usage of *EASTS*, which helps us identify and target non-subscribers who purchase pay-per-view articles or sign up for eTOCs and RSS feeds.

Duke has also established a strong presence in social media venues, including the Duke blog, Facebook, a YouTube Channel for author and editor interviews, and a

Twitter feed. We have effectively utilized these social media tools for years and have established a substantial following on them. These outlets provide us with the opportunity to reach potentially new audiences and to provide immediate promotional visibility to a journal, editor, author, or article.

## **Sales**

### **Subscription pricing at Duke**

Our direct subscription pricing for *EASTS* in 2017 is as follows:

<b>Academic Libraries</b>	<b><u>2017 price</u></b>
Online + Print	\$360.00
Online only	\$305.00
Print only	\$354.00
<b>Individuals</b>	\$50.00
<b>Students</b>	\$25.00

### **Advertising**

We would make a thorough analysis of advertisers in competing journals and other relevant journals to develop a comprehensive list of potential advertising sales and exchange clients. *EASTS* would have its own individual rates, which would be sent in targeted joint and individual mailings.

### **Library consortia sales**

We employ a full-time Library Relations Manager, a full-time Digital Collections Sales Manager, and a full-time Library Relations Specialist, whose main responsibilities are to strengthen the already vibrant relationship that exists between Duke and the global library community, sell the Duke Journal list to academic library consortia, design and negotiate site licenses, and stay in constant contact with librarians in order to monitor the trends in the market and changes in technology. We maintain a webpage dedicated to librarians (<https://www.dukeupress.edu/Libraries/>)

## **FULFILLMENT AND DISTRIBUTION**

The rapid pace of change in academic publishing has necessitated that our users (librarians, readers, authors) become much more sophisticated as to how they access and read online publications. As a result, they demand even more information than in the past and rightly expect our replies to be faster and well informed. We understand that it is essential that your publisher provide responsive and efficient

customer service to *EASTS*'s authors and readers. We employ dedicated representatives who know journal publishing and the value of good customer service.

Our claiming period for print issues is generous at one year after publication. This reflects our attention to the needs of member subscribers in particular. We provide online gracing of up to three months for institutions, and, where needed, to member subscribers.

We also understand the continuing importance of delivering print copies of *EASTS* to subscribers in a timely manner. Our fulfillment methods provide a prompt and reliable service worldwide.

We have an excellent record of maintaining high levels of subscription renewal.

### **Customer service and order processing**

We are proud of the exceptionally high level of personal service we provide to our customers. Members of our Journals Customer Service staff are in regular contact with subscribers and subscription agents, and they ensure prompt and accurate processing of orders and payments.

We respond to journal customer care matters efficiently using our fulfillment system's increased ability to store and access customer information.

### **Subscription renewals**

We send out the first of four renewal notices in early September. Reminder notices are sent at appropriate intervals thereafter depending on the rate of renewal to the initial campaign. Where the renewal rate remains low, we follow up with sales letters providing information on such things as tables of contents, editorial developments, special price offerings, etc. Duke receives orders from the major subscription agents electronically, which is an efficient and accurate method for processing the bulk of institutional subscription renewals.

### **Distribution and storage**

Print copies of Duke journals are packaged with a mailing carrier sheet in a heavyweight recyclable polybag, with the mailing label affixed or printed to the carrier sheet. Our printer (The Sheridan Press) would mail the journal's U.S. and non-U.S. subscriber copies. For paid subscribers outside the U.S., copies would be distributed by a combination of different mailing services that ensure rapid and effective delivery. These services provide the following transit times: Europe 4 - 14 days; Latin America, the Far East and Asia, Africa, the Middle East, and the Near East

5 - 14 days; and Canada 5 - 10 days. We can provide faster delivery methods to subscribers outside the U.S., but only at added cost.

We have a warehousing facility for our journals at our primary printer Sheridan Press. This facility is the distribution point for mailing journal issues resulting from claims, single-issue orders, and catch-ups (orders received after the start of a volume). The warehouse ordinarily holds stock of current issues as well as a small supply of all available back issues.

## **RIGHTS AND PERMISSIONS**

Duke provides a full rights and permissions service. Our aim is to maximize dissemination and income, while at the same time ensuring that copyright is protected and that the existing subscription base is not undermined.

### **Copyright assignment/license**

We are aware of the unease within the academic community about authors assigning copyright in their works to publishers. Our basic publication agreement (which we would gladly share with you) allows authors to retain all the rights they would normally want, such as using their articles in courses or posting them on individual or institutional Web sites.

### **Copyright queries and permission requests**

We deal with all author queries regarding copyright, and we process requests for permission to reuse or republish content from *EASTS*. We have agreements with the Copyright Clearance Center and other reproduction rights organizations.

## **FINANCES**

The following are Duke’s actual publishing costs for *EASTS* for FY16 (July 1, 2015-June 30, 2016)

### **Publishing Costs**

<b>Expenses</b>	<b>\$</b>
Editorial	7,882.00
Online Peer Review	566.85
Marketing (inc. Copyright Registrations)	1,640.21
Typesetting & Graphics	2,769.65
Printing Services	10,790.63
Mailing: Journal Issues & General	8,128.61
Online Production	5,624.54
Travel, Meals, & Receptions	1,213.18
Revenue Sharing	6,098.24
<b>Total Direct Expenses</b>	<b>44,713.91</b>
<b>Total Indirect Expenses</b>	<b>56,233.00</b>
<b>Total Expenses</b>	<b>100,946.91</b>

### Duke indirect expenses

This cost is sometimes referred to as “overhead.” It comprises all those costs that cannot be directly billed to *EASTS*—meaning mainly *EASTS*’s share of Duke’s staff time devoted to our journal publishing program.

### **Revenue Sharing**

When there is revenue generated by subscription and non-subscription sales of the journal, the total revenue is shared equally between MOST and Duke. A full report of *EASTS*’s financial status at the end of Duke’s fiscal year (June 30) is provided to MOST before October 1 of each year. By that date any funds owed to MOST as its share of the total revenue would be transferred, along with the full accounting. MOST’s share of revenue for FY16 was \$16,026.

### **C O N C L U S I O N**

We appreciate the opportunity to renew our contract with MOST and continue to be the publishing partner for *EASTS*. We know that any publishing arrangement you renew must continue to allow complete editorial freedom and must ensure that the journal’s already strong reputation for editorial excellence is maintained and even enhanced. Over the course of our partnership since 2010, we think that Duke has

proven itself to be an excellent publisher of *EASTS* as well as a responsive partner to MOST.

Proposal prepared by: Rob Dilworth, Journals Director, Duke University Press

**Contact address:**

Duke University Press, PO Box 90660, Durham, NC 27708, USA

**Contact email and phone:**

rob.dilworth@dukeupress.edu

**919.687.3625**

APPENDIX A: SAMPLE SCHEDULE

	Task	Date	Duration
<b>Final Article Schedule</b>	New article materials submitted to Duke	15-Nov	3
	Manuscript to copyediting	18-Nov	12
<b>81 Days from submission to publication</b>	Edited article manuscript to author for review	6-Dec	5
	Author manuscript changes received at Duke	13-Dec	2
	Manuscript in final preparation	15-Dec	5
	Final, copyedited manuscript to typesetting	22-Dec	10
	Article proofs to author for review	5-Jan	3
	Author proof corrections received at Duke	10-Jan	
	Article proofs to EO for review	5-Jan	3
	EO proof corrections received at Duke	10-Jan	
	Article proof to DUKE proofreader for proofing	5-Jan	3
	Duke proofreading complete	10-Jan	
	Article proof in crossmarking	10-Jan	5
	Article proof corrections to typesetting	17-Jan	5
	2nd-, 3rd-proofs in process	24-Jan	8
<b>March 2011 Issue Schedule</b>	Issue collection, pagination	3-Feb	14
	Issue to printer	23-Feb	10
	<b>Issue mailed</b>	<b>9-Mar</b>	
<b>34 Days from final article pub. to issue mailing.</b>			

Author and EO reviews and Duke proofreading are simultaneous. First proofs are posted online as Advance Publication.

**115 Days Total from Final Article Submission to Issue Mailing**

\*\*Assumes that ALL issue make-up material arrives on same day as final article manuscript\*\*

## APPENDIX B: SPECIAL ISSUE PROTOCOL

### Books Seasonal Catalog

All special issues—which are defined at Duke as issues focused on a specific theme or event—are considered for numerous additional promotional and marketing opportunities in order to help support subscriptions to the journal as a whole. Twice a year, Journals Marketing staff gathers information on all forthcoming special issues for our journals' list. As there is a limited amount of space for featuring journals in the Books Seasonal Catalog, it is a competitive process with the strongest determining factors being synergy with subject areas that are strong for books that season and whether a special issue would be best served in a trade bookstore environment.

The primary markets for the Books Seasonal Catalog are trade booksellers, so Journals Marketing staff work closely with our editorial offices to craft marketing copy suitable for a non-academic audience. The catalog itself is mailed to over 24,000 individuals and bookstores. The bookstore sales of these titles are also supported by a national bookstore sales force, working in collaboration with our Books Marketing Sales Manager. The catalogs are also sent to all academic meetings for distribution and are featured in PDF format on the Duke Web site.

### Additional Marketing and Promotional Opportunities for Special Issues

As a means of further promoting subscriptions to the journals, Journals Marketing staff use the opportunity of a special issue to find additional avenues for marketing. We create customized marketing copy describing the content of the special issue to display on the special-issue landing page on the Duke Web site, as well as to use in the creation of collateral marketing materials. In addition to the issue's own landing page, we often feature special issues on the home pages of our audience-specific Web landing pages to enhance the visibility of that issue.

Additional options for promotion of special issues include:

- Featuring special issues in appropriate subject area e-mail newsletters called Subject Matters to which readers may opt-in from our Web site
- Inclusion in our exhibits program for display at targeted booths or to be featured in program ads, posters, or promoted through a give-away item
- Creation of a (print or electronic) direct marketing campaign to reach very targeted lists of potential readers
- Creation and distribution of a press release to identified listservs and solicitation of media reviews for the issue

- Creation of an exchange ad to be placed in peer journals or other subject-appropriate Duke journals
- If the issue is particularly timely or warrants wider publicity, the placement of paid advertisements in outside publications.

## **Addendum to “Proposal on Professional Services”**

Established November 2013, Updated October 2016

This addendum confirms Duke University Press’s article review process, the procedure for establishing the working period of 120 calendar days for publishing an issue of EASTS, and the protocol for communicating about the start of the working period. In addition, it provides a note about the schedule that clarifies the relationship of the working period to the scheduled publication date for issues.

### **DUP Article Review Process**

DUP will check the submission of each article and provide feedback to the editorial office within 3-to-5 business days, depending on the number of articles that are submitted on the same day. If DUP receives 3 articles or less on the same day, the production coordinator will check the articles and reply within 3 days to either confirm that everything is in order or request missing items. If DUP receives more than 3 articles on the same day, the production coordinator will check the articles and reply within 5 days to either confirm that everything is in order or request missing items.

### **Materials Required to Begin Working Period**

The final manuscript for any issue of EASTS will be considered collected when DUP has received the final manuscript and the following materials from the editorial office for EASTS:

- Contributors’ notes for all articles
- Signed publication agreements from the lead authors for all articles
- Final art for all articles according to standards defined in the “Editorial Office Guide to DUP Journals Production”
- Final permission logs for all articles with complete image caption information and with accompanying image and text permissions. (If a permission is not in English, a summary of granted rights and any restrictions will be provided in English.)
- Author contact information forms for all articles
- Table of contents for the issue
- All cover-related materials for the issue: Adobe Illustrator and PDF files, caption and credit, permission for the image (and, if needed, a summary of granted rights and any restrictions in English)

In addition, ideally, the bulk-mailing list should be submitted by the time the 120-day schedule for an issue begins. If this is not possible, it must be submitted 30 days after the 120-day schedule begins in order for DUP to meet the issue’s publication date.

**Communication Protocol**

When the editorial office for EASTS has submitted an issue's final manuscript and all the other materials specified above, the assistant editor of EASTS will send an e-mail to the production coordinator at DUP stating that the Press should have all the materials it needs to begin the 120-day working period. Then the production coordinator will reply with an e-mail that states whether DUP concurs that it has all the required materials to begin the working period. If DUP concurs, the production coordinator will also confirm both the start date and publication date for the issue. (Both the e-mail to DUP and the reply should be cc'd to the editor in chief of EASTS, the journals director at DUP, and the Ministry of Science and Technology's representative.)

**Note about the Schedule**

DUP is expected to meet the 120-day working period for producing an issue of EASTS and to post each article as "Advance Publication" at the appropriate point in its production process, with the exception that it is not required to publish an issue of the journal before the scheduled month of publication (which is stipulated as March, June, September, or December, per article 4 of the publishing agreement).