Publications Manual

A Guide for Editors*

Revised June 2018

* The initial draft of this manual was prepared in 1976 by a Committee on Publications Subcommittee consisting of Charles Bonjean, Chair; Lois DeFleur, Elected Member; and Norval Glenn, former editor of Contemporary Sociology. The manual has since been revised by Janet Chafetz and Jeylan Mortimer, with additional revisions prepared by a subcommittee of the managing editors of ASA publications in 2004 and 2012, with review by the Committee on Publications as of August 2012. The current version was updated by the ASA Executive Office in June 2018.
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Preface

The Editor of each of the official publications of the Association shall be responsible for the editorial management of the publication. The Editor shall have the authority to appoint such special issue editors as the Editor may deem necessary. Each Editor must work within the policies established by the Committee on Publications and within the budget set by the Council.

– ASA By-Laws, Article IV, Section 4

New editors of ASA journals and the ASA Rose Series experience profound changes in their daily concerns— their priorities shift from research and teaching to evaluating manuscripts and getting them published. It is the intent of this Publications Manual to guide new editors as they begin their new editorial responsibilities. This manual is a product of the Committee on Publications of the ASA, whose responsibilities are established in the ASA By-Laws. (See Appendix A for relevant sections of the By-Laws.)

In this manual the term “journal,” when used, refers to ASA journals and also to the ASA Rose Series and other peer-reviewed occasional volumes or series. The procedures and policies described within apply to all peer-reviewed ASA publications.
I. ASA Publications Structure

As editors begin their new responsibilities managing an ASA publication, they may find it helpful to gain an understanding of the ASA committees and personnel who are there to support and guide them in their efforts.

A. COMMITTEE ON PUBLICATIONS

The Committee on Publications is composed of 11 voting members: nine elected by the membership plus the ASA Past President and Secretary. The Committee provides general direction for ASA publications, subject to the approval of ASA Council. These publications include: the American Sociological Review, Contemporary Sociology, Contexts, the Journal of Health and Social Behavior, Social Psychology Quarterly, Sociological Methodology, Sociological Theory, Sociology of Education, Socius (open access), Teaching Sociology, and the Rose Series in Sociology. The Committee is also responsible for overseeing aspects of any ASA section journals, currently City & Community (Section on Community and Urban Sociology), Journal of World-Systems Research (Section on Political Economy of the World-System), Society and Mental Health (Section on Sociology of Mental Health), and Sociology of Race and Ethnicity (Section on Racial and Ethnic Minorities).

The Committee also advises Council with respect to each of Council’s responsibilities relating to publications. The Committee meets twice a year, once in the winter and once during the ASA Annual Meeting in August. The Chair of the Committee on Publications, in consultation with ASA’s Publications Department, is responsible for preparing the agenda for these meetings.

While ASA editors are not members of the Committee on Publications and have no vote, editors are invited to attend open sessions of the Committee’s meetings. (For the winter meetings, co-editorships are asked to select one representative to travel to the meeting.)

The nine elected members of the ASA Committee on Publications serve three-year terms, with three members rotating off in August each year following the Annual Meeting. The Committee elects a chair from among those elected members who have served at least one year on the Committee. Due to the continuing nature of Committee responsibilities, it is preferred practice to select as chair an elected member who has two years remaining in his or her term.

The Committee is responsible for recommending to Council a slate of candidates for each ASA editor position that will become vacant. The details of the editor-selection process appear in a Committee on Publications document titled “Materials for Editor Selection,” which is available online or upon request from the ASA office. Approximately 18 months in advance of a new editorial term, the Committee invites potential candidates to apply and a call for self-nominations is published in Footnotes, ASA’s newsletter. Based on the applications received, the Committee forwards a ranked list of editorial candidates to ASA Council for formal approval and appointment.

An additional responsibility of the Committee on Publications is to review and approve editors’ appointments of Deputy Editors, Associate Editors (editorial board members), and any other type of editor whose name appears on the masthead of an ASA publication. The...
Committee is also responsible for periodically reviewing the ASA publications portfolio and evaluating the degree to which the purposes of the Association’s publications program are being achieved. The Committee must report promptly to Council regarding needed modifications to the publishing or editorial processes or other Committee concerns, such as a decrease in the number of manuscript submissions or an increase in publication delays, and include any and all recommendations from the Committee in these reports.

From time to time, the Committee may create subcommittees to address specific concerns or projects. The Committee Chair will specify subcommittee membership and mandates at the time of appointment. Budgets for the support of such committees, if necessary, must be reviewed by the Committee on the Executive Office and Budget.

B. ASA Council

ASA Council is the governing body of the Association, except where the Association’s Constitution and By-Laws delegate governing functions to other officers or to committees. As the governing body, the Council is responsible for the formulation of ASA policy and for the general direction of the affairs of the Association. The Executive Officer and the editors of all publications sponsored by the Association are appointed by Council.

With respect to publications, Council, with the advice of the Committee on Publications, is responsible for (1) formulating publications policy; (2) approving new publications or major modifications to existing publications; (3) appointing editors to publications, extending editorial terms, or, in extreme cases, removing editors; (4) reviewing the size and composition of the editorial boards of ASA publications; (5) approving all actions of the Committee on Publications that provide “general direction” for ASA publications; and (6) overseeing the financial management of ASA publications, and maintaining their scholarly standards and compliance with ASA policy.

C. Committee on the Executive Office and Budget

The Committee on the Executive Office and Budget (EOB), chaired by the current ASA Secretary, is responsible for reviewing the annual budget for all Association activities and also oversees the operation of the Executive Office. The annual budget proposal is prepared for Council review and approval with the cooperation of the Secretary, Executive Officer, and, as needed, the Committee on Publications. Editors must submit their budget proposals to the Executive Office for review by the EOB. Generally, ASA requests annual proposals in October of each year.

All actions of the Committee on Publications (including those proposed by editors) that have fiscal implications must be reviewed by the Executive Office and Budget Committee.

D. The ASA Executive Office
The Executive Office, under the direction of the Committee on the Executive Office and Budget, transacts the business of the Association. It serves as the headquarters for the Association and is responsible for implementing the actions and policies of Council and for coordinating Association activities. As hub of the Association, the Executive Office is responsible for monitoring all budget expenditures, including those related to ASA publications.

With respect to ASA publications, the Executive Office (in coordination with its publishing partners) is responsible for printing and mailing ASA journals, advertisements submitted to ASA publications, and publication promotions; maintaining subscription records and data; managing reprint permissions and copyright arrangements; processing exchange subscriptions; updating journal information on the ASA website; and other oversight responsibilities (e.g., compliance with postal regulations, expenditures, as they reflect budgets, purchase of equipment). Editors who have questions on these matters should contact the Executive Office.

The Executive Officer manages the central office and has jurisdiction over the business details of all Association’s publications. The Executive Officer (or his or her designate), in consultation with the Chair of the Committee on Publications, also prepares the tentative agenda for meetings of the Committee on Publications and is responsible for providing supporting materials (e.g., financial data, subscription totals) for these meetings.

The Director of Publications at the Executive Office, with guidance from the Executive Officer and the Committee on Publications, oversees the efficient operation of ASA publications. Should editors need reference materials, answers to procedural questions in their journal offices, or guidance on ASA policies, the Director is an excellent resource of information and support.
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, four 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 decisions 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; Socius—$5,000; and 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. All ASA editors (including editors and members of the Committee on Publications) have online access to ASA journals as a benefit of 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.
III. The Publication: Some General Concerns

A. Publication Design and Page Format

Most editors wish to make an impression not only on the content of their publication but also on the physical appearance of the publication itself. Thus, one of their first challenges is to consider the “look” of the publication, and also the design of letterhead and other office communication materials. Editors may make modest changes to the cover design of the journal upon consultation with and approval from the Executive Office.

Most ASA journal covers are printed on a standard white cover stock, with two ink colors. The Executive Office and the publishing partner can provide resources for editors in tackling a new cover design, and can also offer insights into printing techniques that stay within ASA’s limitations and still provide attractive variety in cover design.

For ideas and inspiration, look over the covers of recent and current ASA publications. The cover styles fall into two categories: simple covers with design elements and little type and covers carrying issue contents and masthead. ASA prefers conservative cover designs and colors. If the table of contents appears on the cover, it should be repeated within the first five pages of the issue to avoid loss of the contents should the cover be lost or damaged in the mail. In addition, design items appearing on the cover should always appear in the same place and in the same typeface. Editors’ names should not appear on a journal cover.

Journal covers and page design should not change frequently. If editors want to make a change, they may do so only at the beginning of their terms, concurrent with the beginning of their first volume year. The ASA does, however, recommend changing ink colors on the cover from year to year in order to distinguish easily between shelved volumes.

B. Page Allocations

Each ASA publication is allocated a specific number of pages to publish in a calendar year. This page allocation is recommended by the Committee on Publications, subject to the approval of Council. The allocation includes all printed pages, excluding the cover and any advertising pages.

These annual allocations are generally based on the allocations for the previous year, subject to annual adjustment upward or downward according to criteria such as the following: (1) the financial capability of the Association; (2) manuscript flow with due consideration for the quality of submissions; and (3) special issues or other special purposes germane to the purposes of the publications program. In addition, page allocations or restrictions are defined by the publishing contracts negotiated between ASA and the publishers.

Page allocations affect journal budgets, printing schedules, and subscription and advertising rates. An editor ordinarily publishes the number of pages allocated to the publication in a given year, although filling all pages is not mandatory. However, a recurring and significant decrease in the number of pages published will be viewed by the Committee on Publications as a potential issue of concern.
Editors are expected to self-monitor their use of the pages allocated to their publication. In keeping count, they should include pages presenting articles or reviews, introductory pages (e.g., editorials, notices) and the table of contents (both sides of the page). Excluded from the page allocation count are the front and back covers and all advertising pages.

The current approved base annual allocations ASA journals are:

- *American Sociological Review*: 1,298
- *Contemporary Sociology*: 916
- *Contexts*: 288
- *Journal of Health and Social Behavior*: 556
- *Social Psychology Quarterly*: 420
- *Sociological Methodology*: 400
- *Sociological Theory*: 390
- *Sociology of Education*: 390
- *Teaching Sociology*: 442

The Committee on Publications reviews page allocations routinely at its meeting each August. At that meeting, the Executive Office makes available over-time data on manuscript submissions, acceptance rates, and page usage for all ASA journals. If an editor wishes to make a request for a one-time or permanent increase in the base page allocation of a journal, that request should be submitted to the Executive Office no later than June 30 of the year prior to the volume year addressed in the request. That request will be added to the agenda of the Committee on Publications for the August meeting. If the Committee recommends approval of the request, that recommendation will be forwarded to the Executive Office and Budget Committee and ASA Council for final approval.

C. ADVERTISING/PROMOTION

Editors need not be concerned with the advertisements that appear in their publications. The publishing partners manage all advertising and advertising sales, guided by policies approved by the Committee on the Executive Office and Budget. Advertisements accepted for publication in ASA journals must meet legal, professional, and ethical considerations. In addition, advertisements should be compatible with the scholarly nature of ASA’s publications.

D. HOUSE ADS

House advertisements are ads produced by ASA to promote its own publications, products, and meetings to the readership. The Executive Office creates these ads and submits them to the publishing partners. For examples, editors can look at any recent ASA publication.
IV. Budgets, Office Expense Reimbursement, and Reports

A. ASA’s Publications Program Budget

ASA’s publications program encompasses a large portion of ASA’s financial commitment and, in fact, publication sales contribute substantially to ASA revenues. For example, in 2014 activity relating to publications accounted for nearly 43 percent of total income, but only 14 percent of ASA’s total expenses.

In the fall of each year, the Committee on the Executive Office and Budget prepares the publications budget based on previous years’ figures and recommendations from the Committee on Publications and the Executive Office. Final approval of this overall budget is granted by Council each January or February.

B. Editorial Office Budgets

Editors of ASA journals are responsible each fall (usually in October) for submitting to the Executive Office reasonable anticipated editorial office expenses as part of their annual budget. These expenses include clerical help (salaries, including fringe benefits), equipment rental/purchases, stationery and supplies, postage, telephone, and photocopying. (See Appendix D for a sample budget proposal form. Form for use by ASA editors is available for download.)

Annual editorial office budgets, which should represent reasonable and realistic projections of office expenditures and their justification, must be approved by the Executive Office and then the Council. Editorial office budgets are not expected to change dramatically from editor to editor, although fluctuations may occur for different institutional circumstances. Pending this approval (which typically occurs by early February), editorial offices are authorized to continue expenditures at the prior year’s level. Budgets approved by Council with revisions recommended during the review process will be returned to editors for their files.

During an editorial transition, the outgoing editor must budget for the new editorial office. This is often difficult, as budgeting must be completed in October, before the editor-elect is selected. The best practice is to project costs for the new office based on current operating expenses plus costs for setting up the new office (e.g., equipment, office supplies). It is wise to include travel expenses for the editor-elect or incoming managing editor to make one visit to the outgoing editor’s office should such a visit be deemed beneficial.

C. Methods of Payment and Reimbursement of Office Expenses

ASA does not provide the entire editorial office annual budget amount in a lump sum for use at the editor’s discretion. Editors, or their institutions or departments, must submit monthly expense statements to the Executive Office for reimbursement. Editors are expected to stay within the budgets approved by Council and to report all expenditures to the Executive Office. Monthly statements should be accompanied by adequate documentation of expenses.
1. Institution Accounts
   Whenever possible, editors are encouraged to make arrangements for their institutions to handle the receipt and distribution of office expense funds. This is often done through a grant to the institution from ASA. ASA provides an advance on expenses (not to exceed two months’ average expenses) to the institution, and the institution in turn provides the editor with needed services. The institution should provide the editor with a monthly accounting of expenses, which the editor must verify, approve, and then forward to the ASA office for reimbursement to the institutional account. By reimbursing the institutional account monthly, the initial advanced balance is maintained throughout the editor’s term. When the term ends and the account is closed, the editor is responsible for instructing the institution to return the unused portion of the balance to the ASA Executive Office.

2. Non-Institution Accounts
   For editors not located at institutions or who hold positions at institutions unwilling or unable to process editorial office expenses, publication checking accounts may be opened at a location convenient to the editorial office and in the name of the publication. Two signatures are required (usually the editor’s and the managing editor’s); editors should use ASA’s tax exempt number (13-562-6343) when opening the account. Monthly expense statements must be submitted to the Executive Office for reimbursement to the publication checking account. Bank statements should be forwarded quarterly to ASA. Upon closing the account, all remaining funds should be forwarded in a check payable to the ASA.

D. Reimbursement Form
   Please use ASA’s reimbursement form (or a reasonable facsimile) when requesting reimbursement. See Appendix E. Form for use by ASA editors is available for download.

E. Annual Reports
   It is ASA policy that all editors submit Annual Reports to post on the ASA website. Editors’ annual reports provide information on manuscripts received, pages published, and editorial decisions made during the reported year. Reports must cover the previous calendar year (January 1 through December 31) and are due in the Executive Office by March 15 each year. These reports are typically published on the ASA website in March. (See Appendix F for an example of the annual summary report table as posted online. Form for use by ASA editors in preparing their report is available for download.)
V. The Transition: Starting a New Editorial Office

Editors-elect should begin planning for the editorial transition immediately upon their appointment. However, under no circumstances may editors-elect set up an editorial office more than six months before the start of their official term of service (January 1). Editors-elect should take full advantage of the prestige associated with their publication when negotiating with their institutions for potential contributions-in-kind of office space, equipment, clerical assistance, and other needed supplies and facilities. And this is the time, of course, to make all financial arrangements for your publication with your department and your institution (see Section IV above).

During the first six months a new editorial office is in operation, both the outgoing and incoming editorial offices are functioning at varying levels. This overlap provides for a “gentle” transition period for both offices, allowing a gradual phasing in and phasing out of editorial activities. Editorial responsibilities during this transition time should be negotiated between the outgoing editor and the editor-elect.

The start-up costs for the new office will have been estimated by the outgoing editorial office in its transition-year budget, submitted during the fall prior to the appointment of the new editor. At the time of appointment, the incoming editor will be contacted by the Executive Office and given an opportunity to discuss and submit modest revisions to the estimated budget.

A. Mission Statement for the Publication

The editor-elect may choose to modify the publication’s “mission statement.” (See Appendix G for journal mission statements.) If the editor-elect’s statement represents a significant modification, it must be approved by the Committee on Publications prior to the transition of editorial offices. The approved mission statement and notice of the editorial transition will be published in Footnotes and on the ASA website in advance of the new editor’s term; the editor-elect may request space from the outgoing editor or from editors of other ASA publications.

B. Manuscript Redirection Dates

After an editor-elect has been selected, the outgoing editor should contact the editor-elect, and between them they should decide on the date when authors should send their manuscripts to the new editor. The outgoing editor must inform the ASA Director of Publications and publish this redirection date in appropriate issues of the publication. The redirection date and new editorial office address will appear in Footnotes and on the ASA website.

In addition, the two editors should decide on a redirection date for manuscripts that are in revision, as there are additional considerations with these (see Section II.D). This date is generally later than the redirection date for new manuscripts. They should also negotiate the number of accepted manuscripts the outgoing editor will pass on to the editor-elect for the first issue or two of the new editorship.
C. SUPPORT STAFF

Editors of journals with fewer manuscript submissions may be able to use employees available at their institution through their departments; journals with more substantial submission numbers will need to recruit one or more employees. When the editorial office first opens, the need for office assistance may be greater or less than it will be when the office is fully operational, depending on the roles the editors and other employees are filling. A new or prospective employee should understand that the hours worked per week might fluctuate, depending on the smoothness with which the journal responsibilities are transferred (also see Section II.J).

An editor’s institution can provide information regarding hiring policies and salary levels, but Executive Office standards must be maintained.

There are two ways to pay support staff:

1. Through the Institution. When an editor hires an employee through his or her institution, the institution handles pay scales and raises, withholding taxes, fringe benefits, and so on. ASA prefers this method of hiring, especially if an editor’s general office expenses are also managed through the institution through a grant from ASA. In this case, ASA issues a nominal advance of funds to the institution at the beginning of an editorial term to ensure that the institution does not suffer negative financial consequences. Institutions are then expected to submit timely (monthly is preferred) statements of expenses for reimbursement so that the advance is maintained throughout the editorial term. At the end of the editorial term, the editor is responsible for ensuring the advance is returned to ASA, less any final expenses related to the editorial office.

2. Independent Contractors. If an editor’s home institution is unwilling or unable to allow the hiring of an editorial staff person as an institution employee, the editor may hire an independent contractor and pay him or her a fixed hourly rate. Invoices from the independent contractor should be approved by the editor and forwarded to the ASA for payment. Independent contractors are not eligible for benefits (e.g., health insurance, sick or vacation leave, disability insurance), and ASA cannot withhold taxes on their behalf.

Some editorial offices (particularly those with no full-time employees eligible for benefits) may elect to maintain a checking account (with an advance from ASA). This account can be used to directly pay independent contractors and other office expenses. In this instance, the editor must send prompt monthly reimbursement requests to ASA so that the editorial office expenses do not exceed the money advanced.

D. OFFICE SPACE

If an editor’s own office is too small to accommodate journal files and clerical staff, the editor’s institution usually can provide additional office space. However, it should be made clear to the institution that the Association will not pay overhead charges for editorial office space.
E. Office Equipment

Upon approval by the Executive Office, the editor may purchase the office equipment he or she needs for the efficient operation of the editorial office or may rent such equipment from an institution or another supplier. All equipment purchases or rentals must be pre-approved by the Executive Office. Receipts for equipment purchased should be sent to the Executive Office as part of the monthly expense statement. As stated earlier, ASA retains title to all equipment purchased with editorial office funds or other publications-related funds.

F. Stationery and Office Supplies

The incoming editor may purchase office supplies as needed to manage the manuscript review process. While rarely needed with the submission and review process managed online, if used, letterhead stationery must include the name of the Association, the name of the publication, and the editor’s name, institution’s address, e-mail address, telephone number, and fax number. The editor may also want to include the names of deputy editors, the managing editor, or other key office employees.

Office supplies should be ordered early on so that needed materials are on hand when the office gets up and running. Important items should be inventoried and reordered when supplies become low. Many universities have set up internal systems for ordering office supplies at low prices; editors should check with their department on this. Appendix H shows a sample list of inventoried office supplies.

In addition to the directories and guides supplied by ASA, two reference sources will be important to the functioning of the editorial office: (1) The Chicago Manual of Style, published by the University of Chicago Press, and (2) Merriam-Webster’s Collegiate Dictionary, either online or hardcover. These two references will help guide the editor and the managing editor in making spelling, usage, and style decisions not covered by the ASA Style Guide. Purchasing these early in the editorial term will help greatly to answer many questions.

G. Postage

Aside from Contemporary Sociology, which mails books out for review, editorial offices usually have minor postage expenses. Postage expenses during the transition months will have been budgeted for by the outgoing editor.

Base postage estimates on the current rates for U.S. first-class mail and add an adjustment, if necessary, for sending items via airmail to foreign countries.

H. Telephone/Fax

Editors with an editorial office at an institution may arrange for a phone extension to be installed so that editorial-related telephone expenses can be billed to ASA if necessary. However, editors should also explore the willingness of their institutions to absorb all or a portion of the office telephone expenses, particularly as most editorial correspondence is managed through e-mail or the online submission and review system.
I. MANUSCRIPT FILES

The editor and editor-elect should jointly decide which manuscript files should be transferred to the new office and the date of transfer. Generally, all manuscripts currently in review are sent to the editor-elect along with selected manuscripts that are being revised by their authors. The outgoing editor is responsible for “cleaning up” all matters pertaining to her or his editorship and clarifying the status of all manuscripts in the files.

Accepted manuscripts should be retained for one year (365 days) post decision. Rejected manuscripts, or those invited to be revised and resubmitted, should be retained for 18 months (540 days) after decision. The Committee on Publications considers the submission and review process confidential; manuscripts are retained after decision for administrative purposes only. There will be occasions when an editor or editor-elect may want to refer to these files, such as if he or she suspects that a submission could be a reworked version of a previously rejected manuscript. Almost all manuscript files are now maintained online in the review and submission system, but hard copies of manuscripts that are not available online should be retained using the same guidelines.

Files on manuscripts that authors have been asked to revise and resubmit should be kept by the outgoing editor until an agreed-upon date so that editorial decisions on revisions can be made as much as possible by the outgoing editor. This transfer date is generally somewhat later than the date for transfer of manuscripts currently in review to allow the outgoing editor and authors revising papers enough time to negotiate any decisions on manuscripts that are close to being ready for publication.

J. SOFTWARE AND MANUSCRIPT TRACKING SYSTEMS

New editorial offices will need word processing and spreadsheet software, e-mail software, and Internet access. Adobe Acrobat is also useful to create PDF files. Some editors may also find that basic accounting software (such as Quicken) can help with budgeting and tracking office expenses, although these tasks can usually be handled by the institution’s accounting system.

ASA’s publishing partners offer access to ScholarOne’s Manuscripts free of charge and ASA requires editors to use the web-based program for tracking manuscripts and sending manuscripts out for review. (See Appendix I for a copy of the User’s Manual.)

K. PUBLICATIONS OFFICE WEB SITES

The American Sociological Association web site displays information about all Association publications. Editors may choose extra information to display on the individual journal webpages or on the journal’s webpage on the publishing partner’s website. ASA typically discourages journal webpages maintained outside of the ASA and publisher web sites.
VI. Manuscripts and the Peer-Review Process

A. Manuscripts Eligible for Submission to ASA Publications

All manuscripts submitted to ASA publications must be original works that have not been published elsewhere. In this age of electronic publications, editors occasionally have difficulty determining whether a manuscript that has appeared on a web site should or should not be viewed as being published previously. The following guidelines, provided in 1997 (and updated in 2011) by the ASA Committee on Publications, are intended to guide editors as they ponder the question of previous publication:

1. ASA authors may post working versions of their papers on their personal web sites and non-peer-reviewed repositories. Such postings are not considered by ASA as previous publication.
2. Authors that choose to post their working papers on their personal web sites are advised to protect their copyright by including a disclaimer on the paper itself. As ASA editors have an interest in protecting authors' copyright, they should advise authors of this practice whenever possible. ASA suggests that authors use the following disclaimer:
   Copyright 20__. Name of author. All rights reserved. This paper is for the reader's personal use only.
3. Articles that have appeared in a peer-reviewed "electronic collection" or as part of a peer-reviewed "paper series" on a web site are considered by ASA to have been published previously and may not be submitted to an ASA publication.
4. Once a submitted article has been accepted for publication, authors must, if possible, modify manuscripts or headers in non-peer-reviewed electronic collections (including their own personal web sites) to indicate that the paper is forthcoming in an ASA journal. Once the article is published, authors should modify manuscripts or headers to indicate that a revised version of the paper is now published, and should include a complete citation to the published paper.

B. Submission of Manuscripts

Brief instructions to authors regarding how to prepare their manuscripts for submission, where to send it, and so on, should appear in each issue of all ASA publications. Editors should refer to a recent issue of their publication for an example. A complete “Notice to Contributors,” which includes details of preparation, including examples of reference formats, is published once or twice a year, depending on the journal. (See Appendix J for a sample notice). Authors are asked to follow all directions carefully. Failure to do so is grounds for prompt return of the manuscript or a significant delay in the peer-review process.
Authors submitting manuscripts to ASA publications must not submit elsewhere while their manuscript is under review. The following ASA policy statement regarding the ethics of submitting a single paper to multiple journals at the same time should appear on the back side of the table of contents of each issue of all ASA journals. (See section 15 of the Code of Ethics, which applies to submitting manuscripts.)

“Submission of a manuscript to a professional journal clearly implies commitment to publish in that journal. The competition for journal space requires a great deal of time and effort on the part of editorial readers whose main compensation for this service is the opportunity to read papers prior to publication and the gratification associated with discharge of professional obligation. For these reasons, the American Sociological Association regards submission of a manuscript to another journal while that paper is under review by an ASA journal to be a violation of the ASA Code of Ethics.”

1. Processing Fee
Authors are required to include a processing fee of $25 for each paper they submit for review; this fee is waived for student members of the ASA and does not apply to “Comments” or “Letters to the Editors.” Editors may choose to waive this fee for invited manuscripts; the fee is also waived for revised manuscripts. The fee is to be paid when the article is submitted electronically. This fee is not refundable.

2. Acknowledgment to Author
The Committee on Publications policy requires that editors acknowledge the receipt of each manuscript. In addition, editors should notify an author of the status of the manuscript at about three months after receipt. If a decision has not been reached by this time, the editor must correspond with the author, describing the status of the manuscript in the review process so that the author has an opportunity to decide whether to continue in the review process. The manuscript-tracking software can be set up to remind the editor if a review deadline is approaching.

3. Protection of Unpublished Manuscripts
An author is protected by copyright law against unauthorized use of her or his unpublished work; accordingly, an unpublished manuscript is considered a privileged (confidential) document. Editors and reviewers therefore may not circulate, quote, cite, or refer to the unpublished work, or use information in the work to advance their own work or instructional programs, unless they obtain specific written permission for this use from the author. For example, a reviewer may ask the editor to contact the author(s) giving permission for her or his name to be divulged to the author for the purpose of making contact. The author, of course, may accept or reject this opportunity, as a manuscript is the author’s private property until it has been accepted for publication and the author(s) has signed ASA’s copyright transfer agreement (see Appendix K).
C. COMMENTS AND REPLIES

When an editor receives a comment, unsolicited or solicited, on a recently published article, she or he is under no obligation to publish it. If an editor decides that a comment merits consideration, it is customarily sent through the normal peer review process. The editor may choose to include the author of the original article as a reviewer. If, after review, the editor believes that the comment should be published, he or she generally informs the author of the original article that a comment will be published. However, the editor is not obligated to do this. The editor may also choose to invite the author of the original article to prepare a reply to the comment.

At the editor’s discretion, a reply may also be subject to the same editorial review and decision process. Once an editor decides to publish a comment, or a comment with a reply, he or she should assign a number of journal pages, with the pages shared by the critic and the original author. The reply may appear in the same issue as the comment or in a later issue. The exchange normally ends there.

If an editor invites a comment on an article with the intention that the comment will appear in the same issue as the article, under no circumstances may the author be allowed to revise the article after the comment has been written.

D. MANUSCRIPT SUBMISSION RATE

The manuscript submission rate—the number of manuscripts submitted to an editorial office during a period of time (per month or per year)—determines the editor’s workload and may be used as a factor to propose a change in the annual page allocation. Monitoring the manuscript submission rate helps an editor to gauge whether she or he is accepting more papers, or accepting them at a faster rate, than can be published within a given number of pages.

An editor who receives more publishable papers than can be published within a journal’s page allocation in a year experiences a growing production queue (backlog). The editor may wish to control the backlog by accepting only the most important, major contributions (thus raising rejection rates) or by increasing the publication lag of the journal (thus having authors wait longer to see their articles in print). However, if journal space is being used efficiently and it becomes clear that the editor needs more pages for worthy articles, that the substantive area of a journal is growing, or that the production queue or publication lag is excessive, an editor may request an increase in the page allocation or propose to the Committee on Publications that a journal’s area of coverage be redefined.

In the opposite situation, an editor who experiences a decrease in manuscript submissions (or in the number of acceptable manuscripts) should examine possible reasons: shifts in the field, competing journals, and so on. If a difficulty in filling allocated pages continues, the editor should meet the production deadlines by making needed adjustments in issue sizes based on the number of pages actually expected to be printed during the rest of the year. Because budgets and printing and subscription rates are based on the original page allocation, the editor also should consult with the Executive Office about possible adjustments in page allocation and make a proposal to the Committee on Publications for a
E. Receipt Date

The official receipt date of a new manuscript is the date it is ready to enter the review process. This means that all required parts of the manuscript are in hand; the manuscript processing fee (if required) has been paid; and an electronic copy (if required) has also been received. The editorial lag is calculated from this official receipt date. The receipt date for a manuscript accepted with revisions is handled the same as a manuscript going out for review.

For accepted manuscripts, the receipt date is the date on which the final version—the one ready to go to the copy editor—is received.

F. Editorial Lag

The editorial lag is the number of weeks between the official receipt date of a manuscript in review and the date of the editorial decision. To minimize publication delays and the time authors must wait for the editor’s decision, the editorial lag should be kept to no more than three months (about 13 weeks). If a final editorial decision has not been made within three months, editors should notify authors of the review status of their papers.

G. Production Lag

The number of months between an accepted manuscript’s accept-decision date and its appearance in print is called the production lag. Editors should try to maintain a production lag of no more than 8-10 months. When possible, accepted articles should be published online ahead of print, particularly if an accepted article will not appear in print within six months of the decision date. On the other hand, a lag that falls below 6 months may need to be monitored carefully so that issues continue to come out regularly. Controlling the production lag is particularly important during the final year of an editor’s term because, depending on what has been negotiated with the editor-elect, the outgoing editor will need to publish most of the accepted manuscripts in the final volume. (For editor transitions, the number of accepted but unpublished articles that need to be published in the new editor’s issues should be roughly one issue for a quarterly publication and up to two issues for a bimonthly publication. (See page 6, C. OVERLAP OF ACCEPTED ARTICLES BETWEEN EDITORIAL TERMS for additional information.)

H. Rejection Rate

The rejection rate is the number of manuscripts rejected during a calendar year expressed as a percentage of all manuscripts received (including both revised and resubmitted manuscripts) and decisions made during that same year. The ASA does not
stipulate a specific rejection rate. However, editors should monitor this rate regularly and note any consistent increases or decreases.
VII. Details of the Peer-Review Process

A. THE EDITOR’S RESPONSIBILITIES AND SOME ETHICAL CONSIDERATIONS

The editor is responsible for receiving and safeguarding submitted manuscripts through peer review, and for guiding accepted manuscripts through production, communicating regularly with authors and the publisher along the way. The editor screens all submissions, omitting clearly inappropriate manuscripts, and then sends the rest through the review process. (If in doubt about the appropriateness of a submission, the editor should send it out for review.)

Objectivity of Decisions

The editor makes an accept/revise/reject decision on each submitted manuscript not eliminated through the initial screening after receiving advice from two or more carefully chosen reviewers. Reviewers may be deputy editors, associate editors, “outside” ad hoc reviewers, or some combination thereof. The editor does not delegate responsibility for the decision on a manuscript’s disposition of the paper to the reviewers, whose function is advisory only. Before making each decision, the editor should evaluate the performance of the reviewers, try to reconcile inconsistencies in the comments and recommendations of the different reviewers, and whenever possible, ensure that the decision on the paper is consistent with the standards and criteria used for decisions on other papers. The editor may seek the advice of her or his deputy editors when difficulties arise or when a professional or personal relationship with the author(s) might undermine objectivity.

Authorship

ASA policies regarding questions of authorship and the acknowledgment of significant contributions to manuscripts are dealt with in the Association’s Code of Ethics (2018 edition). Editors must adhere to the Code of Ethics in all aspects of their work as editors, and should read and understand the Code, including especially the sections regarding Plagiarism, Authorship Credit, Publications Process, and Responsibilities of Reviewers. See Sections 13-16 of the Code of Ethics.

Plagiarism

If during the editor’s initial reading, or during the formal review of a manuscript, an instance of plagiarism is suspected, the editor may attempt to informally mediate a resolution by using the strategy from the policies and procedures of the ASA Committee on Professional Ethics (as stated in the ASA Code of Ethics). This approach is particularly appropriate when the author is a recent PhD or a graduate student. The most important lesson for authors to learn in such cases is that if they have indeed plagiarized another
author’s work they have seriously violated the *Code of Ethics*, as well as the general ethics of all scholarly professions.

An editor’s initial effort to address suspected plagiarism may be informal. For example, the editor could make a preliminary phone call to the author, noting the suspected violation and making sure the author understands the severity of the problem. Note, if the suspected plagiarism was discovered by a reviewer, the editor must protect the confidentiality of the blind review process. Subsequent to this conversation, the editor would follow up with a formal letter to the author and send a confidential copy to the Chair of the ASA Committee on Publications. This letter should state that, regardless of the favorability of the reviews, the article, or any subsequent revision of it, will not be published in the journal, and that the review process has been halted on the basis of this discovery.

Editors have the discretion to decide whether this consequence (immediate rejection of the manuscript and confirmation of this action to the Committee on Publications) is sufficient. However, if a situation were to come before an editor that was more egregious, and if the author is a member of the ASA, attention could be—and probably should be—brought to the attention of the Committee on Professional Ethics. If the author is not an ASA member, the editor may bring the situation to the attention of the Chair of the Committee on Publications (as stated above) for an appropriate response.

**B. PROCESSING AND TRACKING MANUSCRIPTS**

Currently, most editors use ScholarOne’s Manuscripts to process and track manuscripts. However, an incoming editor can choose the method that seems most efficient to him or her and that enables accurate and continuous tracking of each confidential manuscript that enters and leaves the office. The editor, or any author inquiring about the status of a manuscript, must immediately know a manuscript’s current status in the peer-review process. It is the editor’s responsibility to ensure both the confidentiality of manuscripts and the timely and accurate delivery of information to authors about the status of their manuscripts.

Whether an editor chooses to use Manuscripts, another electronic tracking system, or a system combining electronic files and standardized ways of handling the physical manuscripts and computer files, there are several important steps that must be followed. These include:

**1. A Standardized System for Processing New Manuscripts**

*Check to make sure the author(s) have included all required items:* The corresponding author should have enclosed a cover letter; the complete manuscript file (including title page, abstract, text, endnotes, references, tables, figures/illustrations); and the $25.00 submission fee.

If one or more required items are missing, contact the author to request missing materials. The manuscript cannot enter the review process until all items are in hand.
2. A Way to Inform the Author(s) that the Manuscript Has Arrived

The manuscript-tracking program should be set up with an e-mail response to acknowledge receipt of the manuscript, inform the author of the manuscript log number, and promise a status report within three months.

3. A Double-Blind Peer Review System

When sending manuscripts to reviewers, an editor should keep the reviewers’ identities from the author(s) and keep the authors’ identities from the reviewers. On receipt, and before entering peer review, all manuscripts should be thoroughly checked (both text and reference lists) and identifying references should be removed. If the author has been careless and many such references appear on the pages, the editor should return the paper and ask the author(s) to prepare it for a double-blind review.

All manuscript copies sent to reviewers should be identified only by manuscript number and title.

All reports to the author from reviewers should be identified only by manuscript number and title.

Likewise, all confidential reports from reviewers to the editor should be identified only by manuscript number and title. Reviewers should be aware that their reports to the editor will NOT be shared with the authors.

4. “Tickler” Systems

Any manuscript tracking system should track two time-sensitive events that are crucial to the editor in his or her efforts to maintain a reasonable editorial lag (three months or less between manuscript receipt and decision date): late reviews and “old” manuscripts in review.

(a) Late reviews. Editors must know if a reviewer or associate editor is late in returning a review, as editors depend upon reviews in making their editorial decisions within appropriate time limits. A peer-review system should identify late reviews at approximately four weeks after review requests are sent; then again at six weeks, eight weeks, and ten weeks. “Late” reviewers should be informed (by telephone or e-mail) at these times that their review has not been received but is still very much needed (see Appendix L for sample “reminder” letters). Generally, if a review is not forthcoming after about two months, it is advisable to assign an additional reviewer—one who can turn around a review quickly.

(b) “Old” manuscripts in review. Because one of an editor’s responsibilities is to return a decision to author(s) in three months or less, editors must know which manuscripts have been in review the longest. If a manuscript has been in the system for two months or more, editors should make substantial efforts to secure any outstanding reviews and to make the editorial decision within the three-month target interval.

6. Reports
The manuscript-tracking software can produce a number of reports easily to ensure the editor can manage the peer-review system and track manuscripts efficiently through production. Editors will need to view a summary of editorial activity for given time intervals. For example, editors want to keep track of the numbers of manuscripts submitted, editorial lags, production lags, rejection and acceptance rates, and so on. Knowing these statistics help an editor guide her or his efforts, and those of the office staff. These statistics also are needed for reporting to the ASA, which requires an annual summary of journal office activities. (See Appendix F for a sample report and Appendix I2 for using SAGETrack to pull the data for the annual report.)

In addition, the manuscript-tracking system can produce a report on reviewer performance (e.g., reviewers who are currently working on reviews, manuscripts a reviewer was assigned, which reviews have been completed, what recommendations were made, average review turnaround time). Manuscript reports show the editor the manuscripts currently in review. Reports of manuscripts under revision help an editor identify the manuscripts most likely to be successful on the next round or two of reviews. In planning the content of journal issues, editors also find it useful to view reports of accepted manuscripts: the number currently in queue for production, and so on.

C. Selecting and Tracking Reviewers

Reviewer selection should be made on the basis of the editor’s knowledge of the competence, conscientiousness, and fairness of potential reviewers. If editors lack knowledge of a potential reviewer for a paper, they should consult with others (e.g., deputy editors) who might be more knowledgeable. Selection of reviewers should be made carefully, never randomly or haphazardly, from lists of volunteers or of persons classified according to their specialties. ASA can provide copies of its membership and faculty directories, which can help editors in this regard. Editors should try to include women and minorities among the reviewers, but in no case should the choice be made without knowledge of the qualifications of the reviewer. Scholars whose work is criticized in a paper may serve as a reviewer of that paper, but only if the editor takes the potential bias of the reviewer into account when deciding the disposition of the paper. Although exceptions may be made when there is a dearth of qualified reviewers, departmental colleagues, former students, former professors, close friends, or those believed to have any enmity toward the author(s) should ordinarily not be used as reviewers. Authors may suggest potential reviewers for their papers, but editors should evaluate each suggestion carefully before making an assignment.

1. Number of Reviewers

Editors must assign a minimum of two reviewers to each new manuscript sent through the review process (including research notes and comments), and it is often desirable to use three or more reviewers. When the recommendations of the first reviewers are sharply divergent, or when one or more of the original reviewers fails to return a review, the advice of additional reviewers should be sought.

2. Promptness of Reviewers
The editor is responsible for making an editorial decision on submitted manuscripts within a reasonable period of time—preferably within three months of the date the manuscript is received. Each reviewer is given a deadline, generally four weeks from the date the review request is sent out and should be contacted if he or she does not meet this deadline. If prompting does not result in a completed review and recommendation within two weeks, it is often wise to assign an additional or replacement reviewer.

3. Instructions to Reviewers

A cover letter or instruction sheet should accompany all manuscripts sent to reviewers. In these instructions, the editor tells the reviewer that if the review cannot be completed by the assigned deadline, the reviewer should alert the editor immediately. The letter or instruction sheet also lists any criteria that the editor wants reviewers to emphasize and states the conditions under which the person should not review the manuscript. Such conditions include the following: (a) the person has previously reviewed the manuscript for another publication; (b) the person feels (for whatever reason) that he or she could not objectively evaluate the paper; and (c) other conditions specified by the editor. (See Appendix M for a sample cover letter.)

4. Blind Reviews

It is the practice of ASA journals to use a “double-blind” review process—that is, authors do not know the identity of the reviewers, and reviewers do not know the identity of the authors. All author-identifying references (e.g., the manuscript’s title page and all internal references identifying the author) are removed from the manuscript before it is sent to reviewers. Reviewers are not asked to sign comments they write for authors. However, a blind review process is not required by ASA, and editors may deviate from this if there is a good reason to do so. Prior to providing a reviewer’s name to an author, permission must be obtained from that reviewer; prior to providing an author’s name to a reviewer, permission must be obtained from the author. Reviewers who wish to identify themselves in their comments should be allowed to do so.

D. Feedback to Reviewers

It is the practice of ASA journals to inform all reviewers, whether they are editorial board members or outside reviewers, of the disposition of manuscripts they have reviewed. Reviewer feedback ordinarily includes a blind copy (author’s name and address removed) of the editor’s letter to the principal author and copies of the reviews returned by the other reviewers. It is generally efficient to send these letters at the same time as the decision letter is sent to the author. (See Section VIII on Editorial Decisions.)
VIII. Editorial Decisions

A. Decision Options

The editor may dispose of a reviewed manuscript in four ways. In all cases, authors should be informed of the editor’s decision. All manuscript reviewers also should be informed of the editor’s decision and of other reviewers’ comments (see Section VII.D above).

The four possible editorial decisions are:

1. Reject without review: Not considered appropriate for the journal. The editor should send a letter of explanation.

2. Reject: Based on advice from reviewers and/or the editor’s own reading.

3. Revise and resubmit (R&R): Reject this version, but invite author to revise the manuscript and submit a new version.

4. Conditional accept: Accept on the condition that the author makes certain clearly specified revisions.

5. Accept: The editor requires no changes before publication, except for those made during copyediting.

The primary difference between “revise and resubmit” and “conditional accept” is that, for the former the revised manuscript is sent again through a review process; for conditional acceptances, the editor decides whether the new version is ready for publication without consulting additional reviewers.

B. Rejecting a Manuscript

Although letters of rejection may follow a common structure or format, each should be individually composed rather than being a form letter. The editor should concisely summarize his or her reasons for rejecting the author’s paper. Vague statements such as “The enclosed comments by one of the reviewers give some of the reasons for our decision” are insufficient, although it is appropriate to refer to reviewers’ comments if they adequately explain the reasons for the rejection. Dogmatic statements about the worth of the paper, or any implication that the journal’s evaluation of the paper is definitive, should be avoided. At times it is appropriate for an editor to suggest other publication outlets for a rejected paper. See Appendix N for a sample rejection letter.

C. Inviting a Revision

The handling of revised manuscripts is the source of many complaints from authors and causes much friction between authors and editors. Therefore, when, in the opinion of the editor, the needed revisions are not extensive and/or are not difficult, the preferred disposition is conditional acceptance rather than an invitation to revise and resubmit.
When an R&R is clearly the proper disposition, the letter from the editor should clearly state how the resubmitted manuscript will be handled (including whether one or more of the original reviewers will read the revised manuscript). The editor should give the author a specific deadline, after which the editor’s offers regarding how a revised manuscript will be handled will not necessarily hold. Whenever possible, the editor should send the revision to the original reviewers. Rejection of a resubmitted paper on grounds that could have been used to reject the first version would be seen rightly by the author as unfair, as it reflects either an inappropriate shift in standards or less-than-thorough evaluation of the first manuscript.

When the editor invites an author to resubmit, it is his/her responsibility to summarize the changes that would make the manuscript acceptable and to specify which reviewers’ comments (if any) are to be adhered to or ignored. It is crucial that in the letter to the author, the editor deal with contradictory or inconsistent recommendations made by different reviewers. See Appendix O for a sample letter requesting a revision. Generally in this letter, the editor asks the author to include with the revised paper a summary of the changes made in response to the reviews and the editor’s suggestions. The author should describe in this memo how he or she has addressed the reviewers’ and the editor’s concerns.

D. ACCEPTING A MANUSCRIPT FOR PUBLICATION

Letters of acceptance should state clearly whether the acceptance is outright or conditional. In the latter case, the conditions should be stated as clearly and completely as possible. The editor should give the author a reasonable deadline for receipt of the suggested or required revisions.

If the acceptance is outright, the editor’s letter should include an estimate of when the paper will be published. See Appendix P for sample letters accepting a manuscript for publication.

E. APPEALS

The ASA has no formal appeals process to be followed by authors of rejected papers. Editors should seriously consider authors’ complaints, however, and should deal courteously and professionally with even the most unreasonable dissatisfactions. Emotions can run high in such situations, so editors should remain sensitive to authors’ feelings. Should an author present evidence of carelessness, incompetence, or bias on the part of a reviewer, the editor may consider such complaints as grounds for reconsideration (after additional reviews). If disagreements between an author and an editor cannot be resolved, either person may bring the problem to the attention of the Committee on Publications.
IX. Production: Getting the Issue to Press

Beyond the depth and scope of the ideas a manuscript presents, manuscripts are judged on their clarity. Accepted manuscripts are generally well-written and well-structured papers whose content will be of interest to a wide segment of the ASA readership.

A. Communicating with Authors during the Production Process

It is important that the editor communicates regularly with the authors of accepted manuscripts during the publication process. The editor should make sure that authors are clearly aware of the production schedule, the issue in which their article will appear, and the editor’s and authors’ responsibilities in making this happen. The editor should be aware of the authors’ travel schedules, as travel can interfere with an author’s responsibilities. It is useful to have on hand some standardized letters and forms to streamline this communication. Appendix Q shows some examples.

B. ASA Style and Reference List Format

ASA publications require a common style. The format for references must ensure that authors acknowledge prior works so that readers can easily recover these same sources. Editors can most easily achieve these objectives by becoming familiar with and adhering to ASA style as represented in the official ASA Style Guide. A copy of the style guide is provided to every incoming editor of ASA publications.

For guidance on style and usage matters not covered in the ASA Style Guide, editors should refer to The Chicago Manual of Style (most recent edition), published by the University of Chicago Press. Another excellent reference source for usage guidance and spelling is the Merriam-Webster Collegiate Dictionary (again, refer to the most recent edition), which is available online or in hardcover. When there is uncertainty regarding the spelling of a word in text, editors should select the first spelling presented in the dictionary.

C. Preparing Manuscripts for Press

Although the editorial office does not undertake major revisions or rewriting of manuscripts, it is ASA policy to edit manuscripts and book reviews accepted for publication thoroughly in accordance with the accepted rules of correct grammar, usage, spelling, and punctuation. In addition, ASA style includes deleting redundant words and phrases and Americanizing all spelling. Sections of a manuscript that are unclear should be highlighted in editing for rewriting by the author. This is generally done by the publication’s managing editor or by the publisher’s copyeditors.

The editorial office returns all edited manuscripts to authors (either in hard copy or electronic form) for a final review before the articles are typeset. Authors should be instructed at this time to examine their manuscripts carefully for clarity and consistency and to ensure that none of the editing changes have altered the meaning they intended. Editors should keep in mind that most printers and publishers will require a “clean”
manuscript file for typesetting, so the electronic file must be made as perfect as possible. Many editors require authors to prepare the final electronic copy, which is then proofed by the managing editor prior to typesetting. The ASA Executive Office does not require that editors send final typeset proofs to authors.

For details on manuscript preparation that are not covered here or in the ASA Style Guide, see The Chicago Manual of Style. Appendix R presents a checklist of things to be done before an issue goes to press.

D. RELATIONS WITH THE PUBLISHER

ASA journals and other serial publications are produced by an external publisher, so manuscripts must be sent to production on a regular schedule. Allow enough lead time for journal issues to be published on time. The publisher will guide editors on setting the production schedule for each issue. It is important that editors understand early in their editorship their specific responsibilities and the lead times the publisher, so editors are wise to develop their relationship with the publisher during the first weeks of their editorship.

At this time, most ASA journal offices work directly with the publisher in preparing journal issues for press. Here are some steps that are generally followed:

1. **Final version is copyedited:** This can be done by the journal’s managing editor or by the publisher’s copyeditors electronically in a word-processing program (e.g., with “track changes” turned on to show the editing on screen and on the printed page).

2. **Copyedited version is sent to the author for approval or final changes:** The author can make changes in the editing at this point. The editor should stress that only under special circumstances will any further changes be allowed later in the production process. Editors usually ask authors to return a “clean” file to the editorial office.

3. **The author-approved copyedited version is prepared to send to the publisher for typesetting:** Generally this is the responsibility of the publication’s managing editor and involves checking to make sure that all changes were made in the word-processing file itself and carefully proofreading to make sure that no errors have crept into the file. Running the spell-check function at this point is a good idea, as is checking to make sure that all citations in the text appear in the reference list, and vice versa.

   In addition, footnotes are generally placed at the end of the file. Also, attention should be paid to special characters throughout the manuscript to ensure that they appear correctly in the typeset copy. For example, en-dashes are used instead of hyphens for minus signs and ranges of numbers. “Symbol” font is used for Greek characters. Spaces should be entered around equal signs and other mathematical operators. Em-dashes should be entered where required. On these details, editors should be guided by the publisher, and can also refer to The Chicago Manual of Style. Files generally can be sent electronically to the printer or publisher’s FTP site.

4. **Artwork:** All art must be submitted electronically, be compatible with the publisher’s production system, and be high resolution. On this, again, editors should consult with the publisher.
5. **Specify the order each article is to appear in the issue:** The publisher will create the table of contents based on the editor’s list when all articles are typeset.

6. **Changes to standing pages:** Any changes to “standing pages” (i.e., those that give post office information, subscription rates, and so on, generally on the inside front cover of journal issues), must first be cleared with the ASA Executive Office. (ASA’s second class mailing permit depends on the inclusion of correct information in each issue of every journal.) In addition, a “Statement of Ownership” form must appear in one issue during a volume year. The publisher will see that this is published in the appropriate issue.

7. **Notice to contributors:** Once or more each year, a “notice to contributors” should be published. This notice details the steps an author should take to submit a manuscript to the journal. See Appendix J for an example.

8. **Index, acknowledgments, errata:** At the end of each volume year, many ASA journals publish a list of the names of those individuals who have reviewed manuscripts during the previous year, thanking them for their contributions. In addition, a volume index should appear in the last issue of the volume year. Some publications print errata for the entire volume in the last issue as well.

**E. Transfer of Copyright and Reprint Permissions**

Each article submitted to an ASA publication remains the property of the author(s) until a formal transfer of copyright is made. Thus, all authors whose articles are accepted for publication in ASA journals are required to sign a transfer of copyright to ASA as a condition of publication. Authors (and co-authors) return these contracts to the editorial offices, and editors must have these signed forms in their possession before the article goes to press.

When an article is accepted for publication, the editor must send two copies of the transfer of copyright agreement to the author(s)—one to be sent to the publisher before publication and one for the author to keep. No journal issue is permitted to be printed without all transfer of copyright agreements signed and in the possession of the publisher. (See Section VI, A, 3, for more on copyright and refer to Appendix K for a copy of the ASA copyright transfer form.)

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**F. Voluntary Page Charges**

The publications policy of the ASA includes a system of voluntary page charges solicited from authors of articles appearing in ASA publications. This policy is designed to help ASA offset mounting publication costs. ASA requests a rate of $20 per standard published page (approximately 6” x 9”) to be paid entirely at the discretion of the author(s) and
presumably out of funds provided for this purpose in research grants. ASA also encourages authors unable to pay the page charge to make a voluntary contribution of any amount toward publication costs.

Voluntary Page Charge forms (see Appendix T) should be sent to authors by the editorial offices once an article has been accepted for publication. Forms should be returned by authors directly to the Executive Office.

The editor should not raise the question of payment of voluntary page charges until after an article has been accepted for publication. Payment or nonpayment has no bearing whatsoever on the editorial process or the publication schedule. This is a matter between the author(s) and the Executive Office, so the editor will not even be informed of the outcome.
Conclusion

This publications manual has summarized the responsibilities and concerns of ASA editors and their editorial staff, and has suggested organizational structures and strategies for managing editorial concerns. New editors hopefully have found this information to be enlightening and helpful. The intent, however, is not to present a “formula” for organization and operation. It is understood that editors will likely find that they must adjust some of the suggestions herein to fit the organizational structure of the university or institution within which they work. Please feel free to contact the Director of Publications should you have questions or uncertainties—she is there to help.

Appendix U summarizes the daily, weekly, monthly, and yearly activities of a typical ASA editorial office. Look it over and start envisioning your first months as editor-elect.
APPENDICES

A. By-Laws Relating to the Committee on Publications
B. Editor’s Contract
C. ASA Policies on Travel Reimbursement
D. Sample Budget Proposal Forms
E. Office Expense Reimbursement Form
F. Editors’ Annual Reports
G. Publication Mission Statements
H. Sample List of Inventoried Office Supplies
I. ScholarOne Manuscript’s User’s Manual
   12. Using SAGETrack to Pull Data for Editors’ Reports
J. Notice to Contributors
K. Transfer of Copyright Form
L. Sample Reviewer Reminder Letter
M. Sample Cover Letter to Reviewers
N. Sample Reject Decision Letter
O. Sample R&R Decision Letter
P. Sample Accept Letters: Conditional and Outright
Q. Sample Letters/Forms for Authors of Manuscripts in Production
R. Checklist of Things to Be Done Before an Issue Goes to Press
S. ASA Policies on Reprint Permissions
T. Voluntary Page Charge Form
U. Chart Showing Typical Daily, Weekly, Monthly, and Yearly Activities for ASA Publications Offices
FORMS FOR ASA EDITOR USE

A. **Annual Budget Proposal Form**

B. **Editorial Expenses Reimbursement Form**

C. **Editorial Activity Summary Table for Annual Report**