II. ASA Editors:
Appointments, Terms, and Organizational Responsibilities

ASA editors are responsible for the character, quality, and content of their publications, while ensuring that ASA policies are followed. The general mandate for each publication is established by Council. Policies on specific journal content are established by each editor with the approval of the Committee on Publications.

The Committee on Publications, subject to the approval of Council, sets the publication schedule for each journal. Editors have no choice in this matter. Problems of manuscript flow, such as a long-term decline or increase in the number of submissions or accepted manuscripts, should be brought to the attention of the Committee. At no time may an editor elect to add an extra issue or drop a scheduled issue without specific approval of the Committee on Publications and, as necessary, of the ASA Council. As of 2015, the American Sociological Review and Contemporary Sociology are published bimonthly. Contexts, Journal of Health and Social Behavior, Social Psychology Quarterly, Sociology of Education, Sociological Theory, and Teaching Sociology are published quarterly. Sociological Methodology is published annually. The Rose Series in Sociology publishes occasional books. Also, three ASA sections publish journals: the quarterly City & Community (Community and Urban Sociology Section), the online, open access Journal of World-Systems Research (Political Economy and World Systems Section), thrice-yearly Society and Mental Health (Sociology of Mental Health Section), and Sociology of Race and Ethnicity (Section on Racial and Ethnic Minorities).

A. APPOINTMENT OF EDITORS

All editors of ASA publications must be members of the American Sociological Association and are appointed by the Council from slates of candidates recommended by the Committee on Publications. The Secretary of the Association informs the editor-elect of his or her appointment. On informing the Secretary of their acceptance of the position, editors are required to sign an editorial contract, agreeing to adhere to ASA standards, practices, and policies, including the ASA Code of Ethics. Newly appointed editors should read, review, sign, and return this contract to the Executive Office. Council may also remove, by majority vote, the editor of any ASA publication. (See Appendix B for a copy of this contract.)

B. THE EDITORIAL TERM

The official editorial term is the period in which (1) an editor is responsible for all articles published in the journal and (2) the editor’s name appears on the masthead of the volume.

As stated above, the editorial terms for ASA publications are set by the Council. Current policy is that editorial terms last a minimum of three years; an extension of one to two years is possible upon mutual agreement between the editor and the Committee on Publications. However, a fifth year will be offered cautiously to editors of the American Sociological Review as the Committee on Publications feels the term for the flagship journal should rarely
exceed four years. (The invitation for an extension of the editorial term is typically discussed with the editor at the end of his or her first year.) If the Committee on Publications believes that an extended editorial term would be in the best interest of the publication and the Association, the Chair will contact the editor at the end of his or her first full year as editor for the purpose of negotiating an extension. Any leave of absence taken during the editorship does not extend the term beyond the time period negotiated with the Secretary of the Association.

The obligation of an editor begins before the official term begins. Approximately 4-6 months in advance of her or his first issue, the editor-elect sets up office and begin receiving new manuscripts from authors. This 4—6-month jumpstart gives the editor-elect’s office time to develop a queue of manuscripts in peer review, and hopefully will establish a queue of publishable articles. When the last issue for which the outgoing editor is responsible has been filled, the editor and the editor-elect will consult regarding the number of accepted articles that the new editorial office must accept from the outgoing editor for the first issue or issues of the journal under the new editor.

C. OVERLAP OF ACCEPTED ARTICLES BETWEEN EDITORIAL TERMS

Early in the transition, or when the outgoing editor’s last issue is filled, the outgoing editor and the editor-elect should discuss and decide on a reasonable and manageable number of accepted articles to be sent to the new editorial office. Generally the number of articles amounts to one issue for a quarterly publication and up to two issues for a bimonthly publication. The Committee on Publications holds firmly to the principle that, as much as possible, the editor listed on the publication’s masthead is responsible for accepting the articles contained in that issue, understanding that to keep to a publication schedule, some overlap generally must occur, particularly in bi-monthly journals.

D. REVISED MANUSCRIPTS

Manuscripts in revision generally remain the responsibility of the outgoing editor during the early months of an editorial transition. A date by which revisions are due is published in the transition notice in the journal. This extra time allotted to revisions gives manuscript authors a window of opportunity to submit their revised papers to the outgoing editor—the editor who requested the revision. This also gives the outgoing editor a chance to finalize his or her decision on a number of revised papers, which also eases the burden on the editor-elect.

Revised manuscripts that are not submitted by the date agreed upon by the outgoing and incoming editors are passed on to the new editor.

E. INTERRUPTED EDITORIAL TERMS

In case of the permanent disability, death, or resignation of an editor, the Committee on Publications recommends that Council appoint an acting editor until an editor-elect can be named. For temporary interruptions of an editorship, the following guidelines are suggested:
Less than four months. If an editor experiences a temporary disability or a leave of absence of less than four months, he or she should arrange for a deputy editor to assume the duties of editor. Mutually satisfactory conditions should be established. The editor should acknowledge this situation in a note in the publication, but the substitution will not alter the editorship of the publication (i.e., the original editor’s name will remain on the masthead during the absence). All expenses and honoraria should be covered by the normal expense budget and honorarium.

Four months to one year. Should an editor suffer an extended disability or require a leave of absence of more than four months but less than one year, the Committee on Publications must be notified. Depending on the circumstances of the publication (particularly the number of manuscripts already in queue for publication), the Committee may suggest that the Secretary appoint an acting editor during the absence. The acting editor will be responsible for all the duties and responsibilities of the editor for that time period, will receive a pro-rata share of the editor’s honorarium and expense budget, and will be listed on the masthead as acting editor of the publication.

More than one year. If an editor anticipates a leave of absence is longer than one year, she or he should resign the editorship with due notice to the Committee on Publications so that a new editor can be chosen by the usual procedures. During the transition to a new editorship, the publication should show the retiring editor’s name on the masthead as long as issues of the publication contain a majority of manuscripts accepted by the outgoing editor. The publication will also carry appropriate notices to readers for submitting new or revised manuscripts should the new editorial office be in a different location.

F. Honoraria

Because of the substantial work and time required to edit a journal, it is difficult for editors to continue many of their other professional responsibilities and opportunities, such as consulting, guest lecturing, and so on. The honorarium editors receive from ASA is intended to reduce the opportunity costs editors bear when accepting an editorship.

Annual honoraria for ASA publications have been set as follows: bimonthly journals—$9,000; quarterly journals—$4,000; annual journals—$3,500; Rose Series—$3,500; Contexts—$9,000. ASA does not issue honoraria to deputy editors or special issue or guest editors. In the case of editorial teams, the honorarium amount is evenly split between editors.

G. Office Expenses

Editors of ASA publications are responsible for submitting to the Executive Office a proposed budget for the upcoming calendar year by mid-November of each year they are editors. ASA funds reasonable, approved expenses incurred by editors in operating an editorial office to receive and review manuscripts and to carry out any other necessary editorial or publications work. Budgets for editorial offices are not expected to change dramatically from editor to editor, although some fluctuation may occur for different institutional circumstances. The Association retains title to any capital equipment purchased with editorial office or other publications-related funds during an editor’s tenure for the accomplishment of these responsibilities. Such capital equipment should be passed
on to the new editorial office or returned to ASA at the end of the editorial term, or sold, with the purchase price forwarded to ASA.

H. EDITORS’ TRAVEL

ASA policy provides for editors’ travel expenses to the annual winter meeting of the Committee on Publications, typically in Washington, DC. The Committee on the Executive Office and Budget will consider requests for one orientation trip for a new editor to the outgoing editorial office, but only if the trip is proposed as part of the transition budget. However, outgoing editors and editors-elect have ample opportunity to arrange for transition meetings during the ASA Annual Meeting in August.

ASA does not pay for travel or any other expenses for any editor or editorial staff to attend the Annual Meeting. See Appendix C, “ASA Policy on Allocation and Reimbursement of Travel Funds.”

I. EDITORS’ PREROGATIVES

Editors are responsible for the editorial management of their publications within the boundaries of ASA policies and approved budgets. An editor’s responsibility covers the content of the publication, whereas the Executive Officer, as business manager for the Association, is responsible for all matters of format, design, marketing, and distribution, as well as any decisions concerning costs and income.

Editors may appoint such special issue editors as they deem necessary, but such issues and appointments are subject to approval by the Committee on Publications.

Editors have the right to reject any paper or other communication submitted to their publications, and they may require authors to delete from their articles any improper personal accusations or attributions of improper motives to others. Current ASA policy allows editors to make judgments regarding the publication of rejoinders or rebuttals to already published articles.

Editors receive complimentary copies of ASA resource materials (e.g., Guide to Graduate Departments of Sociology and the ASA Style Guide) as they are published. During their official term of service, editors and members of the Committee on Publications also receive complimentary subscriptions to all ASA journals not required through membership. Editors may request that ASA arrange for subscription exchange agreements with other publishers for up to three non-ASA periodicals on a year-by-year basis. If an exchange agreement for a particular periodical cannot be made, an editor may subscribe to it as part of the editorial office’s expenses. All requests for exchange subscriptions must be cleared by the Executive Office and should be forwarded at the beginning of an editor’s term.

J. MANAGING EDITORS AND OTHER SUPPORT STAFF

Editors are responsible for interviewing and hiring their support staff and for structuring their staff’s responsibilities. Most publication offices hire a managing editor,
who becomes a key support person for the editor. The bimonthly publications generally require a full-time managing editor; quarterly publications require only a part-time employee in that position.

The level of staff needed to conduct core activities (and estimated cost based on an average of $50,000 per FTE) for each journal and the Rose Series has been set by ASA as follows.

<table>
<thead>
<tr>
<th>Journals (Manuscripts submitted in 2012)</th>
<th>Core Staff</th>
<th>Estimated Budget for Staff</th>
<th>Postage/Phone/Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASR</td>
<td>2.5</td>
<td>$125,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>Contexts</td>
<td>1.5</td>
<td>$90,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>CS</td>
<td>2.0</td>
<td>$100,000</td>
<td>$8,000</td>
</tr>
<tr>
<td>JHSB</td>
<td>.75</td>
<td>$37,500</td>
<td>$1,250</td>
</tr>
<tr>
<td>Rose</td>
<td>.5</td>
<td>$25,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>SM</td>
<td>.25</td>
<td>$12,500</td>
<td>$750</td>
</tr>
<tr>
<td>SPQ</td>
<td>.5</td>
<td>$25,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>SOE</td>
<td>.5</td>
<td>$25,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>ST</td>
<td>.5</td>
<td>$25,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>TS</td>
<td>.5</td>
<td>$25,000</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**Copyediting Expenses**

In addition to the formulas listed above for staff and staffing expenses, we propose an additional allocation to each journal for copyediting. Based on standard rates for substantive copyediting, we propose $15 per page of each journal’s base allocation. (This excludes the Rose Series. The Russell Sage Foundation provides copyediting services for Rose volumes.)

The additional copyediting allocation per journal would be:

<table>
<thead>
<tr>
<th>Journal</th>
<th>Base pages</th>
<th>Copyediting allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASR</td>
<td>1,298</td>
<td>$19,470</td>
</tr>
<tr>
<td>Contexts</td>
<td>288</td>
<td>$4,320</td>
</tr>
<tr>
<td>CS</td>
<td>916</td>
<td>$13,740</td>
</tr>
<tr>
<td>JHSB</td>
<td>556</td>
<td>$8,340</td>
</tr>
<tr>
<td>SM</td>
<td>400</td>
<td>$6,000</td>
</tr>
<tr>
<td>SPQ</td>
<td>420</td>
<td>$6,300</td>
</tr>
<tr>
<td>SOE</td>
<td>390</td>
<td>$5,850</td>
</tr>
<tr>
<td>ST</td>
<td>390</td>
<td>$5,850</td>
</tr>
<tr>
<td>TS</td>
<td>442</td>
<td>$6,630</td>
</tr>
</tbody>
</table>

The copyediting allocation is waived if the task is part of routine duties for any member of the editorial office staff.
Special Initiatives

Editors may propose additional funds for special initiatives, but the base level of staff support “resets” at the beginning of each editorship.

Editors frequently find that the hiring of staff provides an opportunity to support one or more graduate or undergraduate students (although ASA does not cover tuition as a matter of general policy). For quarterly publications, the part-time managing editor position can provide an ideal position for an advanced graduate student. Undergraduate students can assist with many of the routine office tasks.

For guidance on how to hire and organize support staff, editors-elect should consult with the outgoing editors and ASA’s Director of Publications.

All editorial office employees are bound by the ASA Code of Ethics.

K. DEPUTY EDITORS

Editors may choose to nominate at least one deputy editor. Deputy editors must be approved and appointed by the Committee on Publications. Deputy editors work especially closely with editors to assist in editorial decision-making and problem solving, and they help to ensure that the production of the publication continues uninterrupted. By appointing several deputy editors with varied areas of expertise, editors can expand their ability to provide in-house feedback to authors. Editors may share their honoraria with their deputy editors if they so choose, but deputy editors do not receive a complimentary subscription of the publication and are not otherwise compensated for their service. (See Section L for additional details.)

L. EDITORIAL BOARDS, CONSULTING EDITORS, AND REVIEWERS

Editors nominate members of their editorial board (also called associate editors) to serve three-year terms. These associate editors must be formally approved and appointed by the Committee on Publications before they serve or appear on the list published in the masthead. Appointments should be submitted to the Committee on Publications for approval during the Committee’s August or December meeting, but in no case may an editorial board member appear on the masthead prior to approval by the Committee.

It is the duty of associate editors to review manuscripts expeditiously. Editors are empowered and obligated to replace associate editors who, for any reason, are unable to fulfill their duties and responsibilities in a timely manner.

Names of persons appearing on the masthead of any ASA publication (including deputy, associate, and consulting editors) are subject to approval by the Committee on Publications. Editors and members of editorial boards must be members of ASA. Exceptions to the membership rule for editorial board members are made only for scholars residing outside the United States or for non-sociologists. There is no financial compensation for services given to the Association by these deputy, associate, or consulting editors, and complimentary subscriptions to publications are not provided.

Before submitting editorial nominees to the Committee on Publications for approval, the editor must contact each nominee to determine her or his willingness to serve and to secure a recent vita. When names are submitted for Committee consideration, editors should keep
copies of nominees’ vitae available for review in case the Committee has questions. 
Associate editors (editorial board members) are appointed by the Committee for three-year terms for any one publication; an individual may serve as an editor of any type on only one ASA publication at a time. Therefore, editors may not submit as potential board members the names of people currently serving on other ASA editorial boards. Graduate students are not eligible for nomination. Also, members of the Committee on Publications and the ASA Council are not eligible for nomination, and they cannot serve on any ASA editorial board. All members of the editorial board are bound by the ASA Code of Ethics.

Most journal editors regularly assign ad hoc reviewers to manuscripts, especially when special expertise is required. Because of their expertise in specific areas, ad hoc reviewers’ opinions can prove extremely valuable to an editor’s understanding of a manuscript. Editors may acknowledge the contributions of these reviewers by annually publishing their names. If an ad hoc reviewer is used on a regular and consistent basis, however, consideration should be given to nominating that individual to the editorial board so that her or his exceptional service receives official recognition.

Both the editor and the Committee on Publications monitor the participation of women and minorities in the publications program of the Association and strongly encourage diversity on editorial boards.

*Much of the vitality of ASA flows from its diverse membership. With this in mind, it is the policy of the ASA to include people of color, women, gay, lesbian, bisexual, and transgendered persons, sociologists from smaller institutions or who work in government, business, or other applied settings, and international scholars in all of its programmatic activities and in the business of the Association.*

Editors should consider diversity when making editorial board nominations. Representation from all areas of interest within the Association is also encouraged, and editors should make a sincere effort to include on their editorial boards people representing a diverse range of theoretical and methodological perspectives.

**M. GRADUATE STUDENT “EDITORS”**

Journal editors have the opportunity to invite graduate students in their department to participate in the peer-review/editorial process. Some editors have established weekly seminar groups to expose invited graduate students to the details, rewards, and difficulties of academic publishing. Should an editor decide to involve graduate students as “editors” in this fashion, there will be many rewards for all involved; but some cautions must be kept in mind:

1. The peer-review process is highly confidential. Students must be instructed in this, and also, as invited “editors,” must adhere to the ASA Code of Ethics on confidentiality.

2. Students involved in evaluating manuscripts and reviews should not be privy to the identities of authors or reviewers. All papers and reviews should be blinded before being given to students. Never should a student have access to the complete manuscript file (containing correspondence with authors and reviewers and other confidential information).
(3) Student editorial seminars should be established for the purpose of educating the student “editors” about academic publishing. Of course, students will likely evaluate papers and reviews, but editors must keep in mind that student evaluations are educational experiences and should not be viewed by either students or editors as advisory. Although student evaluations will often illuminate reviews and manuscripts and may provide the editor with valuable insights, students should understand that they are not advising the editor on accept/reject decisions. Such editorial advice comes from the ad hoc reviewers, journal board members, and deputy editors.