

2024 ACTION PLAN

Committee: Member Resources: Journal Editorial Committee
Vice President: Michelle Wright, Vice President for Member Resources
Subcommittee Co-Chair: Ashley Dixon-Kleiber (AZ) adixon@arizona.edu
Subcommittee Co-Chair: Rebecca Hardeman (GA) rlhard@uga.edu
Subcommittee Apprentice: Meagan Brothers (IN) brotherm@purdue.edu
Assistant Apprentice: Britt Martin (TX) Brittany.martin@ag.tamu.edu
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: National Office or NEAFCS member (TBD)

Goal: Raise the profile of the Journal of the 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)
Pre-Step	RECRUIT DEDICATED MEMBERS TO WORK ON THE JOURNAL!	Ashley Dixon-Kleiber and Rebecca Hardeman, Co-Editor(s)	IMMEDIATELY
Pre-Step	Promotional Media for JNEAFCS	Ashley Dixon-Kleiber and Rebecca Hardeman, Co-Editor(s)	IMMEDIATELY
1	Continue marketing JNEAFCS 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 2023
3	Write an article for the eNEAFCS newsletter soliciting submissions and reviewers.	Marketing Officer	Nov/Dec 2023
4	Email State Presidents & Regional Directors to ask them to encourage members to submit	Marketing Officer	January 2024
5	Acquire an updated version of the NEAFCS Reviewers List from the website.	Co-editors and Apprentice	January 2024

6	Select potential reviewers from the Reviewers List. Keep a list of those who volunteer. (Check w/ National Office)	Apprentice Assistant Apprentice	Jan/Feb 2024
	Provide training on Scholastica to Editor, Apprentice, and Assistance Apprentice.	Rebecca Hardeman	January 2024
7	Provide training on Scholastica to those submitting journal articles.	Co-Editors, Apprentice, Assistant Apprentice	February 2024
	Provide training on Scholastica to those serving as an Academic Integrity Officer.	Co-Editors, Apprentice, Assistant Apprentice	March 2024
	Provide training on Scholastica to those serving as a peer reviewer.	Co-Editors, Apprentice, Assistant Apprentice	April 2024
9	Upon receipt of articles, process checklist for APA format and notify Apprentice of articles to send to peer reviewers. If basic guidelines are not met, request changes from authors or reject them.	Co-Editors	April 2024
10	Assign 3-5 articles to each peer reviewer based on their expertise, as identified on the Reviewer List. Distribute articles through the Scholastica platform. Give reviewers 2 weeks to review and submit scoresheet and track changes. Deadline extensions provided if necessary.	Apprentice, Assistant Apprentice	By May 1, 2024
11	Track and follow up with reviewers until all articles and reviews are received. Reassign articles as needed.	Apprentice, Assistant Apprentice	As needed
13	Upon receipt of reviewed articles from authors, assign them to Academic Integrity Officers.	Apprentice, Assistant Apprentice	May 2024
14	Verify academic references for integrity.	Academic Integrity Officers	May/June 2024
15	AIOs return feedback to authors for updates.	Apprentice, Assistant Apprentice	June 2024
16	Submit article for e-newsletter with invitation to Journal subcommittee meeting during Annual Session.	Marketing Officer	June 2024
17	Receive revised articles from authors.	Apprentice, Assistant Apprentice	June 2024

18	Review edits, and provide further editorial guidance, if needed. Make final determination and forward to Graphic Designer.	Co-Editors	June/July 2024
20	Format and layout articles (45-60 days needed).	Graphic Designer, National Office	July/August 2024
21	Publish online.	National Office	Aug/Sept 2024