

These policies define the editorial, ethical, and production standards governing all BRIT Press publications. Authors, reviewers, and editors are expected to adhere to these guidelines throughout the publication process.

1. Overview

1.1 Scope and Purpose

BRIT Press publishes peer-reviewed scholarly journals and books that advance botanical science, systematics, floristics, taxonomy, ecology, and related disciplines. Publications are produced in print and digital formats and are intended to serve the global scientific community.

1.2 Scope of Publications

BRIT Press publishes:

- Peer-reviewed journals (including JBRIT)
- Scholarly books and monographs
- Floras, checklists, revisions, and technical references
- Special issues and supplements

1.3 Editorial Independence

Editorial decisions are based solely on scholarly merit, relevance, and adherence to ethical standards. Financial considerations do not influence acceptance decisions.

1.4 Publication Formats

Publications may be issued in print, digital, or combined formats. Distribution channels include institutional platforms, publisher websites, and third-party indexing or archival services.

2. Submission Policies

2.1 Submission Platforms

- Journal manuscripts are submitted through BRIT's submission platform at <https://airtable.com/appzix5pW8LZk5UZk/pagZkTWWBTNDIghAv/form>
- Book and monograph proposals and manuscripts are submitted through processes established by BRIT Press and coordinated by editorial staff.

2.2 Publication Proposals (Books and Monographs)

Authors submitting book-length works are required to submit a **Publication Proposal** prior to or in conjunction with manuscript submission. The proposal must describe:

- The scope, structure, and intended audience
- The scholarly contribution, significance, and uniqueness
- How the proposed publication aligns with the mission of BRIT Press and the Botanical Research Institute of Texas

2.3 JBRIT Manuscript Preparation

Authors must use the manuscript template available at <https://fwbgstg.wpengine.com/wp-content/uploads/2021/04/JBRITSubmissionTemplate.doc>

Manuscripts must follow the applicable style guide for journals or books, including formatting, references, figures, tables, and nomenclature. Taxonomic names must follow current standards and be consistently applied.

2.4 Author Responsibilities

Authors are responsible for:

- Accuracy of data, citations, specimen records, and analyses
- Securing permissions for third-party material
- Ensuring compliance with ethical, legal, and permitting requirements
- Confirming that all listed authors meet authorship criteria

2.5 Language Requirements

Manuscripts may be submitted in English or Spanish. All papers must include both an English and Spanish abstract; translation assistance may be provided upon request. Authors are encouraged to include additional abstracts in languages relevant to their research to support broader accessibility and knowledge repatriation.

2.6 Originality and Ethical Submission

All submissions must be original, not under consideration elsewhere, and comply with BRIT Press ethical standards (see Section 6 for details).

3. Peer Review Policies

3.1 Review Models

- JBRIT uses single-blind peer review, usually with two reviewers. Reviewers may request anonymity, though all reviewers will be named collectively at the end of each volume.
- Books and monographs undergo editorial review and external peer review appropriate to their scope and length.

3.2 Reviewer Selection

Reviewers are selected based on subject expertise and absence of conflicts of interest.

3.3 Reviewer Responsibilities

Reviewers must provide confidential, constructive, and unbiased evaluations focused on scholarly merit, rigor, and clarity.

3.4 Timelines

Review timelines vary by publication type but are communicated clearly to authors.

3.5 Conflicts of Interest

All editors, reviewers, and authors must disclose conflicts that could influence judgment (see Section 6.6 for details).

3.6 Pre-Submission Review

In limited cases, works that have undergone independent peer review prior to submission may be considered. Authors must disclose the nature of this review, including reviewer expertise and any potential conflicts of interest. Authors must provide the reviewer's comments or annotated manuscript where available. Reviews conducted by individuals with a direct stake in the work may not be considered independent.

All submissions remain subject to BRIT Press editorial evaluation and may undergo additional peer review at the discretion of the Editor.

4. Editorial Decisions

4.1 Initial Evaluation

Submissions are screened for completeness, scope, and adherence to guidelines.

4.2 Decision Outcomes

Possible outcomes include acceptance, revision, or rejection.

4.3 Revisions

Authors must address reviewer and editorial comments in writing.

4.4 Withdrawal and Retraction

Withdrawals may occur prior to acceptance. Post-publication corrections are handled in accordance with Section 12.

5. Production Policies

5.1 Accepted Materials

Upon acceptance, authors must supply final editable files, figures, and documentation.

5.2 Copyediting

All publications undergo copyediting for clarity, consistency, scientific accuracy, and adherence to BRIT Press style.

5.3 Layout and Typesetting

Journals, books, and monographs are professionally typeset. Proofs are issued in stages appropriate to publication length and complexity.

5.4 Proof Review

Authors may correct typographical or factual errors only. Substantive changes are not permitted at proof stage.

Submission of corrected proofs constitutes acceptance of the final version for publication.

5.5 Cover Design and Artwork (Journals and Books)

Cover design, layout, and final artwork for all publications are determined by BRIT Press to maintain consistency, branding, and production standards. Authors are welcome to suggest images or concepts, but final decisions rest solely with the Press.

6. Ethical Guidelines

6.1 Authorship Criteria

Authorship is limited to individuals who made significant intellectual contributions, participated in manuscript development, and approved the final version.

6.2 Corresponding Author Responsibilities

The corresponding author serves as the primary liaison between BRIT Press and all coauthors throughout submission, review, production, and post-publication.

The corresponding author is responsible for:

- Submitting materials on behalf of all authors
- Confirming author approval and authorship accuracy
- Coordinating revisions and responses to review
- Communicating proofs and production matters to coauthors
- Submitting final proof corrections
- Serving as the contact for post-publication inquiries

Only one corresponding author is permitted unless otherwise approved.

6.3 Scientific Integrity

Fabrication, falsification, plagiarism, or misrepresentation of data is grounds for rejection or retraction.

6.4 Specimen and Field Ethics

Research must comply with all laws and permit requirements. Voucher specimens should be deposited in recognized collections.

6.5 Image and Data Ethics

Images must not be manipulated to misrepresent data. Adjustments must be applied consistently and disclosed when appropriate.

6.6 Conflicts of Interest

All authors must disclose any financial, professional, or personal relationships that could be perceived to influence the work. Relevant conflicts must be declared at submission and will be published with the article when appropriate.

6.7 Funding Transparency

All sources of financial support must be disclosed. Authors must provide funding information using standardized funder names and include associated grant numbers where available, in a format compatible with indexing and metadata standards (e.g., Crossref Funder Registry and Web of Science requirements).

If no external financial support was received, authors must include an explicit statement to that effect (e.g., “This research received no external funding.”).

6.8 Data Availability and Reproducibility

Authors are encouraged to make underlying data, code, and materials available in appropriate repositories or upon reasonable request. Any restrictions on access must be clearly stated (see Section 8 for details).

6.9 AI and Automated Tools

Use of artificial intelligence or automated tools in the preparation of manuscripts, figures, or data analysis must be disclosed. AI tools may not be listed as authors. Authors remain fully responsible for the accuracy and integrity of all content.

6.10 Duplicate Submission and Prior Publication

Manuscripts must not be under consideration elsewhere or previously published, in whole or in part, except where explicitly disclosed (e.g., preprints, theses, or conference abstracts, if permitted).

6.11 Corrections, Retractions, and Editorial Actions

BRIT Press reserves the right to issue corrections, expressions of concern, or retractions when significant errors or ethical issues are identified.

6.12 Peer Review Ethics

Authors must not attempt to manipulate the peer review process, including by suggesting fabricated reviewers, providing false contact information, misrepresenting reviewer identities, or otherwise interfering with reviewer independence.

6.13 Permits, Indigenous Knowledge, and Sensitive Data

Research involving protected species, regulated materials, or traditional/Indigenous knowledge must comply with applicable legal and ethical frameworks. Authors must document permits and permissions where required and appropriately acknowledge knowledge sources.

7. Copyright, Licensing, and Access

7.1 Copyright

Authors transfer copyright or grant a license-to-publish as specified in publication agreements.

7.2 Author Rights

Authors may reuse their work according to agreement terms, with proper citation.

7.3 Archiving and Preservation

Publications are preserved through institutional repositories and digital archiving services.

8. Data and Materials Availability

8.1 Specimen Data

Taxonomic works must include herbarium vouchers and standard codes.

8.2 Data Repositories

Datasets supporting results should be deposited in recognized repositories when appropriate.

8.3 Reproducibility

Methods must be sufficiently documented to allow replication.

9. Fees, Subvention, and Financial Responsibilities

9.1 Page and Production Charges

Charges vary by publication type and are communicated during acceptance.

9.2 Color and Special Features

Additional charges may apply for color, maps, or complex layouts.

9.3 Subvention and Budgeting (Books and Monographs)

For books and monographs:

- Press staff work collaboratively with authors to prepare a tentative publication budget outlining anticipated production and distribution costs.
- Authors are responsible for 100% of required subvention support, unless otherwise agreed in writing.
- Financial arrangements are finalized prior to publication acceptance.

9.4 Journal Page costs and Discounts

Page charges help offset the costs of peer review, editorial management, copyediting, layout, and publication. Charges are assessed per published page; and estimates are provided at acceptance.

9.4.1 Open Access Fee

All articles published in JBRIT are published as open access. A mandatory open access fee of \$100 USD is assessed for each accepted manuscript, in addition to any applicable page charges. The open access fee is non-waivable and supports digital hosting, archiving, and long-term public access.

9.4.2 Standard Page Charges

Standard page charges apply to all accepted JBRIT manuscripts unless a discount or waiver is approved. JBRIT page charges are currently \$40 per page.

9.4.3 Subscriber Discount

Corresponding authors who are current subscribers to the *Journal of the Botanical Research Institute of Texas (JBRIT)* are eligible for a 15% discount on total page charges.

9.4.4 Early Career Author Discount

Corresponding authors who are early career researchers are eligible for a 25% discount on total page charges. For the purposes of this policy, “early career” is defined as individuals who are within a defined early stage of their professional career (e.g., graduate students, postdoctoral researchers, or researchers within approximately five years of their terminal degree).

9.4.5 Global Equity Support (Research4Life)

Authors based in countries classified as Group A or Group B countries in the Research4Life program are eligible for discounts or waivers on page charges.

Group A: 25% discount

Group B: 50% discount

9.4.6 Combination of Discounts

Only one discount category may be applied per manuscript. Discounts are not cumulative.

9.5 Waivers

In exceptional circumstances, full or partial waivers of page charges may be considered. Requests must be made in writing and are subject to editorial and administrative approval.

10. Contracts and Agreements

Once a book or monograph is formally accepted for publication, a Collaborative Agreement is executed between BRIT Press and the author(s). This agreement defines:

- Financial responsibilities and subvention support
- Production scope and format
- Rights, licensing, and distribution terms
- Author and Press responsibilities

Publication proceeds only after the Collaborative Agreement is fully executed.

11. Permissions and Rights

11.1 Third-Party Content

Authors must obtain permission for copyrighted material.

11.2 Attribution

All reused material must be properly credited.

12. Post-Publication Policies

12.1 Dissemination

Publications receive persistent identifiers (e.g., DOI, ISBN) and are distributed through appropriate channels.

12.2 Complaints and Disputes

Concerns are reviewed by the Editor-in-Chief as appropriate.

12.3 Corrections and Retractions

Issued as necessary to maintain the integrity of the scholarly record.

13. Sales, Distribution, and Marketing

13.1 Sales and Distribution Responsibilities

BRIT Press is responsible for the sales, distribution, and marketing of all books it publishes.

13.2 Sales Terms

Books are sold in accordance with the terms defined in the author's Collaborative Agreement.

13.3 Fulfillment and Operations

Press fulfillment procedures and daily operational policies are maintained in the Press Support Manual.

13.4 Non-BRIT Publications

Non-BRIT publications that align with the mission of the Institute may be offered for resale through the BRIT gift shop and shop.brit.org.

Any party seeking to sell a non-BRIT book through BRIT channels must consult with BRIT Press in advance. Approval is not guaranteed.

13.5 Consignment Policy

BRIT Press does not sell publications on consignment.

Authors may purchase copies of their books directly from BRIT Press at the standard author purchase price. Purchased copies become the property of the author and may be:

- Resold at any price determined by the author
- Distributed free of charge at conferences, lectures, or outreach events

Any proceeds from resale are retained entirely by the author. BRIT Press does not track, manage, or share in author-initiated resale activity.

Undamaged, unused copies may be returned to BRIT Press with prior coordination and at the author's expense. Returned copies must be shipped in good condition and suitable for resale. Upon receipt and inspection, BRIT Press will issue an appropriate credit or refund in accordance with internal fulfillment policies.

Print-on-Demand titles are not eligible for return.

14. Journal and Press Operations

14.1 Roles and Responsibilities

The Director of BRIT Press is responsible for overall editorial, production, and design oversight of all BRIT Press publications. The Director establishes policies and standards, approve final content and design decisions, and ensure alignment with the Press's mission, quality expectations, and financial considerations.

The Fulfillment Coordinator is responsible for order processing, inventory coordination, and distribution logistics. The Coordinator manages shipping arrangements, communicates with customers regarding fulfillment and delivery, and coordinates with printers, vendors, and internal staff to ensure timely and accurate order completion.

14.2 Workflow Summary

Submission → Review → Decision → Acceptance → Production → Publication

14.3 Record Management

Editorial and production records are maintained securely and confidentially.

14.4 Policy Review

These policies are reviewed periodically and updated as needed.

These policies are effective as of April 2026