2018-2019 ACTION PLAN

Committee: Member Resources Subcommittee: Journal Editorial

Subcommittee Chair: Co-editor, Dana Wright (WV)

 dana.wright@mail.wvu.edu

Subcommittee Chair-elect: Co-editor, Ashley Dixon (AZ)

 adixon@email.arizona.edu

**Subcommittee Apprentice: Rebecca Hardeman (GA)** rLhard@uga.edu

**Copy Editor: Chris Kniep (WI)** ctkniep@new.rr.com

**Academic Integrity Officer: Flora Williams (TX)** fewilliams@ag.tamu.edu

 **Andrea Degelia(TX)**andrea.degelia@ag.tamu.edu

**Marketing Officer: Megan Brothers (IN)** brotherm@purdue.edu

 **Format Officer: Sarah Ransom (TN)** sransom@utk.edu

**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.

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|  | What? (action steps) | Responsible for? (specific name) | When? (specific date) |
| 1 | Continue marketing *JNEAFCS* 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 2018 |
|  4 | Submit proposal for webinar on submitting articles | Marketing Officer | November 2018 |
| 5 | Email State Presidents & Regional Directors to ask them to encourage members to submit | Marketing Officer | January 2019 |
| 6 | Write an article for the eNEAFCS newsletter soliciting reviewers. | Co-editors, Apprentice(s), Subcommittee Members | For January newsletter, 2018 |
| 7 | Work to acquire an updated version of the NEAFCS Reviewers list.Forward to Apprentice. | Co-editors | February, 2019 |
| 8 | Select potential reviewers from the Reviewers List and request their participation via email. Keep a list of those who volunteer. | Apprentices | February, 2019 |
|  9 |  Submit proposal for Concurrent Session at Annual Session on submitting articles | Marketing Officer, Subcommittee Members | February 2019 |
|  10 | Notify authors to double check articles for checklist & APA format. Deadline for article submission in April 1, 2019 | Apprentice | April 1, 2019 |
|  11 | Receive articles, separates blind copies from full versions, prepares list for review management.  | Apprentice | April 1,2019 |
| 12 | Conduct conference calls/e-mail with reviewers to go over the review form and process and deadlines | Co-editors | Mid-April, 2019 |
| 13 | Assign 2-3 articles to each volunteer reviewer based on their expertise, as identified on Reviewer List. Distribute articles (each article should have at least 3 blind reviews). Give reviewers 2 weeks to review and return articles. Deadline extensions will be provided if necessary. |  Apprentices |  Mid-May, 2019 |
|   14 | Track and follow up with reviewers till all articles and reviews are received. Give reviewers 2 weeks to review and return articles.  | Apprentice |    End of May 2019 |
|  15 | Upon receipt of reviewed articles match up completed reviews with articles and forward to Editor and Co-Editor. |   Apprentice |    July 2019 |
|  16 | Verify academic references for integrity | Academic Integrity Officer | August 2019 |

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|  17 | Verify academic references for integrity. | Academic Integrity Officers | August 2019 |
| 18 | Submit article for e-newsletter with invitation to Journal subcommittee meeting during Annual Session. | Marketing Officer |  September 2019(early) |
| 19 | Send article to author for first revision, acceptance, or rejection. Identify mentors in each region to mentor authors of rejected articles on writing improvements for re-submission. |   Apprentices |  September 2019 (2 Weeks) |
| 20 | Receive revised articles from authors. Forward to Copy Editor |  Co-editors, Copy Editor |  September 2019(Mid) |
| 21 | Review edits, and provide further editorial guidance, if needed. | Copy Editor | October 2019 |
| 22 | Format and polish articles. Forward to authors for final approval. | Format Officer | October 2019 |
| 23 | Submit articles to posting online to the NEAFCS website. | Co-Editor | November 2019 |
| 24 | Publish online. | Danielle Jessup | November 2019 |