

SERJ Editorial Roles

July 28, 2019

Publishing Goals

SERJ will publish two Regular Issues and one Special Issue each year in an on-line format. Each Regular issue will have up to eight papers and the special issue will have up to 16 papers. (Note: the length and number of papers might vary slightly depending on publisher conditions and submissions.)

Proposal

SERJ Editors will be designated as Editor and Special Editions Editor.

Job Descriptions:

Editor

The **Editor** will be responsible for the following (in collaboration with the Associate Editors): (Note that this may be modified given support of publisher)

1. Receiving submissions
 - a. Read papers, assign Associate Editors
 - b. With advice from Associate Editors, categorize as Reject, Not worthy of review or Worthy of review
 - c. Notify authors of decisions to Reject
 - d. Provide advice to Associate Editors as necessary to obtain two reviewers for each paper
2. Receiving Associate Editor reports and reviews (#1d.)
 - a. Read report and reviews
 - b. Write Editor Report and combine with Associate Editor report and reviews
 - c. Send Editor report to author
 - d. Send decision to Associate Editor and Reviewers including thanking them
3. Receiving resubmissions (one paper can go through several resubmissions)
 - a. Ensure sent to appropriate Associate Editor to repeat #1d.
 - b. Repeat #2
4. Finalising a paper
 - a. Ensure that papers have been through the editing process in a timely way
 - b. Monitor correspondence with authors with respect to suggested minor revisions for author to get paper up to publication standard
5. Monitoring papers
 - a. Keep track of status of papers
 - b. Coordinate publication process with Publisher

6. Publications
 - a. Write Editorial
 - b. Provide list of reviewers for year
 - c. Write announcement when Issue is ready for publication; send announcement out to various organisations including IASE

7. Appointments
 - a. Appoint Associate Editors and Language Editor with advice from the Advisory Board
 - b. Recommend Special Editions Editor to Advisory Board for approval
 - c. Thank retiring Associate Editors

8. Miscellaneous
 - a. Reply to inquiries regarding SERJ (e.g., suitability of proposed paper, copyright issues, authors wanting to know status of paper)
 - b. Keep reviewer database up to date. Send form out to potential reviewers
 - c. Liaise with IASE Executive Committee and Advisory Board
 - d. Periodically, evaluate publication process to identify areas for improvement

In addition, the Editor will work collaboratively with the Special Editions Editor and Language Editor (see below).

Special Editions Editor

The SERJ Advisory Board will organize a search for a Special Editions Editor and will submit a candidate along with the rationale for the appointment to the IASE Executive Committee for their approval. The Special Editions Editor will work in conjunction with the Editor to handle the Special Issue each year. There is no automatic progression from being Special Editions Editor to Editor, but a Special Editions Editor is free (and may be encouraged) to apply for the Editor position.

The Special Editions Editor will

1. Pro-actively seek potential topics for special editions, and, subject to the approval of the Advisory Board, send a recommendation to the IASE Executive Committee for confirmation;
2. Select the guest editors, subject to the approval of the Advisory Board
3. Work with the guest editors to formulate a synopsis of the special issue topic and to advertise the call for papers;
4. Jointly with the guest editors make decisions about acceptance, resubmission, revision, or rejection;
5. Manage the timeline and submissions to ensure they meet the standards of submissions for SERJ (see below for the responsibilities of the Guest Editors);
6. Ensure that the issue is ready for publication to meet the agreed timeline.

Associate Editors

At least eight Associate Editors will be appointed by the Editor with the advice of the SERJ Advisory Board. To the extent possible Associate Editors should include statistics education researchers proficient in Spanish and French and other languages. These positions are for three years, with the first year as provisional and the next two conditional on a competent performance as judged by the Editor.

Associate Editors will

- Choose submissions from a list prepared by the Editor
- Select two reviewers for each paper and interact with the reviewers as necessary in the review process
- Give a personal review of the paper
- Manage the timeline to see a paper through the review process
- Write a report including a summary of the reviews that can be sent to the authors and recommendation for the Editor, which is then, sometimes with rewording, sent by the Editor to the author
- Handle resubmissions in the same manner
- Assist with language issues; when appropriate refer to the Language Editor

Language Editor

A language editor will be designated by the Editor, with advice from the Advisory Board, for a three-year term to assist with the final versions of manuscripts and to help authors make their manuscripts acceptable in English. (Note: This might change pending negotiations with a publishing company.)

Special Issue Guest Editors

Because the community often has particular interests, a group of people can put forward a proposal for a Special Issue to the *SERJ* Advisory Board. The proposal should give the proposed title, identify the Guest Editors, outline the topic and pertinent educational issues and justify why there is a need to focus on that topic/issue. The Guest Editors are expected to write an introductory or survey paper and work with the Special Editions Editor to prepare a call for manuscripts. The *SERJ* Advisory Board will submit the topic and rationale to the IASE Executive Committee for their approval. When a proposal is accepted, the Special Editions Editor will work with the Guest Editors with the goal of publishing the Special Issue within the timeline set by the Editor. The Guest Editors are responsible for contacting the authors and ensuring the papers are submitted by the deadline. Each paper has three reviewers, one internal to those submitting papers for the Special Edition, one external, and one of the Guest Editors. If a reviewer cannot do a review, the Special Editions Editor asks the Guest Editor for another suggestion or offers a suggestion. Once the reviews have been submitted for a paper, the Guest Editor writes a summary review and a decision (revise, reject), which goes to the Special Editions Editor, who uses that summary review as the final report to the authors, plus adds any other relevant comments. Papers may need considerable revision, and the review process may be repeated but this time with two reviewers – the guest editor and the reviewer who gave the better critique. Once a paper is accepted there may be a decision by the Special Editions Editor to (1) send it to the publisher or (2) send it to the

Language editor to improve the English, particularly for authors where English is not their first language, after which it goes to the publisher.

Terms of appointment

The Editor will serve a three-year term plus whatever time is necessary to process the submissions from the third year of the term, during which time that Editor will work cooperatively with the new Editor. The Special Editions Editor will serve a term of three years working with the Editor who made the appointment, allowing for additional time as necessary to process issues that are in progress at the end of the term. The terms of the Associate Editors will be three years renewable for a second term.

Soliciting New Editors

One year prior to the end of the current Editor's term, the SERJ Advisory Board will advertise for a new Editor, reaching out to the statistics education research community through SERJ, the IASE list serve and other relevant avenues. Recommendations can also come from the Advisory Board, the current Editor and the IASE Executive Committee. Applications should include a CV and a personal statement addressing the applicant's previous editorial experience, vision for and potential contribution to SERJ, and plan for managing the workload. A subcommittee of the Advisory Board, not to include the current editors, shall propose their recommendation for the new Editor along with a rationale for their recommendation to the IASE Executive Committee. The appointment shall be made by the current IASE President subject to the approval of the IASE Executive Committee.