

**2023 ACTION PLAN**  
**Committee: Member Resources – Journal Editorial**  
**Member Resources Vice President – Gina Lucas**

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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, Apprentice Subcommittee Members VP Member Resources	Ongoing
2	Submit proposal for webinar on submitting articles	Marketing Officer	Sept/Oct 2022
3	Write an article for the eNEAFCS newsletter soliciting submissions and reviewers.	Marketing Officer	Nov/Dec 2022
4	Email State Presidents & Regional Directors to ask them to encourage members to submit	Marketing Officer	January 2023
5	Work to acquire an updated version of the NEAFCS Reviewers List.	Co-editors and Apprentice	January 2023
6	Select potential reviewers from the Reviewers List. Keep a list of those who volunteer. (Check w/ Will F.)	Apprentice Assistant Apprentice	Jan/Feb 2023
7	Submit proposal for Concurrent Session at Annual Session on submitting articles	Marketing Officer Subcommittee Members	January 2023

8	Download articles from the online platform and forward them to Co-Editors in a database with links for each article (blind and full).	Will Ferguson	April 15 2023
9	Upon receipt of articles double-check articles for checklist and APA format and forward appropriate articles to Apprentice. If basic guidelines are not met, request changes from authors or reject them.	Co-Editors	By April 25 2023
10	Assign 3-5 articles to each peer reviewer based on their expertise, as identified on the Reviewer List. Distribute articles (each article should have at least 3 reviews). Give reviewers 2 weeks to review and return articles. Deadline extensions provided if necessary.	Apprentice Assistant Apprentice	By May 1 2023
11	Track and follow up with reviewers until all articles and reviews are received. Reassign articles as needed.	Apprentice Assistant Apprentice	Two weeks in early May 2023
12	Upon receipt of reviewed articles compile comments and files and return to authors for updates.	Apprentice Assistant Apprentice	May 2023
13	Upon receipt of reviewed articles from authors, place them in folders to share with the Academic Integrity Officers.	Apprentice Assistant Apprentice	June 2023
14	Verify academic references for integrity.	Academic Integrity Officers	Four weeks in June 2023
15	Upon receipt of reviewed articles from AIOs return to authors for updates.	Apprentice Assistant Apprentice	July 2023
16	Submit article for e-newsletter with invitation to Journal subcommittee meeting during Annual Session.	Marketing Officer	July 2023
17	Receive revised articles from authors. Forward to Co-Editors for final review.	Apprentice Assistant Apprentice Co-Editors	June/July 2023
18	Review edits, and provide further editorial guidance, if needed.	Co-Editors	August 2023
19	Submit articles to graphic designer.	Co-Editors	August 2023

20	Format and layout articles (45-60 days needed).	Volunteer Graphic Designer Will Ferguson Danielle Jessup	Aug/Sept 2023
21	Publish online.	Danielle Jessup	Sept 2023