

2019-2020 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 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 and reviewers.	Marketing Officer	For November newsletter 2019
4	Submit proposal for webinar on submitting articles.	Marketing Officer	November 2019
5	Email State Presidents & Regional Directors to ask them to encourage members to submit.	Marketing Officer	January 2020
6	Work to acquire an updated version of the NEAFCS Reviewers list. Forward to Apprentice.	Co-editors	January 2020

7	Select potential reviewers from the Reviewers List and request their participation via email. Keep a list of those who volunteer.	Apprentices	January 2020
8	Submit proposal for Concurrent Session at Annual Session on submitting articles.	Marketing Officer, Subcommittee Members	February 2020
9	Notify authors to double check articles for checklist & APA format. Deadline for article submission is April 1, 2020	Apprentice	February 1, 2020
10	Receive articles, separates blind copies from full versions, prepares list for review management.	Apprentice	March 1, 2020
11	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	March/April 2020
12	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 April 2020
13	Upon receipt of reviewed articles match up completed reviews with articles and forward to Editor, copy editor, and Co-Editor.	Apprentice	April 2020
14	Verify academic references for integrity.	Academic Integrity Officer	May/June 2020 (2 -3 weeks)
15	Submit article for e-newsletter with invitation to Journal subcommittee meeting during Annual Session.	Marketing Officer	July 2020 (early)
16	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	June/July 2020 (2 Weeks)

17	Receive revised articles from authors. Forward to Copy Editor.	Co-editors, Copy Editor	June/July 2020
18	Review edits, and provide further editorial guidance, if needed.	Copy Editor	July 2020 (weeks 2 and 3)
19	Format and polish articles. Forward to authors for final approval.	Format Officer	July/August 2020
20	Submit articles to posting online to the NEAFCS website.	Co-Editor	September 2020
21	Publish online.	Danielle Jessup	September 2020