

Texas Association for Health, Physical Education, Recreation, and Dance
OPERATING CODE FOR
EDITORIAL BOARD OF THE *TAHPERD JOURNAL*

1. Name

The name of this advisory body shall be the Editorial Board of the *TAHPERD Journal*, an official publication of the Texas Association for Health, Physical Education, Recreation, and Dance.

2. Purpose

The Editorial Board shall exist to provide assistance to the editor in reviewing and selecting the scholarly and research based articles for publication in the *TAHPERD Journal*. As with other appointed leaders, elected and/or committee chairs, Editorial Board members are expected to attend the annual TAHPERD Leadership Conference as well as the annual state convention.

3. Organization

- 3.1. The Editorial Board shall consist of five members appointed for three-year terms on a rotating basis.
- 3.2. Persons who have served a full three-year term may be reappointed to one additional consecutive term.
- 3.3. Members of the Editorial Board are to be appointed by the President in consultation with the Executive Committee. Appointments must be approved by the Board of Directors.
- 3.4. All TAHPERD members should be given an opportunity to indicate an interest in serving on the Editorial Board. Division Vice Presidents and the Chair of the Research Section should be asked to recommend persons.
- 3.5. Persons appointed to the Editorial Board must have been a member of TAHPERD for the three previous years prior to appointment. Persons failing to renew their membership are to be removed from the Editorial Board.
- 3.6. Appointments shall be made to ensure compliance with the following restrictions:
 - 3.6.1. Each of the fields of health education, recreation, and dance shall be represented on the Editorial Board by one person. Physical education shall be represented on the Editorial Board by two people. All Editorial Board members must be currently working as a teacher and/or administrator in the field full-time.
 - 3.6.2. The members must have expertise in research design and statistics and show evidence of scholarly publication.
- 3.7. Persons failing to discharge their duties satisfactorily are to be removed from the Editorial Board. Removal shall be directed by the Executive Committee upon approval by the Board of Directors.
- 3.8. Members of the Editorial Board are to be listed alphabetically in the *TAHPERD Journal* together with their employing institution and specifying the area individuals represent.
- 3.9. Individuals who have served as “readers” during the year shall be listed/recognized for their contributions in the Summer issue of the *Journal* each year.

Texas Association for Health, Physical Education, Recreation, and Dance
OPERATING CODE FOR
EDITORIAL BOARD OF THE *TAHPERD JOURNAL*

4. Procedures for Reviews

- 4.1. Each manuscript submitted for publication shall be reviewed by the editor, one selected Editorial Board member, and three readers chosen by the Editorial Board member for their expertise on the topic of that specific manuscript being reviewed.
- 4.2. The editor shall select the Division Editorial Board member most closely associated with the content of the submitted manuscript. The Board member will then select three (3) persons considered to be best qualified to review an manuscript in terms of the topic area, school level, and type of manuscript.
- 4.3. The review shall be a blind review whereby the readers do not know the author of the manuscript and the author is not informed of the three persons selected to review the manuscript.
- 4.4. In order to be accepted and considered by the *Journal* Editor for publication, an manuscript must have the approval of the Division Editor and a majority of those reading/reviewing it.
- 4.5. Reviewers are expected to review and return an manuscript within three weeks after receipt.
- 4.6. In rejecting an manuscript, the Editorial Board Member must give specific reasons for the rejection.
- 4.7. An manuscript may be rejected with the author invited to revise and resubmit it. In such cases, the reviewer must give specific suggestions for the revision.
- 4.8. If a manuscript is accepted with revisions, the revisions must be made and returned to the Editorial Board Member within three months.
- 4.9. Comments by the reviewers are to be consolidated on the manuscript by the Editorial Board Member and communicated to the author.
- 4.10. The final copy of the manuscript to be published in the *Journal* must be submitted to the editor in electronic format with a short biography of the author(s).
- 4.11. The Editorial Board Member will notify the TAHPERD office of the results of the review process and be responsible for having the final manuscript sent to the TAHPERD office in electronic format.

Adopted by Board of Directors December 1981

Amended:

December 1985
April 1986
May 1996
December 2002
April 2003
December 2005