

Journal of Enterprise Architecture®

Contributors' Guide

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Introduction

The Journal of Enterprise Architecture (JEA) is an Association of Enterprise Architects® (AEA) member benefit. It provides AEA members with professional development material that can improve both their understanding of the discipline of enterprise architecture (EA) and their ability to successfully practice EA. The JEA publishes material relating to the application of architectural thinking to the design, implementation and operation of any form of human enterprise, with special attention to the use of information systems in the context of commercial business, non-profit, governmental and similar enterprises.

The JEA submission and review process is intended to ensure that:

- material submitted for publication does not get “lost in the shuffle”;
- material submitted for publication is evaluated consistently, objectively, and fairly;
- material published in the JEA is well written and of interest and value to the AEA membership;
- authors of promising contributions receive helpful feedback as to how their contribution can be improved; and
- the editorial effort required to publish a contribution is consistent with its value and the total workload of the editorial board.

Subject Matter

JEA is looking for papers of interest to EA practitioners in the following general subject areas:

- Case studies
- Original research and theoretical investigations
- Insights about the profession and its ecosystem
- Innovative applications of EA
- New ideas about EA, including ideas from other disciplines that can improve the practice of EA
- Tutorials and overviews
- Literature surveys
- Book (or other media) reviews
- Event (conferences and other meetings) reports

Submission Types

Material may be submitted to the JEA in the following categories:

- AEA Chapter Spotlight

- Short Subject
- Article
- Peer-Reviewed Article
- “Four Questions” self-interview or proposal
- “Talking Shop” proposal
- Book (or other media or event) Review

AEA Chapter Spotlight

A Chapter Spotlight is a short piece reporting on the recent activities of an AEA Chapter. Chapter Spotlights are typically 1000 to 1500 words (about two pages) in length, and are usually solicited from a Chapter officer. Chapter Spotlights are reviewed for relevance and quality by the Chief Editor or the Chief Editor’s designee.

Short Subject

A Short Subject is a short, often informal piece 1200 to 3000 words (two to four pages) in length. Short Subjects typically do not include references, and may address any of the subject areas listed above. Short Subject submissions are reviewed for relevance and quality by the Chief Editor or the Chief Editor’s designee.

Article

An Article is a longer piece treating any of the subject areas listed above in some depth. Articles typically include references and run 2400 to 8000 words (four to ten pages). Article submissions are reviewed for relevance and quality by the Chief Editor or the Chief Editor’s designee.

Peer-Reviewed Article

Peer-Reviewed Articles are the longest and most rigorously reviewed pieces published in the JEA. They are expected to conform to academic publishing standards and are typically 4000 to 12000 words (six to fifteen or more pages) in length. Peer-Reviewed Article submissions are reviewed by a panel of three or more members of the JEA’s Editorial Board, including the Chief Editor. An author must explicitly request that a submission be peer-reviewed.

“Four Questions” self-interview

This is a short (600 – 1600 words, one or two pages) piece in which the author asks and answers four questions of their own choosing. These questions typically address things of special concern to the author. “Four Questions” self-interviews are reviewed for relevance and quality by the Chief Editor or the Chief Editor’s designee.

“Talking Shop” proposal

The “Talking Shop” interview is an extended conversation between the JEA’s Chief Editor and the “interviewee”. Both parties can ask and answer questions of one another. The subject of the discussion often evolves as it occurs. The conversation is conducted by back and forth emails between the two parties, and when they are both satisfied they have said “what needs to be said”, the material from the exchange is integrated into some semblance of an actual conversation, and then jointly edited into a coherent narrative, while trying to retain the ambience of the actual back and forth. A “Talking Shop” piece typically captures 8000 to 14000 words of “raw material” that is edited down to 4000 to 6000 words (six to eight pages).

Proposing a “Talking Shop” conversation does not entail submitting anything other than the name of the Chief Editor’s partner in the conversation, and perhaps some explanation as to why the submitter believes this would be a conversation of interest to the JEA readership.

Book (or other media or event) Review

Book/media/event Reviews are typically 1200 to 3200 words (two to four pages) in length. Subjects can be anything that the author can meaningfully relate to enterprise architecture. Book (or other media/event) Reviews are reviewed for relevance and quality by the Chief Editor or the Chief Editor’s designee.

Regarding Length

We suggest you worry less about targeting a specific length than about covering your subject appropriately. Then, if the article is overlong, edit it down to within the upper bound, bearing in mind that the length guidelines are only guidelines. It is OK to run a bit long if it improves completeness or clarity, but this will be looked at closely by an editor.

The Submission Process

There are two requirements for anything submitted to the JEA for consideration:

1. Submissions must be written in English, or be accompanied by an English version. The JEA will publish non-English material if we can in a timely fashion assign one or more trusted bilingual reviewers to the piece.
2. Material must be submitted through the JEA web site submission interface. A link to the submission interface is included in the Resources section of this Guide. Papers submitted directly to JEA or AEA staff will generally not be considered for publication. While we will try to respond to such submissions by reminding the submitter of this requirement, we do not guarantee that we will always do so; i.e., a paper so submitted may appear to have been ignored.

All submissions except a “Talking Shop” proposal must include an author biography (biographies if there are multiple authors), and a list of keywords that characterize the content.

All submissions except Book (or other media) Reviews, Chapter Spotlights, “Four Questions” self-interviews, and “Talking Shop” proposals, must include an abstract that accurately summarizes the content of the piece.

Papers satisfying these initial requirements will then enter the review and evaluation process. Review and evaluation are conducted by the Chief Editor or the Chief Editor’s designee, or a panel of three or more members of the JEA Editorial Board, including the Chief Editor.

References

If your paper includes references to material relevant to your argument, and that material is contained within a larger context (for example, a book), it is enormously helpful to readers if your reference provides enough information to readily find the material within this larger context. The purpose of a reference is to make it possible for a reader to actually consider such material, and not simply “take your word for it” that someone else wrote something somewhere that is relevant to your argument. This

additional information should be specific enough (ideally, page numbers) for the reader to find the relevant material with a minimal amount of searching.

Submission Document Format

It must be possible for an editor to easily markup and edit a contribution. The best format for submission is as a Microsoft Word® .doc or .docx file. We strongly suggest you use the article template available on the JEA website. The next best format is a simple text file. A link to the template is included in the Resources section of this Guide.

If you do not use the template, please do not attempt to simulate the JEA page format using your own formatting. In particular, please ensure that submitted material is in single column format, does not include footnotes (use endnotes instead), page headers or footers, and does not include page background colors or background images. Use the minimum amount of formatting necessary to distinguish the title, author(s) name(s), abstract, keywords, named sections (usually including an Introduction and a Conclusion), paragraphs, references and author(s) bio(s). Submissions that require too much reformatting will be returned to the author for resubmission in a more tractable format.

Simple figures should be resolvable by readers when sized for single column presentation. More complex figures will likely have to be presented in two column (full page width) format. Figures may be embedded in the body of the submission, or included at the end. Figures should be in .EMF (Enhanced Meta File) format. Single column figures should have a horizontal resolution of at least 1050 pixels, and full page width figures should have a horizontal resolution of at least 2100 pixels.

Material that does not follow these guidelines may be returned to the author for reformatting.

Other Author Responsibilities

Authors are responsible for obtaining the necessary permission(s) to use copyrighted material in their submissions, prior to submitting it for consideration for publication in the JEA. If your submission is accepted for publication, you will be required to provide the JEA with evidence of the necessary permission(s).

The Chief Editor Review Process

The Chief Editor Review process proceeds as follows:

- The Chief Editor or the Chief Editor's designee reviews and evaluates the paper, using the review and evaluation process described below.
- The Chief Editor decides to do one of the following:
 - Conditionally accept the paper for publication, subject to the editorial collaboration of the author and a member of the editorial board to produce a final publishable version of the paper.
 - Return the paper to the author for rewriting. The Chief Editor or the Chief Editor's designee will provide the author with suggestions as to how the paper might be rewritten for resubmission and re-evaluation. If the Chief Editor considers the paper to be particularly promising, the Chief Editor or the Chief Editor's designee may volunteer to provide additional guidance to the author.

- Decline to consider the paper for publication. The Chief Editor or the Chief Editor's designee will provide the author with the reasons they believe the paper is not appropriate for publication in the JEA.
- The author will be informed of the Chief Editor's conclusion.
- If the paper was conditionally accepted for publication, the Chief Editor may ask the editorial board for a volunteer to serve as the paper's editor, or the Chief Editor or the Chief Editor's designee will serve as the paper's editor. The paper editor will contact the author and collaborate with the author to edit the paper into final publishable form.
- If the paper was returned for rewriting, but a member of the editorial board volunteered to collaborate with the author on the rewrite, the volunteer editor will contact the author and offer to do so. A rewritten paper must be resubmitted as a new paper.

The Peer-Review Process

The peer-review process proceeds as follows:

- The Chief Editor will "anonymize" the paper (i.e., remove all direct evidence of the authors' identities), and provide the paper's abstract to the editorial board.
- The Chief Editor will ask members of the editorial board to volunteer to review the paper, based on the abstract. At least three editorial board members are required to review a paper; a paper will be held in the submission queue until three or more editorial board members have agreed to review the paper.
- The Chief Editor will provide the anonymized paper to the editorial panel of volunteer reviewers.
- The editorial panel will review and evaluate the paper, using the review and evaluation process described below, and report their opinions to the Chief Editor.
- Based on the evaluations provided by the editorial panel, the Chief Editor will recommend that the Editorial Board do one of the following:
 - Conditionally accept the paper for publication, subject to the editorial collaboration of the author and a member of the Editorial Board to produce a final publishable version of the paper.
 - Return the paper to the author for rewriting. The editorial panel will provide the author with suggestions as to how the paper might be rewritten for resubmission and re-evaluation. If the editorial panel considers the paper to be particularly promising, an editor may volunteer to provide additional guidance to the author.
 - Decline to consider the paper for publication. The editorial panel will provide the author with the reasons they believe the paper is not appropriate for publication in the JEA.
- The Editorial Board will either accept the Chief Editor's recommendation or negotiate a different conclusion with the Chief Editor.
- The author will be informed of the editorial board's conclusion.
- If the paper was conditionally accepted for publication, the Chief Editor will ask the Editorial Board for a volunteer to serve as the paper's editor. The volunteer editor will contact the author and collaborate with the author to edit the paper into final publishable form.

- If the paper was returned for rewriting, but a member of the editorial board volunteered to collaborate with the author on the rewrite, the volunteer editor will contact the author and offer to do so. A rewritten paper must be resubmitted as a new paper.

How Long Does All This Take?

The goal is that submissions reviewed by the Chief Editor or the Chief Editor's designee be reviewed and a decision as to how to proceed made within six months of submission, though this cannot be guaranteed. How long editing for publication of accepted papers takes depends on how much editing is necessary and how rapidly the necessary exchanges between the editor(s) and the author(s) can take place.

The JEA's Editorial Board members and reviewers are all volunteers who typically have other full time responsibilities. While we do everything we can to minimize the time from the submission of a peer-reviewed article for consideration to notification of the author(s) regarding the submission's disposition, it is difficult to make any commitments as to how long this process will take. Similarly, while accepted submissions are generally published on a "first come, first served" basis, given the variability in the rate we receive submissions, it is difficult to make any early commitments as to which issue a submission will be published in.

Experience suggests that it is highly unlikely that these processes will take less than several months. In addition to the availability of individual editorial board members to participate in the process, the number of papers flowing through the process will also introduce variability into the rate at which the process moves forward. If conditionally accepted for publication, completing the editing process and publishing the article in an issue of the JEA, will likely take a few more months. For accepted papers, the time from submission to publication will thus likely be at least six months, and may take longer.

The Review and Evaluation Process

A paper's reviewers are asked to consider their general impression of the paper on first reading. A second reading may confirm or refine this impression. Reviewers may make editorial annotations (questions, corrections, revisions, etc.) that may be helpful in forming and explaining an impression. These annotations can save time during subsequent editing, but the primary purpose of the review reading is to make an informed recommendation about what to do with the paper, not to edit the paper for publication.

Reviewers are asked to evaluate the submission against seven broad criteria. While these criteria are not perfectly independent of (a mathematician would say "orthogonal to") one another, they generally represent distinct sets of concerns about the quality of a submission.

The Evaluation Scale

The reviewer grades the paper against each of the seven criteria using a five point scale:

- Unacceptable
- Poor
- Acceptable
- Very Good
- Exceptional

The seven criteria used for evaluating a paper are relevance, readability, understandability, quality of argument, focus, novelty and readiness for publication. Each is explained in turn.

Relevance

Is the subject of the paper of interest and value to the community of practicing enterprise architects? Note that this does not require that the paper be specifically about enterprise architecture, but if it is not, the paper should be explicit about the connection.

Readability

This is probably the most subjective of the criteria, especially with respect to the style of the author(s). It is a goal of the JEA to allow authors to express their ideas in their personal style, and not to force every author into a single homogeneous style.

A good test of readability is whether one is repeatedly made aware of the fact that one is reading something. Does the writing style call attention to itself in a way that interferes with “getting the message”? Is the style dense and opaque or pretentious and needlessly elaborate or flamboyant?

Readability will be judged at multiple levels. Are the sentences grammatically correct? Is there a flow from sentence to sentence?

Understandability

The writing should be clear and unambiguous, using familiar words in conventional ways. The goal is that readers feel confident that they correctly understand the paper the same way the author(s) intended them to understand it.

Cited references should support, clarify or elaborate the author’s points. The text of the paper should explain how the cited reference does so. Do not, for example, simply cite a book that somewhere within it says something that has something to do with the point being made. Readers should be able to readily find in the cited reference the material that advances the paper’s argument.

Quality of Argument

Does the exposition progress logically? Is it complete, without being overwhelming in detail? Is it consistent, without any apparent contradictions? Is the reasoning plausible, or does it require “leaps of faith”? Does the paper explain the significance of the evidence it provides? How persuasive are the explanations? Are there errors of fact in the argument?

The interactions between readability, understandability and quality of argument are subtle. Material that is readable without being understandable has an “Alice in Wonderland” feel to it. Material that is understandable but poorly argued may raise questions about the legitimacy of conclusions; i.e., one may understand the point the paper is making and the supporting argument, but not believe that the latter justifies the former.

Focus

Does the paper resist the temptation to explore possibly fascinating but no less irrelevant diversions? Is it unnecessarily repetitive? Does it say a little about a lot of things, rather than a lot about a few things? Does everything in the paper contribute to the key points it makes?

Novelty

Is the paper a rehash of well-worn ideas, or does it break new ground? Does it provide a better explanation of some important concept than is generally available elsewhere? Does it make worthwhile connections between ideas that haven't already been made elsewhere?

Readiness for Publication

How much additional work will the paper require to meet JEA's editorial and journalistic standards? Ideally, any copy editing required is straightforward, does not entail any substantive changes to the content of the paper, and will almost certainly be approved by the author(s).

Other Concerns

Many papers, especially retrospectives, overviews of a subject area, and book reviews may unavoidably require an assessment of other people's work, and such criticism must be fair and respectful. Other papers may, inadvertently or deliberately, disclose privileged information. Reviewers will note any concerns about such issues (and any other concerns not addressed by the seven evaluation criteria) in their evaluation of the paper

Recommendation

Based on the reviewer's evaluation of the paper against these criteria, the reviewer makes one of three recommendations as to the disposition of the paper.

Conditionally accept for publication

The paper can be published if an editor can satisfactorily resolve some issues by working with the author(s). Even papers graded "acceptable" across the board may receive this recommendation if the reviewer believes that some evaluation criteria can be significantly improved by working with the author(s).

Return to author(s) for rewrite

The paper is potentially publishable but requires so much editorial work that it is best returned to the author(s) for rewriting. The Chief Editor or editorial panel may suggest that the author(s) acquire the services of a professional writer to assist, or an editor may volunteer to work with the author(s).

Decline for publication

Either the paper is not appropriate for publication in the JEA, the reviewer cannot imagine the paper being improved by anything less than a complete reconsideration of the subject, or in the judgment of the Chief Editor, the value of the paper does not merit the effort expected to be necessary to render the submission publishable.

Notification and Editing

When the review, evaluation and decision processes are completed, JEA will inform the author of the disposition of the paper. If the disposition is "conditionally accept for publication", the editing process begins. The chief editor will ask the editorial board for a volunteer editor to work with the author to edit the paper into final publishable form.

In some cases a “conditionally accept for publication” paper requires minimal copy editing and there are no issues about content to resolve. These papers will be copy edited by a volunteer editor and returned to the author for approval of the proposed final publication version.

“Conditionally accept for publication” papers with more substantive issues to resolve will require a collaborative effort of the volunteer editor and the author(s). The editor will suggest areas needing rework and ensure that the author’s revisions meet JEA standards. This will include providing the author(s) with a detailed markup of the paper.

If the disposition is “return to author for rewrite”, the editorial board will provide the author with general recommendations as to how the paper might be rewritten for resubmission and re-evaluation. A member of the editorial board may volunteer to help the author(s) with the rewrite.

If the disposition is “decline for publication”, the editorial board will provide the author with the reasons they believe the paper is not appropriate for publication in the JEA.

Intellectual Property Rights

Informally, JEA wants authors to be free to do whatever they wish with their article, as long as it doesn't compromise the value of JEA as an AEA member benefit. Specifically, this means:

If a submission is not published, the author retains all rights to the originally submitted article.

If a submission is published, JEA holds the copyright to the published article itself. However:

- Authors will be provided with a .PDF of their article as published.
- Authors are free to paraphrase ideas from their article as they wish.
- Authors may quote passages from their article, citing the Journal article as the source.
- Authors may rewrite/refine/expand/etc. their content as they wish. JEA prefers that authors cite the article ("Based on material originally published in ...") if the material is recognizably derived from the article.
- Authors may freely redistribute their article to individuals as they wish, but only in the form as published. You can get a PDF from us of the published version.
- Authors may freely republish the title and abstract of their article in other media, as long as they cite the JEA as the publisher ("Published in the Journal of Enterprise Architecture, <year>, Volume <volume>, Number <number>, <pages>")
- Authors have permission to republish their article in other media, but must inform JEA that they are doing so and cite JEA as the original publication ("Reprinted with permission ...").
- Authors can post their article (again, in the form of the as-published PDF) on a single website of which the author or their employer is the sole owner of record, or an equivalent website like ResearchGate (www.researchgate.net).
- JEA can incorporate/republish the article in other AEA publications, for example collections or anthologies.

AEA Digital Badges for Publication

Authors of published material will be awarded an AEA Digital Badge for their contribution. See the AEA Digital Badge program pages on the AEA website for details about AEA Digital Badges:

<https://www.globalaea.org/?page=openbadges>

Resources

The JEA format template and online submission interface can be found at:

<http://www.globalaea.org/?page=JEAsubmission>

References

Potential JEA authors may find the following writing resources helpful.

Copyright

Getting Permission: Using and Licensing Copyright-Protected Materials Online and Off

Richard Stim

ISBN: 978-1-4133-2313-9

English Grammar

Plain English Handbook

J. Martyn Walsh and Anna Kathleen Walsh

ISBN: 9780074814758

The Essentials of English: A Writer's Handbook

Ann Hogue

ISBN: 0-13-150090-2

The McGraw-Hill Handbook of English Grammar and Usage

Mark Lester and Larry Beason

ISBN: 978-0-07-144133-9

Usage Guides

The New Fowler's Modern English Usage

R. W. Burchfield (ed.)

ISBN: 0-19-869126-2

The New York Public Library Guide to Style and Usage

The New York Public Library

ISBN: 0-06-270064-2

The Associated Press Stylebook 2013

Associated Press

ISBN: 978-0-465-08299-5

The Chicago Manual of Style

The University of Chicago Press

ISBN: 978-0-226-10420-1

Common Problems

How to Not Write Bad: The Most Common Writing Problems and How to Avoid Them

Ben Yagoda

ISBN: 978-1-59448-848-1

Common Errors in English Usage

Paul Brians

ISBN: 978-1-59028-207-6

Writing

The Book on Writing: The Ultimate Guide to Writing Well

Paula LaRoque

ISBN: 978-0989236706

On Writing Well

William Zinsser

ISBN: 978-0-06-089154-1

Building Great Sentences

Brooks Landon

ISBN: 978-0-452-29860-6

Line by Line: How to Edit Your Own Writing

Claire Kehrwald Cook

ISBN: 978-0-395-39391-8

Style

Style: Lessons in Clarity and Grace

Joseph M. Williams and Joseph Bizup

ISBN: 978-0-321-89868-5

The Elephants of Style

Bill Walsh

ISBN: 978-0-07-142268-0

The Elements of Style

William Strunk Jr. and E.B. White

ISBN: 0-205-31342-6

Academic, Research, Professional, etc. Writing

Stylish Academic Writing

Helen Sword

ISBN: 978-0-674-06448-5

A Manual for Writers: of Research Papers, Theses, and Dissertations

Kate L. Turabian

ISBN: 978-0-226-82337-9

MLA Handbook for Writers of Research Papers

Modern Language Association of America

ISBN: 978-1-60329-024-1

Publication Manual of the American Psychological Association

American Psychological Association

ISBN: 978-1-4338-0561-5

Cite Right

Charles Lipson

ISBN: 978-0-226-48464-8

Argument

The Craft of Argument

Joseph M. Williams and Gregory Colomb

ISBN: 0-321-45327-1

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