

Editorial Review Board Procedure

1. Article comes in to PPA and PPA Communications Coordinator logs it in to the chart.
2. PPA Communications Coordinator sends the title of the article, author, and employer/institution of the author to the Editorial Review Board Chair.
3. Editorial Review Board Chair will assign the article within one week to a member of the Editorial Review Board as the Article Manager. The Article Manager cannot have a conflict of interest, (e.g. be from the same institution as the author). That member will then be in charge of following that article through the process to publication (or non-publication/rejection if that happens to be the case.)
4. Simultaneously, the PPA Communications Coordinator will identify three reviewers of the article via the database of identified reviewers. Reviewers may not have a conflict of interest, (e.g. be from the same employer/institution as the author).
5. If a reviewer cannot be identified using the database, PPA will ask for suggestions from the entire Editorial Review Board.
6. PPA Communications Coordinator will send the article to the three reviewers with all the related instructions.
7. Reviewers will have 30 days to review and make comments on the article and send back to the PPA Communications Coordinator.
8. Once all of the reviewers' responses have been received, the PPA Communications Coordinator will send the original article and all responses/comments by the three reviewers to the Editorial Review Board Article Manager.
9. The Editorial Review Board Article Manager will have 2 weeks to review the article and comments of the reviewer.
10. No later than two weeks, the Article Manager shall communicate directly to the author the status of the review and expected next steps regarding revisions. The Article Manager shall provide an update of the status to the PPA Communications Coordinator at this time.
11. Once the author has made any indicated changes, the article shall be sent back to the Article Manager, who, if they deem it now satisfactory, will submit it to the PPA Communications Coordinator for publication. If they deem it not satisfactory, they may continue to work with the author for additional revisions.
12. If the Editorial Review Board Article Manager experiences any issues or difficulties in their process (outlined in steps #10 and #11), (e.g. huge discrepancy in reviewer's comments, other questions, author not making appropriate changes, etc.), they should contact the Editorial Review Board Chair for his/her input. They may also elect, if they feel it necessary, to request the review of a second Board member.

13. If a conclusion about the article still cannot be reached between the Board Article Manager and the Board Chair, a special Editorial Board conference call will be scheduled, (if the next scheduled quarterly call is more than 30 days out), and the article will be discussed via conference call by the entire Board.

PLEASE NOTE: The PPA Communications Coordinator must be copied on all correspondence between Editorial Review Board Article Manager and the author so PPA knows where the article is in the process listed above.