

Journal of

INDUSTRIAL TECHNOLOGY

National Association of Industrial Technology

Board of Journal of Industrial Technology (JIT Board)



JOURNAL OF INDUSTRIAL TECHNOLOGY BYLAWS *(As Revised: 10/24/07)*

I. **Purpose:** The purpose of the Board of Journal of Industrial Technology (JIT Board) within the National Association of Industrial Technology (NAIT) is to provide organizational and editorial functions for the Journal of Industrial Technology (JIT). The JIT is a research-based journal focused on the interests of industrial technology, technology management, and closely related fields.

II. **Administrative Organization - JIT Board:** Functional decision-making authority for implementing the JIT is carried out by the JIT Board. Decisions reached by this board are not subject to approval by any officers, committees, or boards of NAIT.

A. Board of Journal of Industrial Technology

The JIT Board shall consist of seven (7) members including the chair, appointed or selected as follows:

- Four members - one member from each of the four NAIT Primary Divisions appointed by the division president upon consultation with the division leadership.
- Two at-large members - two members recommended by the existing JIT Board members and approved by the NAIT Executive Board.
- One member - JIT Board Chair appointed by the NAIT Executive Board.

The JIT Board members shall be appointed by the NAIT Executive Board during the Annual NAIT Conference.

B. JIT Board Member Qualifications

- The chair of the JIT Board shall be appointed to a three-year term of office by the NAIT Executive Board. The time of service for the JIT Board Chair is three (3) years. The chair may be appointed to one additional term of office by the NAIT Executive Board.
- JIT Board members, except for the representative from the Student Division and the Industry Division, shall be current JIT reviewers or shall have completed at least one term (minimum three years) as a referee for the JIT and shall be a NAIT member.
- The representative from the Student Division shall be a graduate student in either a Masters or Doctoral program in an industrial technology-related field. (Graduate students cannot qualify to become JIT referees, thus the student representative on the JIT Board is not required to meet the referee qualification.)

JIT Bylaws (cont.)

C. JIT Board Time of Service

Each board member will serve a three (3) year term.

III. JIT Editorial Panel

A. Organizational structure - JIT Editorial Panel

- There shall be three (3) members of the JIT Editorial Panel, selected by the JIT Board from amongst its membership or from past JIT Referees who are not members of the JIT Board. At least one member of the JIT Editorial Panel shall also be a member of the JIT Board. Members of the editorial panel, if a university or college faculty member, should be tenured at an associate or professor rank.
- The JIT Editorial Panel shall have a chief editor, an associate editor, and an assistant editor, each serving a two-year term. Once the chief editor term is completed, the associate editor shall become the chief editor and the assistant editor shall become the associate editor. The assistant editor position shall then be filled by the JIT Board, maintaining a consistent cycling of “experienced” chief and associate editors. Retiring chief editors may be reappointed as assistant editors by the JIT Board.
- The NAIT Associate Director shall serve as the JIT Administrator in the capacity of an “advisor” and non-voting member of the JIT Editorial Panel. This person shall work closely with the Editorial Panel in the organization and implementation of editor procedures (i.e., prompting reviewers, communicating with authors and referees, receiving and forwarding articles to the Editorial Panel, collecting referee materials, communicating back to authors with review materials for revision of articles, transmitting acceptances and rejections).

B. Reporting Procedures

- The JIT Board is the official representative of the JIT and shall perform all communication with the NAIT Executive Board, JIT referees, and general NAIT membership. Additionally, the JIT Board shall update and inform the JIT referees.
- The Chair of the JIT Board shall report to the NAIT Executive Board annually during the NAIT Conference or more often at the request of the NAIT Executive Board.

C. JIT Editorial Review Process

- For the purpose of centralizing the receipt of articles to be reviewed, all articles to be considered for review shall be forwarded to the JIT Administrator (NAIT Associate Director). The JIT Administrator shall then forward articles received to the JIT Editorial Panel.
- The JIT Chief Editor, in cooperation with the associate and assistant editors, shall determine whether a submitted article is of appropriate content and general format. If not, the chief editor shall reject the article and inform the JIT Process Administrator, who shall then inform the author of the rejection. An article that is determined to contain appropriate content and format by the editor(s) is then distributed by the chief editor to three (3) referees with knowledge of the article topic.
- The review is conducted in a double-blind process with the referees providing comment and feedback on the article. The referees shall provide feedback in the form of written comments within the article and by completing an evaluation form provided to the referee by the JIT

JIT Bylaws (cont.)

- Administrator. Written feedback and the evaluation forms from the referees shall be returned to the chief, associate, and assistant editors via the JIT Administrator.
- The editorial panel shall decide on the interim and final recommendations for the article based on a simple majority of the editorial panel. In the case of unclear recommendations from referees, the chief editor shall make the final decision on acceptance/rejection of the article.

IV. JIT Article Submission and Review

A. Aim and Scope

- Refereed Submissions: The Journal of Industrial Technology (JIT) is a research-based journal focused on the interests of industrial technology, technology management, and closely related fields. Whereas much research done in these fields is applied in nature, relevant basic research and other types of disciplined inquiry will also be considered. The recognized quantitative and qualitative methods of investigation for manuscripts considered for inclusion in the JIT will be categorized as follows: (1) applied papers; (2) research papers; (3) pedagogical papers; and, (4) perspective (meta-analysis) papers (e.g., sound literature reviews to update the state-of-the-art).
- Non-Refereed (NR) Submissions: The JIT publishes non-refereed (NR) submissions related to industrial technology. The aim and scope of NR submissions are broader than that for JIT refereed articles. The NR focuses on non-research pieces of importance to the readership. Appropriate content includes book reviews, opinion pieces, curricula, accreditation and certification information, and other topics of interest. An article not accepted for publication after peer-review may be, at the discretion of the Editorial Panel, considered for publication as a non-reviewed article. The JIT Board may, at its discretion, determine that non-reviewed articles shall be published in a different publication than the JIT, such that the publication known as the JIT may contain only peer-refereed articles.

B. Readership: The readership of the JIT includes practicing academics at all levels, industrial managers and technologists, students of industrial technology, and other researchers and individuals interested in research related to industry or technology.

C. Reviewed or Refereed Submissions: General Information, Form & Style, Artwork

- **Information For Authors**
 - The National Association of Industrial Technology (NAIT) defines industrial technology as “a field of study designed to prepare technical and/or management oriented professionals for employment in business, industry, education, and government.” The JIT, as associated with NAIT, is inclusive of topics and research related to industrial technology. No topic, setting, function, research methodology, or other category is given preference or excluded given that the submission fits accepted definitions of research and pertains to industrial technology. As a guide, the U.S. government defines research as the “systematic investigation, including research, development, testing and evaluation, designed to develop or contribute to [knowledge that can be generalized]”. (45 CFR 46.102(d)). Other



JIT Bylaws (cont.)

- common definitions of research include "a systematic study directed toward more complete scientific knowledge or understanding of the subject studied" or "disciplined inquiry."
- A research paper should be clear, concise, and complete, with assumptions plainly identified and data presented (including their uncertainty) with precise logic, with relevance to practices described, and with actual accomplishments of the work clearly stated and honestly appraised.
 - Submitted manuscripts are judged for potential publication by the JIT Editorial Panel. The Editorial Panel bases their decision on the aim and scope of the manuscript, i.e., the extent the manuscript focuses on research and industrial technology. The Editorial Panel communicates with the author, makes editorial decisions, and approves manuscripts for publication.
 - Manuscripts accepted for review are forwarded to at least three appropriate referees for double-blind comment, critique, and suggestions. The referees base their comments on criteria such as content, originality, readability, presentation and, most importantly, contribution to the body of knowledge and professional development of the reader.
 - The Editorial Panel shall use the following as benchmarks for the length of various aspects of the JIT review process. These guidelines may be varied as circumstances require in the discretion of the editorial panel.
 - Receipt of article by JIT Administrator and transmission to JIT Editorial Panel – 2 weeks
 - Review of article by Editorial Panel, assignment and transmission to referee panel – 2 weeks
 - Review of article by referee panel and transmission of reviews to Editorial Panel – 30 days
 - Receipt of reviews to the Editorial Panel and communication to JIT Administrator – 3 weeks
 - Communication to author by JIT Administrator – 2 weeks
 - Receipt of communication from Editorial Panel to revise article, revise for resubmission for second review, and submission to JIT Administrator – 60 days
 - Receipt of revised article by JIT Administrator and transmission to JIT Editorial Panel – 2 weeks
 - Review of revised article by Editorial Panel, assignment and transmission to referee panel – 2 weeks
 - Receipt of revised article by referee panel and transmission of reviews to Editorial Panel – 30 days
 - Receipt of reviews and communication to author – 30 days
- **Form And Style:**
 - Manuscripts shall be prepared according to the current edition of the Publications Manual of the American Psychological Association (APA style). An abstract and introduction shall be included in the paper. Clearly indicate headings and their hierarchy within the text.
 - The article shall be written in prose cleanly and correctly. The JIT, like other technical/scientific journals, accepts papers written in "third person" format.



JIT Bylaws (cont.)

- Concise and effective writing is imperative. The submitted article, excluding the cover page and references, shall not exceed fifteen (15) typewritten double-spaced 8.5" x 11" pages. The Editorial Panel, at its discretion, may choose to proceed with review of articles that are in excess of this length. The article font shall be either 10 or 12 point in size, either Arial or Times Roman style, and shall have one (1) inch margins.
- The author or authors' name(s), institutional/company affiliation, address, phone number, and email address shall be provided on the first page ONLY. The author(s) shall place a minimum of five (5) and a maximum of ten (10) article key words on the front page ONLY. The article text shall begin on second page.
- The author(s) shall be careful to exclude author name(s) and associated institution name(s) within the context of the article. Those should be replaced, where appropriate, with XXXX.
- The article title, or a shortened version of the same, shall be placed as a running header at the top of each page of the article - the 1-inch margin shall be observed for all elements of the article.
- The article shall be numerically paginated with the article text being the first page numbered.
- Biographical information of the author(s) shall not be included in any portion of the article.
- References shall not be footnoted but rather contained in a reference list at the end of the paper. Each reference shall be cited in the article within the proper context using the author-date method, with the surname of authors and the year of publication (e.g., Jones (2004), and "Further work shows (Jones, 2004)". The APA style manual shall be used to format the reference listing at the end of the article.
- **Artwork/Graphics:**
 - Camera-ready artwork/graphics (lines and figure text should be solid black) shall be submitted with the article. Artwork/graphics may be included in the proper context within the article or placed at the end of the article. Authors may indicate where they want artwork/graphics inserted in to the text but the final design of published article will be determined by the JIT staff.
 - Identify artwork/graphics with table/figure numbers and brief title/captions. All artwork/graphics shall have proper titles and the author(s) shall refer to each graphic using the proper context within the article.

D. Submission Policy

- An article submitted for JIT review shall be in electronic format (MS Word "doc" formatted file) and shall be contained in a single electronic file. Thus, the article cover page, text, all graphics, and references shall be saved electronically in "doc" format in a single file. That single file, containing the article in its entirety, shall be forwarded electronically. Files in "doc" format **shall not** be saved in "read only" format.
- Articles shall be submitted by email file attachment with a cover email describing the intent of the submittal. In the cover email, the author(s) shall include the article title and brief description of the article topic. The author or lead author's preferred contact phone, mailing



JIT Bylaws (cont.)

address, and email address shall be included and the email shall indicate whether the article is to be peer-refereed or non-refereed status.

- Once an article is submitted, the lead author shall be notified by email of receipt and proper download of the article within two (2) weeks of electronic submittal.
- The peer review process takes between two (2) months and six (6) months to be completed. The JIT staff shall inform the lead author of the progress of the review process.

E. Refereed Article Review Process

- Those articles submitted for “refereed” review undergo a double-blind review process. Double-blind review means that the author(s) does not know who is conducting the reviews and the referees do not know the author(s) of the article. Submitted articles are initially reviewed by the JIT Editorial Panel for appropriate content and format. Once an article is deemed appropriate (i.e., content and format) for review by the Editorial Panel, the “blinded” article is distributed to three (3) JIT referees with knowledge of the article topic for comment and feedback. The three (3) referees examine and evaluate the article in the double-blind process and provide comment, critique, and suggestions. The referees base their comments on criteria such as content, originality, readability, presentation and, most importantly, contribution to the body of knowledge and professional development of the reader.
- The cover page of each JIT article that has been accepted after successfully completing the peer-review process denotes the article as “peer-refereed.”
- **ACCEPTANCE:** If a submitted article is accepted, the lead author will be notified in writing or via email by the Chief Editor or the JIT Administrator. The lead author will notify any co-authors and the lead author will submit a short biographical statement of each author with a photo of each author (electronic photo at least 2.5" x 2.5" and 300 dpi) within thirty (30) days of “acceptance” notification.
- **REJECTION:** If a submitted article is rejected, the lead author will be notified in writing or via email by the Chief Editor or the JIT Administrator.

F. Non-Refereed Submissions: General Information for Authors

- A non-refereed (NR) submitted article/publication is not intended for research manuscripts declined by the peer-review process, though in their discretion, the Editorial Panel may recommend publication of such an article as a non-reviewed article. A submission might be best described as editorial, informational, or otherwise; however, the grammar, clarity of purpose, and other quality measures of an NR submission should be on par with that of a refereed submission.
- NR submissions are evaluated by the Editorial Panel. The Editorial Panel bases their decision on the usefulness of the manuscript to the field. The Editorial Panel communicates with the author, makes editorial decisions, and approves manuscripts for publication.
- All manuscripts should be submitted in electronic format adhering to the current edition of the Publications Manual of the American Psychological Association. Submissions must be in English and be a maximum of 10 pages (for exceptions consult the Editorial Panel).



JIT Bylaws (cont.)

G. JIT Copyright Policy: All articles published in the JIT are copyrighted by NAIT. Articles submitted to the JIT cannot be submitted to other publications while under review. Articles published in other copyrighted publications shall not be submitted to the JIT and articles published in the JIT may not be published in other publications without written permission of NAIT. Article authors (or the lead author) shall be required to sign a copyright release form prior to an accepted article being published in the JIT. The JIT Administrator shall oversee this process.

V. JIT Referees

A. Referee Membership: All referees need to be subject matter experts, who are willing to undertake the occasional review of a submitted article with "refereed" status. It is important that all possible subjects covered by the JIT should be reflected in the research/subject interests of its article referees. Sources for potential referees may include, but shall not be limited to: established academics and practitioners of repute who are well-known, often-cited academics from leading institutions in the subject field, up-and-coming and active academics, and established/experienced persons from industry, business, and/or education with an interest in industrial technology publications.

B. Number of referees: A minimum of fifty (50) referees should be maintained for the JIT. Additional referees may be enlisted by the editor on an ad hoc basis if specialized subject knowledge is required for reviewing a particular paper.

C. Referee selection: The JIT Process Administrator, in cooperation with the JIT Editorial Panel, shall select referees based upon referee publication history and experience, as well as subject matter expertise.

D. Referee responsibilities: Specific duties should be agreed with the JIT Editorial Panel but will certainly include: acting as a referee/reviewer of submitted articles in the referee's subject field; completing and returning thorough reviews to the editor, within an agreed time limit.

E. Term of office: JIT referees shall serve a four-year term, which is renewable. Composition of the referee members and activity levels shall be subject to a regular annual review by the JIT Editorial Panel.

F. Performance review/criteria: Annual performance reviews of all referees shall be conducted by the JIT Editorial Panel. These written reviews shall be forwarded to any referee who requests a copy - for the purpose of tenure or promotion. Referees shall be evaluated on the following criteria: 1) adherence to procedures, 2) following review guidelines and making recommendations based on the guidelines, and 3) adhering to timelines during review cycles.

G. Ongoing training

All referees shall attend a training session held at the NAIT conference at least every other year. Those referees who do not attend bi-annual reviewer training may be removed as referees by the JIT Editorial Panel, in cooperation with the JIT Administrator and JIT Board Chair.