

GUIDELINES AND APPLICATION 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 and eligibility requirements, according to the needs of each publication.

Goals

1. To promote scholarly publications by UCLA graduate and professional students.
2. To enhance the quality of graduate education at UCLA by providing an opportunity for graduate students to exchange ideas.
3. To promote professional skills.
4. To provide publishing and editorial or managerial opportunities for all graduate and professional students.

Eligibility Requirements

Applying organizations must:

1. Secure the sponsor of a departmental unit at UCLA.
2. Renew registration with the Center for Student Programming (105 Kerckhoff Hall) as an affiliated UCLA campus organization for the academic year.
3. Demonstrate that the organization and its proposed publication are currently in compliance with University rules and regulations.
4. The editorial staff of each journal must be composed of UCLA graduate or professional students and articles must be authored according to the following criteria:
 - a. At least 2/3 of the articles must be written by graduate students.
 - b. At least 1/3 of the articles must be written by UCLA graduate students.
5. GSA requires each journal to adhere as closely as possible to a regular yearly schedule. The publication date printed in the journal should correspond to the date of distribution.
6. All journals should submit one copy of each issue to the Publications Director's mailbox in the GSA office (316 Kerckhoff Hall), as soon as the final product is available.
7. Each organization which receives funding for publication must recognize GSA as a funding source. This should appear on the page listing the editors or the title page in the following manner:

Funding provided by the
UCLA Graduate Students' Association*

Any questions or concerns regarding GSA Publications (2006-2007) will be addressed by:

Nanthia Suthana
Publications Director
GSA Central Office
316 Kerckhoff Hall

Email: pubs@gsa.asucla.ucla.edu

Phone: (310) 794-9763; Fax: (310) 267-2545

You also may drop a note in mailbox #62 outside the Central Office,
or leave materials in the publications box inside the office.

* or "Partial Funding," if the journal is funded by multiple sources.

Guidelines for the Allocation of GSA Publications Funds

The following is a set of guidelines and principles by which the Publications Program allocates its share of GSA funding.

The GSA Publications Program is committed to funding journals according to the general criteria of need and merit. Both of these criteria demand the timely expenditure of GSA funds. The incapacity or failure of journals to utilize funds within the academic year in which the money was allotted is a major concern. Each journal's situation will be reviewed annually. Funding will be provided to journals, which demonstrate both need and capacity, and will be withheld from those which do not appear to be able to use the money. However, GSA Publications does not wish to unduly penalize journals, which have fallen behind the recommended publications schedule, since in many cases they may already be disadvantaged in terms of support and organization. Therefore, those journals will be encouraged to expend the funds they already have and, by doing so, will receive additional support in the future.

Funding Criteria

Four categories have been established for the annual funding of graduate and professional journals. Each journal will be evaluated in terms of the following categories after a close examination of its application for funding submitted in the Fall Quarter, and a review of previous years' publications.

1. *Minimum*: The amount determined to be adequate for the production of a high quality journal (250 to 500 copies, depending on size and number of pages). This amount will be given to journals which are in a position to use the money, but who do not demonstrate a need for more than minimum funding.
2. *Median*: To be given to those journals which show a somewhat greater need (based on projected costs and past issues) than those in the "minimum" category and adhere to a timely publication schedule.
3. *Maximum*: To be awarded to journals which are both capable of using the funds in a timely manner and demonstrate greater need than those in either the "minimum" or "median" categories. These are usually the more established journals, most of which have an extensive subscription audience and produce lengthy, high-quality issues. These journals also adhere entirely or almost entirely to the eligibility requirements described above.
4. *Partial/Withheld*: Funding will be withheld from those journals, which did not publish the previous year and have not established contact with the Director of Publications or Publication Services. Those journals which have blatantly disregarded the specified guidelines for publication, including the requirements that journals must publish the work of graduate/professional students (including those at UCLA), will be considered last for GSA funding and may well receive less than the amount requested on their applications.

The amount established for each level of funding will depend not only upon the amount allocated to GSA Publications each year, but also upon the number of applications submitted.

The Publications Director will allocate all funds by the end of the fiscal year.

Procedures for the Expenditure of Funds

In 1993, the accounting of GSA Publications funds was moved from the Center for Student Programming to the office of the ASUCLA Student Government Accounting Department (205-E Kerckhoff Hall). This auspicious development has attached some new conditions and procedures to the allocation and use of GSA funds. A broad outline of these procedures includes:

1. Applications for GSA funding will be distributed and submitted to the Publications Director in the Winter Quarter. Money will be allocated in January and is available immediately thereafter from the accounting department, which will automatically hold those funds for the journal (if necessary) through the next fiscal year, until the following May. Contact Jerry Mann. (325 KH, x65803) or Deborah Simmons (x53662) for details.
2. The journal will not be eligible to receive additional funding until the money is spent, or printing is imminent, or the money is lost. If funds are not expended by that date (May 31, eighteen months after the original allocation), then the Journal will lose the money, which will be returned to the program.

Statements of accounting activity are available upon request from the accounting department. Arrangements may be made for expenditures such as printing and (if possible) mailing.

In order to access funding through the requisition process, forms can be obtained from the Publications Director's box in 316 Kerckhoff Hall, from GSA staff, or from the accounting department. After obtaining an estimate of printing costs from Publication Services (or an outside vendor), each journal's management must fill out a requisition for the required amount (which can be no more than the amount of funding available in the account at the time of the request), ensure that it is signed by the authorized editors, and submit it to the Director of Publications (316 Kerckhoff) for approval. The Director and accounting office will then take care of the transaction. The journal will only hear from the Director or accounting office if there is a problem, or if a receipt is required. If the cost of printing exceeds the estimate, and there is not enough money in the account to cover the excess amount, the journal's staff must raise the additional funds on its own or print fewer copies of the journal.

This requisition process can be repeated for all other activities until the funds are completely expended. Only minimal amounts of non-SFAC money will be allowed to carry over from year to year. The use of SFAC funds is at the discretion of the Publications Director and the Accounting Manager.

Publications Calendar

Fall Quarter

Renew Registration with the Center for Student Programming in 105 Kerckhoff Hall at 310-825-7041 or csp@ucla.edu.

Winter

Submit GSA application for funding and evaluation of previous year's publications activities to the GSA Publications Director's mailbox in 316 Kerckhoff Hall by the specified date.

Editors will be notified of GSA funding in January.

To access funding, obtain requisition forms from the Publications Director's box in 316 Kerckhoff Hall, from GSA staff in the same location, or from the accounting department. Submit forms to the Director. Money should be reserved for printing costs first and other costs later.

Spring

Editors should consult with UCLA Publications Services (Ueberroth Hall x5944 1) or arrange alternative services for the printing of journals, to get an estimate of publishing costs.

Elections of new editorial board for next year: apprenticeships.

Summer

Production. Requisition of funds. Go to press. Blue lines. Final product.

Mailing of journals. (1 copy to GSA Director of Publications)

Fall

All publications should have gone to press by the end of the quarter. If a journal has not gone to press, the journal's editor must notify the Director of Publication of intent to do so and provide a publication deadline.

New publications cycle

All journals must go to press no later than the end of May (18 months after initial allocation) or they will lose money and be ineligible for further funds until the following year.