

Form 15

## **American Accounting Association Journal Activity Report**

Form 15 is designed to assist the editors, staff, leadership and membership of the Association to improve their understanding of manuscript workloads and acceptance rate profiles for each of the association sponsored publications. Given the unique editorial timetables and workloads of each publication, this document has limitations as a “one size fits all” template. Therefore Form 15 will be reviewed periodically and revised based on feedback from the constituent committees, editors, and staff. Please direct all commentaries to Lisa Habblitz, Publications Coordinator of the AAA Sarasota staff, with copies to the Vice President of Publications. [See contact and deadline information below].

The reporting timetable is designed to provide a basis for discussion at the meeting of the Publications Committee and Editors during the Association’s Annual Meeting in August. Completed forms should be sent to Lisa Habblitz at AAA Offices in Sarasota by July 1.

### Composition of AAA Form 15

Part 1: Annual Summary of Manuscript Service

Part 2: Acceptance Rates

Part 3: Page Count and Table of Content Analysis\*

Part 4: Other: Data on processing time.

Data on production cycle.\*

\*May be completed by AAA Staff when Editor so indicates

One of the most compelling arguments developed by editors during the revision process for this form involved the need to consider paying for a revision of the **Editor’s Assistant** software to enable it to produce these numbers without further duplicating effort or burdening the editors. Your comments regarding this suggestion are welcomed and should be sent directly to the Executive Director or to the Vice-President of Publications.

ADMINISTRATIVE ASSISTANCE: Lisa Habblitz, AAA Sarasota, (Email: [Lisa@aaahq.org](mailto:Lisa@aaahq.org) or  
Phone: (941) 556-4115).

SUBMISSION DEADLINE: July 1st annually

## American Accounting Association Journal Activity Report

**Date:** \_\_\_\_\_

**Journal:** \_\_\_\_\_

**Editor:** \_\_\_\_\_

**Including Data from:** \_\_\_\_\_ **to** \_\_\_\_\_

### *1. Manuscript Service*

|   | 20__ - __ | 20__ - __ | 20__ - __ | 20__ - __ |
|---|-----------|-----------|-----------|-----------|
| a. In process at start of year (Note A) | _____     | _____     | _____     | _____     |
| b. All Original Submissions (Note B)    | _____     | _____     | _____     | _____     |
| 1. Total available for evaluation       | _____     | _____     | _____     | _____     |
| 2. Less Editorial Reviews [Note C]      | _____     | _____     | _____     | _____     |
| c. Accept//Reject                       | _____     | _____     | _____     | _____     |
| d. In process at end of year [Note D]   | _____     | _____     | _____     | _____     |

---

Note A: (Indicate Year End Date: A June 30 year-end is recommended.)

Note B: Submission means new manuscripts, excluding revisions. Not including manuscripts that are rejected or referred to another journal without receiving the full editorial review.

Note C: Manuscripts processed by Editor without involving of referees, including commissions.

Note D: Include Revise and Resubmit.

Journal: \_\_\_\_\_

Date \_\_\_\_\_

2. *Acceptance Rate*

| <u>Year*</u> | <u>Submitted</u> | <u>Accepted</u> | <u>Rejected</u> | <u>Number</u> |     | <u>Number</u> |     |
|--------------|------------------|-----------------|-----------------|---------------|-----|---------------|-----|
|              | Number           | Number          | %               | Number        | %   | in Process    | %   |
| 20__ - __    | _____            | _____           | __%             | _____         | __% | _____         | __% |
| 20__ - __    | _____            | _____           | __%             | _____         | __% | _____         | __% |
| 20__ - __    | _____            | _____           | __%             | _____         | __% | _____         | __% |
| 20__ - __    | _____            | _____           | __%             | _____         | __% | _____         | __% |

\*Initial year must include manuscripts in process to affect a total reconciliation of manuscripts.

Journal: \_\_\_\_\_

Date \_\_\_\_\_

**3. Page Count and Table of Content Analysis – Four Most Recent Issues**

**PAGE COUNT**

|  |       |       |       |       |
|--|-------|-------|-------|-------|
| Volume Date/ Issue Number                          | _____ | _____ | _____ | _____ |
| Main Section Papers                                | _____ | _____ | _____ | _____ |
| Short Papers/Research Reports                      | _____ | _____ | _____ | _____ |
| Editorials: [Commissioned<br>Papers, Commentaries] | _____ | _____ | _____ | _____ |
| Communications/Letters                             | _____ | _____ | _____ | _____ |
| Advertising  | _____ | _____ | _____ | _____ |
| Other: [Book Reviews]                              | _____ | _____ | _____ | _____ |
| <i>Total Pages</i>                                 | _____ | _____ | _____ | _____ |

**ITEM COUNT - TABLE OF CONTENTS**

|   |       |       |       |       |
|---|-------|-------|-------|-------|
| Main Section Papers                               | _____ | _____ | _____ | _____ |
| Short Papers/Research Reports                     | _____ | _____ | _____ | _____ |
| Editorials:[Commissioned<br>Papers, Commentaries] | _____ | _____ | _____ | _____ |
| Communications/Letters                            | _____ | _____ | _____ | _____ |
| Advertising                                       | _____ | _____ | _____ | _____ |
| Other: [Book Reviews]                             | _____ | _____ | _____ | _____ |
| <i>Total Number of Items</i>                      | _____ | _____ | _____ | _____ |

Journal: \_\_\_\_\_

Date \_\_\_\_\_

**4. OTHER: Data on processing time and Production Cycle**

- a. Average referee time [days] - \*\* - Use Section 2 Data on Number Submitted [From Time of Letter to Referee to Editor Action based on Referee Comments]

| Year         | 1st Round Review | 2nd Round Review | 3rd Round Review |
|--------------|------------------|------------------|------------------|
| 19 __ - ____ | _____            | _____            | _____            |
| 19 __ - ____ | _____            | _____            | _____            |
| 19 __ - ____ | _____            | _____            | _____            |
| 19 __ - ____ | _____            | _____            | _____            |

- b. Production cycle: Indicate Date Planned to submit materials to AAA Sarasota for Production vs. Actual Date Submitted [Four most recent issues]

| Issue: Date and # | Planned Date | Actual Date |
|-------------------|--------------|-------------|
| 1. _____          | _____        | _____       |
| 2. _____          | _____        | _____       |
| 3. _____          | _____        | _____       |
| 4. _____          | _____        | _____       |