

**Program Chairs**  
**The Procedure for Handling Symposium Papers for ASAS**  
**2007 San Antonio, Texas**

1) The ASAS and ADSA Boards have appointed editors (equivalent to a Division Editor in JAS and a Senior Editor in JDS), whose duties are to oversee symposium papers that are submitted to the respective journals. Each journal appoints these editors according to its own practices.

2) Individual program committees will develop program plans, including proposed symposia and speakers. The committees will recommend whether speakers will be invited to prepare review articles for that symposium and to which journal and section the papers will be submitted.

3) These recommendations from individual program committees, as well as proposed speaker names and e-mail addresses, will be communicated to the Overall Program Chair as part of the request for symposia. The Overall Program Chair and Co-Chairs decide whether to accept or reject the recommendation by the program subcommittee. It is expected that the Program Chair and Co-Chairs will work with the two Board-appointed symposia editors (especially regarding previous coverage of the topics) and will rely on instructions from the ASAS and ADSA Boards regarding the budget for publication of symposia papers. Flexibility is built into the system, allowing the program chair to estimate how many solicited review papers will be published as electronic journal pages.

4) Each year, decisions of the Overall Program Chair and Co-Chair will be communicated to the program committees and headquarters staff to allow the program committees to finalize the program and initiate fundraising with assistance from headquarters staff. The finalized symposia programs and fund raising must be completed, or the symposia will not be approved. Symposium editors will contact speakers/potential authors and provide them with information necessary to prepare their papers. Abstracts from all symposia speakers will be due at the same time as other meeting abstracts.

5) Manuscripts will be due 2 wk (July 26, 2007) after the meeting and will be submitted electronically through routine procedures using Manuscript Central. The manuscript should be prepared using the 'JAS Style and Form,' which is available at <http://jas.fass.org/misc/ifora.shtml>. Papers are limited to 10 pages in final print form. Ten journal pages translate to approximately 35 double-spaced typewritten pages. Without exception, it will assumed that a speaker has declined the invitation to submit a paper if is not submitted by the deadline. No further attempt will be made to obtain the paper, and late papers will not be considered.

6) Manuscripts submitted from symposia at sectional meetings (e.g., ASAS Midwest, Western, Southern, and Northeastern Sections) will be included with manuscripts from the annual meeting symposia. Solicitation of invited reviews for each section will follow the same procedure as that outlined for handling papers for the annual meeting. Duplication of symposia will be minimized by communication among sectional program chairs and the overall program committee chair. Invited reviews, to be published in the e-supplement, will be processed with the reviews from the annual meeting. Sectional symposia occur earlier in the year than the annual meeting symposia,

and so manuscripts invited from the sections will be “held” until they are processed with the larger group from the annual meeting. Sectional program committees should communicate with the Overall Program Committee Chair/Co-Chair and symposia editors regarding their plans for review manuscripts so that duplication of efforts planned for the annual meeting will be avoided. It is anticipated that the number of invited reviews solicited for publishing from sectional meetings will be minimal.

7) The two symposia editors will assign each manuscript submitted to their respective journal to at least two reviewers, collect and process reviewers’ comments, and correspond with authors regarding necessary corrections and modifications. The JAS and JDS symposium editors will decide on final acceptability for publication.

8) Manuscripts will be published as an electronic supplement to JAS or JDS such that bibliographic information from the papers will be available in searchable databases such as PubMed, MedLine, AgriCola, Highwire, and Current Contents. Papers from an individual symposium will be published together and labeled as being from the specific symposium from which they were produced. These papers will be cited as would any regular article published in either the *Journal of Animal Science* or the *Journal of Dairy Science*.