

# **RULES OF PROCEDURE FOR PUBLICATIONS AND DOCUMENTS**

**APPROVED BY THE VI GENERAL ASSEMBLY  
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**RULES OF PROCEDURE FOR PUBLICATIONS AND DOCUMENTS  
OF THE  
PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY**

**CHAPTER I  
PUBLICATIONS AND DOCUMENTS**

*Article 1.* “Publications” refer to printed material that is destined for external distribution.

*Article 2.* “Documents” refer to printed material that has been prepared by one of the organs of PAIGH which is destined for internal distribution.

*Article 3.* Printed material can refer to a publication and a document at the same time if it is destined to both internal and external distribution, such as: the report of the Secretary General.

**CHAPTER II  
CLASSIFICATION OF THE PUBLICATIONS AND DOCUMENTS**

*Article 4.* Based on the frequency of the publication it is classified as periodical or occasional.

*Article 5.* The periodic publications shall be the following and they will be published with a circulation in agreement with the necessities of distribution of each publication.

*Revista Cartográfica*

*Revista Geográfica*

*Revista de Historia de América*

*Revista Geofísica*

*Antropología Americana*<sup>1</sup>

*Revista de Arqueología Americana*<sup>2</sup>

*Article 6.* The occasional publications are those which come into existence as the result of a project or technical activity of the organs of PAIGH. They can be technical manuals, basic texts, acts and reports, results of symposiums or round tables, etc.

*Article 7.* Both the periodical and occasional publications, must be financed in accordance with the determinations of the Directing Council in the program-budget of PAIGH or from contributions.

### **CHAPTER III REQUIREMENTS THAT THE PUBLICATIONS AND DOCUMENTS MUST MEET**

*Article 8.* All publications must meet the following general requirements:

- 1) Be created and implemented within the spirit of the Statutes of PAIGH.
- 2) Have the necessary funding.

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<sup>1</sup> Thus amended by the 46 Meeting of the Directing Council, Cartagena. Colombia, October 27-29, 2015.

<sup>2</sup> Thus amended by the XXXIX Meeting of the Directing Council, Viña del Mar, Chile, November 13-16, 2006.

- 3) Have a footnote indicating the responsibility of the authors. Preferably this explanatory note should be printed on one of the introductory pages.
- 4) Comply with the dispositions on uniformity in the exterior presentation, and on identification and publicity as stipulated by the General Secretariat.
- 5) Be given a number within the general series of publications of the Institute; as it is the General Secretariat (Center of Reproduction) the organ which oversees this requirement.
- 6) Include the list of Officers of the Institute, the National Members, Committees and Working Groups, which correspond to each publication.

*Article 9.* Regarding the contents, the articles, papers, essays, etc. should be of a high technical-scientific and cultural level. It shall be the responsibility of each Commission to select the material that is to be published, be it for the journals or for occasional publications. The Chairman of the Commission shall be empowered to appoint the editor and the other members of the editorial committees for the journals of each Commission. The Chairman shall also approve the plan of occasional publications in each field.

*Article 10.* Printing shall be the responsibility of the General Secretariat, which shall select the printers of the Institute and oversee the entire process of correction of galley-proofs, compiling, edition and distribution of all the publications.

The publications and documents shall be printed under the direct control of the General Secretariat, except in very specific cases.

Co-editions shall be subject to the agreements subscribed to this effect, and shall take into account the guidelines included in these rules of procedure.

#### **CHAPTER IV**

##### **GENERAL PLAN OF PUBLICATIONS AND DOCUMENTS**

*Article 11.* The General Secretariat and the Commissions shall study the requirements for publications and documents on an individual

basis, and each party should present a work plan within the program-budget.

Once the General Secretariat consolidates this document, it must be reviewed by the meeting of Officers prior to the Directing Council and then by the Directing Council itself.

*Article 12.* The plan of publications of each organ of PAIGH, should include the following for each publication:

- a) The program of PAIGH to which the publication corresponds
- b) The responsible Official: (Commission, Working Group, etc.)
- c) Title of the publication
- d) Number of the publication (previously requested from the General Secretariat)
- e) Form of financing
- f) Frequency
- g) Approximate length (No. of pages)
- h) Number of copies
- i) Languages
- j) Distribution

*Article 13.* Once the program-budget of the Institute has been approved, the General Secretariat in consultation with the Commissions shall review each plan of publications so that it may be taken into account within the operational possibilities.

*Article 14.* The documents referred to in Article 2 of these rules of procedure, shall not be considered within the plan of publications, based on the nature of their content. Nevertheless, in order to budget the funds that shall be required for these publications it shall be necessary for each organ to consider them within the activity or project, where it is assumed that there will be a need for work documents, acts, reports, etc.

**CHAPTER V**  
**ROYALTIES AND RECOGNITION TO AUTHORS**

*Article 15.* Copyrights should be determined by the agreements reached between the General Secretariat or the Commissions with the other party. In any case the respective local law shall always be taken into account.

The organs of PAIGH, in these cases should consult with law experts, and draw up a written agreement.

*Article 16.* All rights shall be the property of PAIGH, including the rights to the title, royalties, and patents of any work financed by PAIGH or that is carried out by one of its members regardless of status, as part of his or her official duties.

*Article 17.* In the case of publications or documents prepared by members of the staff or by persons or bodies, at the expense of the General Secretariat or Commissions, or any other organ of PAIGH, there shall be no recognition for the author.

*Article 18.* In articles where there is no credit for the author, it shall be presumed that they are the property of the director of the publication, who shall be held responsible for all legal effects.

*Article 19.* There shall be no recognition for the author regarding statutes, rules of procedure, guidelines and other dispositions of a similar nature, not even when these dispositions have been prepared by technicians, experts or entities specially contracted for this purpose.

*Article 20.* The General Secretariat and the Commissions must obtain written authorization from the editors and authors of articles which have appeared in scientific and technical journals if they wish to include them in the publications of PAIGH.

Preferably these contributions shall be obtained free of charge and credit shall be given to the editors, the publication from which the article is being reproduced, and to the author.

**CHAPTER VI**  
**COMPENSATION TO AUTHORS**

*Article 21.* For the purpose of establishing the compensations for authors, in each case, it should be taken into account that PAIGH is a Specialized Agency, and that one of its objectives is to publicize cartographical, geographical, historical and geophysical knowledge, without remuneration.

- 1) Publication of a volume, written by only one author:
  - a) If the volume is a specific undertaking of PAIGH, a contract must be signed in which the fees to be paid to the author for preparing the original are specified, and in which it is made manifest that PAIGH shall have all the rights to the first edition.
  - b) If the volume was not a special undertaking of PAIGH, but PAIGH has accepted to publish and distribute the volume, PAIGH would only be responsible for the expenses on the part of the author in the preparation of the volume, if the author so desires.

Written contracts must be prepared in which it is clearly established that the author yields the rights to the first edition in a totally free form to the PAIGH. The General Secretariat will provide the author the number of copies of the publication that the Meeting of Authorities indicates.

- 2) In the publication of original articles in the journals of the PAIGH no economic compensation shall be recognized for authors' rights. Nevertheless, the PAIGH compromises to donate to the author the number of off-prints that the Meeting of Authorities decides.

Likewise, the author recognizes that upon the acceptance of his article to be included in whichever periodic publication that the Institute publishes, he yields the author's hereditary rights in favor of the PAIGH, and authorizes it to publish the same according to the editorial criteria and publishing characteristics current at that moment.<sup>3</sup>

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<sup>3</sup> Thus amended by the XXXIX Meeting of the Directing Council, Viña del Mar, Chile, November 13-16, 2006.

*Article 22.* Regarding book reviews, small commentaries, compilation of bibliography; classification of bibliography, written agreements shall be made with the collaborators eventhough their contribution may or not be *ad-honorem*.

*Article 23.* Contracts subscribed by the Institute, in accordance with the dispositions listed above, must be presented in the respective format.

## CHAPTER VII ***COSTS AND DISTRIBUTION***

*Article 24.* An accounting system shall be established which should reflect the true costs of each publication and document, as well as the management of the publications of the Institute.

*Article 25.* For the purpose of calculating costs or allocating funds (Article 12), the various expenses involved in the editorial process shall be taken into account.

*Article 26.* The statutory and free distribution of the publications by country, will be as indicated below:

1. One copy of the periodic and occasional publications for:
  - President and Vice-President of the PAIGH
  - Chairman of the respective Commission
  - National Sections: Chairman and library (if such exists)
  - National Library of each Member State
  - Secretary General and the Columbus Library of the OAS
  - Obligatory legal depositories in Mexico
2. In the case of periodic publications: five copies to the editors, one to each active member of the editorial board, and one sample, and the electronic vehicle to consult the respective publications on line to the authors and to the adjudicators or reviewers.<sup>4</sup>

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<sup>4</sup> Thus amended by the 45 Meeting of the Directing Council, Santiago, Chile, November, 11-14, 2014.

In the case of occasional publications: five copies to editors, coordinators, and one copy to each author.

In the case of repeated references, the General Secretariat shall send only one copy.

Two copies for the “José Toribio Medina Bibliographic Fund” of the PAIGH, and five copies to constitute the publications reserve of the PAIGH.<sup>5</sup>

Regarding documents, the General Secretariat shall regulate their distribution, in accordance with its necessities.

*Article 27.* The General Secretariat shall establish the costs of the publications and shall undertake broad promotion in order to obtain sales for subscriptions or immediate orders.

*Article 28.* The funds obtained from the sale of publications shall be administered in compliance with the Financial Rules of Procedure of PAIGH.

*Article 29.* Distribution through exchange shall be carried out in compliance with the agreement subscribed with the Government of Mexico, regarding facilities for consulting research material.

## CHAPTER VIII **GENERAL DISPOSITIONS**

*Article 30.* The General Secretariat and the Commissions will ensure that the authors, as the only partly responsible for the content of their submissions, are able to exercise freedom of expression at all times in their publications, documents and other forms of dissemination.

*Article 31.* In the publications of maps which include international limits which may be in controversy, PAIGH shall safeguard its responsibility by printing in a visible place the following clarification:

“The limits which appear in this map have not been completely defined in some cases, and this reproduction in no

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<sup>5</sup> Thus amended by the XXXVIII Meeting of the Directing Council, San Jose, Costa Rica, November 15-19, 2004.

way signifies an official approval or acceptance on the part of the Pan American Institute of Geography and History (PAIGH).<sup>6</sup>

*Article 32.* Always when reference is made in this regulation to publications and documents, it is understood that they correspond to printings or archives in digital format.

These rules of procedure go into effect once they have been approved by the Directing Council.<sup>7</sup>

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<sup>6</sup> Resolution IX of the XIV Meeting of the Directing Council, Buenos Aires, Argentina, 1972.

<sup>7</sup> Included by the XVIII General Assembly, Caracas, Venezuela, November 20-23, 2005.