

Editor General Duties

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: ACJS Editors - General Duties	POLICY NUMBER: 700.02 EFFECTIVE DATE: July 24, 2009 FORMERLY: 95-002 REVISED: July 24, 2009
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This policy applies to all ACJS edited publications. The policy is specifically applicable to ACJS journals. Editors of other ACJS publications should use all relevant parts of the policy.

ACJS editors are responsible for three complete volumes of the publication. The term begins with transition and ends with the publication of the final issue of the third volume.

ACJS journals adhere to a rigorous blind peer-review process. Journal editors are responsible for implementing and maintaining the integrity of blind review.

I. Reporting Requirements:

- A. The editor will submit a report on the status of the publication one month prior to the ACJS Executive Board's: a) mid-year meeting and b) meeting at the annual ACJS conference.
- B. The report should provide a complete account of the status of each manuscript submitted for publication during his or her editorship. This account should include: a.) the number of manuscripts submitted, b.) the number of submissions rejected without review, and c.) the number of manuscripts sent out for review. Of those manuscripts entering the review process, information should be furnished on the number of manuscripts: a.) that were rejected, b.) received a revise and resubmit decision, and c.) were accepted for publication.
- C. The report should note the average length of time it has taken to review manuscripts submitted for publication as journal articles. This time should be calculated as the period extending from: a.) date an article is received in the editorial office to b.) the date on which a letter of editorial decision is sent to the author. It is expected that the average period for the review process should be 10 to 12 weeks. If the review process is not conforming to this expectation, the editor's report should: a.) explain why a lengthier review process has occurred and b.) list a plan for administering a process that reviews manuscripts more expeditiously.

- D. The report should provide a complete account of the status of all other types of manuscripts submitted (e.g., invited review essays, book reviews, comments/rejoinders, special features).
- E. The report should list the table of contents of the publication for future issues that have already been formulated. All other manuscripts accepted for publication should also be listed.
- F. The report should provide an account of the status of the publication's production schedule: that is, are the issues being published on schedule? Delays in meeting the normal publication schedule should be explained and a plan should be presented on how the production process will be placed back on schedule.
- G. The report should discuss any special problems or, alternatively, prospects that pertain to the publication.
- H. The report should present for ACJS Executive Board review, and if necessary for Board approval, any major departures that the editor plans to implement with regard to: a.) the editorial process, b.) the production of the journal, and c.) the contents of the journal. Although the Executive Board grants the editor wide discretion in administering the journal, it is the editor's obligation through his or her reports to keep the Board fully apprised of all aspects of the journal.
- I. The report should present for Board approval any "special issue" planned for the journal. The report should explain when the issue will appear, the rationale for the issue, whether articles will be peer reviewed or a rationale for not doing so (it is generally expected that article manuscripts submitted to ACJS journals will be subjected to external blind peer-review).
- J. Guest editors must be approved by the ACJS Executive Board prior to their beginning work on a special issue. Guest editors must be current members of ACJS in good standing for three (3) continuous years at the time that they are nominated by the current journal editor to serve as a guest editor.
- K. After assuming the editorship, the editors' first report to the Executive Board should detail:
 - (a) the review process that will be employed (e.g., selection of reviewers, number of reviewers used to evaluate a submission, plans for keeping authors fully informed of the status of their manuscripts), and
 - (b) the production process that will be employed (e.g., copy editing, plans for authors to review their copy-edited manuscripts/page proofs).

II. Editorial Control of ACJS Publications

- A. Editors shall have complete autonomy and final authority over the content of the publication.
- B. The editor may independently reject submissions deemed inappropriate for the publication based on content or quality and is under no obligation to send all submissions out for review.
- C. The editor is under no obligation to accept every manuscript that received three favorable publication recommendations. The editor may elect not to accept a manuscript for publication despite three favorable recommendations for reasons including but not limited to: page space limitations, potential impact on the field, and relationship to other manuscripts selected for publication.
- D. Executive Board members shall have no communication with editors about specific editorial decisions or manuscripts undergoing review. Executive Board members may, however, make purely routine inquiries about the status of their own manuscripts under editorial consideration.
- E. The Executive Board has the authority to review the Ethics Committee's disposition/sanctioning of plagiarism complaints and any other ethics claims involving ACJS publications.
- F. The call for papers and the initial letter to the submitting author shall remind the author that ACJS publications adhere to the ACJS Code of Ethics. By submitting a manuscript the author is agreeing to abide by the ACJS Code of Ethics and to come under its jurisdiction as it relates to research and publication.
- G. Where there is a substantiated belief on the part of an editor that any research misconduct has occurred, including but not limited to plagiarism, the editor has the obligation to pull the paper from review and forward the matter to the ACJS Ethics Committee, but otherwise will leave the question of further sanctions to the discretion of the Ethics Committee. While non-members of ACJS are not directly subject to Ethics Committee sanctions, the committee shall nonetheless have jurisdiction over all submissions to investigate allegations of misconduct and determine what sanctions may be appropriate. These sanctions may include: a public reprimand, a letter to the appropriate supervisor of the author, and a ban on further submissions to ACJS publications from the author.

III. Editorial Board Members:

- A. It is the editor's obligation to present to the Executive Board his or her nominees as: a.) deputy editors, b.) book review editor, c.) associate editors, and d.) any other official editorial positions related to the publication.

- B. All nominees must be approved by the Executive Board prior to their name being listed in the publication as an editorial board member.
- C. In presenting nominees for Board approval, the editor shall submit a report that provides for each nominee a description of the nominee's qualifications for the position (e.g., affiliation, areas of expertise, scholarly qualifications). The editor shall also supply a copy of each nominee's vita.
- D. It is the editor's responsibility to ensure that all nominees are members in good standing of ACJS prior to their being considered for appointment by the Executive Board. The ACJS National Office will assist the editor in discerning the membership status of nominees. Nominees to editorial boards must be members of ACJS in good standing at the time of their nomination.
- E. Nomination materials should be submitted to the ACJS National Office at least one month prior to the meeting of the Executive Board at which time the nominations will be considered [typically at the mid-year meeting.]
- F. In making nominations for positions associated with the publication, the editor should attempt to promote diversity and inclusivity.
- G. If an editorial board member resigns, the editor shall nominate for Executive Board approval a person to serve the remainder of that outgoing member's term.
- H. The term of the editorial board, deputy editors, and the book review editor run concurrently with the term of the editor.
- I. Associate editors (editorial advisory board members) are appointed for three-year terms. The entire editorial board changes with the editor, and remains in place for the entirety of the editor's term of office.
- J. Changes in the size of the editorial board, as well as the creation of new types of editorial positions, must be approved by the Executive Board.
- K. In order to prevent the appearance of impropriety or a conflict of interest in the journal editor and editorial board selection process, and to encourage the widest possible ACJS membership on the editorial boards of the two ACJS-sponsored journals, *Justice Quarterly* and the *Journal of Criminal Justice Education*, the following restrictions on the selection of the editor and editorial board of these two journals are in force:
 - 1. Members of the ACJS Executive Board may not serve as members of the editorial boards of *Justice Quarterly* or the *Journal of Criminal Justice Education* while they are serving on the ACJS Executive Board.

2. Members of the ACJS Executive Board may not be selected to serve on a forthcoming editorial board of *Justice Quarterly* or the *Journal of Criminal Justice Education* while they are serving on the ACJS Executive Board.
3. The editors of *Justice Quarterly* and the *Journal of Criminal Justice Education* may not serve on the editorial board of another ACJS-sponsored journal.
4. Members of the editor selection committee for *Justice Quarterly* and the *Journal of Criminal Justice Education* may not serve on the editorial board of that journal during the term of office of the editor selected by that committee.

IV. Transition Between Editors:

- A. The outgoing editor must arrange for the transfer of all files to the incoming editor. The outgoing editor should provide a complete account of the status of all manuscripts that remain in the review process.
- B. The outgoing editor should inform the authors of manuscripts in the review process of: a.) the status of their manuscripts and b.) the name, address, and starting date of the incoming editor.
- C. The outgoing editor should arrange for *ACJS Today*, *ACJS NOW*, and the journal he or she is editing to advertise the name, address, and starting date of the incoming editor.
- D. The starting date of the new editor is September 1. The outgoing editor should process all submissions until August 1. The month of August should be used as a period in which to complete the transfer of the journal to the new editor.
- E. The new editor should arrange prior to September 1 to establish a fully operational editorial office and to order all materials necessary to review manuscripts (e.g., stationery, review forms, envelopes). The review of manuscripts should begin without delay on September 1.
- F. The incoming editor should consult with the press publishing the journal to: a.) secure all needed forms and b.) to learn the production process the press uses. Further, any change in the design of the journal's cover must be approved by the Executive Board.

Approved by the ACJS Executive Board

ACJS President