

2021 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 and reviewers.	Marketing Officer	Newsletter November/December 2020
4	Submit proposal for webinar on submitting articles	Marketing Officer	November/December 2020
5	Email State Presidents & Regional Directors to ask them to encourage members to submit	Marketing Officer	January, 2021

6	Work to acquire an updated version of the NEAFCS Reviewers List.	Co-editors and Apprentice	January, 2021
7	Select potential reviewers from the Reviewers List. Keep a list of those who volunteer. (Check w/ Will Ferguson/National Office)	Apprentice/Assistant Apprentice	January/February, 2021
8	Submit proposal for Concurrent Session at Annual Session on submitting articles	Marketing Officer, Subcommittee Members	January 31, 2021
9	Download articles from online platform and forward to Co-Editors. (Check with Danielle Jessup/National Office to get designated names of docs)	Danielle Jessup	April 15, 2021
10	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.	Co-Editors	April 25, 2021
11	Receive articles, separate blind copies from full versions, prepare list for review management.	Apprentice/Assistant Apprentice	April 30, 2021
12	Assign 3-5 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 provided if necessary.	Apprentice/Assistant Apprentice	April 30, 2021
13	Track and follow up with reviewers until all articles and reviews are received. Reassign articles as needed.	Apprentice/Assistant Apprentice	Early May, 2021
14	Upon receipt of reviewed articles match up completed reviews with articles and forward to Academic Integrity Officers.	Apprentice/Assistant Apprentice	May, 2021

15	Verify academic references for integrity.	Academic Integrity Officer	May/June, 2021
16	Submit article for e-newsletter with invitation to Journal subcommittee meeting during Annual Session.	Marketing Officer	July, 2021 (early)
17	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.	Apprentice/Assistant Apprentice	June/July, 2021 (2 Weeks)
18	Receive revised articles from authors. Forward to Copy Editor.	Apprentice/Assistant Apprentice, Co-editors, Copy Editor	June/July, 2021
19	Review edits, and provide further editorial guidance, if needed.	Copy Editor	August, 2021
20	Format and polish articles. Forward to authors for final approval. (45-60 days needed).	Format Officer, Professional Editor, Will Ferguson, Danielle Jessup	August, 2021
21	Submit articles for posting online to the NEAFCS website.	Co-Editors	October, 2021
22	Publish online.	Danielle Jessup	October, 2021