

International Journal of Kinesiology in Higher Education

OPERATING CODE

I. DESCRIPTION

The *International Journal of Kinesiology in Higher Education* is dedicated to advancing the field of Kinesiology through publishing manuscripts that shape the direction of the field. The overall mission is to provide a forum for those in the field to share new, introductory, or small-scale research in addition to best practices in leadership and teaching. The *IJKHE* consists of peer or editor-reviewed manuscripts with a special focus on presenting the work of early career professionals and graduate students.

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. The editor will choose three associate editors in total, with two being full-time faculty members and one being a current graduate student in Kinesiology. 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 six issues (two per year) with the possibility of an additional special edition per year. This responsibility includes:

- A. Consulting with the publishing company editorial assistant.
- B. Working directly with the three 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. Up to six columns encompassing the following areas
 - a. Best Practices in Leadership
 - Articles written by those in leadership positions, or about leadership work
 - b. Best Practices in Teaching
 - Articles involving best practices in college teaching in Kinesiology
 - c. Research
 - Original research articles that address new or existing lines of research pertinent to the field of Kinesiology
 - d. New Professionals
 - Articles written by newly hired professionals to aid others in their search for jobs or navigating the workplace
 - e. Public Affairs
 - Articles written for a public purpose, including positions papers
 - f. Graduate Student Submissions

- Articles highlighting Masters' Thesis or Doctoral Dissertation work

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 in order to update committee operating codes for annual meetings in January. Bylaw changes must be submitted to Bylaws 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 June 30th.

IV. RESPONSIBILITIES OF THE ~~POLITICAL WINDOW~~ ASSOCIATE EDITOR(S)

- A. To advertise and recruit quality manuscripts for review in assigned areas.
 - The areas will be split between the two associate editors, with the graduate student associate editor responsible solely for graduate student submissions.
- B. To work directly with the editor and reviewers in determining acceptance or rejection of manuscripts
- C. To provide copy editing for accepted manuscripts
- D. To meet all publication deadlines established by the editor(s).
- E. To keep abreast of leadership issues in kinesiology and physical education, higher education, and related areas.
- F. To meet as a member of *IJKHE* staff on an annual basis in January at the NAKHE national conference.
- G. 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 in order to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to Bylaws 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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(Prewitt, 2017)