

Selection and Responsibilities of Senior Editors and Editors for AAA Association Journals

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Policy Scope

- This policy governs the selection of Senior Editors for the three (3) American Accounting Association (AAA) association journals: *The Accounting Review*, *Accounting Horizons*, and *Issues in Accounting Education*.
- This policy does not govern the selection of Senior Editors or lead Editors for the 14 section journals of the AAA, which are governed by the Bylaws and Operating Policies of the respective sections.
 - However, to the extent possible, sections are highly encouraged to follow a parallel process to the one described herein in the selection of Senior Editors/Editors for the section journals.
 - The expectation is that sections will implement policies that meet the AAA standards for transparency, objectivity, and broad representation in the selection of a Senior Editor or lead Editors for the section journals. It is also the expectation that selections over time will reflect the breadth of the AAA membership in terms of research topic, research methodology, and the varied identities and backgrounds of our researchers.

Senior Editor Qualifications and Selection Criteria

Desirable Characteristics for a Senior Editor

Candidates are to be considered in a process that is, to the extent possible, objective, and free from bias. Although the selection of the Senior Editor involves judgment on the part of the journal's Steering Committee, the Research and Publications Committee and ultimately the Board of Directors, the criteria should be clear and transparent to the membership; and the adjudication of the candidates should involve assessment against a pre-specified rubric of criteria.

Characteristics to be considered in the selection process include whether the candidate:

- Is a highly regarded researcher with a sufficient research record to demonstrate both quality and quantity of scholarship as would be expected by a Senior Editor of the specific journal.
- Has prior editor experience at a journal of similar standing and of similar rigor.
- Has a reputation for appreciating and respecting different research areas, topics, and methods, as appropriate to the journal's scope.
- Has demonstrated willingness, commitment, and ability to conduct the [Duties of the Senior Editor](#) in an effective and efficient manner, including timely completion of tasks.
- Has demonstrated good leadership, provides oversight and guidance and is effective at delegation.
- Has a strong sense of commitment to the success of the journal and to the AAA, which may include a history of publishing in the journal.
- Is an effective communicator, especially in written communication.

Over time, Senior Editor selections should reflect the full scope of research within AAA membership in terms of topic and methodology as well as the varied identities and backgrounds of our researchers.

Ideally, the Senior Editor will not also serve contemporaneously as a Senior Editor or Editor with final decision rights at another journal in order to:

1. Encourage commitment to the journal,
2. Promote research diversity, and
3. Provide opportunities for others to gain editorial experience.

Senior Editor Selection Process

Selection Process Summary

The selection of the Senior Editor of a AAA journal involves a rigorous process that involves the respective journal Steering Committee, the AAA Research and Publications Committee, and the AAA Board of Directors. In summary, the process is as follows:

1. The AAA issues a call for nominations based on the Aims and Scope of the journal.
 - The call for nominations is reviewed and approved by the relevant journal Steering Committee.
2. The Steering Committee creates a rubric of criteria for selection that reflects the aforementioned desired characteristics of a Senior Editor.
 - The rubric is reviewed and approved by the Research and Publications Committee.
 - The approved rubric will be made publicly available at the time of the call for nominations.
3. The Steering Committee reviews nominations and meets to discuss which nominations should receive further consideration as candidates based on the rubric established. The Steering Committee will create a list of Senior Editor candidates who are asked to provide a vision statement.
4. The Steering Committee reviews the vision statements along with other documentation in support of the candidate, applies the decision rubric to each candidate, and recommends two to three candidates to the Research and Publications Committee.
5. The Research and Publications Committee reviews candidate materials, ranks the candidates, and prepares a recommendation to the AAA Board of Directors.
6. The AAA Board of Directors makes the final decision and notifies the candidates about the final selection.

Section Process Confidentiality

The process of selecting a Senior Editor is a confidential process. All parties involved are expected to protect the anonymity of the candidates under consideration for the Senior Editor role and to respect the confidentiality of deliberations regarding Senior Editor selection.

Senior Editor Term

Senior Editors of AAA journals will have one year of transition and preparation in advance of serving one three-year term. All AAA journals will transition on June 1, and the new editor team will begin to manage new submissions in the online submission portal. The production task of page proofing composed manuscripts will pass to the new Senior Editor on June 1 as well.

Senior Editors will continue to handle all revisions they have invited until all papers have reached their final outcome. Due to the high volume of submissions at *The Accounting Review*, new submissions made between May 1 and May 30 of the transition year that have not had an initial decision may be transferred to the incoming team for handling.

Duties and Responsibilities of the Senior Editor

Selection of Editors

It is the expectation that the selection of the journal's slate of Editors is based on the judgment and preferences of the Senior Editor. However, final approval of the Editors lies with the AAA Board of Directors. As such, it should be made clear to individuals nominated by the Senior Editor to serve as a journal Editor that their appointment is conditional on final AAA Board Approval. Confidentiality of this process should be maintained.

The Senior Editor shall propose a slate of Editors to the journal's Steering Committee. The expertise of the slate, collectively, should span the breadth of research that is envisioned in the journal's Editorial Policies. The Editors should also reflect the varied identities and backgrounds of our researchers.

Information about the proposed slate of Editors should be provided by the Senior Editor to the journal's Steering Committee in the form of: (i) CVs of each proposed Editor, (ii) an Excel spreadsheet that summarizes the qualifications of the proposed Editors (including editor responsibilities at other journals that would continue into their term), and (iii) a narrative summary of how the proposed slate of editors meets the objectives of broad and objective representation of research perspectives.

The spreadsheet should include notation (to the extent available) for each proposed Editor as to:

- i. Current institution and rank;
- ii. Their primary research topic(s) and method(s);
- iii. Evidence of the candidate's research reputation (e.g., publication record, citation counts);
- iv. Evidence of effective and balanced evaluation of others' research and their ability to communicate effectively in writing (e.g., reviewer ranking); and
- v. The quality and timeliness of past reviews and/or editorial decisions.

Characteristics to be considered in the selection of editors include whether the candidate:

- Is a highly regarded researcher with a record of research appropriate for an Editor role.
- Has prior editorial experience and/or editorial board experience at a journal of similar standing and of similar rigor.
- Has a reputation for openness to different streams of research areas, topics, and methods, as appropriate to the journal's scope.
- Is known to be objective and to have good judgment in assessing the validity and contribution of others' research.
- Is an effective time manager who is committed to providing decisions in a timely manner.
- Is careful and diligent in the evaluation of reviewer feedback.
- Has a strong sense of commitment to the success of the journal and to the AAA.
- Is an effective communicator, especially in written communication.

Ideally, Editors will not also serve contemporaneously as a Senior Editor or Editor with final decision rights at another journal in order to:

1. Encourage commitment to the journal,
2. Promote research diversity, and
3. Provide opportunities for others to gain editorial experience.

Upon approval of the slate of Editors by the journal's Steering Committee, the nominated slate of Editors will be forwarded (along with CVs, the Excel spreadsheet, and the narrative) to the Research and Publications Committee.

Upon approval of the slate of Editors by the Research and Publications Committee, the nominated slate of Editors will be forwarded (along with CVs, the Excel spreadsheet, and the narrative) to the AAA Board of Directors for final approval. Upon approval by the Board of Directors, the Senior Editor will notify the nominated Editors of appointment.

Term Limits for Editors. Editors for association journals serve a three-year term that commences on June 1 of the transition year. Editors will continue to handle their invited revisions until their cohort of papers has reached a final outcome.

The expectation is that Editors will serve only one 3-year term at which time they will roll off the Editor team for at least one term. Exceptions may occur if justified by the incoming Senior Editor and approved by the Board.

Editors should be reviewed annually by the Senior Editor. The Senior Editor has the authority and responsibility to remove (and, if desired, replace) an Editor who is failing to fulfill their responsibilities.

Selection of the Editorial Board (EB)

The Senior Editor, in consultation with the proposed slate of Editors, shall propose an Editorial Board to the journal's Steering Committee. The Editorial Board, collectively, should include members whose expertise spans a cross-section of research topics and methodologies within

the AAA membership, ensuring a comprehensive range of scholarly perspectives and experiences.

Information about the proposed EB should be provided to the journal's Steering Committee in the form of (i) an Excel spreadsheet that summarizes the qualifications of the proposed EB members, and (ii) a narrative summary of how the proposed EB collectively brings expertise across a range of research topics, methodologies, and professional experience.

The spreadsheet should include notation (to the extent available) for each proposed EB member as to:

- i. Current institution and rank;
- ii. Their primary research topic(s) and method(s);
- iii. Evidence of effective and balanced evaluation of others' research and their ability to communicate effectively in writing (e.g., reviewer ranking); and
- iv. The quality and timeliness of past reviews.

The EB is approved by the journal's Steering Committee and the Research and Publications Committee, with final notification to the AAA Board of Directors.

Term Limits for Editorial Board Members. The expectation is that with each new Senior Editor there will be a healthy turnover of Editorial Board members, with strong consideration given to qualified individuals who have not previously served, to foster opportunities for broader participation in the journal's publication processes.

Editorial boards should be reviewed annually by the Senior Editor for active contribution and quality and timeliness of reviews. The Senior Editor has the authority and responsibility to remove (and, if desired, replace) an Editorial Board member who is failing to fulfill their responsibilities.

Publication Decisions

The Senior Editor of a AAA journal is solely and independently responsible for deciding which of the articles submitted to the journal should be published in compliance with AAA policies.

- The validity of the work in question and its importance to the body of accounting scholarly research must always underwrite such decisions.
- The Senior Editor may rely on the judgment of Editors in making these decisions.

Journal Operations and Manuscript Compliance

The Senior Editor of a AAA journal, working with the journal's Editors/Associate Editors and with the AAA editorial staff, is responsible for ensuring that journal operations run smoothly. This includes responsibility for and commitment to:

- Fair, unbiased, and timely reviews and editorial decisions.

- Compliance of published manuscripts with all policies in the AAA [Publications Ethics for Academic Research](#) document.
- Ensuring that all manuscripts are evaluated for their intellectual content without regard to bias that does not pertain to scholarship.
- Transparent and complete, honest reporting within the bounds of the double-blind review process.
- Ensuring that Editors, peer reviewers, and authors have a clear understanding of what is expected of them.
- Ensuring the confidentiality of the editorial process.
- Compliance of published manuscripts with the AAA [Manuscript Preparation & Style guidelines](#)
- Ensuring that all journal communications use the journal's standard electronic submission system.
- Removal/replacement of an underperforming Editor.
 - The Senior Editor has the authority and responsibility to seek removal (and, if desired, replacement) of an Editor who is failing to fulfill their responsibilities as outlined in [Duties and Responsibilities of Editors](#).
 - Such decisions are subject to the approval of the AAA Research & Publications Committee (in consultation with the journal's Steering Committee), with final approval by the AAA Board.
- Removal/replacement of an underperforming Editorial Board member.
 - The Senior Editor has the authority and responsibility to remove (and, if desired, replacement) an Editorial Board member who is failing to fulfill their responsibilities.
 - The Senior Editor should notify the journal's Steering Committee, the AAA Research & Publications Committee, and the AAA Board of any such changes to the Editorial Board.

Duties and Responsibilities of Editors

The Editors of a AAA journal are responsible for supporting the journal's Senior Editor and the AAA editorial staff in ensuring that journal operations run smoothly. This includes responsibility for:

- Fair, unbiased, and timely reviews and editorial decisions.
- Editorial decisions that reflect the Editor's best effort to meet the publication objectives and guidelines as set forth by the journal's Senior Editor.
- Compliance of published manuscripts with all policies in the AAA [Publications Ethics for Academic Research](#) document.
- Ensuring that all manuscripts are evaluated for their intellectual content without regard to bias that does not pertain to scholarship.
- Ensuring that peer reviewers, and authors have a clear understanding of what is expected of them.
- Ensuring that reviewers have suitable expertise in the relevant field, with an overall view to balanced and varied perspectives.

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- Reviewing all disclosures of potential conflicts of interest by both the authors and reviewers to determine whether there is any potential for bias.
- Protecting the confidentiality of all material submitted to the journal and all communications with reviewers, unless otherwise agreed with the relevant authors and reviewers. This includes taking all necessary steps to protect reviewers' identities.
- Compliance of published manuscripts with the AAA [Manuscript Preparation & Style guidelines](#).
- Ensuring that all journal communications use the journal's standard electronic submission system.

An Editor who is failing to fulfill their responsibilities as outlined in Duties and Responsibilities of Editors may be removed by the Senior Editor.