Meet Our Editorial Team and Board

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**Requirements of the Texas Public Health Association Editorial Board**

as outlined in the Association Bylaws, Revised August, 2018

**ARTICLE TEN**

**PUBLICATIONS**

10.01. The Association shall publish periodicals as determined necessary for disseminating information to the membership. These may include, but are not limited to, a Journal and Newsletter. All publications of the Association and the Sections shall be issued under the direction of the Association’s Executive Board.

10.02. There shall be a Journal Editor whose duty is to oversee the publishing of all periodicals, to include requesting permission to reprint articles from other journals as may be required.

10.03. All papers, reports, and presentations given at annual, quarterly, and regional meetings of the Association are to be accepted with the understanding that they shall be the property of the Association for publication, unless this right is waived by the Journal Editor of the Association’s Executive Board.

10.04. There shall be an Editorial Board consisting of at least six members appointed by the Executive Board, with one member designated as Chair. To be appointed to the Editorial Board, an individual must be a member in good standing with the Association. At two-year intervals, the Editorial Board member composition shall be reviewed by the Executive Board with input from the Editorial Board Chair. The TPHA Executive Board shall either offer or decline renewal of the two-year term for existing board members.

The President can fill the positions on an interim basis until the next scheduled Executive Board meeting.

10.04.1. Editorial Board members shall be appointed so as to reflect a variety of public health disciplines.

10.04.2. The Editorial Board shall assist the Journal Editor in soliciting articles and shall review articles prior to publication in the Association’s Journal. The review of articles shall be according to procedures recommended by the Editorial Board and approved by the Executive Board.

**Editorial Board Operations**

as outlined by the Editor and Editorial Board Chair

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 the reviewers’ decision, along with instructions of how to submit a revised manuscript within 60 days,
   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,
   h. Following up with the corresponding author to ensure all revised manuscripts are submitted within 60 days,
   i. Notifying author of final publication decision and details.