
Editorial Board of the *Texas Journal for HPERD*

Name

- 1.1. The name of this advisory body shall be the Editorial Board of the *Texas Journal for HPERD*, an official publication of the Texas Association for Health, Physical Education, Recreation, and Dance (TAHPERD).

Purpose

- 2.1. The Editorial Board will provide assistance to the editor in reviewing and selecting the scholarly and research-based articles for publication in the *Texas Journal for HPERD*. Editorial Board members are expected to attend the TAHPERD Leadership Conference and the TAHPERD Annual Convention.

Organization

- 3.1. The committee will be organized as a Standing Committee of TAHPERD.
- 3.2. The Editorial Board will consist of five members, which includes the Chair.
- 3.3. The Editorial Board members and Chair will be appointed by the President-elect in consultation with the Executive Committee to serve a three-year term. The Chair will coordinate the editorial review process and communication with the author(s). All members will be approved by the Board of Directors.
- 3.4. Members appointed to the Editorial Board must have been a member of TAHPERD for the three previous years prior to appointment. Individuals failing to renew their membership will be removed from the Editorial Board.
- 3.5. All Editorial Board members must be current members, either active or retired.
- 3.6. Members of the Editorial Board must have expertise in research design and statistics and show evidence of scholarly publication.
- 3.7. TAHPERD members eligible to be appointed to the Editorial Board should indicate to the President-elect and/or Editorial Board Chair an interest in serving on the Editorial Board. Division Vice Presidents and the Chair of the Research Section along with other members are asked to recommend persons for the board.
- 3.8. Appointments will be made to ensure that Editorial Board members are knowledgeable in research methods and the fields of Dance, Exercise Science, Health, Physical Education, Recreation, and Sports Management are represented
- 3.9. Editors will serve a three-year term and may be reappointed for one additional term.
- 3.10. A member not fulfilling the obligations of the committee without sufficient cause will be automatically removed from the committee. Decisions concerning "sufficient cause" will be made by the Executive Committee.
- 3.11. *Texas Journal for HPERD* together with their employing institution and specifying the professional area individuals represent.

4. Procedures for Reviews

- 4.1. Each manuscript submitted for publication will be received by the Executive Director and forwarded to the Editorial Board Chair. The Editorial Board Chair

will remove all author(s) information before forwarding the manuscript to the appropriate Editor.

- 4.2. The Editor will read the manuscript and approach a minimum of three knowledgeable reviewers for a blind review of the manuscript. If the Editor is not one of the reviewers, at least one of the Editorial Board members must serve as lead editor. These reviewers may be Editorial Board members or other professional colleagues.
- 4.3. Reviewers will review the manuscript for appropriate content and technical quality, including American Psychological Association (APA) style, grammar, punctuation, etc. per the latest edition of the APA manual. Each reviewer is to complete the review form and provide feedback to the author(s). The Editor will then return the manuscript to the Editorial Board Chair for disposition.
- 4.4. The Editorial Board Chair will communicate the results of the review to the lead author and the Executive Director.
- 4.5. The review will be a blind review whereby the readers do not know the author(s) of the manuscript and the lead author is not informed of the identity of the three reviewers selected to review the manuscript.
- 4.6. A manuscript must have the approval of the Editorial Board Chair and assigned Editor to be accepted and considered for publication.
- 4.7. Reviewers are expected to review and return a manuscript to the Editor within 45 days after receipt.
- 4.8. Reviewers must give specific reasons for the rejection of a manuscript.
- 4.9. A manuscript may be 1) accepted as submitted; 2) accepted with minor revisions; 3) rejected with the author invited to revise and resubmit; or 4) summarily rejected. Specific positive suggestions must be given in all cases of revision.
- 4.10. A manuscript accepted with revisions must be revised and returned to the Editor within 30 days.
- 4.11. Comments by the reviewers are to be consolidated on the manuscript by the Editor and communicated to the Editorial Board Chair.
- 4.12. The final copy of the manuscript to be published in the *Texas Journal for HPERD* must be submitted by the author(s) to the Editorial Board Chair in electronic format (Word document via email) with a short biography of the author(s) (see Guidelines for Authors).
- 4.13. The Editorial Board Chair will notify the TAHPERD Executive Director of the results of the review process and provide the final manuscript in electronic format.

Adopted by Board of Directors December 1981

*Amended: April 2020
November 2022*