



HEALTHIER WORKPLACES | A HEALTHIER WORLD

Publications Policy

Approved December 1990; Revised July 2017

It is policy that:

- The member publications address and support the varied needs of the Association members. Given this policy, AIHA has two member publications: the *JOEH* and *The Synergist*.
- The *JOEH* shall be the premier resource for publishing theoretical and applied research relating to industrial hygiene.
- The *JOEH* is published jointly with ACGIH and is governed by the JOEH, LLC Board of Directors. Representatives from both AIHA and ACGIH sit on the JOEH Board.
- The *JOEH's* mission is to provide a written medium for the communication of ideas, methods, processes, and research for the advancement of industrial hygiene. While it is AIHA's objective to present that which is newsworthy and of general interest in industrial hygiene, the claims, conclusions, and positions presented are those of the authors and not necessarily those of AIHA or of the *JOEH*.
- The *JOEH* articles should be subjected to a thorough peer review process guided by the Editor-in-Chief and his or her Editorial Review Board as governed by processes established by the JOEH Board of Directors.
- *The Synergist* meets the member information needs that are not appropriate for publishing in the *JOEH* and assists members in learning about issues of concern to the profession.
- *The Synergist's* mission is to provide AIHA members with news and information about the occupational and environmental safety and health fields and the industrial hygiene profession. *The Synergist* focuses on industry trends and news, governmental and regulatory activities, key issues facing the profession, appropriate technical information and news on association events and activities.
- The content of advertisements in the *JOEH*, *The Synergist*, and the various AIHCE publications originates with the advertisers and represents the advertiser's own assessment of its products or services. The acceptance of advertising does not imply endorsement by the *JOEH* or AIHA of the advertisement or advertiser or of the products or services.
- Both the *JOEH* and *The Synergist* and any other AIHA publications reserve the right to refuse advertising.



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- *The Synergist* offers occupational and environmental health and safety professionals a forum to express their opinions.
- Because of *The Synergist's* format, purpose, and space restrictions, the editorial staff reserves the right to edit copy as needed or to reject articles that do not forward *The Synergist's* mission appropriately.
- Members are encouraged to take an active role in the association and help disseminate information about issues and the profession by submitting information and articles to *The Synergist* editorial staff.
- *The Synergist* presents information that is newsworthy and of general interest to the profession. Because *The Synergist* provides a forum for varying opinions, claims, conclusions and positions, it is important to note that these statements, opinions, and conclusions are the authors or persons quoted and do not necessarily reflect the opinions of the editors, AIHA, or *The Synergist*.



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Press Publications Policy

Approved December 1990; Amended July 2017

It is policy that:

- AIHA sustain a publishing program for two reasons:
 1. To provide a source for publishing information important to the practice of occupational and environmental health and safety.
 2. To provide members and technical committees the opportunity to publish their work.
- AIHA's publishing program be built on two structures:
 1. The AIHA Press, which publishes books and guidelines written by committees, task forces, and single individuals. Publications can be sponsored by committees, but don't require it.
 2. AIHA will offer the resale of selected books reviewed by the AIHA Publications Committee and subsequently will include in the AIHA catalog and on the Marketplace for the benefit of the members and nonmember purchasers.
- AIHA technical committees and staff use information gathered from market research to help guide the development of new products and publications.
- Individual authors and committee authors should use the Author Guidelines as laid out on the Publications Committee's webpage.
- For ease of handling and to protect the rights of AIHA and authors, AIHA will register the copyright of its publications (some exceptions may apply).
- AIHA reserves the right to edit material for clarity and to be consistent with the AIHA publishing styles.
- Any publication or product developed under the auspices of a technical committee or task force is the intellectual property of AIHA and cannot be taken to an outsider publisher or vendor without AIHA's written permission.
- All policies stated for AIHA print publications and periodicals also apply to AIHA's electronic publications.
- Any copyright infraction or electronic pirating of AIHA print publications is subject to legal action pursuant to federal and state law.



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Translations of Press Publications

Approved December 1990; Amended July 2017

AIHA does grant permission to representatives in other countries to translate AIHA Press Publications, on a case by case basis. Permission must be requested in writing. AIHA will then follow up with a contract. If translations of multiple titles are being requested, separate, lawyer-reviewed contracts will be drafted.

Our basic contract includes these caveats: AIHA requires that we receive two printed copies of the translated document, and AIHA reserves the right to publish and sell the translated copy.

The rest of the contract follows one of the following guidelines:

1. If the intention is to distribute free copies to an internal group (for instance, university students), then we do not charge royalties.
2. If the intention is to sell the translated document (either as a separate document or as part of a seminar or workshop), then AIHA must receive royalties from that sale, based on a pre-established contract with AIHA.

If royalties are being received by AIHA, 70% of the agreed upon fee is due upon the translation contract being signed. The remaining balance is due upon the completion of the translation.



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Author Remuneration

Adopted March 4, 1999; Amended May 2017

Publications written by or through AIHA technical committees

1. AIHA does not provide payment or royalties to members of technical committees working on committee publications.
 - For larger publications, authors are given a free PDF of their specific chapter and offered 40% off the member price for a printed book.
 - For smaller publications, authors are given a free PDF of the entire book/guideline and offered 40% off the member price for a printed book.
 - For publications with an editor, the editor will be given 2 free copies of the printed book and offered 40% off the member price for a printed book.
2. AIHA may pay people to assist with technical committee publication projects (e.g. technical writer, editor, graphic artist) provided that the following conditions are met in order to prevent possible conflict-of-interest:
 - A. The technical committee has major responsibility for the project – including project definition, and oversight (note: the decision to request outside help should be made by staff).
 - B. The technical committee may provide input on who should be hired, but AIHA staff will make the ultimate decision and will negotiate the contract.
 - C. The hired person is not a member of the responsible technical committee.
 - D. The hired person was not involved in the decision to hire someone or who to hire.

Review and resolution of cases where questions arise on complying with this policy

When there are questions on how to comply with this policy in an individual case, it will be brought to the AIHA Publications Committee for resolution. The AIHA Publications Committee will then make recommendations to staff on how to proceed with unresolved cases in a manner that will ensure no conflict of interest.