

Guidelines for Publication of ICID Working Group Outputs

Introduction

A substantial volume of technical material is produced by the Working Groups of which only a small part transforms into official publications, if at all. The unpublished material thus turns into grey literature. In order to make this material accessible to the ICID community and the rest of the world, it is proposed to put this material too on the website. The material can either be a finished output or a draft document that needs to be reviewed or for which further inputs are solicited.

The objectives of publishing this grey material via the website are:

- to display the work done by the Working Group not only for the Group's use but for other interested persons as well;
- to evoke more interest in the Working Group activities;
- to keep a record of work done previously.

Examples of such materials:

- sections of reports remaining unpublished due to space limitations or as a result of difference of opinion regarding what should be included in the publication. For instance, the 'Water Quality Guidelines' produced by the Drainage Working Group were later published by FAO, contained a very instructive section on drainage and health, but this was cut down to an extent that some very interesting material was left out. Such left out contribution could be made available via ICID website.
- bibliographies produced for a particular activity of the Working Group, but were not included as annexures of the publications.
- survey results.

Guidelines

- All material produced should be referenced as part of the minutes of a Working Group meeting at the end of the minutes in standard reference format.
- Indicate the status of the document by one of the following numbers:
 1. Completed and officially published.
 2. Completed but not published in peer reviewed outlet
 3. Completed working document, but will not be published officially
 4. Draft working document
 5. Draft of the publication for review
 6. Draft document seeking further inputs from Working Group members
 7. Draft document seeking input from others (internal and external from ICID)
- Submit the material in electronic form to ICID

- Based on the status indicated above, the Central Office of ICID will:
 1. Add references to the list of publications of the Working Group on the website with appropriate link for retrieval
 2. Enter the completed documents in the text delivery database of ICID
 3. Prepare the completed document in Acrobat reader format for downloading from the website.
 4. Make draft documents available in Acrobat reader or any other format if so indicated by the Chairperson of the Working Group, through the link in the reference list. Draft documents will not be inserted in the text retrieval section unless the Chairperson of the Working Group indicates that the product should be added.

As this was not done up to now, Chairpersons will be requested to prepare a reference list of the material produced by the Group, and acquire the material in electronic form for submission to ICID Central Office.