

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. 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 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

Quest is published quarterly. The editor is responsible for the preparation of 4 issues per year.

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

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.

(Prewitt, 2017)