GUIDELINES FOR GSA PUBLICATIONS FUNDING

The GSA Publications Fund is a discretionary fund administered by the Graduate Students Association for full or partial support of UCLA graduate and professional student publications. Upon the recommendation of the Director of Publications, the GSA cabinet will allocate these funds in accordance with the following goals, eligibility, requirements and principles according to the needs of each publication.

Goals
1. To promote scholarly publications by UCLA graduate and professional students.
2. To provide opportunities for graduate students to exchange ideas.
3. To promote professional skills.
4. To provide publishing and editorial or managerial opportunities for graduate and professional students.

Roadmap
- Web Publications is a new paradigm shift. Communications has become a major by-product of this revolution, and thus expenses in this realm have become interrelated and intertwined. (i.e. webinar, software, computing tools, etc.)
- An appropriate expense should be one that is part of a particular publication’s yearly plan, or one that is part of the Publication Division’s overall vision and mission for the year.
- If an expense is non-routine, according to Student Government Accounting (SGA), an intermediary check should exist beyond the Director of Publications’ discretion, and that check should be the vote of the GSA officers.

Eligibility Requirements
1. Each applying organization must register annually with the Center for Student Programming as a Registered Campus Organization.

2. An applicant group’s current mission and constitution as registered with the Center for Student Programming must not contravene current University rules and regulations.

3. The editorial staff of each journal must be composed of UCLA graduate or professional students. The purpose of the GSA Publications program is not to provide support to faculty publications by proxy, however, since assembling a good editorial review or advisory board is part of the professional / intellectual experience of running a scholarly publication, student journals are welcome to involve faculty and others as reviewers and authors when appropriate. Publications are encouraged to publish content generated by their fellow UCLA students, but not to the exclusion of appropriate content from other institutions.

Guiding Principles of GSA Publications
GSA Publications recognizes the need to enhance the University’s core instructional program by providing graduate students with practical experience in all aspects of the chain of scholarly
communication and publication. Although the nature of scholarly publication is changing and diversifying, and although publication is an ever more crucial factor in academic success, there is no department- or school-based program that addresses this important aspect of professional formation. GSA Publications promotes initiative, innovation, and intellectual independence on the part of graduate students involved in the publication process. It helps students to address the broader issues of the changing nature of the disciplines, institutional realignment, and the development of new technologies.

GSA Publications fosters graduate student participation in the creation and dissemination of new knowledge and acknowledges the value generated by the ethically responsible circulation of this knowledge.

GSA Publications is committed to sustained funding of graduate student-produced scholarly publications as well as the fostering of learning relationships among graduate students from different fields, between graduate students and faculty, between graduate students and the network of scholarly communications professionals, and with the public.

The specific shape GSA Publications support will necessarily vary over time to reflect the changes in specific knowledge fields and in scholarly communication as a whole. Specific policies will be reviewed yearly by the Director of Publication and approved by the Cabinet.

**Availability of information:** GSA Publications subsidizes graduate student publications so graduate student body as a whole will benefit from its dissemination. The means and mechanisms of dissemination will certainly change over time. GSA supported publications should be available in publicly accessible libraries and when possible, in digital format over the Internet. GSA recognizes that subscription models are still popular and viable, but it would like to see the best possible arrangements made for open access to its products. GSA Publications supports “niche” publications as well as broadly popular publications.

Publication is only one channel of scholarly communication, albeit a necessary one for receipt of GSA Publications funding. GSA Publications recognizes that the dissemination of the core scholarship of a publication may be enhanced by auxiliary products such as marketing tools, meetings, and public presentations that can be justified within the framework of a budget proposal.

GSA Publications must also recognize the needs of both graduate student publishers and the general graduate student population. A wide variety of activities may be designed to bring information about scholarly communications to graduate students.

GSA Publications maintains a home base where graduate students can work, meet, and have access to technical and intellectual support and discussion. The Director of Publications will allocate funds to maintain this office space. The Director of Publications should evaluate the use of the space in the annual year-end report to Forum and make recommendations for changes.

**Reliability and consistency:** GSA recognizes the importance that a publication’s consistent adherence to its publication schedule plays in the building and maintenance of its reputation. GSA Publications is committed to continued support of eligible publications and timely delivery of its resources. Publications applying for and receiving GSA Publications funds should take seriously the publication cycles they have established for themselves. They should be free to re-evaluate these schedules, but they should document changes for their clienteles and GSA Publications.

**Documentation and Preservation:** GSA Publications recognizes the extreme difficulty sometimes experienced by graduate student editors who take the reins from their predecessors without adequate information about procedures, practices, or the past. Publications applying for funding should take seriously the need to keep clear and complete records of their activities and address record-keeping plans in their budget proposals. New publication proposals should address the issues of records management and archiving and propose a plan for assuring the maintenance of good records.
Publications receiving funding should provide GSA Publications with a hard copy of or a link to each version of their publication for the GSA Publications Archive. Observance of this requirement will be considered when new applications for funding are evaluated.

GSA Publications, along with the Center for Student Programming, is often the most stable source of information for new graduate student editors. GSA Publications must consider the need for good record-keeping when preparing its own budget.

**Mutual recognition:** GSA Publications should publicize the publications it funds publications to the extent possible. Publications receiving GSA Publications funding must include explicit acknowledgement of GSA’s funding in each instance of the final product for which funding was provided.

**General Procedures for the Expenditure of Funds**

The accounting department charged with maintaining GSA Publications accounts will provide statements of accounting activity upon request.

All publications must follow the same requisitioning protocol. Requisitions must be properly documented, approved, and authenticated in order to be processed. Recognizing that innovative scholarly communication takes many forms, editors will be given broad discretion as to the types and amounts of expenditures appropriate to their stated model and mission under the umbrella of the general Publications Guidelines stated above. Publications are also responsible for the consequences of these choices, which will be considered in the evaluation of applications in subsequent funding cycles.

Publications may have monies other than those provided by GSA Publications. Both past and anticipated additional sources of funding must be disclosed according to the instructions provided in the application form for a given cycle of GSA Publications Funds. Publications may not maintain negative balances in GSA Publications Funding accounts, and GSA Publications will not be liable for debts incurred.

SFAC guidelines in force as of 10/13/09 state that “the funding boards [e.g. GSA Publications] are best placed to evaluate such proposals [of Student Organization requests for Registration Fee Funding].” Upon appointment, each Director of Publications must be provided with referenced documentation of University rules and regulations regarding GSA Publications Funding. Publications receiving GSA Publications funding are by definition official UCLA Student Groups and are subject to the same funding rights and restrictions as other student groups.

University Policy 740, Attachment A, “Items Not to Be Purchased with University Controlled Funds” states that “it is campus policy not to purchase items for personal use,” and it provides a list of items that “normally fall into this category” and require additional approval “by a dean or department head and the proper campus administrator before a final purchase can be made.”

Publications operating in the spirit of the principles set forth in this document and conforming to the SFAC goals of “providing a supportive learning environment…and general student enrichment” may on occasion consider it appropriate to When requests are made to purchase of items from this list, the accounting agency must notify the Director of Publications and the GSA officers of the restricted nature of these purchases. The Director of Publications and the GSA officers will then consider the purchase request, and if appropriate seek the approval of the appropriate dean or department head as per Policy 740, Attachment A requirement.
Publications Calendar

The GSA Publications program should adhere to a predictable cycle of operations. The Director of Publications must review and make available the dates of specific elements during each academic year as expeditiously as possible.

Fall Quarter
All publications or potential publications must register with the Center for Student Programming.

The Director of Publications will make available the current funding application. The Director will specify the date by which completed applications are due and provide clear instructions for preparing and submitting the application. The Director should highlight any aspects of the application or process that have changed since the previous year.

Applicants submit their applications to the Director of Publications on the date and in the manner specified by the Director of Publications.

Winter
Editors will be notified of their allocation of GSA Publications funding in January. Publications will be able to access and use their funds within days of the notification via the requisitioning process set forth by the GSA for that year.

Spring
Publications nearing the end of their 18 month funding cycle with unspent funds should consult with the Director of Publications about the possibility of carrying any of those funds over.

May 31: Publications that have not consulted with the Director of Publications and not submitted documented requisitions for anticipated expenditures will lose any SFAC funds remaining in their accounts. If they continue to fulfill the eligibility requirements, they are encouraged to reapply during the next funding cycle.

Summer
Publications should expect and plan for some additional delays in processing their requisitions over the summer as Directors of Publication will often be changing during that time.