

## **JAE Editing Managing Board Report**

Tuesday, May 20, 2008

Reno, NV

**Members Present:** Jim Dyer (Chair), Jim Connors, David Doerfoert (for David Lawver), Greg Miller (Past Editor), Wade Miller (Business Manager), Rama Radhakrishna (Editor). **Members Absent:** Levon Esters

The meeting was called to order by Jim Dyer, Chair.

Dyer clarified the terms of members on JAE to run from January 1<sup>st</sup> through December 31<sup>st</sup>.

### **Reports:**

- Wade Miller presented the JAE Business Manager report (attached).
- Rama Radhakrishna presented the JAE Editor report (attached).
- Conversion to Electronic Format Update – Rama reported that the submission and review processes are being finalized. JAE is on target to publish its first electronic issue in January 2009.

### **Old Business:**

- Electronic Submission, Review, and Publication – Board reaffirmed need to continue with process. The following schedule was adopted by unanimous consent:
  - July 1, 2008 – Move to electronic submission
  - January 1, 2009 – Convert to electronic publication; 77 hard copies to be printed for library subscriptions and 23 extra for additional library subscriptions or member purchases. Members will be offered the opportunity to continue to receive hard copies of the Journal in 2009 for \$80/year (\$20 per issue).
- Library Subscriptions – Wade Miller reported that there are 77 current library subscriptions, necessitating that we should probably contract for 100 hard copies. This should produce approximately \$10,500 in subscriptions.
- IMS was awarded the bid for hard copy printing for the 2008 year through previous action of the Board via email at approximately \$24,500.

### **New Business**

- Editing-Managing Board Chair Election – Matt Baker was elected to chair the Editing-Managing Board for 2009 (term begins January 1, 2009, and ends December 31, 2009).
- Business Manager Election – Call for 2009 Business Manager will be issued in late summer or early fall.
- Editor-elect – Call for 2009 Editor-elect will be issued in fall.
- Publication Delays (Actions to Correct) – We are currently experiencing a backlog in publication of approximately one year. Three problems have primarily resulted in delays along with actions taken to alleviate problem:
  - Several submissions received at the end of the previous editor's term. These were transferred to new editor (almost a year of submissions). No action taken.
  - Problems with reviewers submitting timely reviews – Most reviewers are tardy in submitting reviews. The motion passed to expand the first review to three

reviewers (one from the Editing-Managing Board, and two at-large members).  
The decision to accept/reject made when two reviewers agree.

Secondly, FastTrack submission provides for 3-week reminder. It is now possible to submit article, have accepted, and be notified in a month.

- Problems with authors returning accepted articles in a timely fashion – FastTrack will provide summary of article/author status.
- Articles Held in Reserve – The Board decided to maintain 12-24 articles in reserve to ensure there are enough articles in cache to ensure we meet our publication deadline, but avoid unnecessary delays in publication. Note that there are no limits to the number of articles that can be published in one issue now that the Journal is published electronically. The Board authorized the Editor to increase the number of articles published/issue to eliminate backlog.
- The Board reaffirmed its desire to publish a 50<sup>th</sup> Anniversary Issue. The Chair will invite authors to contribute to this issue. The issue will be published as an extra issue during 2009.
- The Board asked that the Editor devise a submission form whereby authors could identify articles in one of the 20 National Research Agenda areas.
- The Board directed the Editor to update the review form to include the following areas: “Accept,” “Accept with minor revisions,” “Reject (resubmit with minor revisions),” and “Reject.”
- The Board recommended the following changes in the budget recommendation to the membership:

○ Hard Copy Print	\$7,900	
○ Electronic Submission/Review Contract	1,500	
○ Electronic Publication/Hosting Contract	1,500	
○ Mailing and Miscellaneous	1,000	
○ Editor Honorarium	1,500	
○ Business Manager Honorarium	500	
○ Layout Expenses	<u>1,500</u>	
○ TOTAL	\$15,400	(down from \$27,075.93)
- ISI Listing – The Chair was directed to appoint a committee to pursue listing in ISI.
- The Board approved the selection of the Outstanding Authors of the Year (to be announced at the AAAE Awards Banquet)