

# National Council on Measurement in Education

## Policies and Practices Handbook

### Volume II

#### Section 9 & Appendix K:

#### Publications and Publications Process

Last updated August 2018

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## Table of Contents

9.	Publications and Publications Process .....	3
9.1	Introduction .....	3
9.2	Description of NCME Publications .....	3
9.2.1	Journal of Educational Measurement (JEM) .....	3
9.2.2	Educational Measurement: Issues and Practice (EM:IP) .....	6
9.2.3	The NCME Newsletter .....	7
9.2.4	ITEMS .....	9
9.2.5	NCME Website.....	9
9.2.6	NCME Edited Book Series.....	10
9.2.7	Occasional Publications.....	11
9.3	Page Allotments.....	12
9.4	Contacts Relevant to NCME Publications .....	12
9.5	Editors .....	12
9.5.1	Editorial Appointment Process .....	12
9.5.2	Timeline for Editorial Appointments.....	14
9.5.3	Past and Current Editors of the NCME Publications .....	15
9.5.5	Roles and Responsibilities of Editors .....	18
9.5.6	Associate Editors and Editorial Boards .....	19
9.7.3	Complimentary Copies and Reprints .....	26
9.7.4	Grievance Procedure for NCME Publications .....	26
9.7.5	Copyright and Permission to Reprint.....	27
9.8	Obituaries .....	28
9.9	NCME Reprint Policy, Fair Use .....	28
9.10	Policy on publicizing events from outside organizations in NCME publications.....	31
	Appendix K: Bill Russell’s Handy Hints for New Editors .....	32

## 9. Publications and Publications Process

### 9.1 Introduction

NCME's publications serve the following functions:

1. To provide an archive of original research on measurement, procedures for reporting and interpreting measurement results, scholarly expositions on measurement practice or the philosophy of measurement, and reports of novel and generalizable uses of measurement in education or related disciplines.
2. To promote a better understanding of and reasoned debate on timely measurement issues of theoretical or practical importance to educators and the public.
3. To facilitate up-to-date communication on matters of general intellectual, policy, and professional interest.
4. To provide a means for improving communication between the measurement specialist and the practitioner.

This section of the current Handbook contains information pertinent to NCME Publications. It was drawn from a previous NCME Handbook and the *AERA Publications Manual*<sup>1</sup>. Additional information can be found in Appendix K: Bill Russell's Handy Hints for New Editors.

### 9.2 Description of NCME Publications

#### 9.2.1 Journal of Educational Measurement (JEM)

Statement of Editorial Policy. *JEM* (quarterly) publishes original measurement research reflecting current issues and innovations within education broadly conceived. Topics addressed in *JEM* reflect contributions to educational measurement that are related to the purposes of NCME. *JEM* is a vehicle for sharing improvements and innovations in educational measurement.

*JEM* seeks manuscripts containing generalizable contributions to educational measurement. In keeping with the purposes of NCME, preferred topics are those likely to be of interest to persons concerned with the practice of measurement in field settings as well as measurement theorists. In addition to presenting new contributions to measurement theory, *JEM* is a vehicle for the improvement of measurement application in a variety of educational settings. When considering prospective audiences for manuscripts submitted to *JEM*, authors should keep these objectives in mind.

The types of manuscripts sought for *JEM* include reports of research on measurement processes, techniques, tools, and procedures; generalizable procedures for reporting and interpreting measurement results; scholarly expositions on the philosophy and practice of measurement; reports on novel and generalizable uses of educational measurement in education or related disciplines; reports on the development and psychometric properties of measurement instruments that are new and unavailable commercially; and reviews of publications related to educational measurement.

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<sup>1</sup> American Educational Research Association. (2018). [AERA Publications Manual](#). Washington, DC: Author.

Submitted manuscripts within the broad domain of educational measurement will be reviewed for the accuracy of their designs, analyses, and interpretations; their appropriateness for an audience of educational measurement practitioners and theorists; the significance and generalizability of their contributions; and the originality of their content. Manuscripts are typically reviewed within a two to three month period.

Certain types of manuscripts are unlikely to be published in *JEM*. These include:

1. Manuscripts with a focus outside the domain of educational measurement (e.g., manuscripts that describe the development or routine evaluation of new curricula). (NOTE: *JEM* will consider manuscripts where the context is not education, provided the matters considered have obvious relevance to issues in educational measurement.)
2. Manuscripts that deal principally with the new statistical methods, except those clearly pertaining to educational measurement theory and practice;
3. Manuscripts more suitable for a journal addressed to an exclusive audience of measurement theorists;
4. Manuscripts that report routine investigation of the psychometric adequacy of specific measurement instruments;
5. Manuscripts concerned with psychological issues unrelated to educational measurement;
6. Manuscripts that describe computer programs.

Manuscript Submission and Review Procedures. The text of manuscripts submitted for publication should conform to the style of the *Publication Manual of the American Psychological Association* (6th ed., 2009)

Each manuscript must be accompanied by an abstract of not more than 120 words and a suggested running head. Manuscripts should be prepared for blind review by removing references to the authors or their institutions.

Manuscripts should be doubled-spaced with ample margins. Generally, manuscripts should not exceed 30 pages; manuscripts longer than 30 pages frequently will have to be edited for length to meet journal page limitations. Subheadings should be used at reasonable intervals to aid the reader's comprehension and break the monotony of lengthy texts. Abbreviations and acronyms not easily recognized by the average reader should be explained. Mathematical symbols and Greek letters should be indicated in the manuscript as the author wants them to appear when typeset: italicized, boldface, on-line, superscript, or subscript (or combinations thereof). All pages should be numbered consecutively. All figures and tables submitted with the final, accepted manuscript should be camera ready.

Manuscripts are accepted for consideration with the understanding that they are original material and are not currently being considered for publication elsewhere. The latest issue of *JEM* and its website indicate the process for submitting manuscripts.

Review Procedures. Each manuscript submitted to *JEM* will be screened for consistency with the editorial policies of the journal and in accordance with the process described in Section 9.6 below. If found to be appropriate for *JEM*, manuscripts will be sent, with author identification removed, to at least three qualified reviewers. Upon receiving the recommendations of reviewers, the Editor will report a decision to the author, including reasons for the decision and the comments of reviewers. The reviewer's recommendations are advisory to the Editor who has responsibility for making the decision to publish the article. In order to be timely, an Editor may make a decision after only two of the three reviews have been returned. Reviewers remain anonymous to the author. Each reviewer receives a copy of the Editor's letter to the author and the other reviewers' comments. Aside from exceptional cases, the author should receive a decision in two to three months.

Final Manuscript. The tables and figures to be published are reproduced from electronic copy provided by the author. Final versions of accepted manuscripts must include originals of all figures and tables in appropriate electronic format. All figures should be submitted one to a page. Tables must be presented one to a page and generally conform to APA style. Additional specific instructions and exceptions to APA style are provided on the journal's website.

In accordance with policy established at the December 2000 Board meeting, the NCME Website can be used for the posting of supplementary materials associated with articles in *JEM* if the author of the journal article chooses to do so. These materials might include software, reference data sets, appendices, graphs and tables. The material is to be posted only upon publication of the journal article and will have no bearing on publication decisions.

(NOTE: At the discretion of the Editor one article that is substantially longer than the typical *JEM* article can be published each year. Manuscripts that will be considered as special reports include reports on the development and evaluation of new measurement processes, techniques, tools, and procedures that contribute to the solution of significant problems in educational measurement; survey papers that present a novel integration or synthesis of topics in educational measurement; and reviews of a substantial body of empirical and/or theoretical research in educational measurement. Manuscripts submitted for publication as a special report should not exceed 90 double-spaced pages including references, tables, and figures. Pages should be formatted to permit 275 to 300 words per page.)

Review Section. The Editor of *JEM* appoints a Review Editor who solicits and manages reviews of books and other publications of interest to the readership of *JEM*.

Reviews are included in *JEM* to provide up-to-date information about the content and quality of new publications in the field of educational measurement. Reviews of all publications and materials are expected to be both descriptive and evaluative in character. They are intended primarily, although not exclusively, for readers who make practical use of measurement in various kinds of educational settings.

The policy of *JEM* is to publish only solicited reviews. Two reviews of the same publication will occasionally be included. Insofar as feasible, authors of publications will be invited to respond to reviews that are critical of their works. The Review Editor welcomes suggestions regarding particular publications or types of publications for which reviews would be most helpful.

Comments. Comments on technical or substantive issues addressed in articles previously published in *JEM* will be subject to the same editorial review and decision process as manuscripts that are submitted to *JEM*. If a commentary is accepted for publication, the author of the original article will be invited to respond to the commentary. Only comments on articles published within the past year will be considered for publication. The Editor may allot a specific amount of journal space for the comment (approximately 1,500 words) and for the reply (about 750 words). In keeping with NCME policy, the final decision on whether to publish the comment and/or the response will rest with the Editor.

Special Issues. It has been traditional practice for each *JEM* Editor to publish one special issue of invited papers during that Editor's term; a Guest Editor may be selected for the special issue. Such an issue is devoted to a topic of major current importance in educational measurement. The papers for a special issue are subject to the same review process as unsolicited papers.

Indices. In the fourth issue of each volume appear subject and author indices covering that volume. In 1990 the Board decided, in order to conserve journal space for articles, to cease publication of indices that were cumulative over volumes.

## **9.2.2 Educational Measurement: Issues and Practice (EM:IP)**

Statement of Editorial Policy. *EM:IP* (quarterly) publishes articles that illuminate issues in educational measurement and inform the practice of educational measurement. *EM:IP* is aimed at practitioners and users of assessments and includes information about proven practices in assessment, news of interest to the educational measurement community, and organizational news of NCME. Not as technical as *JEM*, *EM:IP* addresses a broad public that includes NCME members, school personnel, other professional educators, credentialing agencies, legislators, and interested citizens. Its primary purpose is to promote a better understanding of and reasoned debate on timely measurement issues of practical importance to educators and the public. *EM:IP* is a vehicle for improved communication among NCME members, and between NCME members and others concerned with educational measurement issues and practices.

*EM:IP* seeks manuscripts that deal with measurement issues of concern to practitioners and academics, applications of measurement techniques in educational settings, and exemplary practices. Examples of manuscripts appropriate for *EM:IP* include those dealing with specific measurement techniques for various educational objectives or controversial measurement issues; surveys of practices and changes in practices; and public critiques of testing and test use. Some articles are solicited by the Editor, often from speeches made at professional meetings. Others are selected from unsolicited manuscripts sent to the Editor.

Manuscript Submission and Review Procedures. Manuscripts should be consistent with the style described in the *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed., 2009). Aside from exceptional cases, the author should receive a decision in two to three months.

Authors should be parsimonious in the use of tables, graphs, and figures. When used, one original copy suitable for high-quality reproduction should accompany the manuscript. Avoid footnotes when possible. Articles on examples of good practices in educational measurement and articles presenting contrasting views concerning the educational role of testing are welcome. All manuscripts [solicited or unsolicited] that are considered for publication in the Articles section will be screened for consistency with the editorial policies of the journal and in

accordance with the process described in Section 9.6 below. If found to be appropriate for *EM:IP*, manuscripts will be sent, with author identification removed, to at least three qualified reviewers. Upon receiving the recommendations of reviewers, the Editor will report a decision to the author, including reasons for the decision and the comments of reviewers. Presidential addresses may be sent out for comments and suggestions for improvement at the Editor's discretion. The reviewer's recommendations are advisory to the Editor who has responsibility for making the decision to publish the article. In order to be timely, an Editor may make a decision after only two of the three reviews have been returned. The Editor conveys the decision, along with specific requests for necessary revisions, to the author. Each author receives verbatim the comments of the reviewers, who remain anonymous to the author. Each reviewer receives a copy of the Editor's letter to the author and the other reviewers' comments.

Special Issues. From time to time an issue of *EM:IP* may be devoted to a specific topic. The Editor takes primary responsibility for making such decisions and may choose a Guest Editor for such issues.

Comments. Comments on technical or substantive issues addressed in articles previously published in *EM:IP* will be subject to the same editorial review and decision process as manuscripts that are submitted to *EM:IP*. If a commentary is accepted for publication, the author of the original article will be invited to respond to the commentary. Only comments on articles published within the past year will be considered for publication. The Editor may allot a specific amount of journal space for the comment (approximately 1,500 words) and for the reply (about 750 words). In keeping with NCME policy, the final decision on whether to publish the comment and/or the response will rest with the Editor.

Indices. In the fourth issue of each volume appear author, title, and review indices covering that volume. Indices that are cumulative over volumes are not published.

### **9.2.3 The NCME Newsletter**

Editorial Policy. The *Newsletter* (quarterly) publishes announcements and brief descriptions of current activities, both internal and external to NCME that would be of interest to the membership. The *Newsletter* is intended to provide the broad diversity of NCME members with timely information about important current events in educational measurement practice and research. The *Newsletter* is also intended to inform the NCME membership about the activities of its Board and committees. Content is managed by the *Newsletter* Editor. The Editor appoints an Editorial Board and may seek advice from the Board regarding what content to publish.

Submission and Review Procedures. The *Newsletter* seeks information and short reports of events or activities relevant to educational measurement and NCME. Persons with such materials are encouraged to contact the Editor or a *Newsletter* Editorial Board member.

Materials are evaluated for their timeliness, accuracy, interest level, and importance to the NCME membership. This evaluation is made by the Editor, using information from Editorial Board members or others, obtained at the Editor's discretion.

The *Newsletter* reports educational measurement news from the federal government, states, school districts, universities and colleges, educational research laboratories, technical centers, and publishers. Significant activities of the Council's Board and its committees are reported.

Announcements of articles, reports, and upcoming meetings of potential interest to the NCME membership also appear. The Newsletter should not be used to post job announcements or for commercial advertising purposes.

Review Process. A formal peer review process does not occur with the *Newsletter*. The Editor's judgment, aided by whatever opinions the Editor chooses to obtain, determines the publication of articles or information.

Acknowledging the Contributions of Reviewers. There is no list of reviewers to be published. The Editor is encouraged to freely cite the sources of information, both to acknowledge and encourage contributions, and to facilitate further direct communication among members.

Support for Editor. Support is the same as that for the other Editors, with the following exceptions: The level of secretarial support for the *Newsletter* Editor is substantially less than the secretarial support required by *JEM* and *EM:IP*.

Online Access. Beginning in 2004, the NCME *Newsletter* moved to an electronic format. The *Newsletter* Editor provides a PDF file to the Website Editor for posting to the NCME website as well as a PDF file to the Central Office for archive purposes. Beginning in 2010, the central office assumed responsibility for distributing the newsletter to all NCME members via email with a link to the specific issue once it is loaded onto the NCME webpage. In addition, the Central Office maintains a separate subscriber list and sends all issues to individuals on the list. This list may include individuals who are not NCME members but have interest in NCME (e.g., policymakers, state assessment directors, etc.). The central office reviews the list with each incoming NCME Newsletter editor during their first year. All electronic issues should be maintained on the web for at least ten years. Issues should be archived and retrievable after ten years from the NCME central office.

Authors. The role of authors is substantially different in the *Newsletter* than in *JEM* and *EM:IP*. The vast majority of material to be published in the *Newsletter* is written by the Editor, Editorial Board members, or "features" authors. Occasionally a short article is written by an outside author. Reviewing, editing, and publishing of such articles are conducted according to the Editor's judgment. In most cases, authors do not review camera-copy of their articles, nor do they routinely receive complimentary copies of the *Newsletter* in which their article appears.

Right of Reply. Because the content of the *Newsletter* is primarily informational, the publication of substantive comments on previously published articles is unlikely to be suitable. The publication of such comments is based on the Editor's evaluation, with or without supporting reviews by others, of the importance and information value of the comment. If such a comment is published, the Right of Reply policy applies, with the expectation that comments and replies are much shorter in the *Newsletter* than in *JEM* or *EM:IP*.

The Editor strives to publish only accurate information. If an error is brought to the Editor's attention, the Editor publishes a correction, if in the Editor's opinion the correction is important and timely.

Copyright and Permission to Reprint. To protect the works of authors and the Council, NCME copyrights all its publications, with the exception of its *Newsletter*, which is in the public domain. Readers may copy any articles in the *Newsletter* that have not been previously copyrighted. NCME requests that reprinted material include a credit line citing its source.

## 9.2.4 ITEMS

The goal of the Instructional Topics in Educational Measurement Series, a.k.a. *ITEMS*, is to improve the understanding of educational measurement principles by providing brief instructional units on timely topics in the field, modules developed for use by college faculty and students as well as by workshop leaders and participants.

Instructional modules are designed to be learner-oriented and consist of an abstract, tutorial content, exercises, and annotated references. The teaching aids accompanying most modules are designed to support the use of the instructional modules in teaching and workshop settings by providing supplemental student exercises, references, test items, and slides for presentation.

*ITEMS* modules are available on the NCME website. The website has been updated so that each previously published *ITEMS* module is available as a PDF file. Members can download these files at no cost. Modules should be maintained on the website for at least ten years and available from the central office archives indefinitely.

## 9.2.5 NCME Website

The NCME Website is to assist NCME in fulfilling its mission to advance the science and practice of measurement in education. Thus, the website is to provide support to NCME members related to their involvement in the organization, as well as to provide measurement resources for members and non-members of NCME who have interests in technical and policy issues. The NCME Website Content Editor is responsible for all content posted on the website, and is assisted by several individuals within the organization as well as by members of the NCME central office (i.e., Executive Director, Meeting Planner, Membership Coordinator, and Webmaster). In particular, the Website Content Editor is to collaborate with the Website Management Committee and Webmaster on issues related to organization, functionality and design, procedures, and budgetary issues. In terms of assistance with preparing and updating content, the Content Editor is to be assisted by the Website Editorial Board. (described in section 9.5.6.) The current draft of Website Policy, found in section 9.8, more fully describes the types of content that can and cannot be incorporated into the website.

Website Management Committee. This committee is responsible for developing website policies and procedures; overseeing website updates, organization, and functionality; auditing website traffic and making necessary revisions to the design. The committee will evaluate the design of the website every three years and be prepared to implement, and evaluate a redesigned website based on the evaluation. The Website Management Committee reports to the Board through the Vice President.

Webmaster. This individual is responsible for ensuring that the web servers, hardware and software are operating accurately; designing the website; generating and revising web pages; and examining traffic through the site. The Webmaster takes direction from the Website Content Editor, Chair of the Website Management Committee, and the NCME Executive Director.

NCME Board of Directors. The Board of Directors is responsible for adopting website policies, reviewing requests for additional resources to implement changes to the website, appointing a Website Content Editor following a process similar to the one used with other editors, and

collaborating with the Website Content Editor in the development of new content to further the mission and vision of NCME

NCME Executive Director. The Executive Director is responsible for facilitating the flow of internal and external requests related to the website to the appropriate entities, and directing requests for website updates to the Website Content Editor and Website Management Committee.

### **9.2.6 NCME Edited Book Series**

In 2011, the NCME Board approved the creation of an edited book series which is tentatively titled “The NCME Applications of Educational Measurement and Assessment Book Series.” This series is intended to increase understanding and inform research-based applied educational measurement and assessment. The intended audiences include NCME members, graduate students in measurement and assessment, and professionals in related fields engaged in measurement and assessment (e.g., psychology, educational leadership, educational policy, curriculum and instruction, and certification and licensure).

Objectives of the Series: The overall objectives are to inform practice in educational measurement and assessment. The primary audience will be both NCME members (including graduate students) and non-members in related fields (e.g., engaged in practice or applications of educational measurement and assessment, and non-members in related fields (e.g., psychology, educational leadership or administration, education policy, curriculum and instruction, and certification and licensure) engaged in educational measurement or assessment. NCME hopes these volumes will increase knowledge and understanding about measurement and assessment, as well as stimulate continuing research-based practice in measurement and assessment. This book series is distinct from the two separate volumes that NCME has established and maintained (Educational Measurement, Handbook of Test Development). Each of those two products will continue to be part of NCME’s publications efforts, but not incorporated into this proposed series because they are designed to serve other purposes and audiences.

NCME will receive six complimentary copies of the paperback version of each Series volume upon publication. Each volume editor will be entitled to three complimentary copies of the paperback version and to a 25% discount off the list price of all book publications of the Publisher. Each chapter contributor (up to a limit of three contributors per chapter) will be entitled to one complimentary copy of the paperback version of the Work and will be permitted to purchase all other publications of the Publisher, for their personal use, at a discount of 20% off the list price.

The Series will consist of edited volumes and that this Agreement will be supplemented by separately signed Agreements between the volume editors and the Publisher, in which similar terms and conditions are provided. NCME will develop ideas for volumes; search for appropriate editors; review and evaluate proposals; and assist editors in developing their manuscripts. Series volumes are expected to range between 120,000-235,000 words, which converts to 256-500 printed pages using a 7 x 10 trim size.

The following target projects are representative of the Series mission:

Measurement Based Accountability Models  
Theoretically grounded test designs  
Automated Scoring  
Fairness in Testing

### Management Process

Editorial Board. NCME has established a 6 person editorial board. The editorial board will identify potential topics for books from collaboration with the publisher, invitation, and proposals from members. The members of the editorial board must be “highly committed to the success of the project and have reputations as conscientious authors and experienced editors, who can, without excuses, meet deadlines and work well with a wide range of potential volume editors and authors.”

The Editorial Board will be funded by NCME to meet at once annually. Such meetings should occur in relation to the NCME Annual Meeting and reimbursement would be limited to lodging and meals required for one additional day. However, a stand-alone meeting may be required every several years. NCME will also support other miscellaneous expenses such as conference calls and WebEx as needed. The Editorial Board will develop an annual budget. It is also proposed that the Chair of the Editorial Board be invited to attend at least one Board Meeting annually with other chairs (summer or fall meeting) to report on the progress of this series.

Duties of the Editorial Board. The topics should be evaluated by the publisher in terms of market demand and sales potential, and by the editorial board in terms of substance, contribution and need in the field. The editorial board should solicit proposals for edited books as well as develop its own proposals. The editorial board will have ultimate authority to decide on topics in consultation with the publisher. The editorial board will also direct all other aspects of each volume in close consultation and coordination with the publisher. The choice of volume editor(s) will be made by the editorial board, with consultation from the publisher. The chapter editors will be selected by the editor(s). A member of the editorial board will be assigned to manage each volume and will serve as NCME’s primary liaison to the editor and publisher regarding all aspects of production. A precise timeline must be approved by the publisher and editorial board prior to any formal agreement with editors. Once a timeline has been accepted, the NCME liaison is responsible for working closely with editors to ensure work progresses on schedule. It is important to have a contingency plan for each volume in the event some chapters are simply not produced. Identifying alternate authors or planning to proceed without a chapter should be considered when any deadlines are missed early in the process. The editorial board will establish policies which govern delays or other disruptions.

## **9.2.7 Occasional Publications**

In addition to its periodicals, NCME sponsors other publications if the need arises to disseminate information that is too lengthy or not within the editorial scope of the NCME periodicals. The need for special publications is identified through recommendations by the Board, the Publications Committee, NCME members, or others. Surveys to identify areas of interest may be used to assist in determining a need for publication on a popular topic.

The Publications Committee reviews all proposals for publications and makes recommendations to the Board. Proposals should include an outline of the publication content and estimated costs. If the Board accepts a proposal, an Editor of the special publication is appointed by the President with the approval of the Board of Directors. The Editor directs the production of the special publication, with the advice of the Publications Committee, the Board, or others, as appropriate. All budgets must be approved by the Board.

### 9.3 Page Allotments

Each journal is budgeted a page allotment for the year, and all NCME periodicals have limitations on the number of pages they may contain. They are as follows.

<i>JEM</i>	124 pages per issue
<i>EM:IP</i>	52 pages per issue, including <i>ITEMS</i>
<i>Newsletter</i>	No real limit for electronic version.

Editorial pages include front matter and indices (if any), but do not include paid ads (each journal has 4 pages reserved for paid ads). Editors who anticipate exceeding page allotments should request from the Board or Executive Committee an allotment revision in the budget, having first consulted with the Executive Officer in order to determine the impact additional pages will have on the journal's printing/ mailing budget.

Additional pages are costly. As of 2010, each additional page for *JEM* costs \$30.25, and each additional page for *EM:IP* costs \$48.30.

### 9.4 Contacts Relevant to NCME Publications

Wiley/Blackwell Publishing Co. Services to Journal Editors. The content of a publication is determined by the Editor. The manufacture and dissemination of the publication are the responsibility of Blackwell. Editors work with the Blackwell staff in establishing any procedures, designs, or special issues with full consideration of the Board's purpose, budget, and staff. The Blackwell staff is responsible for technical (not substantive) editing and for correspondence with authors after manuscripts have been accepted for publication.

### 9.5 Editors

#### 9.5.1 Editorial Appointment Process

##### Periodical and Website Editors

The appointment process for the editors of the *Journal of Educational Measurement*, *Educational Measurement: Issues and Practices*, *ITEMS*, the *Newsletter*, and the *Website* has five steps:

1. The Publications Committee conducts an open search for Editorial candidates. Depending on the publication, the search should begin 12 to 21 months prior to the end of the current Editor's term, with the appointment occurring 6 to 15 months prior to the end date (*JEM* and *EM:IP* require longer transitions). This search may include, but is not limited to, advertisements in NCME Publications and surveys at the NCME Breakfast, as well as contacting previous Editor(s), Editorial Board Members, NCME Board Members, and NCME current and past presidents. The Publications Committee contacts the candidates,

describing the responsibilities and financial support accompanying the Editorship, and determines whether each person would like to be considered for the position. Curriculum vitas are collected for all interested candidates.

2. The Publications Committee creates a short list of three to six acceptable candidates and presents the list to the President. For the Website Content Editor's position, the Publications Committee consults with the Website Management Committee and the current Editor when preparing this list. Copies of the vitas for the candidates should accompany the list.
3. The President identifies and rank orders the top three candidates and presents that list to the Board.
4. The Board votes on each of the candidates identified on the President's list.
5. Starting at the top of the approved list, the President acts on behalf of the Board to contact the candidate and officially offer the post. If that person declines, the President offers the position to the next ranked person. In the event that no candidate accepts the position, the search is reopened.

#### Editors of Occasional Publications

The Editor of an occasional publication is appointed by the President with the approval of the Board of Directors. The Editor directs the production of the special publication, with the advice of the Publications Committee, the Board, and others, as appropriate.

## 9.5.2 Timeline for Editorial Appointments

	2011	2012	2013	2014	2015	2016	2017	2018
<b>JEM</b>		----->	----->	----->	----->	----->	----->	----->
<b>EM:IP</b>	----->	----->	----->	----->	----->	----->	----->	----->
<b>News</b>	----->	----->	----->	----->	----->	----->	----->	----->
<b>ITEMS</b>	----->	----->	----->	----->	----->	----->	----->	----->
<b>WEB</b>	----->	----->	----->	----->	----->	----->	----->	----->

-----> Call for nominations, Nomination by Publication Committee, Appointment by NCME President, Transition  
 -----> Term of service

### 9.5.3 Past and Current Editors of the NCME Publications

#### Journal of Educational Measurement

Richard E. Schutz	Volumes 1-5	1964-1968
Jason Millman	Volumes 6-8	1969-1971
Robert L. Linn	Volumes 9-11	1972-1974
Richard M. Jaeger	Volumes 12-14	1975-1977
Lorrie A. Shepar	Volumes 15-17	1978-1980
Leigh Burstein	Volumes 18-20	1981-1983
Ross E. Traub	Volumes 21-23	1984-1986
Wendy M. Yen	Volumes 24-26	1987-1989
James Algina	Volumes 27-29	1990-1992
Mark Reckase	Volumes 30-32	1993-1995
Rebecca Zwick	Volumes 33-35	1996-1998
Daniel Eignor	Volumes 36-38	1999-2001
Barbara Dodd	Volumes 39-41	2002-2004
Michael Kolen	Volumes 42-44	2005-2007
James Carlson	Volumes 45-47	2008-2010
Brian Clauser	Volumes 48-50	2011-2013
Jimmy de la Torre	Volumes 51-53	2014-2016
George Engelhard / Jonathan Templin	Volumes 54-56	2017-2019

#### Educational Measurement: Issues and Practice

Frank B. Womer	Volumes 1-4	1982-1985
Walter M. Haney / Edward F. Reidy	Volumes 5-7 (Number 1)	1986-1988
Walter M. Haney	Volume 7 (Numbers 2-4)	1988
Anthony J. Nitko	Volumes 8-10	1989-1991
John J. Fremer	Volumes 11-13	1992-1994
Linda Crocker	Volumes 14-16	1995-1997
Jeffrey Smith	Volumes 17-19	1998-2000
Jeri Benson	Volumes 20-22	2001-2003
Steven Ferrara	Volumes 23-25	2004-2006
Susan Brookhart	Volumes 26-28	2007-2009
Jacqueline Leighton	Volumes 29-31	2010-2012
Derek C. Briggs	Volumes 32-34	2013-2015
Howard Everson	Volumes 35-37	2016-2018
Deborah Harris	Volumes 38-40	2019-

#### ITEMS

Barbara Plake	1987-1988
Fred Brown	1988-1989
Rick Stiggins	1992-1993
Michael Zieky	1998-2000
Deborah Harris	2001-2005
Mark Gierl	2006-2011
Holmes Finch	2012-10.2016
André Rupp	11.2017-

## Newsletter

Joy A. Frechtling	Volumes 1-2	1992-1993
Audrey Qualls	Volumes 3-4	1994-1996
Lisa Smith	Volumes 5-7	1997-1999
Douglas Becker	Volumes 8-10	2000-2002
Susan Brookhart	Volumes 11-13	2003-2005
Scott Bishop	Volumes 14-16	2006-2008
Thanos Patelis	Volumes 17-19	2009-2011
Susan Davis Becker	Volumes 20-22	2012-2014
Heather Buzik	Volumes 23-25	2015-2017
Megan Welsh	Volumes 26-28	2018-

## NCME Website

Delwyn L. Harnisch	1998-2002
Bradley Hanson	2002
Delwyn L. Harnisch (interim)	2002-2003
David Miller	2003-2005
John Willse <sup>2</sup>	2010-2013
Brett P. Foley	2014-2016
Matt Gaertner	2017-

## **9.5.4 Support for Editors**

### **9.5.4.1 NCME Financial Policies and Procedures Pertinent to Editors**

NCME Editors should be familiar with NCME's Financial Policies and Procedures, which are provided in Section 7.

### **9.5.4.2 Budget Preparation**

During the summer, editors should submit to the NCME Publications Committee Chair an editorial budget request for the upcoming fiscal year. The Chair will then share the budget with the NCME Executive Committee, the Budget and Finance Committee, and the Central Office. Editors are then notified of the budget approved by the Board for the upcoming fiscal year.

1. Two months prior to the Annual Meeting, Editors will be requested by the Publication Committee Chair to submit a budget for their activity for the following fiscal year. Newly appointed editors will be provided a copy of the prior years' budgets. At least one month prior to the Annual Meeting, the Chair of the Publications Committee will then prepare a budget covering all expenses associated with NCME publications (including Editorial expenses) for review by the Budget and Finance Committee. Budget requests will be reviewed and then incorporated in the initial budget prepared by the Budget and Finance Committee. The Budget and Finance Committee will

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<sup>2</sup> In 2010, the NCME Website Content Editor position was established

- forward recommended edits and/or revisions of editorial and production budget requests to the Board of Directors for approval.
2. An operating budget will be approved by the Board at the Annual Meeting. Each Editor will be notified by the NCME President of the Board's action.
  3. Changes in an approved budget (line item or a request for additional resources) must be reviewed by the Budget and Finance Committee and approved by the Board or Executive Committee prior to the change being implemented.

#### **9.5.4.3 Reimbursement, Honoraria, and Royalties**

Members of NCME assume a professional obligation to further the goals of their association through contributions of their time and talent. It is expected that NCME members will consult their institutions regarding any institutional support prior to committing to assuming significant responsibilities in serving the association. This is particularly important for editors and associate editors.

NCME Editors should attempt to negotiate the type and level of support with their institution and if it is not adequate to perform the editorial duties at that time they should withdraw from consideration. When support is not available, NCME provides funds for secretarial, editorial or clerical support, up to \$6,000 annually, subject to approval by the Board. Payments will be made directly from NCME to the individual or organization providing the service(s) (including the editor's institution) upon receipt of a detailed invoice.

Payment of indirect costs (overhead) to institutions is not permitted. Payments for released time or editorial stipends are also not permitted. These funds are limited to support for four editors (*JEM*, *EM: IP*, *Newsletter*, and *Website*).

#### **9.5.4.4 Editor Transition**

Outgoing and incoming Editors should discuss the timing associated with transitions and work together to provide a transition plan for the Central Office and the Publications Committee. When the incoming Editor's appointment is made, the outgoing Editor should update the publication's manuscript submission guidelines to announce the incoming Editor's appointment and the date the incoming Editor's term commences.

Outgoing Editors begin transferring knowledge to incoming Editors in a shadowing period which begins in the outgoing Editor's final year of record. Outgoing Editors should cease handling new submissions, and incoming Editors should begin handling new manuscript submissions, during that year. Timeframes for the shadowing period and transfer of manuscript submission handling are specified for each Publication in the table below. Incoming editors should review Appendix K: Bill Russell's Handy Hints for New Editors.

Publication	Shadowing period begins	Handling of new manuscript submissions transitions from outgoing Editor to incoming Editor
<i>JEM</i>	January or February of outgoing Editor's final year of record	January or February of outgoing Editor's final year of record
<i>EM:IP</i>	January or February of outgoing Editor's final year of record	June or July of outgoing Editor's final year of record
<i>Newsletter</i>	June or July of outgoing Editor's final year of record	Upon commencement of the incoming Editor's first year of record

Outgoing Editors should not accept more manuscripts than can be published during their term, plus possibly one additional issue or four to five articles. The extra issue frequently provides a cushion for the new Editor that is highly desirable. Outgoing Editors typically are responsible for manuscripts for which they have initiated the review process. Thus, manuscripts that are in the pipeline (under review, revise and resubmit, etc.) are the responsibility of the outgoing Editor. This should be factored into the calculations of when to redirect the flow of manuscripts to the incoming Editor. The outgoing Editor should write to all authors that have manuscripts in the review cycle and indicate a deadline for receipt of their manuscripts to be considered under their tenure. This notice should make clear that if authors do not meet those deadlines, their articles will be forwarded to the incoming Editor and treated as a new submission. Every effort should be made to prevent manuscripts from falling through the cracks.

## 9.5.5 Roles and Responsibilities of Editors

### Periodical Editors' Role

The Editors of NCME publications fill an important role. Under their auspices the results of disciplined inquiry are disseminated and become part of the educational literature for which the Council is recognized. Editors, with assistance from reviewers, Associate Editors, and/or an Editorial Board, strive to publish scholarly material of the highest quality.

### Website Content Editor's Role

A Website Content Editor serves a three-year term and reports to the Board through the Publications Committee. It is anticipated that the Content Editor will serve a single term, but in some circumstances he/she could be reappointed to a second three-year term. The Website Content Editor works with members of the NCME Board of Directors, the Website Editorial Board, and other NCME editors to evaluate suggested messages or topics to include on the website. The Website Content Editor prepares an annual plan for the development, placement, and review of new content for the website. The Website Content Editor identifies relevant content to feature on the website and commissions NCME members in the development of this content; and writes and/or edits copy for the entire website. The Website Content Editor appoints and utilizes the Website Editorial Board for evaluating the relevance, accuracy, and appropriateness of measurement-related content submitted for posting; and to review and update content.

## Editors' Roles in Defining Editorial Policy

Specific editorial policy statements for a periodical are reviewed, and perhaps modified, by newly appointed Editors of the respective periodicals. These statements must be approved by the Board of Directors prior to their issuance.

## Editors' Reports to the NCME Board

NCME Editors report to the Board, which is responsible for the NCME's various publications. Editors of periodicals may be requested to attend the Board meetings at the Annual Meeting as well as other meetings the Board deems necessary. Editors' participation in an advisory capacity is an important contribution to the Board's deliberations.

For its spring and fall meetings, the Board of Directors expects a written status report from each Editor. The report should be submitted to the chair of the Publications Committee about one month before the meeting is to be held so that it can be reviewed and forwarded to NCME's Central Office for inclusion in the package of materials sent to each Board member prior to the Board meeting. In their reports, Editors should describe the number of submissions, acceptance rates, and length of time involved in the review cycle. Suggestions for changes and any problems or unusual developments in the editorial operation also are appropriate to provide. Any other information or concerns that an Editor wishes to direct to the Board's attention can also be included.

Although Editors are not routinely required to attend a Board of Directors' meeting, the Editor may be asked to do so when a particular action by the Board has been requested by the Editor. The Board of Directors must approve changes in an Editor's budget or page allocations. Decisions such as these should be requested as an action item that is put on the Board of Directors' meeting agenda. If the Board of Directors is not meeting before a decision is required, then the Executive Committee should be contacted and asked to act in place of the Board.

Editors submit budgets to the Board for approval. Editors have the responsibility of adhering to approved budgets and to other limitations, such as publication schedules and the numbers of pages allowed for their publication. More details are provided in the Support for Editors section that follows below.

## Editors of Occasional Publications

Editorial Boards for occasional publications usually play a more substantive role in the shaping of contents than those serving a periodical. While a breadth of understanding and experience in the field is an important criterion in the selection of the Editor of an occasional publication, both the scope and the size of the work often require an active, working Board who frequently become involved in the definition and commissioning of chapters in consulting with individual authors, or in sharing the editing burden.

### **9.5.6 Associate Editors and Editorial Boards**

Depending upon the publication's scope and production time, an Editor may solicit the assistance of, Associate Editors, an Editorial Board, and peer reviewers. Editors of all NCME periodicals have the prerogative to appoint their Associate Editors and Editorial Board; they also may develop informal expectations of the responsibilities of their Editorial Boards.

## Journal of Educational Measurement

The incoming Editor may, at his or her discretion, appoint up to three qualified Associate Editors who are members of NCME and who have expertise in the field of measurement and a record of scholarly accomplishment. Associate Editors assist with many editorial functions such as recommending peer reviewers, reviewing manuscripts, and evaluating and integrating comments from other reviewers. While Associate Editors make publication recommendations to the Editor, the final decision and any communications with authors regarding publication decisions are the responsibility of the Editor. When selecting Associate Editors, effort should be made to achieve balance and diversity in terms of areas of expertise, geographic location, institutional affiliation, and other factors.

The *JEM* Editorial Board is also appointed by the Editor and is chosen to represent the diversity of the NCME membership. Up to 30 Editorial Board members may be appointed. Board members serve a three-year term coincident with the term of the Editor. Editorial Board members contribute to *JEM* by reviewing manuscripts more frequently and on a more regular basis than occasional reviewers. At the request of the Editor, they may also help to develop editorial policy.

## Educational Measurement: Issues and Practice

The incoming Editor may, at his or her discretion, appoint up to three Associate Editors who are members of NCME and who have expertise the field of measurement, particularly as it relates to the practice of measurement and its implications for policy. Associate Editors assist with many editorial functions such as recommending peer reviewers, reviewing manuscripts, and evaluating and integrating comments from other reviewers. While Associate Editors make publication recommendations to the Editor, any communications with authors regarding publication decisions are the responsibility of the Editor. When selecting Associate Editors, effort should be made to achieve balance and diversity in terms of areas of expertise and other factors. Associate Editors may be designated for special purposes (e.g., cover art; graphics column).

The *EM:IP* Editorial Board is also appointed by the Editor and is chosen to represent the diversity of the NCME membership. Up to 30 Editorial Board members may be appointed, but traditionally the number has been smaller. Members serve for a term of one year and may be reappointed at the Editor's discretion. The Editor defines the role of the Editorial Board to facilitate maintaining a high quality publication. For example, they may assist the Editor in selecting themes, seeking manuscripts, locating materials of interest to readers, and/or reviewing manuscripts. Editorial Board members are expected to review manuscripts on a regular basis, advise the Editor on publication decisions in areas of their expertise, recommend topics for special issues, and assist in seeking out high quality manuscripts for submission to the journal. They may meet with the Editor at the NCME annual meeting to review the past year and discuss the direction of the journal.

## Newsletter

The *Newsletter* Editorial Board is appointed by the Editor and is chosen to reflect the diversity of the NCME membership. Terms for members of the Editorial Board parallel the term for the editor. The Editor defines the role of the Editorial Board to facilitate the publication of timely, accurate, and important reports to the membership. The Editorial Board does not serve as formal reviewers as with *JEM* and *EM:IP*. Instead, they provide information, announcements, and newsworthy reports and reactions to material at the request of the Editor.

Each quarter, members of the Editorial Board should submit something from their area for publication in the *Newsletter*. Submissions can be announcements, news from their area, requests, updates, or humor pieces. They can range from a few sentences to a full page in length. If an Editorial Board member does not have anything for a particular issue of the *Newsletter*, he/she should notify the Editor.

All submissions are sent to the Editor of the *Newsletter*. The Editor decides what is published

### Website

The incoming Editor may, at his or her discretion, appoint up to two Associate Editors who are members of NCME and have a strong interest in fulfilling NCME's mission. Associate Editors assist the Editor with planning and updating website content, identifying members to develop Website content, and writing/ editing material for the website. Associate Editors for Website Content are typically selected for their appreciation of the public nature of the Website and its purpose (e.g., support NCME members seeking professional involvement; resource to nonmembers)

The Website Editorial Board is also appointed by the Editor and is chosen to reflect the diversity of the NCME membership. Terms for members of the Editorial Board parallel the term for the editor. The Editor defines the role of the Editorial Board in order to facilitate maintaining relevant, accurate, and appropriate measurement-related content on the website. For example, they may assist the Editor in selecting themes, seeking manuscripts, locating materials of interest to readers, reviewing manuscripts, and/or advising the Editor on publication decisions. They may meet with the Editor at the NCME annual meeting to review the past year and discuss future directions of the website.

### **9.5.7 Publication Schedules**

The Managing Editor for each journal contacts the Editor with a time frame or schedule of when manuscripts and disks for each issue must be sent to the Central Office.

### **9.5.8 Acknowledging the Contributions of Editors**

Recognition of Editors and contributors is made during the Breakfast Meeting held during the NCME Annual Meeting.

### **9.5.9 Liability**

The Editors of *JEM*, *EM:IP*, the *Newsletter* and Editors of occasional publications shall bear no personal liability for expenses of the corporation, and in event such liability for any reason should attach, other than for defalcation, the corporation will indemnify the above named officers.

## **9.5.10 Publication Copies**

Editors of periodicals will receive five copies of the journal for their use and reference, in addition to copies used for special purpose, such as promotion, as arranged with the Central Office and in accordance with an approved publication budget.

## **9.5.11 Confidentiality**

A reviewer must treat a submitted manuscript to *EM:IP* or *JEM* as a confidential document. If the reviewer shares the manuscript with a person from whom specific advice is solicited, the identities of those consulted will need to be disclosed to the editor of the respective journal.

The *EM:IP* or *JEM* editorial team shall disclose no information about a manuscript under consideration to anyone other than those from whom professional advice regarding the publication of the manuscript is sought.

## **9.6 Manuscript Reviewers**

### **9.6.1 Review Process**

The general design of the review process is described here. Specifics of the process applying to each periodical are presented in the sections for those periodicals.

Outside of Scope. The Editor initially screens each manuscript to determine if the topic fits within the journal's stated aims and scope. If the subject of the article falls outside of the publication's editorial purview, no further review is necessary; the Editor simply notifies the author(s) as to the basis of the decision not to proceed with review, along with recommendations, if any, of appropriate publication outlets.

Insufficient Quality. Examples include, but are not limited to, the following reasons. In all cases, the Editor should give the primary author the specific reason(s) for the desk rejection.

- **Lack of Originality/Quality/Significance.** The Editor may decide that a manuscript is of sufficiently low quality to not warrant reading by the journal's peer reviewers.
- **Poor Writing.** A poorly written manuscript (e.g., excessive errors in English grammar, style and syntax, spelling) may be rejected by the Editor, regardless of the quality of the research.
- **Failure to Meet Manuscript Submission Requirements.** The Editor may reject any manuscript that does not comply with requirements outlined in this Handbook and/or the Author Guidelines for Submitting a Manuscript, which is posted on the publisher's website for each NCME journal.

The volume of manuscripts submitted annually for publication in NCME periodicals and the diversity of fields they represent preclude a more extensive review of manuscripts that are out of scope for an NCME publication or of insufficient quality to command full review. Editors should be prepared to report to NCME the number of rejections without full review for all reasons, including specifying manuscripts.

## Full Review

Manuscripts that pass the Editor's initial screening undergo peer review, following the review procedure used by the periodical. NCME periodicals have traditionally followed a blind review system for all manuscripts considered for publication as articles. Reviewers are chosen by the Editor or Associate Editor to be broadly representative of the membership, disciplines, and field pertinent to the subject material of each publication. Their competence in judging the quality of manuscripts is also important. Critical comments from reviewers enable Editors to make the ultimate decision to reject, require revision, or publish a manuscript. The Editor conveys the decision regarding a manuscript to the author, including reasons for the decision, and provides verbatim the comments of the reviewers, who remain anonymous to the author. Each reviewer receives a version of the Editor's letter to the author, echoing the decision and the other reviewers' comments but keeping the author(s) names blinded from the reviewers.

Each manuscript is reviewed following the procedures specified by that periodical's editorial policy. In some cases more than the normal number of reviews is obtained if an Editor judges that further input is needed to reach an editorial decision. On occasion an Editor may reach an editorial decision based on fewer reviews than normal; this may occur when the appropriate editorial decision appears clear to the Editor based on the existing review(s), and it has proved impossible to obtain additional review(s) in a reasonable time period.

### **9.6.2 Reviewers' Guidelines**

Given below are possible guidelines that an NCME Editor might include with a manuscript sent to a reviewer. Some points might be mentioned in the Editor's cover letter, and others might be mentioned in separate review form sent to reviewers.

Possible Text Preceding Guidelines. *Thank you for agreeing to review the enclosed manuscript. The review process is one important means of preserving the quality of NCME journals. Also it can provide useful feedback to authors who submit their work for publication.*

Guidelines. These are some possibilities:

1. At the beginning of your review a brief summary (1-4 sentences) of your understanding of the purpose of the research may be helpful. This summary will let the authors know how well they communicated the purpose of their research. It also lets them know that you attended closely to the manuscript.
2. Your review should mention the most important strengths and/or weaknesses of the research as you see it. Some manuscripts may be uniformly excellent, whereas others might have significant strengths and/or weaknesses. It is important that you convey an accurate picture of the work. To do this you might consider, among other things, the importance of the research topic addressed, the appropriateness of the methodology used, the clarity of the writing, the soundness of the conclusions drawn, the generalizability of the findings, and plausible alternative hypotheses that were not addressed.

3. When you discuss weaknesses of the research, distinguish between correctable weaknesses (e.g., a weak literature review) and fatal flaws (e.g., poor design) in the research.
4. For correctable weaknesses, suggest ways in which the authors might fix them.
5. In general, it is useful to create a constructive tone in your review so that your evaluation is helpful and educational to the author. When you express opinions about the research problem, the methods used, and/or the conclusions drawn, it can be helpful to explain in detail the basis for these opinions.
6. Try to be objective in your reactions. For example, if the research is critical of work (including your own) that you consider to be meritorious, make an effort to evaluate the criticism objectively.
7. Please complete your review within the time frame that I have specified. If for some reason you cannot do this, please let me know immediately.
8. If you feel that the topic of the research is not within your areas of expertise or that the research may pose a professional conflict for you, please return the manuscript to me immediately with a note of explanation. If you can, also please suggest other people who might be able to serve as reviewers of the research.

### **9.6.3 Review Decorum**

It is the policy of NCME that in all reviews involving, but not limited to, NCME publications and Annual Meeting proposals, reviewers employ collegial tone and language, and engage a spirit of scholarly constructive assessment of the strengths and weaknesses of a submitted article or proposal. Editors and program chairs will use their discretion in deciding whether a review contains inappropriate or intemperate tone or offensive language. In such cases, NCME policy is that they may refrain from forwarding the reviews to authors, and inform the reviewers of the unacceptable nature of the review.

### **9.6.4 Editorial Decisions**

NCME Editors will render one of the following decisions on each manuscript submitted to their publication:

- Desk Rejection–Outside of Scope
- Desk Rejection–Insufficient Quality, including specific reason(s)
- Rejection
- Rejection With Encouragement to Revise
- Conditional Acceptance
- Acceptance

As of June, 2018 the manuscript management system used by NCME Editors, Manuscript Central (MC), lists only four decision categories: Reject; Reject and Resubmit; Minor Revision; and Accept. The following shows the appropriate MC decision category for each 9.6.4. decision.

9.6.4 Decision	MC Decision Category
Desk Rejection–Outside of Scope	Reject
Desk Rejection–Insufficient Quality, including specific reason(s)	Reject
Rejection	Reject
Rejection With Encouragement to Revise	Reject and Resubmit
Conditional Acceptance	Minor Revision
Acceptance	Accept

When an editor selects an unconditional rejection category (“Reject” in MC), he or she should ensure, either through the description of the decision category in the system, a comment field, or through another means, communication to the author of the specific decision per 9.6.4. For example, an editor using MC might specify in a comment field or email to the author, whether a MC “Reject” decision is a “Desk Rejection–Outside of Scope,” a “Desk Rejection–Insufficient Quality, including specific reason(s)”, or a “Rejection”.

Manuscripts receiving a “Rejection With Encouragement to Revise” or a “Conditional Acceptance” decision may be resubmitted to the publication; however, the Editor should make it clear to the author(s) there is no guarantee a revision will be accepted.

## 9.6.5. Acknowledging the Contributions of Reviewers

Editors publish from time to time (typically on a yearly basis) the names of reviewers to inform the field of who is serving in this capacity and to recognize prominently the reviewers' contributions. This acknowledgment normally appears in the last issue of each volume year or the first issue of the succeeding issue.

## 9.7 Authors

In processing manuscripts submitted for publication, Editors correspond both with authors and reviewers. An editor may find that several exchanges with an author are necessary before the manuscript is revised to their mutual satisfaction and that of reviewers.

### 9.7.1 Style Guidelines

All material submitted for publication should conform to the style of the *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed., 2010). More detailed author guidelines are contained in the section describing each periodical.

### 9.7.2 Author Alterations

Authors are sent galley proofs from the publisher for approval. In rare cases, the manuscript may be sent to the author prior to typesetting if the technical editor's queries are so extensive that revisions are necessary. Vigilance by the Editor and the reviewers help to prevent this occurrence. Authors are urged to make only those changes that are essential. They will be charged at the current printing rate for extraneous alterations on proofs that result from author's errors or omissions in the manuscript. Failure to pay may delay publication.

### **9.7.3 Complimentary Copies and Reprints**

Primary and secondary authors of periodical articles receive one complimentary copy of the publication in which their article appeared.

Authors of articles in occasional publications receive a complimentary copy/copies as determined by the contract between NCME and the publisher.

### **9.7.4 Grievance Procedure for NCME Publications**

A grievance is defined as a conflict between an individual (or group) and an Editor (or Editorial Board) that cannot be resolved by the parties.

The paragraphs below define the steps to be followed when there is conflict over whether a paper should be accepted for publication in an Editor's journal or over the Editor's requirements to the author(s) for revising the manuscript. Other conflicts that may arise during the publications process should be described in writing and addressed to NCME's Publications Committee, which will work with NCME's Executive Committee to resolve the conflict.

As a first step, the author(s) and the Editor must attempt a collegial resolution of the conflict. If this attempt is successful, no further action or record is necessary.

The following six steps should be carried out if this attempt is not successful and the author(s) submits to the Editor a written request to initiate a grievance process. The six steps should be completed within 90 days of the Editor's receipt of the written request.

1. When the written request is received by the Editor, the Editor immediately will submit this request to the Chair of NCME's Publications Committee. The Chair in turn will notify the Executive Committee and Executive Officer that a grievance process has been initiated.
2. The Chair of the Publications Committee will solicit from the author(s) and the Editor a written history of the circumstances and events leading to the grievance.
3. The Publications Committee reviews the information provided by the author and Editor. If there is no evident violation of the review policy outlined in 9.6.1, the grievance should be closed. Otherwise, proceed to Step 4.
4. Having received the requested documentation from both the author(s) and the Editor, the Chair of the Publications Committee will ask each party to nominate past editors of the publication who would be able to coordinate an independent review of the manuscript.
5. Upon receipt of the nominations, the Publications Committee will name a past editor to coordinate the independent review. In the text that follows, this individual will be called the Past-Editor.
6. The Past-Editor will send out the manuscript in question for anonymous peer review, selecting at least two different but appropriate peer reviewers. The charge to the peer reviewers should take into account the substantive points of the author(s)' and Editor's documentation. A copy of the cover letter that is sent to the peer reviewers, with their

names and other identifying information removed, will be sent to the current Editor and to the author(s).

When the peer reviews are returned to the Past-Editor, they will be evaluated by the Past- Editor. The Past Editor will submit a written recommendation concerning the disposition of the paper to the Chair of the Publications Committee along with the anonymous peer reviews. A copy of the written recommendation and the anonymous peer reviews also will be sent to the current Editor and the aggrieved author(s).

7. The Publications Committee will review the materials submitted to it, decide what action should be taken, and implement the action.

The operating rules that are to be followed by all parties involved in all steps of the grievance process will include the following:

1. All grievance cases will be treated confidentially. Information may be shared only with the authors and Editors involved, the Executive Committee, and the Executive Officer.
2. All parties will proceed with care and respect for all persons involved.
3. All parties will respect the rights and privileges of the Editors to exercise professional judgment within the Council's policies and guidelines.
4. All parties will attempt to resolve the issues expeditiously, while at the same time ensuring that each case receives a thorough examination of all relevant issues.

### **9.7.5 Copyright and Permission to Reprint**

Reprinting in either original or edited form of any copyrighted publication of NCME requires written permission from NCME Central Office and the publisher.

#### Periodicals

To protect the works of authors and the Council, NCME copyrights all of its publications, except the Newsletter, which is in the public domain. Authors are responsible for obtaining written permission to publish material for which they do not own copyright. No article will be published unless a copy of the NCME release form is signed by the primary author and returned to the Editor or to Blackwell.

ITEMS modules were originally published in *Educational Measurement: Issues and Practice*, but they have been reprinted, together with authors' teaching aids, to facilitate classroom use. Additionally, the ITEMS modules can be downloaded as PDF files from the NCME website. Finally, to maximize the availability and usefulness of the materials, multiple copies of ITEMS modules may be made for instructional purposes.

Readers may copy any articles in the Newsletter that have not been previously copyrighted. NCME requests that reprinted material include a credit line citing its source.

## Occasional Publications

NCME retains the copyright to occasional publications and functions in the capacity of "author" in relation to the publisher. Chapters or articles developed for these works are "commissioned" by the Editor on behalf of the Council, and authors or contributors are expected to sign an agreement transferring rights to the Council and guaranteeing the originality of the manuscript.

Under the Copyright Act of 1976, such works are considered "works for hire" and any reprinting requires specific permission in writing from the Council. Because of the need to recover the developmental costs of the work through royalties earned on the sales of copies, automatic permission to reprint chapters from NCME occasional publications is not granted to authors. The council generally grants authors the right to reprint after the edition has been available for two or three years, although the specific interim depends on the individual title.

### **9.7.5.1 Copyright Transfer Agreement Forms**

Authors of articles published in NCME periodicals are asked to "transfer copyright" to the Council and are expected to sign an agreement guaranteeing the originality of the manuscript. Authors of articles appearing in periodicals automatically receive permission to use their work elsewhere without charge. They must, however, request permission in writing from the Central Office.

Copyright transfer agreement forms are sent to the primary author from the Editor's Office or from Blackwell. The form delineates NCME's policy concerning the privileges assured to the author.

## **9.8 Obituaries**

The following policies apply to the publication of obituaries in NCME publications.

If the Editor of the NCME *Newsletter* learns of the death of an active NCME member or a past member, and the fact is verified, the Editor may include an announcement of the member's passing. The Editor will use her/his judgment in deciding upon inclusion and wording of such notices.

Death notices and memorials normally will not appear in *JEM* or *EM:IP* unless the deceased person had a particularly close association with and exceptional contribution to the journal or organization. The suitability of publishing such a notice or memorial will be determined by the Editor.

If the Website Content Editor learns of the death of an active NCME member or a past member, and the fact is verified, the Editor may include an announcement to that effect. The Editor will use her/his judgment in deciding upon inclusion and wording of such notices. A picture, if offered, may be included as part of the memorial. The Editor will use her/his judgment in deciding upon placement of such notices (e.g., on the launch page, in a separate section devoted to obituaries, etc.).

## **9.9 NCME Reprint Policy, Fair Use**

Reprint Policy (Note that the policy shown in this appendix for journal publications has been superseded by the contract with Blackwell Publishing. NCME's official policy regarding copyright and reprint is similar to that of Blackwell's and should a publisher other than Blackwell be selected to publish NCME journals, this policy will be in effect.)

One of the primary goals of NCME is to foster the creation and dissemination of scholarly works related to the science of measurement in the field of education. In order to protect the works of the Council and its authors, NCME copyrights *Journal of Educational Measurement* and *Educational Measurement: Issues and Practice*. Permission is required to quote, reproduce, or republish any material from these publications, except as specified in the “Fair Use” section below.

Requests should include:

- (a) complete names of all authors as they appear in the NCME publication;
- (b) complete and correct title of the article;
- (c) name of the publication;
- (d) volume number and year;
- (e) exact page number or numbers to be produced;
- (f) a statement of the intended use of the material;
- (g) the number of copies to be reproduced; and
- (h) an indication whether there will be a charge to the users of the material.

All republished or quoted material must include a full reference to the source of the material, including the digital object identifier (DOI) when available. The following reference format is recommended:

Cizek, G. J. (2012). Defining and distinguishing validity: Interpretations of score meaning and justifications of test use. *Psychological Methods*, 17(1), 31-43. doi: 10.1037/a0026975 .

As a courtesy to authors, NCME requests that the republisher notify the author that their material will be reprinted and in what publication it will appear. Permission will be granted by NCME contingent upon the requestor receiving the permission from the author of the article when a major portion of or the entire article is to be used.

### Specific Procedures and Exceptions

NCME considers the following to pertain to the concept of “fair use” as described in the Copyright Law of 1978:

- (1) Copying without permission from and without payment to the Council is allowed for the following:
  - Less than 400 words. Permission to reproduce tables, figures, quotations, and excerpts of less than 400 words from a single periodical article is automatically granted, but the page number(s) from which the original material is cited should be noted in the acknowledgment.
  - Single copy of an article or chapter. A single copy of an article, chapter, or any part thereof may be made by teachers for their scholarly research or use in teaching a class, and a single copy of an article may be made by libraries and archives for archival preservation.
- (2) Classroom Use. “Fair use” includes multiple copies (not to exceed more than one copy per pupil in a course) for use by a teacher. NCME normally grants permission upon written request; there is no fee for classroom use and no limit on the number of copies made.

NCME requires a request to reproduce copies so that it may monitor restrictions of “fair use” of its material. These restrictions prohibit the following:

- a cumulative effect, the result of recopying more than nine instances during one class term and copying more than one article from the same author or more than three articles from the same collective work; and
- extensive reproduction and use of materials in lieu of purchasing NCME published periodicals, books, or anthologies.

(3) Limited Quantity for Scholarly Purposes. For purposes such as criticism, comment, news reporting, scholarship, research, and teaching (see section on classroom use), NCME normally grants permission to reproduce up to five copies without charge. Written permission requests should come to NCME in order for the Council to assure that the reproduction lies within the realm of fair use. These considerations are:

- The purpose and character of the use, including whether such use is for the commercial matters or for nonprofit educational purposes;
- the amount of substantiality of the portion used in relation to the copyright work as a whole;
- the nature of the copyright work; and
- the effect of the use upon the potential market value of the copyrighted work.

### Library Use

Reproduced entire works or a substantial part thereof will be granted to libraries without charge only if replacement copy cannot be purchased from NCME or the publisher at a fair price (single-copy sale).

Reproduction of articles and chapters in limited quantities will be considered on an individual basis. In general, NCME will not charge for reserve copies. Authors

Authors of articles are automatically granted permission to reproduce their own material. No fee is charged to authors whose material appeared in periodicals. All or half the fee is waived for authors whose material appeared in works published under commercial contract, provided that, consistent with the items of that particular contract, proper credit is given to NCME and permission has been obtained from NCME.

### Limitations

Permission will not be considered for use of materials in any but a forthcoming edition, translation, or revision of a given work. Requests to reproduce materials “in all future editions...” etc., will not be granted.

Requests for “blanket permission” will not be considered. However, the Council does not limit the area of distribution of the work in which the reproduced material is used.

### Rates

Rates for the use of quotations and excerpts over 400 words may be obtained from the NCME Central Office.

Questions should be directed to the NCME Central Office.

## 9.10 Policy on publicizing events from outside organizations in NCME publications

NCME may publicize conferences, websites, calls for editorships or award nominations, and other events for organizations external to NCME, according to the following guidelines.

1. The organization must make a request in writing to the website editor. Requests received by the editors of JEM, EMIP, and the newsletter will be forwarded to the website editor. For the most part, publicizing of conferences, websites, calls for editorships or award nominations, and other events for organizations external to NCME will occur on the website and/or in the newsletter. Most such publicity will take the form of an event listing on a calendar or a brief announcement with links, as opposed to posting large portions of text from the outside organization.
2. Occasionally the journals (in addition to the website, where the request has been forwarded) may also respond to outside requests for publicity, but only if this results in no additional annual page charges for the journal. The decision to publish or decline a specific request and in what format will be made by the respective editor. The editor's decision must conform to the substantive guidelines in points #3 through #5 and may also reflect other editorial considerations (for example, whether space is available in the requested issue, whether the copy is provided in usable form, whether the copy arrives in time to conform with production deadlines, and so on).
3. Organizations whose information may be published are limited to those whose work conforms with NCME's mission, vision, and goals statement. This means (quoting from the mission and goals statement) that to be published in an NCME venue, the organization must work to advance the science and/or practice of educational measurement. Organizations that do this will typically engage in support of one or more of the following types of activities: encouraging scholarly development of educational measurement; disseminating knowledge about educational measurement; ensuring sound and ethical measurement practices; influencing public policy concerning educational measurement; and promoting awareness of measurement in education as a field of study. Editors may interpret these activities broadly (for example, recognizing the contribution of sister disciplines like statistics and psychology to educational measurement), but a case must be made for advancing NCME's mission, vision, and goals.
4. Logos of outside organizations shall not appear on NCME's website or in NCME's publications. This requirement insures that NCME does not have to compete with other organizations' logos or branding and does not have to deal with properly representing other organizations' logos, property rights, or copyrights.
5. It is expected that organizations for whom publicity is provided by NCME will reciprocate in considering similar requests for publicity by NCME. The NCME website editor will request sister organizations to provide a link on their website to the NCME website and/or to specific web information about the NCME annual meeting, calls for editorships or award nominations, and/or other events, as appropriate.

## **Appendix K: Bill Russell's Handy Hints for New Editors**

Talk with outgoing editors as you can benefit from their experience; there's no need to reinvent the wheel. Ask for sample forms and letters, suggestions for reviewers and editorial boards, pitfalls to avoid, and opportunities or practices to pursue. Be assertive in calling the outgoing editors. If they don't call you, you should call them. Though conversations by phone are helpful, person-to-person talks, in the outgoing editor's office, are even more helpful. Try to arrange a meeting in the outgoing editor's office so that you can actually see files, forms, processes, and ask questions on the spot.

Outgoing and incoming editors should discuss the timing associated with transitions. The ideal is for the outgoing editor not to accept more manuscripts than can be published in his or her three-year term, plus possibly one additional issue or four to five articles. The extra issue frequently provides a cushion for the new editor that is highly desirable.

Outgoing editors typically are responsible for manuscripts for which they have initiated the review process. Thus, manuscripts that are in the pipeline (under review, revise and resubmit, etc.) are the responsibility of the outgoing editor. This should be factored into the calculations of when to redirect the flow of manuscript. Outgoing editors should write to all authors that have manuscripts in the review cycle and indicate a deadline for receipt of their manuscripts to be considered under their tenure. After that time, the articles will be forwarded to the new editor and treated as a new submission.

Generate a stable of reviewers. Resources include: Annual Meeting Program (Index), journals (indexes published annually), editorial boards, colleagues, R&D centers, diversity issues committee, etc. In addition, the Central Office can provide a list of members by areas of professional interests.

Decide on the function of your editorial board. (Some ideas are given in the sections on Editorial Boards and Editorial Board responsibilities that appear in this Handbook). The possible responsibilities range from simple names on a masthead that occasionally provide the editor with advice on policy and direction for the journal to the other end of the continuum of board members reviewing all (or nearly all) manuscript submissions.

Form an editorial board. Editorial Boards should reflect the expertise requisite for the journal and the diversity of the field and its disciplines.

Editors and editorial boards serve for three-year terms.

It is a long-range goal of NCME to promote diversity in its programs and activities. Resources include the Committee on Diversity Issues and Testing and specialized rosters of the membership by areas of interest and demographic characteristics that can be generated by the Central Office.

Editors are responsible for the decision to accept or reject manuscripts.

Develop electronic form letters, including letters of acknowledgment of receipt of manuscript, letters to reviewers, reminder letters/postcards, evaluation forms, and components of decision letters.

Think carefully about the review criteria and the instructions you provide to reviewers and the type of recommendations and commentary that they are asked to offer. An example of guidelines for reviewers is provided in this Handbook.

Review the journal's editorial policy statement (see this Handbook). Any revisions should be discussed with the Publications Committee and must be approved by the NCME Board of Directors.

Discuss your editorial appointment with your appropriate supervisor (e.g., Manager, Dean, Department Chair) and other relevant persons at your business or institution. Negotiate support (e. g., release time, committee assignments, etc.) NCME's Executive Officer can write a letter to the Dean or other administrator if it would be helpful and appropriate to highlight the prestige and honor that accrues to your business or institution due to your appointment.

Discuss your budget with the Publications Committee Chair and, NCME's Executive Officer. The Board of Directors annually approves a budget for each editor; the editor can have input during the budget approval process. See the section titled Support for Editors in this Handbook.

Review the material in this Handbook for ideas, relevant publication policy, and other information related to your publication.

When you receive a manuscript submission, send it to your reviewers if it passes your initial screening. At least three blind reviews are recommended, but this number can be adjusted by each editor and his/her board.

Develop a tracking system to monitor the review process. (Software exists)

Maintain records concerning the response rate of reviewers. It will be useful to you and your successor.

Be conscious of the burden placed on reviewers; for example, the number of manuscripts that they are asked to review each year, and whether they are being asked to review manuscripts that are clearly not appropriate for the journal. Before sending manuscripts out to reviewers, editors should screen papers for the appropriateness for the journal, number of manuscript pages, and minimal level of quality.

You might ask your reviewers to involve colleagues or even students in the review process. It can be a valuable learning experience.

Authors are entitled to commentary on the merits of their submission. Reviewers should be instructed to provide such feedback that can be shared with authors.

As a professional courtesy, editors are urged to provide reviewers with copies of the decision letter and comments received from other reviewers of the manuscript.

Editors need not be reactive only to submissions received. Editors are encouraged to solicit manuscripts (a review of the Annual Meeting Program is an excellent source of potential manuscripts, as are papers presented at specialized conferences).

It is expected that manuscripts will be reviewed in a timely fashion. Authors should anticipate receiving a decision on their paper within two or three months. The acknowledgment letter should state the expected time frame.

The acceptance letter should indicate approximately when the article will be published. The Central Office would also like for you to request a copy of the final version of the paper in an electronic format.

Editors need to indicate the order of articles in each issue. Most journal editors send an article planning sheet, a simple list of the issue's articles in the order in which they should appear, when they send manuscripts to the Central Office.

Editors should be aware of the page allocation for the journal. (See Page Allotments in this Handbook). Some flexibility exists to vary the size of each issue consistent with the total number of papers allocated in each volume

(generally four issues in the calendar year). The NCME journals' publisher staff can provide you with guidelines on the conversion between the number of manuscript pages to printed journal pages.

Communicate with editors of NCME's other journals (or sections within a journal) about boundaries or appropriateness of articles for their respective journals. Every effort should be made to avoid duplication of "turf" as well as manuscripts falling between the cracks.

Be cognizant of the conflict of interest policies (e.g., an editor cannot publish an article in her/his journal).

Be knowledgeable about the grievance procedure and policies on publishing critiques of articles that have been published and rejoinders ("right of reply"). (See JEM and EM:IP "Comments" sections in this Handbook for relevant information.)

NCME journals do not have high acceptance rates. Don't be discouraged if in the first batch of manuscripts you receive you do not find the quintessential paper of the decade.

Theme issues for some journals are highly desirable. You may appoint a guest editor for the special issue. Provide enough lead-time to let the guest editor solicit contributions and be sure the page limitations are noted at the outset. Submissions should be subject to the standard review process.

You will be invited to meet with the Publications Committee and/or the NCME Board during the Annual Meeting. The purpose of such meetings is to discuss issues, problems, challenges, etc., that you may be facing, to provide suggestions for improving NCME's publications program, and to respond to concerns and suggestions made by others in attendance.

At any time you can contact the Chair of the Publications Committee to discuss issues that arise during your tenure. Your work at times will be challenging, demanding, and (we hope) always personally rewarding.

Your professional contributions and responsibilities to the research community are extremely important and greatly appreciated.