

## **AC316 EDITORIAL BOARD, URBAN AGRICULTURE & REGIONAL FOOD SYSTEMS**

A. Status: Special committee

B. Composition and Tenure:

The editorial board of Urban Agriculture & Regional Food Systems consists of the following persons:

The editors-in-chief of ASA and CSSA,

The editor of Urban Agriculture & Regional Food Systems,

The technical editor of Urban Agriculture & Regional Food Systems,

The associate editors of Urban Agriculture & Regional Food Systems,

The managing editor, chief executive officer, and headquarters publications director are ex officio members without vote.

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

### **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 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 3. 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 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.

The ASA Editor-in-Chief, on behalf of the ASA President and in agreement with the CSSA Editor-in-Chief and President, appoints the Editor of Urban Agriculture & Regional Food Systems. The Editor is appointed for a term of three years. All ASA/CSSA 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 appropriate 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 editor-in-chief after approval of the board of directors. After the closing date published in the open call article, the editor-in-chief and the Executive Committee will review the applicants and make a recommendation to the board of directors for final approval.

The editor of Urban Agriculture & Regional Food Systems appoints the journal's technical and consulting editors. The technical editors of the journal serve for terms of three years and are eligible for reappointment for one additional three-year term.

The managing editor of the journal is an employee of the Alliance of Crop, Soil, and Environmental Science Societies (ACSESS) and provides oversight and production for the journal.

C. Functions:

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 and CSSA 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 during the ASA–CSSA–SSSA annual meetings to review the status of the journal and to prepare recommendations for the board of directors.
6. To assist the editor in preparation of a written annual report to be submitted to the ASA and CSSA boards of directors.

D. Editor's Responsibilities:

1. The editor of Urban Agriculture & Regional Food Systems appoints associate editors for the journal after consultation with the ASA and CSSA editors-in-chief and on behalf of the ASA president. Copies of all letters of appointment must be forwarded to the ASA and CSSA presidents and to the headquarters office.
2. 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.

E. Presidential Responsibilities:

1. The ASA editor-in-chief, on behalf of the ASA president and in agreement with the CSSA editor in chief and president, in consultation with the retiring editor and senior technical editors, appoints the editor of the journal.
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 and CSSA 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.

### **Outstanding Paper Award Guidelines**

#### Outstanding Paper Award Selection

Committee: The Journal Editor and up to 6 Associate Editors will select the paper to be awarded. The Journal Editor will select the committee members and will serve as the chair of this committee.

Initial Selection: The Journal 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 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 will be in consideration. The Journal Editor will winnow the papers down to the top 5 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 paper in each of the following categories:

- Advancement of Knowledge, Literature and Profession (40 pts. possible)
- Methodology and Approach (25 pts. possible)
- Communication (25 pts. possible)
- Originality (10 pts. possible)

Committee members will forward their scores to the Journal 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 highest total score being the winner. In the case of a tie, final decision will be made by the Journal Editor.

Award: The Outstanding Paper Award will be presented at the Annual Meeting Publications Reception. The awardee(s) will receive a framed certificate for the main author, and unframed certificates for additional authors. There will also be a poster in the Annual Meeting “Hall of Fame” poster awards area.