

PUBLICATIONS COMMITTEE OPERATING CODE

I. NAME

The name of the committee shall be the Publications Committee of the National Association for Kinesiology in Higher Education (NAKHE).

II. PURPOSES

A. To oversee the publications of NAKHE to ensure quality and consistency with the mission of NAKHE.

B. To provide *Quest*, Monograph, Opportunities in Physical Education and Related Areas (OPERA) and the *Chronicle* a liaison to the Board.

C. To communicate with the publishing house regarding policies and contracts.

III. PLAN OF ORGANIZATION

A. The committee shall be a standing committee of the corporation.

B. The president shall appoint a Director of Publications to serve as chair of the Publications Committee for a term of service that shall begin on January 1 of the appointment year and continue for a three (3) year period (renewable.) The director is expected to have had considerable experience as an editor, having served as an editor of a NAKHE publication or comparable publication. The director shall be a member of the Board of Directors and shall coordinate the duties of the Publications Committee members at the annual conference.

C. The Publications Committee shall also include:

1. The Editor of the journal (*Quest*)

2. The Editor of the newsletter (*Chronicle of Kinesiology & Physical Education in Higher Education*).

3. The Editor of OPERA.

4. The NAKHE Vice-President-Elect.

5. An additional member appointed by the President.

D. All committee members shall be members of NAKHE appointed by the president with approval by the Board of Directors.

E. Resignations from the committee shall be presented to the president who shall appoint a successor to complete the unexpired term.

IV. CONDUCT OF BUSINESS

A. Committee members will work independently as appointed editor within their operating guidelines and under the direction and supervision of the director of publications.

B. The director of publications shall maintain a file of correspondence between editorial committee members and publication houses.

C. Editorial committee members shall forward copies of correspondence with publication houses to the director of publications, and shall retain and file correspondence from professionals regarding submitted manuscripts or other materials submitted for publication, and forward the file to a newly appointed committee member at the end of the term of office.

D. Review and submit operating code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

V. REPORTS

An annual written report of this committee's activities shall be submitted by the director of publications to the president of the corporation and the Board of Directors at a specified date. It shall include an account of each publication, subscription rates, publication costs, and future recommendations for the Association's publications.

VI. FINANCIAL SUPPORT

Expenses of the committee shall be defrayed by the corporation within the limitations of the established budget. Additional funds may be requested when necessary.

All receipts for expenses must be submitted to the executive director no later than February 1st from the previous fiscal year which ends November 30th.

Revised: (Letter, 2005; Mitchell, 2007; Hall, 2008; Anderson, 2008; Block, 2009; Sampson Moore, 2012)

**CHRONICLE OF KINESIOLOGY & PHYSICAL EDUCATION IN HIGHER EDUCATION
OPERATING CODE**

I. DESCRIPTION

The *Chronicle of Kinesiology and Physical Education in Higher Education* is a publication of NAKPEHE designed to provide a forum for interdisciplinary ideas, concepts, and issues related to the role of kinesiology and physical education in higher education with respect for social, cultural, and personal perspectives.

II. APPOINTMENT AND TERMS OF EDITORIAL STAFF

The president shall appoint the editor and the editor shall appoint the associate editors, with the appointments approved by the Publications Committee and the Board of Directors. All editorial staff shall be members of NAKHE. Terms of service shall begin on January 1 of the appointment year and continue for a three (3) year period (renewable.)

III. RESPONSIBILITIES OF THE EDITOR

The editor is responsible for the compilation of nine issues (three per year).

This responsibility includes:

- A. Consulting with the publishing company editorial assistant.
- B. Working directly with the associate editors.
- C. Editing of all copy received.
- D. Providing format and layout suggestions to the publishing company editorial assistant.
- E. Establishing deadline dates with the publisher.
- F. Informing the Board of Directors members of deadline dates for receipt of copy.
- G. Providing a layout for each issue that includes:
 1. Five columns (Political Window, Issue 1, Issue 2, Issue 3, International, Research Notes and Scholarly Publications).
 2. One feature article on an Administrative Issue (solicited by the editors).
 3. One lead feature written by the editor or a guest author.
 4. NAKHE News (limited to two pages and centered in the spine section of the publication).
 5. A President's Message.
 6. Additional material including: Events; Chronicle Deadlines; Newsletter Summary; and a list of editor, executive secretary/treasurer, Board of Directors, and committees.
 7. Additional material that reflects the goals of the publication.
- H. Preparing and presenting an annual report at the Board of Directors meeting
- I. Review and submit operating code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

All receipts for expenses must be submitted to the Executive Director no later than February 1st from the previous fiscal year which ends November 30th.

IV. RESPONSIBILITIES OF THE POLITICAL WINDOW ASSOCIATE EDITOR

- A. To provide a politically oriented column for each issue of *The Chronicle of Kinesiology and Physical Education in Higher Education*.
- B. To meet all publication deadlines established by the editor(s).
- C. To keep abreast of new political events in kinesiology and physical education, higher education, and related areas.
- D. To meet as a member of *The Chronicle of Kinesiology and Physical Education in Higher Education* staff on an annual basis in January at the NAKHE national conference.
- E. Review and submit operating code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

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V. RESPONSIBILITIES OF THE SCHOLARLY PUBLICATIONS ASSOCIATE EDITOR

- A. To provide a publications column for each issue of *The Chronicle of Kinesiology and Physical Education in Higher Education*.
- B. To meet all publication deadlines established by the editors(s).
- C. To keep abreast of new publications in kinesiology and physical education, higher education, and related areas.
- D. To meet as a member of *The Chronicle of Kinesiology and Physical Education in Higher Education* staff on an annual basis in January at the NAKHE national conference.
- E. Review and submit operating code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

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VI. RESPONSIBILITIES OF THE RESEARCH ASSOCIATE EDITOR

- A. To provide a research oriented column for each issue of *The Chronicle of Kinesiology and Physical Education in Higher Education*.
- B. To meet all publication deadlines established by the editors(s).
- C. To keep abreast of new research in kinesiology and physical education, higher education and related areas.
- D. To meet as a member of *The Chronicle of Kinesiology and Physical Education in Higher Education* staff on an annual basis in January at the NAKHE national conference.
- E. Review and submit operating code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association

meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

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VII. RESPONSIBILITIES OF THE ISSUES ASSOCIATE EDITOR

A. To provide an issue oriented column for each publication of *The Chronicle of Kinesiology and Physical Education in Higher Education*.

B. To meet all publication deadlines established by the editor(s).

C. To keep abreast of issues in kinesiology and physical education, higher education, and related areas.

D. To meet as a member of *The Chronicle of Kinesiology and Physical Education in Higher Education* staff on an annual basis in January at the NAKHE national conference.

E. Review and submit operating code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

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VIII. RESPONSIBILITIES OF THE INTERNATIONAL ASSOCIATE EDITOR

- A. To provide an internationally oriented column for each issue of *The Chronicle of Kinesiology and Physical Education in Higher Education*.
- B. To meet all publication deadlines established by the editors(s).
- C. To keep abreast of international events in kinesiology and physical education, higher education and related areas.
- D. To meet as a member of *The Chronicle of Kinesiology and Physical Education in Higher Education* staff on an annual basis in January at the NAKPEHE national conference.
- E. Review and submit operating code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

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IX. RESPONSIBILITIES OF THE TECHNOLOGY ASSOCIATE EDITOR

- A. To provide a publication column for each issue of *The Chronicle of Kinesiology and Physical Education in Higher Education*.
- B. To meet all publication deadlines established by the editor(s).
- C. To keep abreast of new technology in kinesiology and physical education, higher education and related areas.
- D. To meet as a member of *The Chronicle of Kinesiology and Physical Education in Higher Education* staff on an annual basis in January at the NAKHE national conference.
- E. Review and submit operating code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

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QUEST OPERATING CODE

I. DESCRIPTION

Quest is a publication of NAKHE designed to stimulate professional development in kinesiology and physical education by publishing articles concerned with issues critical to kinesiology and physical education in higher education. The journal does not publish original research reports but welcomes articles that are based on, complement, or review empirical research related to the profession. Both theoretical and practical articles are considered. *Quest* serves a broad readership that includes academicians, teachers and administrators by providing a public forum for scholarly and creative thought about the profession. Original articles are welcomed.

II. APPOINTMENT AND TERMS OF EDITORIAL STAFF

The president appoints the editor and the editor appoints the associate editor and members of the editorial board, with the appointments approved by the Board of Directors. All editorial staff shall be members of NAKPEHE. Terms of service shall begin on January 1 of the appointment year and continue for a three (3) year period (renewable.)

III. RESPONSIBILITIES OF THE EDITOR

Quest is published quarterly. The editor is responsible for the preparation of 3 three issues per year. The fourth issue is entirely devoted to manuscripts from the American Academy of Kinesiology and Physical Education (AAKPE) annual conference. The AAKPE conference organizer is responsible for preparing and editing the fourth issue.

The specific responsibilities of the editor are to:

- A. Serve as the primary contact for *Quest*.
- B. Implement the manuscript review process in a timely and professional manner.
- C. Make final decision regarding manuscripts and contents of *Quest*.
- D. Consider book reviews as appropriate.
- E. Work closely with the editorial assistant from Taylor and Francis).
- F. Convene meeting of the editorial board annually at the NAKHE conference.
- G. Work closely with associate editor and editorial board members in determining future directions and policies of *Quest*.
- H. Publicize *Quest* in professional venues and solicit manuscripts.
- I. Establish and publicize all deadline dates with the Taylor and Francis.
- J. Notify NAKHE lecturers of deadlines for publication of their lectures.
- K. Provide a complete packet of materials and layout format for the publisher that includes:
 - 1. Paper and disk copy of all edited manuscripts for each issue.
 - 2. Table of contents for each issue.
 - 3. Abbreviated titles of articles for inclusion on cover of *Quest*.

4. Updated list of editorial board members.
5. List of NAKHE members with mailing addresses and email addresses for November issue.
6. List of guest reviewers for November issue.
7. Additional material as appropriate including conference announcement, book reviews, and more.

L. Review abstracts prepared by TF for inclusion on the *Quest* homepage.

M. Review materials prepared by TF regarding *Quest* for inclusion on TF homepage.

N. Prepare an annual report for TF and for presentation at the NAKHE Board of Directors meeting.

O. Review and submit operating code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

IV. RESPONSIBILITIES OF THE ASSOCIATE EDITOR AND MEMBERS OF THE EDITORIAL BOARD

A. The associate editor:

1. Works closely with the editor to prepare for assuming the position of editor.
2. Reviews manuscripts on a regular basis.
3. Serves in absence of the editor.

B. Members of the editorial board:

1. Review manuscripts in a timely fashion, approximately 3-5 per year.
2. Attend the editorial board meeting at the annual NAKHE conference.

C. Review and submit operating code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

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