

2016-2017 ACTION PLAN
Committee: Member Resources
Subcommittee: Journal Editorial

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Goal: Raise the profile of the *Journal of National Extension Association of Family and Consumer Sciences* by increasing professional contributions and marketing the Journal to Extension professionals and others.

Objective: Empower NEAFCS members through shared educational opportunities to publish their research and scholarly activities.

	What? (action steps)	Responsible for? (specific name)	When? (specific date)
1	Continue marketing <i>JNEAFCS</i> via prominent website strategy.	Marketing Officer, Co-editors, Apprentices, Subcommittee Members, VP Member Resources	Ongoing
2	Write an article for the eNEAFCS newsletter soliciting submissions.	Marketing Officer	September, 2016
3	Write an article for the eNEAFCS newsletter soliciting reviewers.	Co-editors, Apprentice(s), Subcommittee Members	For January newsletter, 2017
4	Work with Roxie Dinstel to acquire an updated version of the NEAFCS Reviewers list. Forward to Apprentice.	Co-editors	February, 2017
5	Select potential reviewers from the Reviewers List and request their participation via email. Keep a list of those who volunteer.	Apprentices	February, 2017
6	Conduct conference calls/e-mail with reviewers to go over the review form and process and deadlines	Co-editors, Apprentices, Reviewers	March, 2017
7	Notify authors to double check articles for checklist & APA format. Deadline for article submission	Co-editors, Apprentices	March, 2017

	March 1 st . References will be checked.		
8	Receives articles, separates blind copies from full versions, prepares list for review management.	Apprentices	March, 2017
9	Assign 2-3 articles to each volunteer reviewer based on their expertise, as identified on the Reviewers List. Distribute articles (each article should have at least 3 blind reviews.)	Co-editors & Apprentices	March, 2017
10	Track and follow up with reviewers till all articles and reviews are received.	Apprentices	All reviews must be received by April, 2017
11	Upon receipt of reviewed articles match up completed reviews with articles and forward to Editor and Co-Editor.	Apprentices	April, 2017
12	Verify academic references for integrity.	Academic Integrity Officer	May, 2017
12	Send edited articles to authors for first revision.	Co-editors, Apprentices	June, 2017
13	Receive revised articles from authors. Forward to Copy Editor	Co-editors, Apprentices	July, 2017
14	Review edits, and provide further editorial guidance, if needed.	Copy Editor	August, 2017
15	Format and polish articles. Forward to authors for final approval.	Copy Editor	August, 2017
16	Submit articles for posting online the NEAFCS website.	Co-editors, Apprentices, Copy Editor	October, 2017
17	Publish online.	Jody Rosen Atkins	October, 2017
18	Constantly work to improve our <i>JNEAFCS</i> brand through marketing and promotion. Possible venues may include flyers at Annual Session, articles in eNEAFCS newsletter, a booth at Annual Session). More ideas?	Co-Editors, Apprentices, Subcommittee Members, VP Member Resources	Ongoing