

2025 ACTION PLAN

Committee: Member Resources

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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 Editor, Apprentice Subcommittee Members VP Member Resources	Ongoing
	Provide training on Scholastica to new Editors and Apprentices (live or video)	Apprentice Assistant Apprentice	January
	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
	Provide training on Scholastica to potential Authors (live or video)	Apprentice Assistant Apprentice	February

	Send request for confirmation to current peer reviewers	Apprentice Assistant Apprentice	February 1
	<i>Optional:</i> 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
	Provide training on Scholastica to Peer Reviewers (live or video)	Apprentice Assistant Apprentice	April
	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.	Editor	April 1
	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 review in Scholastica, 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	April 30
	Return articles to authors with decision and/or requesting updates	Editor Apprentice Assistant Apprentice	May 15
	Assign articles to Academic Integrity Officers.	Apprentice Assistant Apprentice	June 1
	Verify academic references for integrity and return feedback to authors for updates.	Academic Integrity Officers	June 30
	Review edits, and provide further editorial guidance, if needed. Make final determination and forward to Graphic Designer.	Editor	July 15
	Format and layout articles (45-60 days needed).	Graphic Designer(s) National Office	August 15

	Publish online.	Danielle Jessup	September