

# How a CAS Monograph Is Created

(2015)

This is a synopsis that attempts to describe the key steps in the creation of a CAS monograph.

**Idea Generation.** Ideas for monographs can come from many sources. Those include: (1) a person deciding to write a comprehensive presentation on an important P&C actuarial topic, (2) responses to a Call for Monographs, (3) an invited monograph, (4) a research party output, (5) an update of a previously published important work. The basic premise is that any important P&C actuarial topic can be the subject of a monograph regardless of the source of the idea.

**Submission.** A draft monograph is submitted to the CAS office. Once the CAS office screens the submission to make sure it is in compliance with the rules for submitting a monograph, the manuscript is forwarded to the chair of the MEB for further disposition.

**First Screening.** The chair of the MEB conducts a general review of the submitted manuscript to determine whether it meets minimum standards. If the manuscript does not, it is returned to the author with an appropriate communication. If the manuscript meets minimum standards, the manuscript is submitted to the member of the MEB responsible for peer review.

**Peer Review.** The member of the MEB responsible for peer review recruits two peer reviewers, and submits the manuscript to them without identification of the authorship, along with a set of instructions describing what the peer review process should yield.

**Disposition.** Depending on what the peer review process yields, the manuscript is either accepted, accepted with suggestions, accepted with conditions, rejected and a resubmission invited, or rejected. The MEB member responsible for peer review communicates with the author(s) concerning the disposition of the manuscript. The submission-to-disposition cycle is repeated until a final manuscript is finalized.

**Production.** Once the manuscript is finalized, it is turned over to the CAS production staff for copyediting and typesetting.

**Foreword.** The chair of the MEB supplies a foreword that does not exceed one page in length.

**Release and promotion.** Once a manuscript is produced in hard copy and on the CAS website, the CAS office marketing staff prepares the appropriate announcements and promotion activity that will accompany the release of the new monograph.