Publications

American Accounting Association

Policies and Procedures

Title: Annual Editor Report and Journal Information Packet

Code: **PUB-005**

Team: Publications

Effective Date: 10/30/17

Approved By: Publications Committee

Revision Date: 11/2/2017

Policy: This policy outlines the steps and timeline for completing the Annual Editor Report and the Journal Information Packet (JIP) for the American Accounting Association's journal collection.

Purpose: To ensure journal editors and the AAA Publications Department understand the objectives and process for completing the Annual Editor Report, which is supported by the JIP. The Annual Editor Report is the Editor's opportunity to share her or his perspectives on ongoing trends, opportunities, and issues facing the journal. The JIP can also be shared with those interested in submitting to our journals.

THE ANNUAL EDITOR REPORT:

The Editor will write the Annual Editor Report using the December 20XX JIP as key input data. The Editor Report will be due by the end of February.

What to Include in 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
- Changes in support staff
- Review and commentary of the data from the JIP (Journal Information Packet), to include submissions, acceptances, rejections, as well as tables and/or figures from the JIP to provide greater context.
- Explanation of number of rounds and length of peer review
- Other detail to be provided based on Editor's judgment:
    - Improvements to download data or citation analysis (SSCI impact factors, CiteScore, SNIP, SJR)
    - Percentage of international authors
    - *Ad hoc* reviewers
    - Acknowledgments
    - Best Papers

- Special or themed issues
- Updates on journal conferences

1. 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.
2. The Editor Report will be proofed and typeset, and the AAA EA/ME assigned to the journal will ensure the final version is posted to the AAA Digital Library.
3. The Editor Report and its corresponding JIP will be housed in a separate module on the journal's landing page in the AAA Digital Library, be open access, and will include their full citations. This allows others to quickly locate and cite the Editor Report and JIP and ensures that data can be tracked on the Editor Report.

THE JOURNAL INFORMATION PACKET:

1. The Journal Information Packet contains journal activity, by calendar year, as well as download data and citation analyses for each journal in the AAA collection.
2. The JIP will be updated twice a year: July and January. The JIPs will be dated June 20XX and December 20XX, based on the data in each. The June JIP will contain data from the first 6 months of the calendar year, in addition to data for the previous 4 years. The December JIP will be based on the entire calendar year of data for the journal in addition to data for the previous 4 years
3. The data in the JIPs include the following:
   - Editorial policy
   - Senior editors, with bios
   - Past editors
   - Current editors, with short bios
   - Editorial board
   - 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; number of rounds; percentage of acceptances; digital library and content aggregator full-text downloads; median time to first decision; median time to final decision; percentage of international authors; Top 10 articles (by full-text downloads) in AAA digital library; 3 years of Scopus data (SNIP, SJR, and CiteScore) for our journal collection, as well as finance and accounting peers; 2 years of Web of Science data (for those journals indexed in SSCI); Google Scholar Top 10 in Accounting & Taxation; and positioning in international rankings.
4. The June 20XX JIP will be updated in late June through early July. The journal activity is pulled from the manuscript submission system and from the various content aggregators and indices.
5. The June 20XX JIP will be proofed and sent to the journal editors and Publications Committee for review at the Annual Meeting.
6. The December 20XX JIP will be updated at the end of each calendar year, in line with the journal activity. The December JIP will be proofed upon completion and sent to the Journal Editor in early January.