The Texas Public Health Journal Editorial Team and Board for 2019-2021 and Editorial Board Operations Summary

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How the Editorial Board functions:

1. All submissions must be received through our journal email account, tphajournal@gmail.com.
2. Authors are asked to put the category their submission belongs to, in the Subject Line, for example: ‘Commentary’, ‘Book Review’, ‘Manuscript’, etc.
3. The editor and editorial board chair objectively review the submission to determine if the document meets journal criteria and to determine if it is suited for the category stated. If no category is stated, the editor makes that determination and informs the author what category it will be put into, which will determine how it will be handled.
4. Those documents determined to fall into categories other than ‘Manuscript’, are referred to appropriate TPHA members for review, and the editor manages the review process.
5. Those manuscripts determined to be of sufficient quality to warrant outside expert peer review as either public health research or public health practice project manuscripts are assigned to a board member to manage the review process.
6. Assignment to a board member is done by emailing the abstract to board members and asking for a volunteer to step up to coordinate the review process. If no member volunteers, the member with the fewest existing assignments is asked to take it on. Further negotiations of the process are between the board chair and the board members.
7. Coordination/management of submissions consists of timely execution of the following:
   a. Securing at least 2 reviewers for each article, who agree to provide an expert review based on TPHJ reviewer guidelines, within the given time frame,
   b. Contacting reviewers who have not responded within the given time frame and remind them their review is due,
   c. Keeping the corresponding author apprised of the status of their manuscript,
   d. Compiling reviewer decisions, comments and recommendations, including any revisions deemed necessary for a scholarly publication,
   e. Emailing the corresponding author to notify of decision to publish, along with instructions of how to submit a revised manuscript,
   f. Reviewing the revised manuscript and other documents to ensure all suggested revisions have either been made or an explanation for not making a suggested revision is provided,
   g. Contacting the corresponding author with any additional editorial comments you, as the coordinator may have.