

System Dynamics Review

Editorial appointment and budgeting Process

Background

Currently the Executive Editor is appointed by the PC on the recommendation of the Vice President Publications and all other Editors are appointed by and serve at the pleasure of the Executive Editor. There is no formal contract between the Society and Editor nor is there any articulated process for recruiting, ranking or retaining reviewers. To be consistent with the terms of the updated Wiley contract, and to better support the editorial needs of the System Dynamics Review, a more formal process is important.

The following recommendations create an orderly rotation process for appointing the Managing Editors, and suggest processes for knowledge transfer among Managing Editors. The intent is to have a robust and dynamic set of people working in support of our journal. They also remove the burden of adjustment from falling directly on the Executive Editor.

In addition, as noted in Appendix B, we recommend the formalization of the Editorial Budget currently received from Wiley. Since Appendix B contains Policy updates it will need to be reviewed by the Organizational and Bylaws Committee as well as the Finance Committee before a motion to adopt the updated Policies is made.

Editors

- Executive Editor
 - Appointed by the Policy Council on the recommendation of the Publications Committee
 - Significant editorial experience
 - Deep knowledge of system dynamics
 - Familiarity with the editorial process of the System Dynamics Review
 - Serves a 4 year term with the possibility of a 1 term renewal
 - Oversees all submissions and assigns them to Managing Editors
 - Manages operational interactions with the Publisher
 - Communicates regularly on operational issues with the Publications Committee
- Assistant Executive Editor
 - Optionally appointed by the Executive editor in consultation with the Publications Committee
 - Serves a term coincident with that of the Executive Editor
 - Takes on the work of the Executive Editor periodically under the direction of the Executive Editor
- Managing Editors

- Appointed by the Publications Committee in consultation with the Executive Editor
- Serve 3 year terms with the possibility of a 1 term renewal
- Manage assigned submissions
- Recruit and select reviewers
- There will be between 3 and 10 managing editors as determined by the Publications Committee in consultation with the Executive Editor based on
 - Editorial experience in System Dynamics
 - Familiarity with the System Dynamics Review
 - Representational diversity
 - Editorial needs
- Invited Editors
 - Act as managing editors for special issues or other short-term projects.
 - Appointed by the Executive Editor in consultation with the Publications Committee.
 - Should have significant reviewing and subject matter expertise
 - Work with the Executive Editor and the Office to solicit submissions.
 - Manage submissions specific to their appointment in the same manner as Managing Editors.
 - Recruit and select reviewers.
- Associate Editors
 - Solicit or directly contribute at least one article per year to the System Dynamics Review.
 - Review at least three articles per year.
 - Appointed by the Publications Committee in consultation with the Executive Editor
 - Recommended by Managing Editors
 - Self nominated
 - Serve 3 year terms that may be renewed indefinitely
 - Renewal dependent on continuing contributions

Communication

The Executive Editor will assign each new Managing Editor an experienced Managing Editor as a mentor. Typically, the experienced Managing Editor will be in the last year of their term. The mentor will meet with the incoming Managing Editor at mutually agreed times to discuss the mechanics and norms of the manuscript management process and share any tips to increase efficiency and effectiveness.

The Executive Editor will convene a meeting of the Managing and Associate Editors annually as part of the conference.

The Publications Committee will convene meetings of the Managing Editors periodically to discuss ways the review process, especially reviewer recruitment, can be improved. This will also provide the Managing Editors an opportunity to share information among themselves.

Editorial Agreement

Executive, Assistant, Managing and Invited Editors will sign and return to the Publications Committee an Editorial Agreement that delineates expectations around their responsibilities as editors. A draft of this agreement is included as Appendix A.

Reviewers

The System Dynamics Review conducts a double-blind review process and having a pool of knowledgeable and willing reviewers is critical to its success. The Publisher provides tools to aid in the recruitment of reviewers.

It is the responsibility of the Editors managing a submission to determine the suitability of assigned Reviewers for that submission.

Appendix A – Editorial Agreement

1) The Editor agrees to perform the following services with respect to the System Dynamics Review, conscientiously, expeditiously, and to the best of their ability:

- (a) to evaluate submitted contributions consistently and to select those suitable for the review process for the System Dynamics Review;
- (b) to arrange for and supervise the independent, objective, and unbiased peer review of contributions by qualified peer reviewers;
- (b) to collect and summarize reviews provided and manage communications with authors concerning their submissions;
- (d) to ensure that accepted submissions are provided to the production process in a form that is complete and consistent with the reviewed submission and
- (e) to comply with generally accepted publication ethics and best practices, including the Core Practices and associated guidelines set forth by the Committee on Publication Ethics (<https://publicationethics.org/core-practices>).

2) The Editor acknowledges that all submissions are to be treated as confidential and will not share any part of any submission or reviews thereof with anyone else except as part of the editorial process.

Name: _____

Date: _____

Signature: _____

Appendix B Recommended Policy Changes

Policy 20 Publications

Section 3: replace with

Section 3. Executive Editor. The Publications Committee shall nominate, and the Policy Council shall appoint, an Executive Editor for the official journal. The Executive Editors shall serve for a term of 4 years. The Executive Editor shall be responsible for the editorial content of the official journal.

Add

Section 4. Managing Editors. The Publications Committee shall, in consultation with the Executive Editor appoint Managing Editors. Each Managing Editor shall serve for a term of 3 years, with terms staggered.

Section 5. Additional Editors. The Executive Editor may, with the approval of the Publications Committee, appoint an Assistant Executive Editor to whom they can delegate portions of their work as well as Invited Editors to whom they can assign special issues or other short-term projects. The Assistant Executive Editor will serve only during the term of the Executive Editor. Invited Editors will serve only for the duration of their projects.

Section 6. Listed Editors. The Executive, Assistant Executive, Managing, and Invited Editors shall be listed as Editors of the official journal during the time of their service. The Publications Committee may, in consultation with the Executive Editor, appoint Associate Editors and list them as Editors of the official journal.

Section 7. Editorial Assistance Budget. The Society shall establish an Editorial Assistance Designated Fund in support of the official journal, and in its annual budget include a line item drawing on that fund. Monies received from the journal publisher that are designated for editorial support shall be added to that fund. The Publications Committee in consultation with the Executive Editor, shall direct the Office on the disposition of the editorial assistance budget. Should any individual decline the receipt of editorial assistance, the declined payment shall be retained in the Editorial Assistance Designated Fund.

Renumber

Sections 4 through 6 to 8 through 10.