NASPAG

Publications Committee Manuscript Review Procedure

June 28, 2012

1. The Chair of the Publications Committee will serve as a liaison between the Journals, authors and Board of Directors and communicate with them regarding article deadlines, etc.

2. Manuscripts will be commissioned by the Committee Chair based on author expertise from a list of volunteer authors which shall be members of NASPAG.

3. Manuscripts shall be submitted to the Publications Chair who shall briefly review for accuracy and adequacy regarding its representation of NASPAG.

4. Manuscripts shall then be assigned by the Publications Committee Chair to 1-2 board members or Past Presidents of NASPAG.

5. These reviewers will again assess accuracy and adequacy regarding its representation of NASPAG.

6. Reviewers are not tasked with a detailed review of the manuscript as is done for peer review by journals, but rather for a general sense of accuracy and completeness of the materials presented. In addition, the purpose of this review is to assure that a NASAG branded publication is deserving of such branding.

7. Once the publication has been approved by 2 reviewers (which may include the Publications Chair), it shall be returned to the author for corrections or forwarded to the Journal contact by the Publications Committee Chair.