

III. EDITORS

NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

Operating Code Editors of the Journal of Sport Management (JSM)

I. General

In the following sections, the division of labor between the Editor, Past Editor, Senior Associate Editor, and Associate Editors is outlined in general terms followed by specific guidelines for each of their responsibilities.

A. Editor

The overall responsibility for the Journal rests with the Editor and includes responsibility for envisioning and implementing the Journal's mission. Within this general supervisory capacity, the Editor will be solely responsible for the complete processing of manuscripts submitted to the Journal (receiving the manuscripts, communicating with both the authors and the reviewers, making final decisions on the acceptance or rejection of the manuscripts, and forwarding the accepted manuscripts to Human Kinetics). The Editor is also responsible for choosing editorial Board Members (2-year terms) and maintaining a well-functioning editorial board unit. The Editor works with HK to secure a greater number of Board Members, if necessary, to meet editorial demand. The Editor works with the Senior Associate Editor to choose Associate Editors.

The editor's term in office is three (3) years.

B. Past Editor

Past Editor, in concert with Editor, will be responsible for all matters related to the processing of manuscripts submitted to the Journal during the tenure as Editor (e.g., communicating with both the authors and the reviewers, making final decisions on the acceptance or rejection of the manuscripts, and assigning accepted manuscripts to published issues).

C. Senior Associate Editor

1. The Senior Associate Editor will be responsible for the "Book Reviews" section. The Senior Associate Editor will be responsible for soliciting and selecting the Book Review Editor.
2. The Senior Associate Editor is responsible for soliciting and overseeing special issues.
3. The incoming Senior Associate Editor shall be selected according to the following protocol:
 - a. A committee comprised of the current Journal Editor and Senior Associate Editor, and two (2) NASSM Research Fellows, one (1) appointed by the Senior Associate Editor and the other appointed by the Executive Director, shall be charged with coordinating the selection process.
 - b. This committee shall be called the Journal Committee. The current Senior Associate Editor shall serve as the Journal Committee Chair and be empowered to resolve any deadlocks.
 - c. The Journal Committee Chair shall issue a call for nominations of NASSM members in good standing following the Annual General Meeting in June. The nominations should be made to the Journal Committee Chair.
 - d. The Journal Committee Chair and Journal Committee members may also select nominees from the NASSM members.

- e. The Call should be posted in the NASSM communications, on the NASSM website, and across the NASSM Listserv.
- f. The Call includes contact information for the Journal Committee Chair, the deadline for submitting nominations to the Journal Committee Chair, nomination requirements, a brief description of the selection process, and a list of the selection criteria. The Call should indicate that self-nominations are appropriate.
- g. Nominators should be asked to send a brief email to the Journal Committee Chair indicating why they feel the Nominee is qualified to serve as the editor. The nomination email should include current contact information for the nominee. Nominations do not require a second, or the support (or even awareness) of the Nominee.
- h. As soon as a nomination is received, the Journal Committee Chair notifies the Nominee. Selected information from this policy document should be included in this notification letter so that Nominees can make informed decisions. Nominees are asked to confirm or decline their nomination. Those who accept their nomination are asked to send the information specified in Stage 1 of the selection process to the committee chair.
- i. Selection of nominees will be a three-stage process:
 - i. The Journal Committee will review the nominations and will request complete applications from those that best fit the criteria, as outlined below.
 - ii. Applicants that move to the second stage will be asked to submit a detailed proposal of how they would further the goals of the Journal as described in the editorial mission statement contained in each issue.
 - iii. In the third stage, the Journal Committee will evaluate all second-stage candidates, make a recommendation to the Executive Director. Both the Governing Board and Human Kinetics will finalize the recommendation.
- j. Relevant deadlines for the Call should include the following:
 - i. June 1: First Call for Nominations made at Annual General Meeting.
 - ii. July 15: Nomination submission deadline.
 - iii. August 1: Replies from Nominees to Committee Chair.
 - iv. September 1: Second-stage materials needed from Nominees.
 - v. October 1: Committee makes recommendation to Executive Director.
 - vi. October 15: Executive Director forwards recommendation to the Governing Board and Human Kinetics.
- k. Specific qualifications to be considered include:
 - i. Significant scholarly contributions to the field of Sport Management, including publications in JSM.
 - ii. Extensive reputation reviewing manuscripts for publication, an editorial board member, and/or an editor of a sport management-related journal.
 - iii. Demonstrated administrative skills, capacity to handle a demanding workload and meet deadlines, and ability to work constructively with authors, reviewers, and the Governing Board.
 - iv. A clear vision for furthering the goals and mission of the Journal (for second-stage Nominees).
 - v. A professional member of NASSM.
 - vi. Familiarity with online submission and review systems.
 - vii. The current Senior Associate Editor shall notify the person selected as the new Senior Associate Editor.
 - viii. The Senior Associate Editor's term in office is three (3) years coinciding with the term of the Editor.

- ix. The Senior Associate Editor may assume the Editorship upon term completion with the approval of Human Kinetics and the Governing Board; however, succession is not automatic.

D. Associate Editors

1. Associate Editors assist with the processing of manuscripts submitted to the Journal.
2. After initial assessment of the manuscript (see II below), the Editor will forward it to the Senior Associate Editor or an appropriate Associate Editor (depending upon the fit among the submission and the AEs' areas of expertise) who is then responsible for securing reviewers, communicating with authors and reviewers, and making a preliminary editorial decision. This decision is then forwarded to the Editor for the final decision.
3. The Editor will choose Associate Editors in consultation with the Senior Associate Editor. Those chosen will exhibit the following characteristics:
 - a. Significant scholarly contributions to the field of Sport Management, including publications in the Journal of Sport Management.
 - b. Extensive reputation reviewing manuscripts for publication, a JSM editorial board member, and/or an editorial board member of a sport management-related journal.
 - c. Demonstrated administrative skills, capacity to handle a demanding workload and meet deadlines, and ability to work constructively with authors, reviewers, and the Governing Board.
 - d. A professional member of NASSM.
4. An Associate Editor's term in office is two (2) years; this term is renewable if mutually agreed upon between the Associate Editor and Editor.

II. Specific Responsibilities

A. Processing of Manuscripts (Editor & Past Editor)

1. Since June 2006, the Journal of Sport Management uses an online submission system called Manuscript Central for the electronic transfer of manuscripts and the review process of these manuscripts.
2. In the initial processing, the Editor ensures that the manuscript:
 - a. is relevant to the mission of the Journal of Sport Management
 - b. complies with the APA guidelines
 - c. follows ethical guidelines for research
 - d. is not being considered for publication elsewhere
 - e. has not been published before
 - f. is void of information that may reveal the identity of the author(s)
 - g. the Editor may desk reject the submission at this stage, if given their expertise, it is determined that the submission is not worthy of being reviewed
3. If the above conditions are met, the Editor sends the manuscript to the Senior Associate Editor, or the appropriate Associate Editor. The Sr. AE/AE may desk reject the submission at this stage, if given their expertise, it is determined that the submission is not worthy of being reviewed.
4. If the submission is to be reviewed, the Sr. AE/AE invites two or three reviewers to assess and evaluate the manuscript. Typically, one reviewer is a board member, and one is not.
5. Reviewers are provided four weeks to review the manuscript. If all reviews are not in by the deadline, the online submission system, Manuscript Central, automatically emails delinquent reviewers on behalf of the Senior Associate Editor/Associate Editor.

6. On receipt of reviewers' assessment of the manuscripts, the Sr. AE/AE considers each reviewer's recommendation and makes one of the following preliminary decisions: Accept, Minor Revisions, Major Revisions, Reject and Resubmit, or Reject and drafts a corresponding preliminary decision letter.
 7. Based on the reviewers' assessment, the Sr. AE/AE's evaluation of the manuscript and preliminary decision, the Editor makes a final decision. Once a decision is made about a manuscript, the corresponding author is sent an email explaining the decision along with each reviewer's feedback.
 8. In cases where the Editor's decision was Reject and Resubmit, Major Revision, or Minor Revision, the corresponding author (along with their co-authors, if applicable) is encouraged to undertake the necessary changes to the manuscript, to address the reviewers' concerns, to document how he/she has addressed the reviewers' concerns (include itemized responses to reviewers' comments), and to resubmit the manuscript to the Journal.
 9. A manuscript with a Major Revision decision is forwarded to the same reviewers who assessed the original manuscript. In cases where the original reviewer(s) is not available, another reviewer will be asked to assess the revised manuscript and will be informed of the circumstances surrounding the previous status of the manuscript. Editorial Board Members are expected to see the manuscript through to final decision.
 10. Authors are informed that acceptance of the manuscript is dependent upon satisfying the concerns of the reviewers. Acceptance of a revised manuscript is not automatic.
 11. In cases where the Editor's decision was Minor Revision, the revised manuscript and the author's response to the reviewers' concerns will be assessed by the Editor. The manuscript will not be subjected to another review unless the Editor has concerns regarding the changes made to the manuscript (i.e., the changes do not correspond to the reviewers' feedback).
 12. When the manuscript is finally accepted for publication, the Editor will send the author a congratulatory email.
 13. The Editor submits accepted manuscripts to Human Kinetics (via Manuscript Central) immediately.
 14. Human Kinetics ensures manuscripts are in APA style before transferring them.
 15. The Editor informs Human Kinetics which manuscripts are to be included in which volume/issue as well as the order in which the articles are to appear in the volume/issue.
- B. Deadlines for Submitting Materials to Human Kinetics
- Issue 1: January (material due to Human Kinetics on October 15)
 - Issue 2: March (material due to Human Kinetics on December 15)
 - Issue 3: May (material due to Human Kinetics on February 15)
 - Issue 4: July (material due to Human Kinetics on April 15)
 - Issue 5: September (material due to Human Kinetics on June 15)
 - Issue 6: November (material due to Human Kinetics on August 15)
- C. Editorial Board
1. The Editor will select Editorial Board members in consultation with the Senior / Associate Editors. It is the Editor's responsibility to keep Human Kinetics apprised of changes in reviewers.
 2. Members of the Editorial Board will serve two-year terms. They may be invited to serve again when the previous term expires.
 3. When selecting Editorial Board members, a range of theoretical and methodological expertise will be sought as evidenced by potential Editorial Board members' own publishing and

- reviewing records and the types of submissions received. Normally, no more than two reviewers from one academic institution will be on the Editorial Board, and a balance will be sought by North American representation and other reviewer demographics.
4. Normally, new Editorial Board members will be identified by the quality of invited guest reviews. Board members will be, or become, Professional members of NASSM.
 5. The Editor will provide guest reviewers with guidelines and feedback as a strategy for building a qualified pool of potential new Editorial Board members. (Occasionally, Guest Reviewers are selected from outside of the NASSM membership).
 6. After the new Editorial Board members are chosen, the Editor will send congratulatory emails to those who were chosen.
 7. It is the Editor's responsibility to keep Human Kinetics apprised of changes in reviewers (including changes in contact information and affiliation). In order to acknowledge the involvement of guest reviewers, the Editor will provide a list of names of guest reviewers throughout the previous twelve (12) months to Human Kinetics for publication in issue 6 of the Journal.
 8. The Senior Associate Editor may assume the duties of Editor following the completion of the Editor's term (normally 3 years).
 9. Material for Subsections (Senior Associate Editor):
After consultation with the Editor, the Senior Associate Editor will appoint Section Editors. An example of a section editor is one who oversees the "Book Review" section.
 10. The Section Editors will supervise the sections of the Journal. Section Editors should submit their materials to Scholar One. The Senior Associate Editor must ensure the content and presentation of the sections are compatible with the scope and purpose of the Journal of Sport Management.

D. Reports (Editor/Senior Associate Editor)

1. It is the Editor's responsibility to prepare two (2) JSM reports in collaboration with the Senior Associate Editor.
2. The first report is provided to Human Kinetics, to members of JSM Editorial Board, and to the Executive Director in the spring. This yearly report is also shared with NASSM's membership at the AGM.
3. The first report includes:
 - a. an update on the past year activities of the JSM
 - b. the changes in the Editorial members
 - c. status of manuscripts (number of manuscripts received in the previous year, number of manuscripts under review, accepted, and rejected),
 - i. the final acceptance rate of manuscript for the journal, and
 - ii. updates on the status of special issues and publication issues (e.g., backlog of manuscripts) are also included in the yearly report.
4. The second report is provided to members of the Editorial Board and to the Executive Director in the Fall. In this report, include:
 - a. updates on changes to the Editorial Board
 - b. the previous year's impact factor (Thomson Scientific)
 - c. updates on issues affecting JSM for the Governing Board to review
 - d. strategic directions for the Governing Board/HK to review
5. In the last year of the Editor's term, the Editor reports on a recommendation for the new Editor and Senior Associate Editor for the next three years.

III. Meetings (Editor/Past Editor/Senior Associate Editor)

- A. The Editor, Past Editor, and Senior Associate Editor will attend the JSM Editorial Board meeting.*
 - 1. *At the NASSM Conference: Request the Executive Director to give JSM a 1.5-hour slot on the program (e.g., lunch or breakfast) that does not compete with presentations.
 - 2. The Editor will attend the NASSM Annual General Meeting (AGM).

NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT
Operating Code for the Editors of the Sport Management Education Journal (SMEJ)

I. Name

The name of the journal shall be the Sport Management Education Journal (SMEJ).

II. Purpose

The purpose of this journal shall be to promote the advancement of the body of knowledge in pedagogy as it relates to sport management education and disseminates knowledge about sport management courses, curricula, teaching, and faculty affairs.

III. Goals

- A. To advance sport management education that is based on rigorous research.
- B. To provide information and resources to enhance professional practice in sport management education and sport management.
- C. To analyze and discuss current issues and/or trends of importance to sport management education and practice.

IV. Publishing

a. Publisher

1. When the SMEJ was originally launched, the North American Society for Sport Management (NASSM) and National Association for Sport and Physical Education (NASPE), an association of the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD) entered into a partnership as co-publishers.
2. On June 26, 2009, the NASPE turned over the SMEJ to NASSM effective September 1, 2009. As of that date, NASPE has relinquished its role as co-publisher of SMEJ and the SMEJ copyright to NASSM.
3. NASSM is now fully responsible for handling all copyright permission requests back to the first issue of SMEJ. Any permission requests that come to NASPE will be forwarded to NASSM.
4. Frequency of Publication.
 - a. Two issues per year shall be published.
5. Publication Method.
 - a. The journal shall be published in conjunction with Human Kinetics in both hard copy and electronic form.
6. Review Method.
 - a. The journal shall be a peer-reviewed journal.

B. Editors

1. Editor
 - a. There shall be one Editor.
 - b. The Editor shall serve a three-year term.
 - c. The term shall begin after the NASSM Conference of that particular year.
 - d. The Editor must be a member in good standing of NASSM during the entire term.
 - e. The Editor shall serve as Chair of the Editorial Board.
 - f. The editor shall be paid \$1200 annually.
2. Past Editor

- a. The immediate Past Editor will assist in the transition of the incoming Editor and be available for consultation.
 - b. The immediate Past Editor will also attend the Editorial Board meeting at the NASSM Conference until the 3-year term as past editor has expired
 - c. The Past Editor will serve as a member of the Editorial Board following their 3-year term.
3. Associate Editor
- a. There shall be one (1) Associate Editor.
 - b. The Associate Editor shall serve a three-year term.
 - c. The term shall begin after the NASSM Conference of that particular year.
 - d. The Associate Editor must be a member in good standing of NASSM during the entire term.
 - e. The Associate Editor shall serve as a member of the Editorial Board.
 - f. The Associate Editor may assume the Editorship upon term completion with the approval of the Governing Board; however, succession is not automatic.

C. Selection of Editors

1. There shall be an open call for nominations and applications for the Associate Editor position by NASSM.
2. The call shall appear, at a minimum, in the organization's communications, journals, and website.
3. Interested individuals may submit application materials.
4. Current SMEJ Editorial Board members are eligible to apply.
5. The Editor shall communicate with all nominees and invite them to submit application materials.
6. All applicants shall submit all required application materials October 1.
7. Executive Director will review, select, and recommend the appointment the incoming Associate Editor to the Governing Board.
8. NASSM Governing Board will approve the appointment of the incoming Associate Editor.
9. The appointee shall be notified by December 15.

D. Terms

1. If the Editor cannot complete the full term, the incumbent Associate Editor will become Editor and shall complete the remainder of the unexpired term, with the potential for an additional three-year term, pending Governing Board and Human Kinetics approval.
2. An interim Associate Editor will be appointed by the new Editor to complete the remainder of the unexpired term. The selected candidate would be eligible to apply for the Associate Editor position at the end of the unexpired term.
3. If the Associate Editor cannot complete the full term, an interim Associate Editor will be appointed by the Editor to complete the remainder of the unexpired term. The selected candidate would be eligible to apply for the Associate Editor position at the end of the unexpired term.
4. If the incumbent Associate Editor does not assume the position of Editor after the completion of the Associate Editor term, the NASSM Executive Director shall put out a call for an Editor, in consultation with Human Kinetics, and confirmed by the Governing Board. The open call and process for appointing a new Associate Editor shall be done using the regular process as outlined in this Operating Code

E. Responsibilities of the Editor

1. Report directly to the Executive Director.
2. The Editor is responsible for the complete processing of manuscripts submitted to the Journal (receiving the manuscripts, communicating with both the authors and the reviewers, and making final decisions on the acceptance or rejection of the manuscripts).
3. Ensure faithful and consistent implementation of editorial policies and procedures.
4. Communicate regularly with NASSM Executive Director, the Associate Editor, and the Editorial Board.
5. Serve as liaison between the Editorial Board and NASSM Executive Director, the Journal and authors, the Journal and reviewers, and Human Kinetics.
6. Prepare an agenda for and conduct all Editorial Board meetings in consultation with the Associate Editor.

F. Reports

1. It is the Editor's responsibility to prepare two (2) SMEJ reports in collaboration with the Associate Editor.
2. The first report is provided to members of SMEJ Editorial Board, and to the Executive Director and Governing Board in the spring. This yearly report is also shared with NASSM's membership at the AGM.
3. The first report includes:
 - a. an update on the past year activities of the SMEJ
 - b. the changes in the Editorial members
 - c. status of manuscripts (number of manuscripts received in the previous year, number of manuscripts under review, accepted, and rejected)
 - d. the final acceptance rate of manuscript for the journal
 - e. updates on the status of special issues and publication issues (e.g., backlog of manuscripts) are also included in the yearly report.
4. The second report is provided to members of the Editorial Board and to Executive Director and Governing Board in the fall. In this report, include:
 - a. updates on changes to the Editorial Board
 - b. the previous year's impact factor (Thomson Scientific)
 - c. updates on issues affecting SMEJ
 - d. strategic priorities for review
5. In the last year of the Editor's term, the Editor reports on a recommendation for the new Editor and Senior Associate Editor for the next three years.

G. Responsibilities of the Associate Editor

1. Assist the Editor with all aspects of the Journal's production.
2. Ensure faithful and consistent implementation of editorial policies and procedures.
3. Prepare for the position of Editor.

H. Responsibilities of Section Editors

1. Pedagogical Innovations Editor
 - a. There shall be one (1) Pedagogical Innovations Editor.
 - b. The Pedagogical Innovations Editor shall be appointed by the current Editor.
 - c. The Pedagogical Innovations Editor shall serve a three-year term.
 - d. The term shall begin after the NASSM Conference of that particular year.

- e. The Pedagogical Innovations Editor must be a member in good standing of NASSM during the entire term.
 - f. The Pedagogical Innovations Editor shall serve as a member of the Editorial Board.
 - g. The Pedagogical Innovations Editor will oversee the review process of manuscripts submitted to the Pedagogical Innovations Section of the journal.
 - h. The Pedagogical Innovations Editor will solicit the recipient of the Distinguished Sport Management Educator Award for an Exemplary Contribution.
 - i. The Pedagogical Innovations Editor will ensure faithful and consistent implementation of editorial policies and procedures.
2. Teaching & Learning Fair Editor
- a. There shall be one (1) Teaching & Learning Fair Editor.
 - b. The Teaching & Learning Fair Editor shall be appointed by the current Editor.
 - c. The Teaching & Learning Fair Editor shall serve a three-year term.
 - d. The term shall begin after the NASSM Conference of that particular year.
 - e. The Teaching & Learning Fair Editor must be a Professional member in good standing of NASSM during the entire term.
 - f. The Teaching & Learning Fair Editor shall serve as a member of the Editorial Board.
 - g. The Teaching & Learning Fair Editor will solicit presenters at the NASSM Annual Conference for submissions.
 - h. The Teaching & Learning Fair Editor will ensure faithful and consistent implementation of editorial policies and procedures.

I. Editorial Board

- 1. Structure
 - a. The purpose of the Editorial Board shall be to carry out the mission and goals of the SMEJ as established by this Operating Code.
- 2. Terms
 - a. Editorial Board members shall serve a three-year term.
 - b. Editorial Board members may not serve for more than two consecutive terms and must reapply for the second term.
 - c. Terms shall be staggered so that an almost equal number of individuals rotate each year.
 - d. Terms shall begin January 1 and end on December 31.
 - e. Editorial Board members can apply for the Associate Editor position during their term.
 - f. Resignations shall be made in writing to the Editor who shall select replacements in consultation with the Associate Editor.
- 3. Selection
 - a. There shall be an open call for nominations and applications by NASSM Executive Director.
 - b. The call shall appear, at a minimum, in the organization's communications, journals, and website.
 - c. Interested individuals may submit application materials.
 - d. The Editor shall communicate with all nominees and invite them to submit application materials.
 - e. All applicants shall submit all required application materials by November 1.
 - f. When selecting Editorial Board members, a range of theoretical and methodological expertise will be sought as evidenced by potential Editorial Board members' own publishing and reviewing records and the types of submissions received.

- g. The Editor will provide guest reviewers with guidelines and feedback as a strategy for building a qualified pool of potential new Editorial Board members.
 - h. Appointees shall be notified by December 15.
4. Responsibilities
- a. Attend one annual in-person Editorial Board meeting at the time and place of the NASSM Annual Meeting at the member's expense.
 - b. Participate in all virtual Editorial Board meetings.
 - c. Assist the Editor and Associate Editor in selected editorial tasks as requested, such as manuscript consultation (not formal review), making recommendations, providing topic areas, assigning reviewers, making contact with reviewers or authors.
 - d. Review manuscripts assigned by the Associate Editors within the allotted time. Provide professional, specific, constructive, and meaningful feedback for each manuscript review.
 - e. It is expected that Editorial Board members will be available for review assignments during the entirety of their term on the Editorial Board. Sabbaticals, fellowships, or other assignments do not mean members are able to forego their obligations to the SMEJ.
 - f. It is expected that Editorial Board members will accept all invitations to review, not to exceed more than one assignment every 30 days.
 - g. Reviewers must maintain the confidentiality of a manuscript. Reviewers should not discuss or comment on the manuscript with anyone outside of the review process. This would include communication (in any form) with colleagues, students, or social media posts (see the current edition of the APA Style Manual).
 - h. Editorial Board members may be removed if there is a failure to adhere to these standards.
 - i. Ad Hoc Reviewers shall also be held to the standards set forth here.
5. Conducting Business
- a. A majority of Editorial Board members shall constitute a quorum.
 - b. One annual in-person Editorial Board meeting shall be held at the time and place of the NASSM Annual Conference.
 - c. Interim business shall be conducted by e-mail, phone, video-conference, and in person (at the Annual Conference).
 - d. The Editorial Board may consider any business brought to it by the NASSM Executive Director, member of the Editorial Board, Editor, or Associate Editor.
 - e. Any NASSM member shall be invited to request topics/issues for Editorial Board discussion by bringing those items forward for consideration to the NASSM Executive Director, member of the Editorial Board, Editor, or Associate Editor.
 - f. Editorial Board members who fail to abide by this Operating Code may be removed by the NASSM Executive Director.

J. Manuscript Submissions

- 1. Manuscript submissions will be accepted throughout the year.
- 2. All manuscripts must be submitted through the electronic system provided by Human Kinetics.
- 3. The Editorial Board shall develop and provide Guidelines for Authors.

K. Subscriptions

SMEJ shall offer subscriptions at differentiated rates to individual members (members of NASSM), individual non-members, and institutions.

L. Copyright

The entire content of each journal issue shall be copyrighted by NASSM, and all rights reserved. Except as defined in 17 USC section 107, permission to republish materials from the journal must be obtained from the publishers.