

ASNE Journal Editorial Board Charter

Authority and Purpose

The Journal Editorial Board is a continuing function of the Society as defined in Article XI of the ASNE Bylaws. The Editorial Board is chartered by the ASNE Council in accordance with the Council Policy on ASNE National Committees.

ASNE Journal Editorial Board

The Editorial Board is responsible for fostering and maintaining a highly professional and scholarly forum for the membership and for the profession, as well as for maintaining and continually improving the quality, reputation, and growth of the *Naval Engineers Journal (NEJ)*. This includes advising and mentoring technical review committees for ASNE symposia.

Functions and Responsibilities

The Editorial Board is responsible to the ASNE Council for:

- Establishing standards for paper preparation
- Encouraging paper submission
- Ensuring appropriate peer review of submitted papers
- Ensuring that published papers conform to established technical and editorial standards
- Ensuring that the distribution of technical areas addressed by published papers supports all aspects of naval engineering
- Recommending an annual “Jimmie” Hamilton Award winner and any other special recognition of authors to the Awards Committee

In carrying out these responsibilities, the Editorial Board will:

- Advise and decide on editorial policy and the future development of the *Journal*
- Promote the *Journal* widely
- Solicit and encourage the submission of manuscripts, and ideally be able to attract the best papers in naval engineering
- Assess manuscripts initially for suitability for the *Journal*
- Coordinate with and support symposia technical papers committees to ensure that papers worthy of *Journal* publication are brought forward
- Participate in the review of those manuscripts that fall within the scope of the *Journal*, either in the selection of suitable reviewers or by doing some of the reviewing themselves, or both

Editorial Board Membership and Structure

The Editorial Board consists of the Editor-in-Chief, Managing Editor, and Associate Editors. The Editor-in-Chief and Associate Editors should reflect the variety of technical

backgrounds and professional interests within the Society and the discipline of naval engineering. The Managing Editor will be the primary ASNE staff member responsible for *Journal* publication support. The Editor-in-Chief will be an *ex-officio*, non-voting member of the Council. Associate Editors will be selected on the basis of recognized expertise in specific technical areas as well as experience in preparation and review of technical papers. Appointments and terms of office will be in accordance with the Council Policy on Committees.

Editorial Board Support

Paper reviewers will be drawn primarily from previous authors of *NEJ* papers as well as authors and reviewers of symposium papers, with occasional reviewers coming from experts who are not members of ASNE, who may or may not have authored papers in the *NEJ*, but have the technical background to accomplish good peer reviews. In the future, the *NEJ* Associate Editors may be selected from among the more successful technical leaders who have completed a number of high-quality paper reviews, and who have participated as members of technical committees for ASNE symposia. This is expected to be a very successful way of recruiting excellent Associate Editors.

Meetings

The Editorial Board will meet at least annually to review the health and status of the *NEJ*, evaluate the number, quality, and technical breadth of papers submitted for publication and the Board's adequacy to accomplish its function; and consider the Society's strategy, plans, and activities with respect to the *NEJ*. These meetings should include publisher's representatives. More frequent meetings should be held as necessary to support specific projects and activities. Participation via distance methods, such as VTC and teleconference, is appropriate and encouraged.

Reports

The Editorial Board, through the Editor-in-Chief, should provide an annual report to the Council and a brief written report of each meeting. The report should be provided to the Executive Director/Secretary-Treasurer of the Society at least one week before the next scheduled Council meeting. The report should include:

- Meeting attendance list
- Summary of reports and information reviewed
- Summary of discussions including decisions made and action items assigned
- Status of previous action items
- Any specific recommendations for the Council, with supporting information
- In the case of the annual report, an updated roster