



## **August 17, 2016 9:00 AM CST Via Conference Call**

**Present:** Bob Chin, Gretchen Mosher, Randy Peters, and Carolyn Dunn

**Absent:** Darren Olson, Matthew Harvey, and Isaac Slaven

**ATMAE Staff:** John Hausoul and Alyssa Ebersole

### **Meeting Minutes:**

Meeting called to order at 9:05 AM CST by Gretchen Mosher

### **Launch of PeerTrack: journal submission/review software platform**

- Alyssa Ebersole announced that JTMAE will start using the PeerTrack system on 9/1/2016 and all new submissions that arrive after that date are to be uploaded via the platform.
- Alyssa Ebersole and ATMAE staff will update the JTMAE/ATMAE website to provide this information to the members who visit the site.
- Alyssa Ebersole and John Hausoul will deploy digital messaging to the ATMAE membership announcing this policy change prior to 9/1/2016.
- JTMAE Board received directions on how to use the system and are encouraged to test the system prior to 9/1/2016.

### **Scholarly Publishing Workshop at the ATMAE 2016 Annual Conference**

- Gretchen Mosher said that she would like the following topics to be covered in the workshop: What a good review includes, manuscript organization, and formatting and writing concerns.
- Workshop may promote a JTMAE Publishing Webinar that will be held in Winter 2017 (date TBD) that can be used to build upon topics covered in the workshop.
- The materials that will be distributed during the workshop are still being finalized but may include writing guide distribution.
- Bob Chin suggested bringing a person who provides contracted manuscript editing services to the meeting/workshop. Bob Chin to ask if this person will come to the ATMAE meeting, as a paid registrant.
- The Board agreed that prior to the workshop, the workshop leaders must determine JTMAE authors' publishing questions and concerns. Gretchen



Mosher and Bob Chin said that they would ask their students and colleagues for this information. Randy Peters will also gain this intel from his colleagues affiliated with the PhD consortium.

### **JTMAE Booth at the ATMAE 2016 Annual Conference**

- The Board agreed that the main purpose of the JTMAE booth is to invite registrants to visit and ask general JTMAE/publishing questions, and view/register/learn more about PeerTrack.
- John Hausoul confirmed that the booth will include a 6" table and will be an 8x10" space.
- ATMAE staff to develop a custom JTMAE tablecloth and the hotel will provide standard table skirting.
- Gretchen Mosher to assign timeslots at a later date and Alyssa Ebersole to confirm the hours the booth will need to be staffed.
- ATMAE will print a (22x28") sign for behind the booth but information for sign must be sent to Alyssa by 9/16

### **JTMAE Manuscript Guidelines- Possible Changes**

- The JTMAE Editorial Panel (Bob Chin, Randy Peter and Gretchen Mosher) previously said that the JTMAE Manuscript Guidelines should be revised for overall clarity.
- The JTMAE Editorial Panel shared their requested changes with the rest of the JTMAE Board that was on the call and Bob Chin agreed to reach out the Board members who were not on the call to obtain their revisions/feedback by 8/31.

### **JTMAE Board- Open Positions**

- John Hausoul asked the Board to start making calls to potential candidates and to discuss JTMAE leadership positions with their colleagues.
- John Hausoul and Alyssa Ebersole to determine if the ETD Listserv would be a good vehicle to recruit additional nominations.

### **Next Meeting**

- The Board agreed to meet again on Thursday, 9/22 at 1pm CST.

Meeting adjourned at 10:15 am CST.