

2021-2022 ACTION PLAN

Committee: Member Resources Journal Editorial Committee

Committee VP: Michelle Wright michelle.wright@ag.tamu.edu

Chair	Ashley Dixon (AZ)	adixon@email.arizona.edu
Co-Chair	Rebecca Hardeman (GA)	rlhard@uga.edu
Apprentice	Flora Williams (TX)	fewilliams@ag.tamu.edu
Assistant Apprentice	VACANT	VACANT
Copy Editor	Chris Kniep (WI)	ctkniep@new.rr.com
Academic Integrity Officer	Dana Wright (WV)	dana.wright@mail.wvu.edu
Academic Integrity Officer	Carrie Krug (MT)	carrie.krug@montana.edu
Academic Integrity Officer	Wendy Dahl (FL)	wdahl@ufl.edu
Marketing Officer	Meagan Brothers (IN)	brotherm@purdue.edu
Format Officer	Danielle Jessup (FL)	djessup@executiveoffice.org

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, 2021
4	Submit proposal for webinar on submitting articles	Marketing Officer	November/December, 2021

5	Email State Presidents & Regional Directors to ask them to encourage members to submit	Marketing Officer	January, 2022
6	Work to acquire an updated version of the NEAFCS Reviewers List.	Co-editors and Apprentice	January, 2022
7	Select potential reviewers from the Reviewers List. Keep a list of those who volunteer. (Check w/ Will F.)	Apprentice/Assistant Apprentice	January/February, 2022
8	Submit proposal for Concurrent Session at Annual Session on submitting articles	Marketing Officer, Subcommittee Members	January 31, 2022
9	Download articles from online platform and forward to Co-Editors. (Check with D. Jessup to get designated names of docs)	Danielle Jessup	April 15, 2022
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, 2022
11	Receive articles, separate blind copies from full versions, prepare list for review management.	Apprentice/Assistant Apprentice	April 30, 2022
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, 2022
13	Track and follow up with reviewers until all articles and reviews are received. Reassign articles as needed.	Apprentice/Assistant Apprentice	Early May, 2022

14	Upon receipt of reviewed articles match up completed reviews with articles and forward to Academic Integrity Officers.	Apprentice/Assistant Apprentice	May, 2022
15	Verify academic references for integrity.	Academic Integrity Officer	May/June, 2022
16	Submit article for e-newsletter with invitation to Journal subcommittee meeting during Annual Session.	Marketing Officer	July, 2022 (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, 2022 (2 Weeks)
18	Receive revised articles from authors. Forward to Copy Editor.	Apprentice/Assistant Apprentice, Co-editors, Copy Editor	June/July, 2022
19	Review edits, and provide further editorial guidance, if needed.	Copy Editor	August, 2022
20	Format and polish articles. Forward to authors for final approval. (45-60 days needed).	Will Ferguson and Danielle Jessup	September/October, 2022
21	Submit articles for posting online to the NEAFCS website.	Co-Editors	November, 2022
22	Publish online.	Danielle Jessup	November/December, 2022