



ASSOCIATION FOR
PUBLIC POLICY ANALYSIS
& MANAGEMENT

Request for a Proposal to Host the Editorial Office for *The Journal of Policy Analysis and Management (JPAM)*

APPAM is seeking proposals from institutions interested in becoming the editorial home for its flagship journal, *Journal of Policy Analysis and Management*, for a five-year period beginning in July 2018. Kenneth Couch, the current JPAM Editor, will step down from the Editor role in 2018.

The specific managerial arrangements under the next editor are open to negotiation. Regardless of the arrangements, APPAM expects that the editorial office will sustain the journal's excellent record regarding the timeliness of reviews (most recently, on average, less than eight to ten weeks to a decision), a sizeable volume of submissions of research articles (currently about 550 per year), and a strong score on the ISI Impact Factor and other similar measures of journal quality.

All proposals must begin by identifying an editor-in-chief in accord with the following description of this role in the journal's operations.

Editor-in-chief. An excellent, well-organized and enthusiastic editor must show vision with wide ranging intellectual interests across disciplines and across policy domains, along with the organizational ability to make sure things get done on time. Previous editors have been careful and conscientious and have worked to assure a fair refereeing process that selects high quality papers, considering APPAM's diverse membership. The editor is responsible for filling vacancies on the editorial board and working with the board on setting policy for the journal. The editor will be an *ex officio* member of the APPAM Policy Council and an officer of the association.

The exact staffing of the remainder of the editorial office may vary over time. Here we describe the way the office is currently organized, but alternative forms of organization are possible. In some cases, the editor will do more work, in other cases a managing editor may do more work, in other cases a set of co-editors may share more of this work. In general, the editor's job has been assessed at 50% FTE including summers. Additional roles currently held by persons other than the editor-in-chief are as follows.

1. **Managing editor.** The journal currently has two Managing Editors who are responsible for handling "first pass" rejections and coordinating the review process with the editor.
2. **Administrative staff.** The editorial office currently has a full-time editorial assistant, part of whose cost is supported by the host university. In the past, the editorial assistant has always provided at least 20 hours per week of administrative support to assist the editor-in-chief and managing editors. The editorial assistant helps with tasks related to the editorial software, assuring submissions meet journal guidelines, collecting information on accepted articles, laying out the contents of the journal, and reading final proofs of issues prior to publication. Arrangements in the past that have relied less on an editorial assistant have also at times made use of doctoral student(s) to assist with preparing statistical reports and other reports on the status of the journal review process and related matters.
3. **Co-editors.** The editor-in-chief is assisted by a team of topical Co-editors who select reviewers of articles on specific topics. The time commitment of co-editors is generally limited as they are not compensated. It is not expected that the co-editors be located at the same institution as the editorial office.
4. **Section editors.** The journal has separate sections for "Feature Articles," "Policy Retrospectives," "Point-Counterpoint," "Research Methods," "Book Reviews," and occasionally "Professional Practice." Co-Editors oversee the review process for topical areas of the Feature Articles. Each of the other sections has a separate Associate Editor and they actively solicit manuscripts and handle any submissions to that section. The time commitment may vary but the Associate Editors are not compensated. It is not expected that the Associate editors be located at the same institution as the editorial office.

The one additional and important personnel issue is the **copy editor**. Requiring on average 10 hours per week, this position may be filled either through the institution submitting a proposal or by the APPAM office. APPAM prefers a copy editor who regularly can deliver final manuscripts in a style that is readable by a wide range of consumers. Regardless of who hires and supervises the copy editor, this component of cost is expected to be borne by APPAM at an hourly rate rather than at fixed cost.

The general financial terms for the editorial office are as follows. APPAM will contribute \$80,000 per year to this cost (if the copy editor is not included in a proposal) and approximately \$95,000 per year (if the copy editor is included in the proposal). The home institution is expected to make a significant matching contribution on these costs. This may include release time for the editor and others involved in the operation of the journal at the

host institutions such as the managing editors and/or co-editors. Institutional support might also include some financial support for the editorial assistant depending on the staffing model for the journal office. As noted above, APPAM would like the copy editor to work at an hourly rate rather than fixed-cost, to guarantee good quality. At present, the journal's home university provides dedicated secure office space, and this would continue to be necessary. Prospective applicants should understand that, because a large part of the budget is taken up by the editor's salary and other personnel-related costs, the costs of running the journal will vary among institutions. There is no set formula for how specific costs are distributed although the host institution typically provides at least a full match to the budgetary contribution of APPAM towards the journal in the form of release time for the editor(s), contributions to support staff, etc. The committee will be open to innovative proposals that ensure a high-quality journal and maintain cost control.

Proposals set forth should include ideas on the usage of emerging technologies (electronic distribution of articles, usage of social media outlets to promote the journal, etc.) and the editor should be open to new ideas on how to get JPAM material to its intended audience.

A selection committee to be appointed by APPAM will review proposals and make a recommendation to the APPAM Policy Council in time for its meeting in Chicago on November 1, 2017.

Your proposal should be received no later than August 18, 2017. Please send the proposal via e-mail to Tara Sheehan, Executive Director, Association for Public Policy Analysis and Management, tsheehan@appam.org.

A proposal should include the following items:

1. The name and background of the proposed editor (including a c.v.)
2. The names of the possible managing editor, co-editors, and section editors (including curriculum vitae for all), in accord with the management structure outlined in the proposal.
3. A statement of editorial policy including any proposed changes in substantive coverage, the refereeing process, and the intended use of the Editorial Board. The Board consists of people appointed to staggered three-year terms with reappointment possible. A proposal may include suggested new appointees to the board.
4. A plan for handling the copy editor function, including a specification of a likely hourly rate for service if the institution plans to employ the service directly.
5. Institutional support including statements of support from University or other authorities. (This statement should give both dollar and FTE amounts.)
6. The total budget for 2018 and 2019, identifying APPAM and home institution shares of spending. For future years, the proposal should indicate how costs will be shared.