New Procedures for Handling Manuscripts for *Agronomy Journal*

Matthias Stelly, Editor

In view of the expanding interests served by the *Agronomy Journal* and of its relationships to *Crop Science* and the *Proceedings* of SSSA, important changes in the procedures for handling manuscripts have been made to better serve the current needs.

The first major change is the addition of a third Associate Editor, to be responsible for the review and editing of papers of the agronomic education category which originate from Division XIII. This addition will round out our "coverage" of the entire range of papers received and will reduce the number of papers to be handled by the other two Associate Editors, for crops and for soils.

The second major change is the delegation of additional responsibilities to the Associate Editors. They will now assume the duty of corresponding with authors relative to any revisions needed in their papers before the papers are returned to the central office. Heretofore this was the duty of the Editor, who asked that the central office be relieved of this responsibility in the interest of maintaining better working relations with all members of the Society. Likewise, the Associate Editors, instead of the central office, will return to the authors any papers which are not accepted for publication, along with an appropriate covering letter.

Although not entirely a change, a third important point to note for the future is the procedure to be followed in the transfer of manuscripts from *Crop Science* or *Proceedings* to the *Journal*. The reason for restating this procedure is merely to avoid confusion between the editorial boards of the journals and to maintain the good understanding and cooperation which now prevail.

Procedures to be used in handling papers sent directly to *Agronomy Journal* and those to be followed in the transfer of papers to the *Journal* are presented.

Procedure for Manuscripts Sent to the *Journal*

1a. Authors will send papers for publication in *Agronomy Journal* to the Editor in the ASA Central Office.

1b. The papers will be dated and given to the Managing Editor.

2a. The Managing Editor will assign a register number to each paper and inform the author of its receipt and of the probable time required for review and approval.

2b. Each paper, depending on its subject matter content, will be sent to one of the Associate Editors.

3a. Associate Editors will review the papers themselves or send them for review to consulting editors or others who are specialists in the content of the paper.

3b. Consulting Editors and reviewers will return papers to the Associate Editor who sent them.

3c. If a paper is ready for publication, the Associate Editor will send it to the Editor with a statement to this effect.

4. The Editor will approve the paper and give it to the Managing Editor.

5. The Managing Editor will notify the author that the paper is approved, indicating the probable time of publication, and publish the paper according to priority determined by the date of receipt (or of approval if any revision was required).

6a. If a paper needs revision by the author, the Associate Editor will correspond with him concerning this.

6b. After the revision has been made to the satisfaction of the Associate Editor, he will send the paper to the Editor with the statement that it is ready for publication. Steps 4 and 5 will then be followed.

7a. If the first reviewer of a paper finds it unsuitable for publication in the *Journal*, the paper must be read by two additional reviewers who are not given any information concerning prior review. The paper will be rejected if two of the three reviewers so recommend.

7b. In this case, the Associate Editor will return the paper to the author and inform him of the decision. A copy of his letter must be sent to the Editor.

8. If a consulting editor or reviewer recommends that a paper be rejected and it is subsequently found to be acceptable, he must be informed of the decision to publish it. It is suggested that a brief explanation be given to him, but this is left up to the Associate Editor or Editor who makes the final decision.

Procedure for Transfer of Papers to the *Journal*

Correspondence about the transfer of a paper between the *Journal* and *Crop Science* or the *Journal* and *Proceedings* will be between the Editors of the journals involved. It is requested that the following procedure be used.

A paper approved for transfer by the author and by the Editor of either *Crop Science* or *Proceedings* will be sent by the Editor involved to one of the Joint Consulting Editors for review. This Consulting Editor will proceed as follows:

1. If the paper is satisfactory as written, it should be sent directly to the Editor of *Agronomy Journal*, with a statement to this effect going to both Editors.

2. If the paper needs some revision, it should be returned to the author along with a copy of the comments of the reviewer. After the author has made the necessary changes, the paper should be returned to the Consulting Editor, who will send it to the Editor of the *Journal* with a letter of approval. Copies of the letter must be sent to the author and to the Editor of *Crop Science* or *Proceedings*.

3. If the paper needs drastic revision or if there is some question as to its suitability for publication it must be returned to the Editor of *Crop Science* or *Proceedings* who will correspond with the author. If the paper is revised and sent again to the Consulting Editor and finally approved by him for publication, it should then be sent back to the Editor of *Crop Science* or *Proceedings*, who will send it to the Editor of the *Journal* with his approval.

4. It will contribute to harmony and good understanding if copies of all correspondence relating to papers transferred or under consideration for transfer were sent to the Editors of the journals involved. This is especially desirable in connection with papers needing major revisions or papers of questionable suitability for publication. Cooperation in this respect will be greatly appreciated by all concerned.