By-Laws for the Journal Board
Association of Technology, Management, and Applied Engineering

Purpose:
The purpose of the Journal Board within the Association of Technology, Management, and Applied Engineering is to provide organizational and editorial functions for the Journal of Technology, Management, and Applied Engineering (JTMAE) or other research publications originating from the ATMAE organization. The JTMAE is a research-based journal focused on the interests of technology, technology management, applied engineering and closely related fields.

Administrative Organization: Journal Board Meetings:
Functional decision-making authority for implementing Journal functions is carried out by the Journal Board. Decisions reached by this board regarding the Journal are not subject to approval by any officers, committees, or boards of ATMAE. The Journal Board may meet during the annual ATMAE Conference and by electronic means at other times as necessary to conduct business.

Journal Board Membership:
Composition and terms of office for the Journal Board shall consist of up to seven (7) members, with at least 5 members, including the chair, appointed or selected as follows:

- **One (1) member as Board Chair, appointed by the ATMAE Board of Directors:** The Journal Board, through the current Journal Board Chair, shall submit to the ATMAE Board of Directors the name or names of an ATMAE member for appointment as the Journal Board Chair; 3-year term is renewable.
- **One (1) member as JTMAE Chief Editor:** The current Chief Editor of the JTMAE, as appointed by the Journal Board; 3-year term is renewable.
- **Up to five (5) at-large members:** Up to five (5) members selected from the ATMAE membership for a three-year renewable term rotation such that no more than two (2) members begin their term of office in one year. The selected members shall be recommended and appointed by the existing Journal Board members with the intent to provide as broad of representation as possible from within the organization.
- **The Journal Board may appoint one (1) graduate student member:** The student member should be a master’s or doctoral student in an engineering, technology, or technology management related graduate degree program. The term shall be as long as the student remains a graduate student, but not more than three years. The student member does not need to meet the publication or reviewing requirements of Board membership, but will be a full voting member of the Journal Board.
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The term of office for Journal Board members begins at the meeting held during the annual ATMAE Conference. Upon the appointment of new members to terms of office on the Journal Board, the Journal Board Chair shall report the appointments to the ATMAE Board of Directors Chair.

Vice-Chair Succession: The Journal Board will elect a member of the Board to serve as vice-chair. The responsibility of the vice-chair is to carry out the duties of the chair if the chair is unavailable to attend a meeting or otherwise unable to fulfill their duties as chair due to incapacity, death, or resignation. In the event that the chair is unable to complete the term as expected, the vice-chair will serve in the capacity of the Journal Board Chair until a new Chair is appointed by the ATMAE Board of Directors to serve the balance of the term.

Committees: The Journal Board Chair shall have the power to appoint ad hoc committees from the Journal Board membership as needed (e.g. a nominating committee for the Board membership).

Journal Board Member Qualifications: The Journal Board Chair shall be appointed to a 3-year renewable term of office by the ATMAE Board of Directors.

Journal Board members shall be current JTMAE referees and shall be ATMAE members. These requirements apply to all members except for the student member.

Journal Board Time of Service: Each Journal Board member serve 3-year terms. Terms may be renewed with satisfactory performance and if the member is willing to continue to serve in the role. When members are replaced on the Journal Board, every effort will be made to make replacements on a rotating basis with no more than two (2) members replaced or reappointed annually.

Journal Board Editorial Panel

Journal Editorial Panel: Organizational structure: There shall be up to five (5) member of the Journal Editorial Panel, selected by the Journal Board from amongst its membership or from Journal Referees. The Journal Editorial Panel shall include a chief editor and up to four associate editors, each serving three-year terms. Editorial Panel terms are renewable.

When the chief editor term is completed, one of the associate editors shall have the first opportunity to become the chief editor. Retiring chief editors may be reappointed as an associate editor by the Journal Board.

If available, an ATMAE staff member may serve as the Journal Administrator in the capacity of an “advisor” and non-voting member of the Journal Editorial Panel. This person shall work closely with the Editorial Panel in the organization and implementation of editorial procedures, including recruiting and adding reviewers, communicating with authors and reviewers, and transmitting author acceptances and rejections.
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**Reporting Procedures**

The Journal Board is the official representative of the JTMAE and all other journal-style publications of ATMAE. The Journal Board shall perform all communications regarding the Journal with the ATMAE Board of Directors, Journal reviewers, and the general ATMAE membership.

**Journal Editorial Panel Review Process**

The Journal Chief Editor, in cooperation with the associate editors, acting as the Journal Editorial Panel, shall determine whether a submitted manuscript is of appropriate content and general format. If not, the Chief Editor shall reject the article and inform the author of the rejection. A manuscript that contains appropriate content and is formatted correctly will then be distributed to reviewers by a member of the Journal Editorial Panel. Up to three (3) referees will provide written comments and feedback on the manuscript. The Editorial Panel shall make final recommendations for acceptance of the article based on reviewer feedback and the decision of the Editorial Panel members. In cases where the recommendation from referees and/or the Editorial Panel is not clear, the Chief Editor shall make the final decision on the acceptance/rejection of the manuscript.

**Journal Manuscript Submission and Review: Aims and Scope**

**Refereed Submissions:** The Journal of Technology, Management, and Applied Engineering (JTMAE) is a research-based journal focused on the interests of industrial technology, applied engineering, technology management, and closely related fields. Whereas much research in these fields is applied in nature, relevant basic research and other types of disciplined inquiry will also be considered for publication. The recognized quantitative and qualitative methods of investigation for manuscripts considered for inclusion in the Journal are categorized as follows: (1) applied research papers; (2) research papers; (3) pedagogical papers; and (4) perspective or meta-analysis papers (sound literature reviews to update the state-of-the-art in a specific field).

**Non-refereed Submissions:** The Journal occasionally publishes non-refereed submissions related to industrial technology, applied engineering, and technology management. The aim and scope of non-refereed manuscripts are often broader than those for refereed manuscripts. Examples include book reviewers, opinion pieces, curricula, accreditation and certification information and other topics of interest.

Non-refereed submissions are evaluated by the Editorial Panel. The basis of the panel’s decision will be the usefulness of the content of the manuscript to the field. A designated member of the Editorial Panel will communicate with the author, make an editorial decision, and approves manuscripts for publication.

**Journal Copyright Policy**

All articles published in the Journal are copyrighted by ATMAE. Articles submitted to the Journal cannot be submitted to other publications while under review by the Journal. Articles
published in other copyrighted publications shall not be submitted to the Journal and articles published in the Journal may not be published in other publications (all or in part) without written permission of ATMAE or the Journal Board. The lead author of each article shall be required to sign a copyright release form prior to the publication of an accepted article.

**Journal Referees and Referee Membership**

All referees are expected to be subject matter experts who are willing to undertake the review of a submitted manuscript. It is important that the Journal’s referee list be as broad as possible. Specific duties of referees include to read and evaluate the submitted manuscript, providing constructive thoughts on how to improve the clarity of the manuscript as it is presented. Referees are also expected to submit the review within a specified time limit.

**Revision History**

Revisions approved 11/29/2022; revisions approved 1/12/2016; revisions approved 11/9/2011; revisions approved 11/17/2010