



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

Maureen Pirog, the editor of the Association for Public Policy Analysis and Management's (APPAM) journal, *Journal of Policy Analysis and Management*, will reach the end of her five-year term in June 2014. APPAM is soliciting proposals from institutions interested in becoming the editorial home for the journal for the five-year period of July 1, 2014 through June 30, 2019.

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 recent excellent record regarding the timeliness of reviews (on average, less than eight to ten weeks to decision), a sizeable volume of submissions of research articles (currently about 450 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 per 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. All of our previous editors have been careful and conscientious, and have tried hard to assure a fair refereeing process that selects high quality papers, taking into account APPAM's diverse membership. APPAM will be looking for an editor to continue in that tradition. 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 considered 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 coeditors 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 a Managing Editor who is responsible for receiving submissions, handling "first pass" rejections, and coordinating the review process with the editor.
2. **Administrative staff.** The editorial office has the support of at least 20 hours per week of administrative staff to assist the editor-in-chief and managing editor. There may also be a 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 small team of co-editors who can be called upon to handle reviews of articles on specific topics. The time commitment of co-editors is generally limited and 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." Each has a separate editor and they actively solicit manuscripts. The time commitment may vary but these editors are not compensated. They do receive a small budget to handle direct expenses. It is not expected that the section 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 compatible with expectations about the overall readability of articles among a wide range of consumers. Regardless of who arranges the copy editor, this component of cost is expected to be born by APPAM at an hourly rate rather than at fixed cost.

The general financial terms for the editorial office are as follows. At this time, APPAM is prepared to 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, managing editor and/or co-editors. 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 a secure office, 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. Within the rough 50/50 guideline there is no set formula for how specific costs are distributed, and the committee will be open to innovative proposals that ensure a high quality journal and maintain cost control.

Any proposal 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 different ideas on how to get JPAM material to its intended audience.

A selection committee to be appointed by APPAM will read proposals and make a recommendation to the APPAM Policy Council in time for its meeting in Washington, D.C. on November 6, 2013.

Your proposal should be received no later than August 1, 2013. 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), per the management structure embodied 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. Thus 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 2014-2015, identifying APPAM and home institution shares. For future years, the proposal should indicate how costs will be shared.