



Call for Applications and Nominations for Editor
Journal of Consumer Affairs

The American Council on Consumer Interests ([ACCI](#)) *Journal of Consumer Affairs* ([JCA](#)) Editor Search Committee is conducting a search for a successor as the term of the current Editor of the JCA ends on December 31, 2022. A commitment of three to five years is desired starting with Volume 57, Issue 1, Spring 2023.

The ***Journal of Consumer Affairs (JCA)***, founded in 1967 by the American Council on Consumer Interests, is the premier journal devoted to peer-reviewed, multidisciplinary research on the interests of consumers in the marketplace. *JCA* publishes high quality research on consumer behavior, consumer and household decision making, and the implications of private business practices and government policies for consumers' wellbeing. Consistent with the journal's affiliation with the American Council on Consumer Interests (ACCI) and its origins in the consumer movement, research published in the journal focuses on protecting consumers' interests and is addressed from the consumers' point of view.

Note: The search committee initially requests the following.

- Nominations only require sending a name and email address; please acknowledge if they are aware of the nomination
- Initial applications of a brief letter of interest and a CV.

The search committee will then request full applications from those selected from this initial screening.

Dr. Ronald Hill of American University is the *Journal's* tenth editor. He has been an excellent steward of the JCA and ACCI has been most fortunate for his dedication and leadership. ACCI is now inviting nominations (including self-nominations) of individuals for the position of Editor.

Following traditional roles of the Board of Directors and a journal editor, the ACCI Board of Directors controls the business strategy for the journal, while the Editor has full editorial control. This separation of duties carries with it a mutual collaboration in tying the content of the journal to the mission and membership of ACCI. All ACCI Members have digital access to all issues of the journal through their membership login. The *Journal* is published digitally four times a year but publishes digitally online once articles are approved. It is up to date with advances in academic journal publishing and the Editor as well as the ACCI National Office works closely with our publishing partner, Wiley. Calls for special issues, led by guest editors, are common.

Full Applications will include:

- ***Letter of application*** describing your goals and plan for the Journal, qualifications for the role of editor, including a summary of any previous editorial experience, capacity to manage deadlines and retain stakeholders, and demonstrated scholarship in the field(s).
- ***Evidence of institutional/employer support***, such as correspondence or other documentation from your employer that describes the level of dedicated time and financial support for this role, should you be selected for the position. If release time is granted, please include details, along with travel support commitments.
- ***Current curriculum vitae***

Application Timeline

- Nominations and applications will be reviewed as they are received. For full consideration, a letter of intent should be submitted prior to June 15, 2022.
- A final decision is anticipated by the ACCI Board of Directors by early fall, 2022, and the incoming Editor will collaborate with the current Editor for a transition period, taking over as Editor, January 1, 2023.
- The Committee will entertain a Co-Editor arrangement, though a single editor has been JCA's history.
- Questions should be directed to Dr. Ginger Phillips, ACCI Interim Executive Director, at gphillips@consumerinterests.org or call (727) 940-2658 x 2002.

About the *Journal of Consumer Affairs*

- The *Journal* is a peer-reviewed research journal currently utilizing ScholarOne as the submission and production database. It is currently published by Wiley and can be accessed here: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1745-6606](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1745-6606).
- Full access to *Journal* issues can be provided upon request to the ACCI Office
- Please see the current Editorial Board here: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1745-6606/homepage/EditorialBoard.html](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1745-6606/homepage/EditorialBoard.html).

Criteria for Selection

- The selection process will consider experience as an editor or associate editor of peer-reviewed journals such as serving as member of editorial advisory boards, feature editors, or as peer reviewers for other journals.
- Established record of scholarship in consumer science/consumer behavior including personal finance, food, health, and housing, among other topics.
- A clear description of the ability to fulfill the time commitment necessary for this position, estimated to be an average of 10 hours a week.
- Applicants should have the ability to attract and retain respected experts to serve on the *Journal's* editorial board.
- Once selected, membership in ACCI is a requirement of the Editor and applicants should be both familiar with the *Journal* and the association. Note that AEs are required to hold membership in ACCI. Editorial Review Board members are strongly encouraged to be members in good standing as well.
- While previous ACCI membership and service is not required, it is highly valued.
- Qualifications include a reputation for fairness, exceptional communication skills, evidence of academic activity, and a proven history of management skills
- Interdisciplinary experience and successful collaborations are highly valued
- Evidence of commitment to Diversity, Equity, and Inclusion

Institutional Support: Applicants must have clear employer or institutional support for this activity for the duration of their appointment. ACCI does not pay for office space or release time, but Assistant to the Editor services have been provided from the ACCI National Office for the past editor. The Assistant is a skilled ScholarOne expert.

Primary responsibilities of the editor of the *Journal* will include:

- Directing the peer-review of approximately 200 manuscripts per year, most are original research, but a small number of reviews/commentaries and trend/application submissions are also submitted.

- Soliciting high-quality papers from potential authors, adjudicating quality, and maintaining the *Journal's* reputation as a platform for excellent research as well as Trends and Applications.
- Maintaining an editorial board, along with a sufficient pool of expert reviewers representative of the broad field of consumer affairs and marketing.
- Maintaining an ethical and timely peer review process.
- Providing a clear vision for the direction of the *Journal*.
- Working with the ACCI National Office and the publisher to develop and execute marketing plans. Some travel is required.

Journal of Consumer Affairs
Editor Job Description

The *Journal of Consumer Affairs* is owned by the American Council on Consumer Interests, which holds the copyright and whose Board of Directors is responsible for hiring the JCA Editor. The Editor reports to that Board of Directors.

The Editor of the *Journal of Consumer Affairs* (JCA) is responsible for managing the editorial operations of the JCA with the authority and duties necessary for administration of a quality, professional journal. The Editor is responsible for ensuring that the peer review of articles submitted to JCA is impartial, unbiased, and thorough, and adhere to international standards of publication ethics.

The Editor shall use best efforts and practices to:

1. Publish the most authoritative, innovative, and highest quality research in the consumers' interest.
2. Identify emerging areas of importance and actively solicit the best work being done in those areas.
3. Ensure that JCA supports the mission and vision of ACCI as represented by the content.
4. Further the mission of ACCI in service to its members.

The Editor's routine duties include, but are not limited to,

1. Managing the editorial operations of JCA such as establishing editorial oversight and workflow; assigning new manuscripts to appropriate Associate Editors and reviewers, selecting suitable papers to be highlighted; recruiting qualified authors to write editorials and/or Review Articles; identifying and addressing conflict of interest issues, and making reject and accept decisions on all papers.
2. Associate Editors and Editorial Review Board
 - a. Recruit, train and manage enough Associate Editors (AEs), balanced among typical content of submissions.
 - b. Work with AEs to establish clear scope and goals for JCA to ensure balance of editorial quality, particularly about the peer review process: with the assistance of the Associate Editors, recruit, train, monitor, and manage the Editorial Review Board (ERB).
 - c. The Editor is responsible for ensuring articles are original, do not contain plagiarized sections, and are based on sound research that is ethical, methodologically appropriate, and with conclusions by the authors that are reasonable considering any results that are advanced.

- d. Manage the utilization of ERB members to ensure those recruited are being used and that the Reviewer database reflects the research community represented by ACCI.

3. Supervising the *Journal* publication

- a. Regularly monitor journal manuscript submission pipeline, publication history and types, and “topic saturation” potential.
- b. Communicate and provide reports to the ACCI Board of Directors regarding manuscripts submitted, pipeline issues, and needs that support the goals of the JCA.
- c. Develop and recommend strategies for increasing submissions, readership, subscriptions, and promotion of JCA and ACCI.
- d. Recommend and assist the ACCI or Publisher’s office to obtain listing in pertinent indices.
- e. Manuscript processing
 - i. In a timely fashion read all manuscripts submitted as an initial screen to determine suitability for the *JCA*.
 - ii. Receive and route all submitted manuscripts to the appropriate Associate Editor based on content. The Associate Editors will select and assign manuscript peer reviewers (minimum of two, no maximum) for manuscripts submitted, though the Editor may also select reviewers.
 - iii. Monitor to avoid any personal conflict of interest issues.
 - iv. Review all reviewers’ comments for each manuscript and make editorial decision: rejection, revision, or acceptance.
 - v. Maintain manuscript pipeline inventory. Where necessary, the Editor shall work with the designated editorial staff, as specified by the Society and the Publisher, to ensure rapid and efficient review of submitted and resubmitted papers, including promoting and facilitating the use of the online manuscript submission system.
 - vi. The Editor shall make every effort to ensure a regular supply of high-quality manuscripts to the Publisher, to keep the manuscript flow system of accepted papers at an appropriate level, and to meet all deadlines and publishing schedules at all stages of the manuscript flow system, including solicitation of manuscripts, manuscripts in preparation, manuscripts in proof, and manuscripts in issue.
 - vii. Initiate special issues and select manuscripts for specific issues.
 - viii. Review and proof manuscript galleys.
 - ix. Review promotion copy and announcements.

Maintain liaisons with:

- a. ACCI Board of Directors and ACCI office. Work with the Executive Director to ensure ACCI representation and partnership, ensure calendars align, and maximum exposure to prospective members. Meet with the Executive Director and Board Liaison, typically monthly.
- b. Work with Executive Director to attain appropriate exposure of ACCI and its programs and activities in the journal and to assist in the efforts to secure advertising and other funding for the journal. This also includes close collaboration on social media, press releases and other matters of journal visibility.
- c. Provide written and verbal reports to the full Board as requested, but minimally two times, typically at the Annual ACCI Conference and the Board Retreat or other Board meeting as requested.
- d. No later than June 15 each year, submit budget requests to the ACCI Executive Director for inclusion in the ACCI annual budget. This should include any new

features, honoraria for Associate or Special Editors, etc. (The ACCI FY is September 1- August 31).

- e. Assistant to the Editor
 - i. These services and management of ScholarOne is currently provided within the ACCI office providing.
 - ii. Collaborate with the Assistant Editor and develop or maintain a clear list of duties and responsibilities.
 - f. Publisher
 - i. Request at least one annual meeting with the publisher's representative and the ACCI Executive Director. This meeting may be a virtual meeting.
 - ii. Participate on the committee for selection of publisher when it is time to consider publisher contracts.
 - iii. The publisher's submission system is automated through ScholarOne
 - iv. Annually work with the ACCI Executive Director and/or Assistant to the Editor to review and approve all template communications included within ScholarOne. Correspond or call submitters when their problems or concerns arise.
5. Annual meeting of the Editorial Board
 - a. Host a meeting at the Annual ACCI Conference
 - b. Coordinate location and details with the ACCI Executive Director
 - c. Share valuable information, considerations, and direction changes with the ACCI Board of Directors and Executive Director at a Board Meeting, most likely during the conference
 6. Conflict of Interest: The editor shall assure that there exists no conflict of interest, and every effort will be made to avoid the appearance of a conflict of interest between ACCI and the editor's family, business, or financial interests. Should the situation change during the period of the contract, the contractor will immediately advise ACCI's Executive Director of such change.
 7. Nature of Relationship: The Editor is independent of ACCI and shall not function as an agent for ACCI; nor shall the Editor be deemed an employee of ACCI for any purposes whatsoever. The Editor shall not enter into any agreement or incur any obligations on ACCI's (JCA's) behalf or commit ACCI (JCA) in any manner without first receiving ACCI's prior written approval from the Executive Director.

For more information, please contact Dr. Ginger Phillips at gphillips@consumerinterests.org or by calling the ACCI Office at (727) 940-2658 x 2002.