

# AGREEMENT TO PUBLISH IN THE ASP CONFERENCE SERIES

This Agreement to Publish in the ASP Conference Series, hereinafter called the "Contract," is to publish a Volume as part of the Astronomical Society of the Pacific Conference Series (ASPCS) as set forth as follows:

## 1. PARTIES:

This Contract is by and between the following parties:

### A. EDITORS:

Name / e-mail / address / phone

The Manuscript materials are from a conference entitled  
< > held at < >  
from < > to < >.

### B. PUBLISHER:

The Volume will be published by:

Astronomical Society of the Pacific (ASP)  
390 Ashton Avenue  
San Francisco, California 94112-1722

The copyright of the Volume will be vested in the Publisher.

Correspondence from the Publisher will go to *all* Editors listed in part 1.A. unless otherwise notified. Should there be a change in Editors, the incoming Editor will be responsible for notifying the Publisher that they are a responsible party to this Contract.

## 2. DEFINITIONS:

For clarity, important terms used in this Contract are defined as follows:

### A. EDITOR(S):

The person(s) listed in item 1.A above, the party responsible for assembling all papers, images, information, data, etc., together in a form suitable for publication.

### B. PUBLISHER:

The Astronomical Society of the Pacific (ASP), the party responsible for producing the Volume and issuing it to the public.

### C. MANUSCRIPT:

The collection of papers and other materials assembled by the Editors and submitted to the Publisher prior to submission to the printer.

### D. PROOF:

The Manuscript after it has been submitted to the printer and made ready for printing.

**E. VOLUME:**

The finished or published book.

**3. EDITOR'S DUTIES:**

The Editor's duties toward publishing the Manuscript shall consist of the following:

- A. Determining the number of pages in the Manuscript to within 50 pages. This number must not be less than 200 pages or more than 850 pages.

ASP Conference Series Volumes are normally priced by numbers of books sold, rather than pages printed. To ensure that Publisher costs are met, the Editors must guarantee a minimum number of Volumes will be sold to conference participants or to the conference itself for each Volume length, according to the following formula:

70 to 100 copies = 450 pages maximum  
101 to 150 copies = 600 pages maximum  
151 to 200 copies = 750 pages maximum  
over 200 copies = 850 pages maximum

Additional pages in excess of the maximum may be purchased at a rate of \$12 per page.

Arrangements for more pages, purchasing fewer than 70 copies, or a different pricing structure in general may be negotiated between the Editors and Publisher and included as an addendum to this Contract.

The estimated number of Volumes to be ordered for this conference is < >.

Based on the estimated number of Volumes, the maximum page length of the book will be < > pages.

Extra Volumes, beyond the number listed above, may be ordered at the price shown in item 4.D as long as the order is placed before the final, corrected Proof is approved for printing by the Editors.

- B. Assembling and compiling all materials from conference participants into one continuous Manuscript, ready for publication.
- C. Assuring that all materials are scientifically and technically worthy of publication.
- D. Assuring that all formatting and editorial requirements for the text and figures are met. Editors may pay the Publisher to do formatting, editorial, or technical corrections at a rate of \$35 per hour with the understanding that, due to limited technical staff, the publication date may be delayed.
- E. Submitting the electronic  $L^A T_E X$  sources with all included files (i.e., style files, figures, text, etc.) and compiling one continuous Manuscript as a PDF file on the Publisher's server. Editors may pay the Publisher to compile the individual  $L^A T_E X$  files into one continuous PDF file at a rate of \$35 per hour.
- F. Providing the front cover image and back cover synopsis with submission of the Manuscript.

- G. Providing a list to the Publisher via e-mail shortly after Manuscript submission with the current e-mail addresses, mailing addresses and phone numbers of all participants receiving a Volume. Preferred Excel and text formats are provided at [www.aspbooks.org/step1\\_getting\\_started/#1.3.1](http://www.aspbooks.org/step1_getting_started/#1.3.1). This list will be used by the Publisher to give participants electronic access to the Volume and to ship the Volume.
- H. Reconciling all problems with the Manuscript following the Publisher's aesthetic review which relate to the material in the Manuscript and its compilation. Editors may pay the Publisher to reconcile these problems at a rate of \$35 per hour.
- I. Submitting the electronically compiled Manuscript to the Publisher preferably within 4 months and no later than 6 months after the conclusion of the conference.

*Publishing costs change with time. If no Manuscript has been submitted to the Publisher within 6 months after the conclusion of the conference, the pricing structure of this Contract may be revised at the discretion of the Publisher.*

- J. All other duties associated with delivering an acceptable Manuscript to the Publisher.
- K. Reviewing the Proof and providing the Publisher with a list of corrections. At Proof stage all technical corrections will be made by the Publisher, free of charge. Editorial corrections will be billed at a rate of \$35 per hour plus page replacement charges of \$15 for the first page and \$8 for subsequent pages.
- L. Certifying that the published Volume is acceptable before copies are shipped.
- M. Seeing that the Publisher is paid all monies owed.

#### **4. PUBLISHER'S DUTIES:**

The Publisher's duties towards publishing the Volume shall consist of the following:

- A. Printing the specified number of Volumes in a clean and professional manner. The book trim size shall be 6 x 9 inches, which is a 10% reduction over an 8.5 x 11 inch format.
- B. Checking the overall aesthetic arrangement of the Volume.
- C. Reconciling all problems dealing with the printing of the Volume.
- D. Establishing the price of a Volume. The price of this contracted Volume to conference participants shall be **\$55** per book. The price to all others shall be established by the ASP.
- E. Establishing the date for completion of the Volume. Under normal circumstances the date for completion shall be approximately four months after the Publisher receives the final Manuscript containing all Editor-approved corrections following the Publisher's aesthetic review.
- F. Submitting the Volume bibliographic data and abstracts to the Astrophysical Data System (ADS).

- G. Posting an electronic version of the Volume on the <http://www.aspbooks.org> web site and maintaining it there for 3 years or until such time as it is considered public domain. Accessibility to the electronic version of the Volume will be limited to conference participants, libraries with standing orders or subscriptions, and others who purchase a printed Volume. After 3 years the Volume will be posted on the ADS and will become public domain.
- H. Marketing the Volume to libraries and professionals as part of the ASP Conference Series.
- I. Providing each Editor with 2 free complimentary copies of the printed Volume. These Volumes will be shipped via express mail to the address(es) in item 1, unless otherwise specified.
- J. All other duties associated with the physical manufacturing of an acceptable Volume, including coordination with the printer.

## 5. OPTIONAL SERVICES:

- A. Color Cover:  
A color image on the front cover may be purchased at a cost of \$1,000.
- B. Color figures:  
Color figures may be purchased at a cost that can vary from \$150 per page up to \$500 per page depending on the number of books ordered and the type of press chosen. Color page charges are negotiated by the Editor with the Publisher on a case-by-case basis.
- C. CD-ROMS:  
Editors who wish to have CD-ROMs placed inside their Volume must arrange for them to be manufactured, placed in self-adhesive envelopes, and shipped to the printer, whose address can be obtained from the Publisher. The printer will hand insert the CD-ROMs into the books at a cost of \$2 per Volume. CD-ROMs need to be provided for the entire printing order, which is normally about 400 volumes.

## 6. SHIPPING COSTS:

The Editors will determine the method of shipping Volumes and collect the sum for shipping and handling for each contributor and/or participant at the rates given below:

### **Within U.S.**

USPS Media Mail (average 2-3 weeks), 1 book \$8.00  
USPS Priority Mail Flat Rate (2-4 days), up to 4 books \$15.00

### **International**

International First Class (average 2-4 weeks), 1 book \$34.00  
International Priority Mail (6-10 days), up to 4 books \$44.00

Due to the US Postal Service 2007 rate change, some rates have increased—especially for international shipments. However, in an effort to keep rates as low as possible, we now offer a less

expensive option for up to four books shipped to one address. Please consider this cost-saving option. As of May 14, 2007, other forms of international shipping and bulk rates (other than the 4-book rates listed above) were discontinued.

**7. TOTAL COST, PAYMENT AND BILLING:**

- A. The exact cost of producing this Volume shall not be determined until the final Manuscript is submitted to the Publisher. The final costs shall be according to the guidelines of this Contract.
- B. The Editors will be responsible for all monies owed and will ensure that payment is forwarded to the Publisher.
- C. Payment may be made using one of the following methods:

1. **CHECK:**

If paying by check, it shall be sent to:

ASTRONOMICAL SOCIETY OF THE PACIFIC  
390 ASHTON AVENUE  
SAN FRANCISCO, CALIFORNIA 94112-1722

ATTN: PERRY TANKEH  
415-337-1100, Ext. 123

2. **BANK TRANSFER:**

If paying by bank transfer an additional \$40 fee will be assessed to cover bank transfer fees.

**WIRE TRANSFER INFORMATION:**

WELLS FARGO BANK  
NATIONAL BUSINESS BANKING CENTER  
4648 Mission Street,  
San Francisco, CA 94112  
Beneficiary: Astronomical Society of the Pacific  
Bank Routing No.: 121000248  
Account No.: 652-8892034  
Swift No.: WFBIUS6S

3. **CREDIT CARD:**

If paying by credit card, the following information must be sent by FAX to the ASP office, Attention: Perry Tankeh, 415-337-5205.

- 1. Credit card number and type (VISA, Master Card, etc);
- 2. The name as it appears on the credit card;
- 3. The date of expiration;
- 4. The billing address; and

5. Three digit security code on the back of the credit card.

For security, call Perry Tankeh at 415-337-1100, Ext. 123 before sending the FAX.

D. All payments will be made in U.S. dollars or the equivalent.

AS WITNESS THE HAND OF THE:

EDITORS:

\_\_\_\_\_  
Print Name \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Print Name \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Print Name \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Print Name \_\_\_\_\_  
Date \_\_\_\_\_

PUBLISHER:

ASTRONOMICAL SOCIETY OF THE PACIFIC (ASP) CONFERENCE SERIES

By \_\_\_\_\_  
J. W. Moody, Managing Editor

\_\_\_\_\_  
Date