

2017-2018 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	Work with management company to update logo and add color to Journal cover	Marketing Officer, Subcommittee members	Ongoing
3	Write an article for the eNEAFCS newsletter soliciting submissions	Marketing Officer	For November newsletter 2017
4	Submit proposal for webinar on submitting articles	Marketing Officer	November, 2017
5	Email State Presidents & Regional Directors to ask them to encourage members to submit	Marketing Officer	For January newsletter, 2018
6	Write an article for the eNEAFCS newsletter soliciting reviewers	Co-editors, Apprentice(s), Subcommittee Members	For January newsletter, 2018
7	Work with Roxie Dinstel to acquire an updated version of the NEAFCS reviewers list. Forward to Apprentice.	Co-editors	February, 2018
8	Select potential reviewers from the Reviewers list and request their participation via email. Keep a list of those who volunteer.	Apprentices	February, 2018
9	Submit proposal for Concurrent Session at Annual Session on submitting articles	Marketing Officer, Subcommittee Members	February, 2018
10	Conduct conference calls/email with reviewers to go over the review form and process and deadlines	Co-editors, Apprentices, Reviewers	March, 2018
11	Notify authors to double check articles for checklist & APA format. Deadline for article submission in March 1,2018	Co-editors, Apprentices	March, 2018

12	Receives articles, separates blind copies from full versions, prepares list for review management.	Apprentices	March, 2018
13	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, 2018
14	Track and follow up with reviewers till all articles and reviews are received.	Apprentices	All reviews must be received by April, 2018
15	Upon receipt of reviewed articles match up completed reviews with articles and forward to Editor and Co-Editor.	Apprentices	April, 2018
16	Verify academic references for integrity.	Academic Integrity Officer	May, 2018
17	Send edited articles to authors for first revision.	Co-editors, Apprentices	June, 2018
18	Receive revised articles from authors. Forward to Copy Editor	Co-editors, Apprentices	July, 2018
19	Review edits, and provide further editorial guidance, if needed.	Copy Editor	August, 2018
20	Format and polish articles. Forward to authors for final approval.	Copy Editor	August, 2018
21	Submit article for e-newsletter with invitation to Journal subcommittee meeting during Annual Session	Marketing Officer	For September newsletter 2018
22	Submit articles for posting online the NEAFCS website.	Co-editors, Apprentices, Copy Editor	October, 2018
23	Publish online.	Danielle Jessup	October, 2018
24	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