

ACS330 EDITORIAL BOARD, *AGRICULTURAL & ENVIRONMENTAL LETTERS*

A. Status: Special Committee

B. Composition and Tenure:

The Editorial Board of the *Agricultural & Environmental Letters* consists of the following persons:

The Editors-in-Chief of ASA, CSSA, and SSSA,

The Editor of *Agricultural & Environmental Letters*,

The Technical and Associate Editors of *Agricultural & Environmental Letters*,

The Managing Editor, Chief Executive Officer, and Headquarters Publications Director are Ex Officio members without vote.

The Managing Editor of the journal is an employee of ASA and supervises production of the journal.

Each serves as a member of the Editorial Board for the duration of his/her term in the position indicated above.

(Please refer to the end of this committee description for ASA, CSSA, SSSA Bylaws pertaining to Publications.)

The editorial board will consist of the following positions with duties as described:

Editor: The Editor will manage the flow of documents through the peer review process and represent the journal at ASA, CSSA and SSSA Board meetings and external events when needed. The Editor will be expected to write an annual report providing information about the journal and chair meetings of the Editorial Board. The Editor will monitor, with help from ACSESS staff, the speed with which manuscripts move through the system to ensure the fastest possible turnaround time. The Editor may reject manuscripts without further review in order not to burden the Technical Editors and Associate Editors with content that is unlikely to be accepted for publication. The Editor also makes the final decision on acceptance or rejection where the Technical Editor feels additional input is needed or in case of author appeal.

The Editor of *Agricultural & Environmental Letters* appoints the journal's Associate Editors. The Associate Editors of the journal serve for terms of three years and are eligible for reappointment for one additional three-year term.

Editorial Board Members: There will be a minimum of eight board members (Technical Editors) in the initial launch, each representing a subject matter area from which manuscripts are expected to come. This number will be fluid and can be rapidly increased or changed as needed to reflect change in needed expertise, composition of the editorial board, or when there are areas with a heavy manuscript flow. In the case of papers associated with conferences or meetings, the program chairs may serve as ad-hoc Technical Editors. Technical Editors are the decision-makers in the review process in the sense that they can accept, recommend revision, or reject a manuscript. Technical Editors may ask the Editor for guidance and defer the final decision of a manuscript to the Editor in special cases.

One responsibility of the entire editorial board (Editor and Technical Editors) will be to solicit manuscripts from key authors whose work will enhance the stature of the journal.

Review: Two reviews for each manuscript by the Associate Editors are ideal, with one Associate Editor being lead. The lead Associate Editors can also solicit reviews from outside of the Editorial Board, but this should not be done if it slows down the review process. In the case where the two reviewers do not agree, the Lead Associate Editor will write a short review providing her/his reasons for the decision to publish or not and submit this to the Editor who will make the final decision. When reviews are requested from outside of the Associate Editors on the editorial board, the short turnaround time goal makes it necessary that there is an understanding of responsibility and expectations of the outside reviewer so that the target time goals are achieved.

C. Editor Responsibilities:

1. To establish editorial procedures by which manuscripts are received, reviewed, revised, accepted and published, or rejected.
2. To review and process manuscripts submitted for publication in the journal.
3. To recommend policy with respect to the journal for consideration by the ASA, CSSA, and SSSA Boards.
4. To promote the journal with regard to subscribers, manuscript submissions, and general visibility to Society members and others.
5. To hold a meeting of the Editorial Board for *Agricultural & Environmental Letters* during the Annual Meeting of the Society to review the status of the journal and to prepare recommendations for the Board of Directors.
6. To prepare an annual report to be submitted to the ASA, CSSA, and SSSA Boards of Directors.
7. The Editor of *Agricultural & Environmental Letters* appoints Associate Editors for the journal. Copies of all letters of appointment must be forwarded to the Headquarters Office.
8. Associate Editor appointments shall be made in sufficient time that appointees may attend the Editorial Board meeting held at the Society's(ies) Annual Meeting.

D. Editor-in-Chief Responsibilities:

The ASA Editor-in-Chief, on behalf of the ASA President and in agreement with the CSSA and SSSA Editors-in-Chief and Presidents, appoints the Editor of *Agricultural & Environmental Letters*. The Editor is appointed for a term of three years. All ASA journals use an open call process for Editor. He/she serves as Chair of the Editorial Board and exercises continuing oversight of the review and editorial processes. The appointment of an editor may be terminated at any time by a two-thirds majority vote of the voting members of the board of directors.

Before an Editor is reappointed to a second three-year term, he/she is asked by the appropriate society Editor-in-Chief if he/she agrees to serve another term. Technical Editors and others will be contacted to determine whether the current Editor has support to continue in the position and whether there are any concerns. The Editor-in-Chief then makes a recommendation to the society Board of Directors, who make the final approval. If the Editor has completed two terms of service (six continuous years), does not desire to serve a second term, is terminated or non-renewed based upon action by the Board of Directors, or is

unable to continue to serve for any reason, then an open call article will be published in CSA News. In some cases, an Interim Editor may be appointed by the ASA Editor-in-Chief after approval of the Board of Directors. After the closing date published in the open call article, the ASA Editor-in-Chief and the Executive Committee will review the applicants and make a recommendation to the Board of Directors for final approval.

E. Presidential Responsibilities:

1. The ASA President approves the appointment of the Editor of the journal upon recommendation by the ASA, CSSA, and SSSA Editors-in-Chief and in consultation with the retiring Editor and Technical Editors.
2. Exercises oversight so as to be aware of any substantive problems arising in connection with the management of the journal, and, after consultation with the ASA, CSSA, and SSSA Editors-in-Chief and the Editor of the journal initiates recommendations to the Executive Committees and/or Boards to alleviate the problems.
3. Cooperates with the Editorial Board in its activities, as appropriate or in response to need.

F. Outstanding Paper Award Guidelines

Outstanding Paper Award Selection

Committee: The Editor of *Agricultural & Environmental Letters* and 6–8 Technical Editors will select the papers to be awarded. Up to two papers may be awarded, one each for the journal's two main paper types: Commentary and Research Letter. The Editor will select the committee members and will serve as the chair of this committee.

Initial Selection: The Editor will work with headquarters staff to identify the papers for the competition. To obtain a pool of papers, 2 years of data will be pulled for “most cited” and “most read” (ex: 2020 paper = data for 2018–2019). The top 10 most cited/most read papers for each paper type will be considered.

The 2-year time frame is used as it matches the time period used in the calculation of the impact factor.

Because of potential overlap between these two categories and exclusion of previous winners, it is expected that about 10 papers within each paper type will be in consideration. The Editor will winnow the papers down to the top 5 commentaries and top 5 research letters for final selection.

Selection Criteria: Selection is generally based on evaluation of how the manuscript has advanced knowledge in the profession, the effectiveness of communication, methodology, originality, and impact. The decision will be made by July 15 of each year. A paper can only be recognized one time with this award. The Outstanding Paper Score Sheet will be used to rate each paper.

All committee members will score each research letter in each of the following categories:

- Advancement of Knowledge, Literature and Profession (30 pts. possible)
- Methodology and Approach (30 pts. possible)
- Communication (40 pts. possible)

Evaluation of commentaries will include categories such as the following: Viewpoint is fresh and original, Objectives are well stated, Writing is clear and compelling, Conclusions are innovative and useable by other researchers, Work will stimulate thinking by readers, Observations will directly or indirectly benefit the scientific community.

Committee members will forward their scores to the Editor, who will compile and summarize the results. A spreadsheet having each committee member's scores and the final ranking by total score will be returned to the committee for validation. Selection shall be based on the sum of scores provided by the committee members with the highest total score being the winner. In the case of a tie, the final decision will be made by the Editor.

Award: The Outstanding Paper Awards will be presented at the Annual Meeting. The awardee(s) will receive a framed certificate for the main author, and unframed certificates for additional authors. There will also be a poster at the Annual Meeting.

Per ASA Bylaws, Article X. Publications:

SECTION 1. The board of directors shall determine the general nature, number, and editorial policy and practices of publications of the society and shall solicit recommendations on these matters from persons in editorial positions. Maintenance of editorial standards of the society shall be under the direction of the editor-in-chief through the various editorial boards and committees of the society.

SECTION 2. The society shall publish an official technical journal which carries papers, official notices, committee reports, and other items of society business. This journal shall be known as *Agronomy Journal*.

SECTION 4. The editor-in-chief shall be nominated by the president and confirmed by the board of directors. The term of office for the editor-in-chief shall be for 3 years. The appointment may be terminated at any time by a two-thirds majority vote of the voting members of the board of directors. The editor-in-chief shall provide leadership and coordinate the approved editorial policies and practices of all publications of the ASA.

SECTION 5. Editorial boards shall be responsible for the content and quality of the Society's journals. Each journal editorial board shall consist of the editor-in-chief, editor, and such other persons as are necessary to accomplish editorial responsibility promptly. The appointment of an editor may be terminated at any time by a two-thirds majority vote of the voting members of the board of directors. The position of editor of a journal, and the appointee, shall be separate from that of editor-in-chief.

Per CSSA Bylaws, Article XIII. Publications:

SECTION 1. The CSSA board of directors shall determine the general nature, the number, and the editorial policy, standards, and practices of publications of the society and shall solicit recommendations on these matters from persons in editorial positions. Maintenance of editorial standards of the society shall be under the direction of the editor-in-chief through the editorial board(s) and committees of CSSA.

SECTION 2. The CSSA shall publish an official technical journal which carries papers, official notices, committee reports, and other items of society business. This journal shall be known as *Crop Science*. The *Crop Science* editorial board shall be responsible for the content and quality of the journal under the policies established by the board of directors.

SECTION 4. The editor-in-chief shall be nominated by the CSSA president and ratified by the board of directors. The term of office for the editor-in-chief shall be for three years with eligibility for reappointment for a second three-year period, but not a third term without an intervening three-year period. The appointment may be

terminated at any time by a two-thirds majority vote of the board of directors. The editor-in-chief serves as an ex officio, without-vote member of the CSSA board of directors, as an ex officio member of all CSSA editorial committees, and as a member of the editorial policy coordinating committee. The editor-in-chief shall coordinate the editorial policies and practices approved by the board of directors for all CSSA publications and carry out such functions as designated by the board of directors.

Per SSSA Bylaws, Article XI. Publications:

SECTION 1. The Society shall publish an official technical journal periodically, which shall carry papers, official notices, committee reports and other items of Society business. This journal shall be known as *Soil Science Society of America Journal*.

SECTION 3. The publication policy and general nature of all publications shall be determined by the board of directors.

SECTION 4. Maintenance of editorial standards of the Society shall be under the direction of an editorial board consisting of an editor-in-chief, an editor, and such other persons as are necessary to accomplish editorial responsibility promptly. The editor-in-chief and journal editors shall be nominated by the president, following an open call for volunteers for this position published in the official newsletter of the society, and confirmed by the board of directors. The appointments shall be for a 3-year period and may be renewed once but not twice without an intervening 3-year period. The appointments may be terminated at any time by two-thirds majority vote of the entire voting members of the board of directors. The appointment, term, and renewal process for journal editorial board members must be ratified by the board of directors.