Roles of Editors and Reviewers

The journal editors are designated as the Editor-in-Chief, Associate Editor, and Assistant Editor. The editors are assisted by a 12-member review board.

The Editor-in-Chief is the primary contact for the journal, coordinates the journal publication process, manages the journal Web site, manages the flow of manuscripts to the Associate Editor and from the Assistant Editor, and communicates with authors, reviewers, editors, and the American Association of Pesticide Safety Education (AAPSE) Board of Directors.

The Associate Editor coordinates manuscript circulation among reviewers, the Assistant Editor, the Editor-in-Chief, and authors.

The Assistant Editor performs a grammatical review of accepted and completed manuscripts.

Members of the review board conduct peer reviews of submitted manuscripts assigned to them by the editors.

Review Process

As first steps in considering any manuscript, the editors sequentially:

1) Judge the manuscript’s suitability for journal inclusion,
2) Identify the journal category that best reflects the manuscript’s content, and
3) Designate peer reviewers from the review board and provide them access to the manuscript.

Any manuscript that the editors deem inconsistent with the thematic requisites of JPSE is returned to the principal author with an explanatory note from the Editor-in-Chief. For those retained, the editors rely upon each manuscript’s form and content to ascertain its optimal placement within JPSE. The editors then select reviewers for each manuscript based on the article type as follows:
**Article Type** | **Reviewers**  
--- | ---  
Research Study Program Description Literature Review | Three: Editor-in-Chief and/or his/her designee and two members of the review board  
Literary Note Commentary Article Response | Two: Editor-in-Chief and/or his/her designee(s)  
Review Critique | One: Editor-in-Chief or his/her designee  

Reviewers will provide comments on the manuscript and make one of the following recommendations:  
- Accept publication as is,  
- Accept for publication with minor changes as noted,  
- Return to author for recommended changes and resubmission, or  
- Reject the manuscript as not suitable for publication in the JPSE.

Reviewers will submit their comments and recommendations to the Editor-in-Chief.

**Decision to Publish or Reject Articles**

The Editor-in-Chief makes the final decisions on whether to publish a manuscript and what changes, if any, to request from the author as conditions of publication. The Editor-in-Chief will base these decisions on submissions from peer reviewers.

If peer reviewers have significant differences of opinion as to requested changes or whether a manuscript should be published or rejected, the Editor-in-Chief may do any or all of the following before making a final decision:  
- Contact the reviewers for further input,  
- Send the manuscript to an additional reviewer, and/or  
- Consult with the Associate and Assistant Editors.

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*Procedures revised by the JPSE Sub-Committee to Revise JPSE Manuscript Submission and Review Guidelines. Members: Wayne Buhler, North Carolina State University, (chair), Dan Wixted, Cornell University, Fred Whitford, Purdue University, and Bruce Paulsrud, University of Illinois. Published, February 2006.*