Journal of Student Financial Aid Editorial Board
Editor Job Description

Term Length: 3-years, with potential for renewal

Term Limits: Unlimited

Editor Responsibilities toward Authors:
• Provide guidelines to authors for preparing and submitting manuscripts
• Provide a clear statement of the Journal’s policies on authorship criteria
• Treat all authors with fairness, courtesy, objectivity, honesty, and transparency
• Establish and define policies on conflicts of interest for all involved in the publication process, including editors, staff, authors, and reviewers
• Protect the confidentiality of every author’s work until publication
• Establish a system for effective and rapid peer review
• Make editorial decisions with reasonable speed and communicate them in a clear and constructive manner
• Establish a procedure for reconsidering editorial decisions
• Describe, implement, and regularly review policies for handling ethical issues and allegations or findings of misconduct by authors and anyone involved in the peer review process
• Develop mechanisms, in cooperation with the publisher, to ensure timely publication of accepted manuscripts
• Clearly communicate all other editorial policies and standards

Editor Responsibilities toward Reviewers
• Assign papers for review with consideration for each reviewer’s area of interest and expertise
• Establish a process for reviewers to ensure that they treat the manuscript as a confidential document and complete the review promptly
• Inform reviewers that they are not allowed to make any use of the work described in the manuscript or to take advantage of the knowledge they gained by reviewing it before publication
• Provide reviewers with written, explicit instructions on the Journal’s expectations for the scope, content, quality, and timeliness of their reviews to promote thoughtful, fair, constructive, and informative critique of the submitted work
• Request that reviewers identify any potential conflicts of interest and asking that they recuse themselves if they cannot provide an unbiased review
• Allow reviewers appropriate time to complete their reviews
• Request reviews at a reasonable frequency that does not overtax any one reviewer
• Find ways to recognize the contributions of reviewers, for example, by publicly thanking them in the Journal; providing letters that might be used in applications for academic promotion; offering professional education credits; or inviting them to serve on the editorial board of the journal
• Evaluating the performance of reviewers annual to ensure

Editor Responsibilities toward NASFAA:
• Complying with the guidelines and procedures of NASFAA, including any terms specified in the contract with that organization
• Making recommendations about improved evaluation and dissemination of material
• Adhering to NASFAA’s fiscal policies towards the Journal, at least in so much as they do not encroach upon editorial independence
• Adhering to the agreed-upon mission, publication practices, and schedule
• Assist in the strategic planning of the Journal
• Attend planning meetings
• Assist with editorial board member recruitment
• Assist with editorial board member training
• Answer editorial board member questions related to Journal operations, strategic directions, content, and other areas of relevance as needed