

## **C302 CROP SCIENCE EDITORIAL BOARD**

### **Per CSSA Bylaws, Article XIII. Publications:**

SECTION 1. The CSSA board of directors shall determine the general nature, the number, and the editorial policy, standards, and practices of publications of the society and shall solicit recommendations on these matters from persons in editorial positions. Maintenance of editorial standards of the society shall be under the direction of the editor-in-chief through the editorial board(s) and committees of CSSA.

SECTION 2. The CSSA shall publish an official technical journal which carries papers, official notices, committee reports, and other items of society business. This journal shall be known as *Crop Science*. The *Crop Science* editorial board shall be responsible for the content and quality of the journal under the policies established by the board of directors.

SECTION 4. The editor-in-chief shall be nominated by the CSSA president and ratified by the board of directors. The term of office for the editor-in-chief shall be for three years with eligibility for reappointment for a second three-year period, but not a third term without an intervening three-year period. The appointment may be terminated at any time by a two-thirds majority vote of the board of directors. The editor-in-chief serves as an ex officio, without-vote member of the CSSA board of directors, as an ex officio member of all CSSA editorial committees, and as a member of the editorial policy coordinating committee. The editor-in-chief shall coordinate the editorial policies and practices approved by the board of directors for all CSSA publications and carry out such functions as designated by the board of directors.

- A. Status: Standing committee
  
- B. Composition: The *Crop Science* Editorial Board shall be composed of the Editor, Technical Editors, Associate Editors, Editor-in-Chief, Managing Editor (ex officio, without vote), CSSA Chief Executive Officer (ex officio, without vote), CSSA Publications Director (ex officio, without vote), and other persons as necessary to accomplish its editorial responsibilities promptly. The Editor shall serve as Chair.
  
- C. Tenure: The CSSA Editor-in-Chief will be appointed by the CSSA President, after ratification by the CSSA Board of Directors, for a three-year term with eligibility for reappointment for a second three-year term, but not a third term without an intervening three-year period. The appointment for CSSA Editor-in-Chief may be terminated at any time by a two-thirds majority vote of the CSSA Board of Directors. All CSSA journals will use an open-call process for Editor-in-Chief and Editors.

The CSSA Editor-in-Chief appoints the journal's Editor on behalf of the CSSA President, after ratification by the CSSA Board of Directors, for a three-year term with eligibility for reappointment for a second three-year term, but not a third term without an intervening three-year period. The appointment for CSSA Editor may be terminated at any time by a two-thirds majority vote of the CSSA Board of Directors. All CSSA journals will use an open-call process for Editor-in-Chief and Editors.

The CSSA Editor-in-Chief appoints the journal's Technical Editors on behalf of the CSSA President. The addition of Technical Editor positions requires Executive Committee approval.

The Editor appoints the journal's Associate Editors on behalf of the CSSA President.

The Managing Editor supervises production of *Crop Science*.

Both Technical and Associate Editors are appointed for three-year terms and are eligible for reappointment for one additional three-year term.

D. Functions:

1. Holds a meeting at each year's Annual Meetings.
2. The Editorial Board conducts the review of manuscripts and implements the Editorial and Publication Policy for *Crop Science*, as approved by the CSSA Board of Directors.
3. Makes appropriate recommendations to the CSSA Board of Directors on matters referred to it and also on matters that evolve from within the committee itself.
4. Submits an annual summary report of the committee activities to the CSSA Board of Directors and to the CSSA Executive Committee, via the Headquarters Office.

Editor:

The Editor of *Crop Science* is nominated by the President and confirmed by the Board of Directors to a three-year term. The CSSA Editor-in-Chief appoints the Editor. All CSSA journals will use an open call process for journal editors and editor-in-chief.

Before an Editor is reappointed to a second three-year term, he/she is asked by the appropriate society Editor-in-Chief if he/she agrees to serve another term. Technical Editors and others will be contacted to determine whether the current Editor has support to continue in the position and whether there are any concerns. The

Editor-in-Chief then makes a recommendation to the society Board of Directors, who make the final approval. If the Editor has completed two terms of service (six continuous years), does not desire to serve a second term, is terminated or non-renewed based upon action by the Board of Directors, or is unable to continue to serve for any reason, then an open call article will be published in CSA News. In some cases, an Interim Editor may be appointed by the Editor-in-Chief after approval of the Board of Directors. After the closing date published in the open call article, the Editor-in-Chief and the Executive Committee will review the applicants and make a recommendation to the Board of Directors for final approval.

The Editor serves as chair of the *Crop Science* editorial board, is responsible for overall quality and content of the journal, and implements editorial procedure and policy decisions that have been set by the Board of Directors. The Editor and editorial board oversee procedures for manuscript submission, acceptance, release, publication, and criteria for reviewing and refereeing of papers. The Editor delegates editorial functions to other members of the editorial board. The Editor assures equitable distribution of manuscripts to technical and associate editors, monitors the status of manuscripts in review, and handles the appeal procedures for manuscripts that are rejected.

The Editor appoints Associate Editors on behalf of the CSSA President. The CSSA Editor-in-Chief appoints the journal's Technical Editors on behalf of the CSSA President; the addition of new Technical Editor positions requires Executive Committee approval. Copies of appointment letters must be forwarded to CSSA Headquarters.

The Editor takes an active part in defining the journal's aims, policies, and editorial coverage. The Editor may write editorials or solicit manuscripts on special topics. The Editor is a member of the C301 Editorial Affairs, Policies and Practices Committee.

Technical Editors:

1. Assign manuscripts to Associate Editors.
2. Ensure that manuscripts accepted for *Crop Science* meet the Society's written policy standards of quality, content, and style.
3. Make the final decision on acceptability of each manuscript, subject to general supervision of the Editor.
4. Consult with the Editor on matters of policy or on other editorial matters as required, but do not routinely route manuscripts through the Editor.
5. Make recommendations to the Editor on candidates to be considered for Associate Editors.

Associate Editors:

1. Should place high priority on prompt handling of manuscripts, which includes contacting reviewers in advance, requesting return of reviews in two weeks, avoiding outside reviews of revisions unless extensive changes seem to make it mandatory, and handling minor revisions rather than returning the paper to the author.
2. Upon receipt of a manuscript, it is reviewed by the Associate Editor who also solicits at least two additional peer reviews. Two quality reviews of a manuscript is the goal, one of which can be accomplished by the Associate Editor, especially if the paper is close to his/her area of expertise.
3. Correspond with authors to obtain suggested revisions of manuscripts that have been found acceptable after revision.
4. Make recommendation to the appropriate Technical Editor regarding the acceptability for publication in Crop Science of each manuscript received.

E. President's Responsibilities to the Editorial Board:

1. Remains alert to any substantive problems arising in connection with the management of *Crop Science* and initiates actions to alleviate these problems.
4. Refers editorial and publication problems for action and/or recommendations.