



Call for Applications for Associate Editors

The American Council on Consumer Interests ([ACCI](#)) *Journal of Consumer Affairs* ([JCA](#)) Editor Search Committee is conducting a search for applicants to serve as Associate Editors for the publication year Volume 57, Issues 1-4, 2023. ACCI wishes to thank Dr. Ronald Hill of American University who is completing his term as the *Journal's* tenth editor. He has been an excellent steward of the *JCA* and ACCI has been most fortunate to have benefitted from his dedication and leadership.

During 2023, *JCA* will have a transitional leadership structure. An Executive Editor, Senior Editors, Associate Editors, and an Editorial Review Board will complete the leadership team for the *Journal*. It is expected that the next Editor or Co-Editors will emerge from the Senior Editor role and serve a three-year Editor term, as is common for *JCA*, beginning in 2024.

In 2023, the primary responsibility of **Associate Editors** will be to direct the peer review process for manuscript submissions. Specifically, the Associate Editors will:

- Assign manuscripts to peer reviewers (minimum of two, no maximum), though the Executive and Senior Editors may also select reviewers for some manuscripts.
- Monitor the review process to avoid any personal conflict of interest issues.
- Review all reviewers' comments for each manuscript and make editorial decisions: rejection, revision, or acceptance.
- Work with the Executive and Senior Editors to maintain manuscript pipeline inventory.
- Work with the Executive and Senior Editors to ensure a regular supply of high-quality manuscripts to the Publisher, to keep the manuscript flow system of accepted papers at an appropriate level, and to meet all deadlines and publishing schedules at all stages of the manuscript flow system, including solicitation of manuscripts, manuscripts in preparation, manuscripts in proof, and manuscripts in issue.

Associate Editors also will work with the Executive and Senior Editors to ensure that the Editorial Review Board represents diverse interests and perspectives that reflect ACCI's mission and that the board members are engaged with the *Journal* activities. Associate Editors may apply to continue in that role after 2023 and would be given careful consideration if interested in applying for the role of Editor in the future.

Applicants must be ACCI members or commit to joining and maintaining membership in the organization. Senior and Associate Editors are not paid positions. ACCI does not pay for office space or release time but does provide Assistant to the Editor services.

Nominations and applications will be reviewed as they are received. For full consideration, a complete application should be submitted prior to November 1, 2022. Invitations to serve are anticipated in Mid-November 2022.

[How to Apply.](#)

Please submit your application and attachments online at this Google form; it will require you to sign into Google in order to upload your attachments.

Apply here please: <https://forms.gle/fQGs6HZ29M2rh93SA>

- **A letter of application** describing your qualifications for the role of Associate Editor. Include a summary of any previous editorial experience, evidence of capacity to manage deadlines, representation to stakeholders, and scholarship in the field of consumer interests. Please reference the ACCI Mission, Vision and Goals and how your previous work has supported these. State clearly your ability to commit the time required for this position, estimated to average 10 hours a week.
- **This has been deleted as a requirement and is now optional. Evidence of institutional/employer support**, such as correspondence or other documentation from your employer that confirms knowledge of and support for you to assume the role of Associate Editor if selected.
- **A curriculum vitae.**

The following sections provide more information about the selection criteria, the Journal of Consumer Affairs, and the roles of the 2023 JCA leadership structure.

Criteria for Selection

- Experience working with peer-reviewed journals, including a record of publishing in such journals, serving as member of editorial advisory boards, as a feature, proceedings, or special issue editor, or as a peer reviewer for the *Journal of Consumer Affairs* and other journals.
- Established record of scholarship in consumer science/consumer behavior.
- A commitment to fulfill the time commitment necessary for this position, estimated to be an average of 10 hours a week.
- Membership in ACCI or a commitment to join and maintain membership in the organization; while previous ACCI membership and service is not required, it is highly valued.
- A reputation for fairness, exceptional communication skills, evidence of academic activity, and a proven history of management skills.
- Interdisciplinary experience and successful collaborations are not required but are highly valued.
- Evidence of commitment to Diversity, Equity, and Inclusion.
- Evidence of employer or institutional knowledge of and support for this activity for the duration of the appointment.

About the Journal of Consumer Affairs

The *Journal* is a peer-reviewed research journal currently utilizing ScholarOne as the submission and production database. It is currently published by Wiley and can be accessed at this [link](#).

Full access to *Journal* issues can be provided upon request to the ACCI Office.

The **Journal of Consumer Affairs (JCA)**, founded in 1967 by the American Council on Consumer Interests, is the premier journal devoted to peer-reviewed, multidisciplinary research on the interests of consumers in the marketplace. *JCA* publishes high-quality research on consumer behavior, consumer and household decision making, and the implications of private business practices and government policies for consumers' wellbeing. Consistent with the *Journal's* affiliation with the

American Council on Consumer Interests (ACCI) and its origins in the consumer movement, research published in the *Journal* focuses on protecting consumers' interests and is addressed from the consumers' point of view.

Following traditional roles of the Board of Directors and a journal editor, the ACCI Board of Directors controls the business strategy for the *Journal*, while the Editor has full editorial control. This separation of duties carries with it a mutual collaboration in tying the content of the *Journal* to the mission and membership of ACCI. All ACCI Members have digital access to all issues of the *Journal* through their membership login. The *Journal* is published digitally four times a year but publishes articles online once they are approved. It is up to date with advances in academic journal publishing and the Editor as well as the ACCI National Office works closely with our publishing partner, Wiley. Calls for special issues, led by guest editors, are common.

The 2023 Journal of Consumer Affairs Leadership Team

The volume year 2023 will be a transition year for the *Journal* and will have the following leadership infrastructure:

- Executive Editor
- Senior Editors
- Associate Editors
- An Editorial Review Board

The Executive Editor

Dr. Brenda Cude will serve as the Executive Editor in the calendar year 2023. She will review applications and make recommendations to the ACCI Board of Directors to appoint both Senior Editors and Associate Editors. She will mentor the Senior and Associate Editors in 2023 and serve as the liaison for the *Journal* to the ACCI Board of Directors, ACCI's Executive Director, and the publisher.

Dr. Cude is Professor Emeritus, Department of Financial Planning, Housing and Consumer Economics, University of Georgia. She has been a dedicated member of ACCI throughout her career and has served the organization in a number of roles including as Associate Editor of *JCA* and a member of the *Journal's* Editorial Review Board. She has published widely and is a respected consumer advocate in the area of insurance regulation.

Senior Editors

Responsibilities of the Senior Editors of the *Journal* will include:

- Working with the Executive Editor and each other to assign Associate Editors to manage the peer review of approximately 200 manuscripts per year. Senior Editors also may choose to manage the review process of selected manuscripts. Most manuscripts submitted to *JCA* are original research, but a small number of submissions are reviews/commentaries and articles submitted to the *Journal's* Trends/Applications section.
- Soliciting high-quality papers from potential authors, adjudicating quality, and maintaining the *Journal's* reputation as a platform for excellent scholarly work.
- Adhering to an ethical and timely peer review process.
- Providing input to the Executive Editor regarding Editorial Review Board Members.
- Providing input to the Executive Editor regarding appointment of Associate Editors.

- Working with the Assistant to the Editor.
- A commitment to attend the ACCI Annual Conference. Registration will be waived and ACCI will provide a stipend to partially support travel costs.

While it is likely there will be changes in the Editorial Review Board in the future, the complete list of the current board members is available at this [link](#):

For Reference

2024 Editor Job Description

The *Journal of Consumer Affairs* is owned by the American Council on Consumer Interests, which holds the copyright and whose Board of Directors is responsible for appointing the *JCA* Editor. The Editor reports to the Board of Directors.

The Editor of the *Journal of Consumer Affairs* (*JCA*) is responsible for managing the editorial operations of the *JCA* with the authority and duties necessary for administration of a quality, professional journal. The Editor is responsible for ensuring that the peer review of articles submitted to *JCA* is impartial, unbiased, and thorough, and adhere to international standards of publication ethics.

In 2023, an Executive Editor will mentor Senior Editors who will perform some of the responsibilities traditionally assigned to the Editor. The Senior Editors may, at their option, apply to be the next Editor or Co-Editors. The Executive Editor position is only for this one volume year, 2023.

The following description is for the Editor's role in 2024 and beyond.

The Editor shall use best efforts and practices to:

1. Publish the most authoritative, innovative, and highest quality research in the consumers' interest.
2. Identify emerging areas of importance and actively solicit the best work being done in those areas.
3. Ensure that *JCA* supports the mission and vision of ACCI as represented by the content.
4. Further the mission of ACCI in service to its members.

The Editor's routine duties include, but are not limited to,

1. Managing the editorial operations of *JCA* such as establishing editorial oversight and workflow; assigning new manuscripts to appropriate Associate Editors and/or reviewers, selecting suitable papers to be highlighted; recruiting qualified authors to write editorials and/or Review Articles; identifying and addressing conflict of interest issues, and making reject and accept decisions for all manuscripts. The Editor is responsible for ensuring articles are original, do not contain plagiarized sections, and are based on sound research that is ethical, methodologically appropriate, and that any conclusions are reasonable.
2. Associate Editors and Editorial Review Board
 - a. Recruit, train and manage a sufficient number of Associate Editors (AEs) to manage the *Journal's* workflow; the expertise and interests of the AEs should be balanced to represent the typical content of submissions.
 - b. Work with AEs to establish clear scope and goals for *JCA* to ensure balance of editorial quality, particularly about the peer review process: with the assistance of the

Associate Editors, recruit, train, monitor, and manage the Editorial Review Board (ERB).

- c. Manage the utilization of ERB members to ensure those recruited are engaged in the *Journal's* activity and that the Reviewer database reflects the research community represented by ACCI.

3. Supervising the *Journal* publication

- a. Regularly monitor the manuscript submission pipeline, publication history and types, and “topic saturation” potential.
- b. Communicate and provide reports to the ACCI Board of Directors regarding manuscripts submitted, pipeline issues, and needs that support the goals of the *JCA*.
- c. Develop and recommend strategies for increasing submissions, readership, subscriptions, and promotion of *JCA* and ACCI.
- d. Recommend and assist the ACCI or Publisher’s office to obtain listing in pertinent indices.
- e. Manuscript processing
 - i. In a timely fashion read all manuscripts submitted as an initial screen to determine suitability for the *JCA*.
 - ii. Receive and route all submitted manuscripts to the appropriate Associate Editor based on content. The Associate Editors will select and assign manuscript peer reviewers (minimum of two, no maximum) for manuscripts submitted, though the Editor may also select reviewers.
 - iii. Monitor to avoid any personal conflict of interest issues.
 - iv. Review all reviewers’ comments for each manuscript and make editorial decisions: rejection, revision, or acceptance.
 - v. Maintain manuscript pipeline inventory. Where necessary, the Editor shall work with the designated editorial staff, as specified by ACCI and the Publisher, to ensure rapid and efficient review of submitted and resubmitted papers, including promoting and facilitating the use of the online manuscript submission system.
 - vi. The Editor shall make every effort to ensure a regular supply of high-quality manuscripts to the Publisher, to keep the manuscript flow system of accepted papers at an appropriate level, and to meet all deadlines and publishing schedules at all stages of the manuscript flow system, including solicitation of manuscripts, manuscripts in preparation, manuscripts in proof, and manuscripts in issue.
 - vii. Initiate special issues and select manuscripts for specific issues.
 - viii. Review and proof manuscript galleys.
 - ix. Review promotion copy and announcements.

5. Maintaining liaisons with:

- a. ACCI Board of Directors and ACCI office.
 - i. Work with the Executive Director to ensure ACCI representation and partnership, ensure calendars align and maximum exposure to prospective members. Meet with the Executive Director and Board Liaison, typically monthly.
 - ii. Work with Executive Director to attain appropriate exposure of ACCI and its programs and activities in the *Journal* and to assist in the efforts to secure advertising and other funding for the *Journal*. This also includes close collaboration on social media, press releases, and other matters of *Journal* visibility.

- iii. Provide written and verbal reports to the full Board as requested, but minimally two times a year, typically at the Annual ACCI Conference and the Board Retreat or other Board meeting as requested. Share valuable information, considerations, and direction changes with the ACCI Board of Directors and Executive Director at a Board Meeting, most likely during the Annual Conference.
 - iv. No later than June 15 each year, submit budget requests to the ACCI Executive Director for inclusion in the ACCI annual budget. This should include any new features, honoraria for Associate or Special Editors, etc. (The ACCI FY is September 1- August 31).
 - b. Assistant to the Editor
 - i. Coordinate use and management of the submission and production database (currently ScholarOne).
 - ii. Develop or maintain a clear list of duties and responsibilities.
 - c. Publisher
 - i. Request at least one annual meeting with the publisher's representative and the ACCI Executive Director. This meeting may be a virtual meeting.
 - ii. Participate on the committee for selection of publisher when it is time to consider publisher contracts.
 - iii. Annually work with the ACCI Executive Director and/or Assistant to the Editor to review and approve all template communications included within ScholarOne.
6. Planning an annual meeting of the Editorial Review Board
- a. Host a meeting at the Annual ACCI Conference.
 - b. Coordinate location and details with the ACCI Executive Director.



For more information, please contact Dr. Ginger Phillips at gphillips@consumerinterests.org or by calling the ACCI Office at (727) 940-2658 x 2002.