

2025 ACTION PLAN

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 Subcommittee: Journal Editorial

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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)
Continue marketing JNEAFCS via the Editors' website strategy.	Marketing Officer Co-Editors, Apprentice Subcommittee Members VP Member Resources	Ongoing
Write an article for the eNEAFCS newsletter soliciting submissions and new reviewers.	Marketing Officer	January 10
Email State Presidents & Regional Directors to ask them to encourage members to submit	Marketing Officer	January 15
Send confirmation to current peer reviewers	Apprentice Assistant Apprentice	February 1
Submit a proposal for a webinar for potential authors submitting articles.	Marketing Officer	March 1

	Provide training on Scholastica to Academic Integrity Officers (live or video)	Apprentice Assistant Apprentice	March 5
	Provide training on Scholastica to peer reviewers (live or video)	Apprentice Assistant Apprentice	April 2
	Upon receipt of articles, review, 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 18
	Assign articles to peer reviewers based on their expertise, as identified by tags. Distribute articles through the Scholastica platform. Give reviewers 2 weeks to review, submit scoresheet, and track changes. Deadline extensions and reassignments are provided if necessary. Track and follow up with reviewers until all articles and reviews are received.	Apprentice Assistant Apprentice	May 9
	As articles are completed with all reviews, assign them to the Academic Integrity Officers.	Apprentice Assistant Apprentice	May 16
	Verify academic references for integrity. AIOs return feedback to authors for updates.	Academic Integrity Officers	June 13
	Submit article for e-newsletter with invitation to Journal subcommittee meeting during Annual Session.	Marketing Officer	June 15
	Receive revised articles from authors.	Apprentice Assistant Apprentice	June 27
	Review edits, and provide further editorial guidance, if needed. Make final determination and forward to Graphic Designer.	Co-Editors	July 18
	Format and layout articles (45-60 days needed).	Graphic Designer Danielle Jessup	August 1

	Publish online.	Danielle Jessup	September