

# Request for Proposals for LARR Publishing Agreement

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The Latin American Studies Association (LASA) is seeking proposals to establish a publishing agreement for the Latin American Research Review (LARR). Publication under the agreement would begin with volume 57 no. 1 (March 2022).

## About LASA

LASA is the largest professional association in the world for individuals and institutions engaged in the study of Latin America. With over 13,000 members, over 60% of whom reside outside the United States, LASA is the one association that brings together experts on Latin America from all disciplines and diverse occupational endeavors, across the globe. Every year, specialists on Latin America gather at the LASA International Congress. Featuring over 900 sessions, including plenary sessions and informal meetings, the Congress is the world's premier forum for expert discussion on Latin America and the Caribbean.

## About LARR

LARR, the academic journal of the Latin American Studies Association, has been in continuous publication since 1965. It publishes original research on Latin America, the Caribbean, and Latina/Latino studies four times a year (in March, June, September, and December). A world-leading journal in Latin American Studies, *LARR* has a larger disciplinary coverage than its competitors. Articles span the social sciences and the humanities, including the fields of anthropology, economics, history, literature and cultural studies, political science, and sociology. The journal reviews and publishes papers in English, Spanish, and Portuguese. All papers are subject to double-blind peer review.

The Association is committed to publish the journal online in an open-access format. Readers access the journal free of charge online at <https://larlasa.org/>

Each issue of LARR contains 10 to 15 research articles and about 5, shorter book or documentary film review essays. Research articles have a maximum of 10,000 words. A complete issue of LARR may range between 115,000 and 160,000 words in total (yielding about 1,000 PDF pages per volume). For additional details about the journal, including acceptance rates, a breakdown of submissions per discipline, the number of articles published in Spanish and Portuguese, and the author's geographic distribution, interested parties should check the most recent editor's report at <https://larlasa.org/articles/10.25222/larr.958/>

## Priorities

In accordance with LASA's mission to publish high-quality scholarship, the following criteria will be considered in selecting the LARR publisher:

1. An established record of scholarly publishing;
2. Open-access to LARR contents;
3. A manuscript management system that facilitates the collaboration of the editor in chief, the managing editor, and the associate editors in multiple locations;
4. Up-to-date technology for dissemination (e.g., tools to download citations), referencing (DOIs, cross-ref), and anti-plagiarism;
5. Pre-publication of articles (advanced publication, early view, etc.);
6. Stable costs of publication over the long run, with preference for subsidy paid annually by LASA rather than APCs per article;
7. Dual branding of LARR, including LASA and the publisher;
8. A fluid interface with the Latin American Research Commons (LARC). LASA is open to extend the partnership to include the hosting of the LARC site.

## Proposal Contents

Please include the following topics in your proposal:

- Pre-press services;
- Online production and hosting;
- Functionality and interface;
- Marketing;
- Administration, and reporting;
- Experience and references;
- Financial terms.

The following services are required of the successful bidder, but the Association is open to solutions that differ from those implied by this RFP. Bidders should describe the extent to which the proposed service meets or exceeds the requirements presented in the following sections.

## **Editorial and Pre-Press Services**

Proposals should describe the production process step-by-step from the receipt of a manuscript to its publication in both print and electronic media, as well as the responsibilities for each activity in the process.

LASA expects its partner to provide an efficient manuscript management system, able to:

- Receive submissions in standard formats (Microsoft Word, LaTeX, etc.);
- Assign manuscripts to the proper associate editors;
- Allow internal communication between the associate editors and the managing editor;
- Allow the managing editor to assign reviewers and communicate efficiently with them;
- Send automatic acknowledgments and reminders to reviewers;
- Store and preserve anonymous reports for multiple rounds of revisions;
- Allow the editor in chief to communicate final decisions to authors;
- Preserve a record of all interactions among authors, editors, and reviewers;
- Automatically remove personal properties from manuscripts and reviewers' reports;
- Detect plagiarism.

LASA intends to continue managing the editorial production of LARR. The Association will retain responsibility for manuscript selection, copyediting, proofreading, and citation format checking, and will coordinate with authors regarding edit-related issues.

## **Online Production and Hosting**

LASA requires comprehensive support for the formatting, tagging, posting, and web hosting, and support of LARR content in digital format. Services and capabilities required include:

- Prepare LARR for online loading and web display. Prospective content will be encoded and formatted to allow display in HTML and PDF formats, and must display online in the language of the original submission (English, Spanish, or Portuguese).
- Effective PDF design. LARR is open to consider PDF design proposed by the new publisher.
- Provide DOIs for published materials.
- Update the LARR online content at regular intervals following the quarterly schedule.
- Support for all standard graphic formats.
- Support supplemental files, including supplemental images (e.g., color images), and article-related data sets.
- Provide comprehensive online hosting, system administration, and any other required technical support, including page loading and quality control of the digital content.
- Provide content back-up and error recovery for all journal content and for editorial data.
- Provide for the digital preservation of LARR content.

## Functionality and User Interface

### *Required features*

- Open access to journal contents through the Association's portal (<https://larrlasa.org/>), possibly redirected to a publisher's portal.
- Search by keywords in abstract, full-text, references, and title; journal title, volume, issue; article title; author; date range; content type (article, review, etc.).
- Support search using the Spanish or Portuguese alphabets.
- Support simple and Boolean queries on full-text and subject category.
- Browse content via volume and issue tables of content.
- Display search results as list of article titles, journals, dates, and authors.
- Sort display results by author, date, and relevance.
- Display article bibliographic citation and/or citation with article abstract.
- Display full-text in multiple formats, including HTML and PDF.
- Support full-text retrieval and display of content via common web clients.
- Comply with the Americans with Disabilities Act (ADA);
- Provide a LASA-branded gateway to LARR content and brand the LARR content at the article, issue, journal, and aggregation level.
- Provide online user documentation, including online help, describing the service's functionality.

### *Desired features*

- Ability to publish online ahead of print (i.e., advanced publication or early view).
- Personalized online alert services, including TOC and subject category alerts; user-specified fielded searches to run at specified intervals with user e-mail notification of new search results; personalized workspaces; etc.
- User registration capability as needed to support user personalization features.
- Support for streaming media formats.
- Collaborative filtering.
- Ability to export article citations in user-specified formats (e.g., comma separated or tab delimited, RefWorks, End Note, ProCite, Reference Manager).
- CrossRef interlinking and CrossMark updating.
- Browse content via a hierarchical structure based on one or more subject classification schemes.
- Support full-text retrieval and display of content via mobile platforms.
- Support links to content hosted outside partner's system (e.g., to content hosted on LASA's LARC platform) in a manner transparent to the user.

## Marketing

LASA expects its publishing partner to increase reach of journal through transformational Open Access publishing. Besides the membership, the primary markets for LARR are domestic and international institutional researchers at colleges and universities. LASA's ideal partner will have a strong list of journals and monographs in the field of Latin American Studies and other international and area studies to provide marketing efficiency and synergy.

The proposal should describe in detail how the partner intends to reach new readers, potentially through:

- Direct marketing;
- Conferences and exhibits;
- Press releases and media placements;
- Social media marketing (in synergy with the work already conducted by LARR/LASA)
- Other marketing programs identified by the partner.

## Administration and Reporting

LASA expects its publishing partner to provide reports that allow the editor in chief to monitor performance and prepare trend analyses for LARR. Examples of these performance statistics include:

- Reports on Impact Factors, CiteScores, and similar citation statistics.
- Number of pages published and number of articles published;
- Production benchmarks, including average time to publish, average time to print, etc.;
- Reports on marketing activities;
- Reports on Open Access updates and uptakes;
- Online usage statistics for the journal, including the number of unique users and downloads by content type; use by geographic location; most frequently viewed documents;

## Experience and References

The proposal should include a list of all society publishers for which the publisher currently provides journal hosting services, and should include at least two references from partners that LASA may contact, in confidence, regarding their business relationships and satisfaction with the publisher's organization.

## Financial Terms

LASA will consider all reasonable terms and arrangements proposed. Proposals should include information on:

- The expected cost for LASA's annual subsidy, or APCs.
- Other possible arrangements generating revenue, such as advertisement. Note that, under the open-access agreement, authors retain the right to circulate or translate their works, provided that they acknowledge the original publication in LARR.

## Process for Proposal Submission

Deadline to submit proposals	October 1 <sup>st</sup> , 2020
Deadline for inquiries concerning RFP	September 15, 2020
Conditions	All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by LASA.
Submission instructions	Proposals should be submitted in PDF format via email to <a href="mailto:lasa@lasaweb.org">lasa@lasaweb.org</a> by 5 pm EST of October 1 <sup>st</sup> , 2020. Late arrivals and mail submissions will not be accepted. A proposal may be excluded for further consideration if it does not follow the specified format.
Criteria for Selection	LASA will select the proposal that delivers the highest quality deliverable at the best value. Proposals will be reviewed by the Executive Director and by LASA's Ways and Means Committee. Final selection will be made by the Executive Council.
Confidentiality	If the bidder deems any material submitted to be proprietary or confidential, it must be indicated.
Notification of Selection and Timeline	Bidder will be selected by November 12, with the expectation of a contract being concluded by March 1 <sup>st</sup> , 2021.

LASA encourages proposals from small businesses, minority-owned firms, and Women's enterprises.

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