

Publications



Policies and Procedures

Title: Annual Editor Report and Additional Journal Reporting

Code: PUB-005

Team: Publications

Effective Date: 9/1/2023

Approved By: Research & Publications Committee

Revision Date: 9/1/2023

Policy: This policy outlines the steps and timeline for completing the Annual Editor Report and additional journal reporting for the American Accounting Association's journal collection.

Purpose: To understand the objectives and process for reporting on annual journal activities. The Annual Editor Report is compiled by the AAA Publications staff with additional commentary being provided by Senior or Lead Editors. The Report provides insight on the previous year's activities and gives Editors the opportunity to share her or his perspectives on ongoing trends, opportunities, and issues facing the journal. Limited key data will be shared via the AAA website to inform external stakeholders. Additional trend data for the AAA Collection will keep internal stakeholders informed as to the health and value of the collection.

THE ANNUAL EDITOR REPORT:

The AAA Publications staff will provide an annual report for each journal using key input data. Senior or Lead Editors of all AAA Association-wide and section journals will be given space and opportunity to provide commentary as part of the report. Editors may also provide insights on the key input data. Journal data will be collected in January for the prior calendar (publication) year, and the Editor Report will be provided to internal stakeholders by February of the current year.

The Research & Publications Committee reviews the editor reports for all the AAA association-wide and section journals. The AAA Board of Directors reviews editor reports of the three association-wide journals and may also do so for the section journals.

Profile of an Editor Report:

The Editor Report should provide context for the journal activity and data, including:

- Overview of the editorial process, highlighting any changes during the past year
- Introduction of new editors (breadth of expertise, international focus, etc.)
 - Editor workloads
- Editor insights on Best Papers, Special or themed issues, updates on journal conferences and acknowledgments
- Review and commentary of tabular data as well as tables and/or figures to provide greater context. Tabular data should include annual activity related to submissions; resubmissions; manuscripts available for evaluation; manuscripts in

- process; rejections; percentage of rejections; number of papers in process; percentage in process; number of acceptances; percentage of acceptances.
- Explanation of number of rounds and length of peer review
- Median time to first decisions; median time to final decision
- Percentage of international authors
- Digital library and content aggregator full-text downloads; Top 10 articles (by full-text downloads) in the AAA library
- Appendix with list of *Ad hoc* reviewers
- Other detail may be provided as determined by AAA Publications under the guidance of the Research & Publications Committee.

If a journal is undergoing an editor transition, the outgoing editor will be responsible for writing the Editor Report because much of the journal activity and data will be based on his or her term. Exceptions may apply.

Additional Journal Reporting:

1. Data to be maintained and shared online by the AAA Publications staff.
 - Journal Info and Editors
 - Editorial policy
 - Senior editors, with bios
 - Past editors
 - Current editors, with short bios
 - Editorial board
 - Editorial and Production Data – specific, differentiating metrics, i.e., turnaround times, time to publication, used to promote a journal. These optional data will be evaluated and updated annually as determined by the AAA Publications Director, Research & Publications Committee or Board.
 - Citation Indexes – as appropriate, include the current year IF and Citescore on the journal’s homepage and send to Editors when released each summer.
 - International Rankings – The top five ranking agencies are ABDC, ABS, EIJ, HCERES, VHB and FT50. As appropriate, this information will be shared online on a journal’s homepage.

2. For Internal Use
 Editorial, production and citation trend data reflect what has been accomplished by Editors and identifies where attention is needed.

Revision History:

Revision #	Date	Description of Changes	Requested By:
1	11/2/2017	Report expanded to include citation metrics and JIP	AAA Publications
2	9/1/2023	Process streamlined and channels of distribution redefined	AAA Publications