

Editor

ASA, CSSA, and SSSA Position Description

The editor of each ASA–CSSA–SSSA journal is responsible for overall quality of the intellectual content of that journal and for the timeliness and quality of the review process. As chair of the journal’s editorial board, the editor implements policy decisions from the sponsoring Society’s board of directors on editorial matters. Within those policy guidelines the editor decides on procedures for manuscript submission, review and referee criteria, acceptance, release, and publication. The editor delegates editorial functions to other members of the editorial board, and advises on administrative functions of the managing editor.

The editor of each journal, after consultation with the appropriate editor(s)-in-chief, appoints new and replacement associate editors in behalf of the sponsoring Society’s president.

The editor takes an active interest in defining the journal’s aims, policies, and editorial coverage. The editor examines the scope of the journal regularly and, with advice of the editorial board, can recommend that the scope be changed. The editor, by broad knowledge of the field, recommends the mix of specialties to be represented on the editorial board.

On any journal where the editor does not make the final call on acceptance or release of a paper, the editor operates the appeal procedure for authors whose manuscripts are rejected. (For those journals where the editor makes the final call, the editor-in-chief of the sponsoring Society handles the appeals.)

The editor may write editorials and solicit manuscripts on special topics. Letters to the editor are approved by the editor, who seeks advice of the editorial board and others as needed.

The editor prepares an annual report for the sponsoring Society describing the journal status and recommendations for changes. The editor also prepares or approves the minutes of the annual board meeting published each year.

Guidelines for Professional and Ethical Conduct of the Review Process of ASA, CSSA, and SSSA Journals

Scientists agree that peer review is a cornerstone of scientific progress. As such, participating in the peer review process of ASA, CSSA, and SSSA journals is a privilege and a responsibility. A professional, objective, and thorough review process will benefit us as publishing researchers, improve the professionalism of our community, and enhance the quality of our published research. In agreeing to serve, one agrees to the following code of conduct, with the understanding that failure to serve in this capacity may lead to dismissal:

- I will take responsibility for understanding the function of my office and executing to the best of my ability all tasks that are within my area of responsibility.
- In my capacity I will work to maintain the integrity of the peer review process to ensure that the manuscript receives a thorough, quality review in accordance with the high scientific standards of the journal.
- I will handle my share of manuscripts, understanding that this is an obligation of the peer review process.
- I agree it is my responsibility to handle those manuscripts in the areas of my expertise and assist in finding persons qualified to handle papers in those areas outside my expertise.
- I will execute my role within the specified schedule of the journal, understanding that failure to do so would detract from the quality of the journal and retard the professional development of the authors affected by a delay.

- I will communicate with authors only in the capacity as defined by my role.
- I will communicate with authors in a respectful and professional manner, including substantiating comments with published sources and understanding that I represent the journal and the Society(ies) through my tone and attitude. I understand that criticism of a manuscript should not extend to personal criticism of the author(s).
- I will review each manuscript with impartiality, without regard to gender, race, ethnicity, religion, nationality, institutional affiliation, or other similar bias.
- I will evaluate manuscripts on the basis of scientific merit, with the understanding that there may be many acceptable ways to prove a hypothesis. I will respect the independence of authors and their creativity and understand that differences of opinion can be addressed in published comments within the journal as a forum for scientific debate.
- I will treat the manuscript in review as a confidential document, and neither disclose its contents outside the context of the review process, nor use its contents in my own work.
- I will avoid conflicts of interest and the appearance of conflicts of interest stemming from my relationship with the author or professional and financial circumstances that may bias my approach to a manuscript.