

Policies for the Journal of Opinions, Ideas & Essays (JOIE)

1-16-22

Introduction to the Journal

The UMRA-sponsored journal, the *Journal of Opinions, Ideas & Essays (JOIE)*, was established in 2013 as a venue for articles that do not fit the criteria for publication in professional journals. The *JOIE* is hosted by the University Digital Conservancy (UDC), an online archival project. The format and subject matter of the articles are flexible and authorship is open to everyone in the University of Minnesota community, active or retired, faculty or staff.

Policies of the Journal

General Submission Rules

The submission process is begun when the author submits his or her article following the instructions on the *JOIE* website. Articles should be lively and well written, and should not be ad hominem, politically partisan, libelous, or pornographic. *JOIE* can accept illustrations and other visual features. There are minimal regulations on format, length, and design of the articles. If a submitted article has been published previously, for example, in a professional journal, the *JOIE* editor-in-chief will request copyright permission. Once published in *JOIE*, articles may not be removed, though they may subsequently be published by the author elsewhere in either print or electronic form without the consent of the *JOIE* editor-in-chief. Accepted material will be published as it is approved rather than according to a set interval, and will be arranged in not less than annual volumes. Accepted articles will be searchable via the University of Minnesota Libraries Publishing Services homepage as well as through Google and other search engines. Submissions to *JOIE* or questions concerning the program should be directed to the editor-in-chief.

Authorship Qualifications

Any person in the University of Minnesota (UMN) community is eligible to submit a piece to the *JOIE*. Qualified authors include academic (faculty and P & A) and civil service employees, active and retired, as well as UMN alumni. The editor-in-chief will confirm the author's UMN association via internet search (LinkedIn, Google, Facebook, etc).

Process of Editorial Review and Decision

Submissions will be reviewed by the *JOIE* editor-in-chief and members of the *JOIE* editorial committee. The *JOIE* is a journal intended for a general audience. A submission should be reviewed by a minimum of three committee members, including the editor-in-chief. There should be agreement of a minimum of two reviewers plus the editor-in-chief on suitability for publication. If there is significant disagreement among reviewers, the editor-in-chief should mediate a discussion in more detail and make a final decision. Submitted reviews are anonymous and are retained by the editor-in-chief in digital format. Authors should expect a decision within four weeks of submission.

Submissions That Are Acceptable for Review

Submissions may include, but are not limited to, original short stories, poems or photographs; essays on current events or University history; section from a thesis; life/University experiences; and a travelogue. Articles that have been previously added to another collection in the UDC are eligible for publication in *JOIE*.

Submissions That Are Not Acceptable for Review

Submissions that will not be scheduled for review by the editorial committee include, but are not limited, to the following: poor quality, overtly political, pornographic, obscene, overtly controversial, or disqualification of the author (i.e., no UMN affiliation). Refusal to review or publish a submitted article is a decision made by the editor-in-chief.

UDC Deposit Agreement and Rights for Authors and the Journal

For articles published in *JOIE*, authors must sign a deposit agreement for the UDC. As described in the deposit agreement, in consideration for publication, authors agree to the following: Authors will grant a nonexclusive license in their work to the *JOIE* and the UDC. Such a license gives *JOIE* and the UDC the necessary rights to publish, distribute, archive, and preserve the work. However, since the license is non-exclusive, all of the rights will still also belong to the creator, who may use the piece as they wish, and may be granted other licenses as desired. The result of this license agreement is that the author, the journal, and the UDC will each have broad rights to the work.

Duties of the Editor-in-chief

The editor-in-chief is responsible for decisions at each step in the publication of an article: he/she will determine suitability of a submitted article, communicate the reviewers' suggestions to the author, and make the final decision on publication. The editor-in-chief will schedule periodic meetings with the editorial committee for their input into journal operations, will recruit committee members as needed, will promote the *JOIE* both inside and outside of UMRA, and will solicit articles by contacting potential authors. The editor-in-chief will also update the UMRA Board of Directors on the progress of the journal, as well as problems that have been encountered. The editor-in-chief will maintain written records of journal processes, including policies and guidelines, reviews, and suggestions for future actions.

Job Description: Editor-in-chief for the *Journal of Opinions, Ideas & Essays (JOIE)*

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The University of Minnesota Retirees Association (UMRA) sponsors the online journal, *Journal of Opinions, Ideas & Essays (JOIE)*. *JOIE* is different from a traditional print journal in some special ways. First, it was not intended as an alternative to existing professional journals, but rather as a venue for articles that do not fit easily into conventional journals. Second, *JOIE* was envisioned for an educated audience with a broad range of interests, not a specialized audience of experts in a particular discipline. Third, *JOIE* features lively, well-written articles with substantial intellectual content that the authors present in a manner likely to engage non-specialists. Genres include essays, biographical sketches, matters of University or academic interest, comments on important cultural or scientific issues, pedagogical matters, poems, short stories, and book reviews or critiques. As an electronic journal, *JOIE* also features graphics and illustrations in ways that traditional journals often cannot accommodate. Thus, it should be especially appropriate for artistic or photographic essays.

EDITOR-IN-CHIEF JOB DESCRIPTION

Familiar editor responsibilities include:

- Determining whether a submission meets a quality threshold to be sent for peer review
- Successfully recruiting peer reviewers who understand that their reviews should be returned in a timely fashion (e.g., 4 weeks)
- Facilitating communication between authors and reviewers in the case of revisions and resubmissions
- Making executive decisions whether to accept the final submission after consideration of reviews

Due to the nontraditional variety of content, the editor-in-chief of *JOIE* will have some unique responsibilities including:

- Soliciting potential journal article contributors across a number of presentation styles and content; the editor has the flexibility to request editorial committee members or other UMRA members assist with this task
- Recruiting *JOIE* Editorial Committee members from the UMRA membership
- Recruiting *JOIE* Advisory Committee members from the UMRA membership, including members from all University of Minnesota (UMN) campuses, if possible
- Determining the schedule of individual issues - providing latitude in organization and timeliness of individual or issue production; for example, individual articles could be issued at any time and/or issues could be timed for release twice/year as appropriate
- Working collaboratively with the University Digital Conservancy to provide a repository for all work featured in the journal

- Collecting, organizing, and preserving written information on *JOIE* procedures, article reviews, etc.; storing documents on *JOIE* Google drive and also submitting procedural documents to the UMRA archives (Toolkit)
- Reporting to UMRA Board of Directors meetings twice annually (April and September) concerning *JOIE* activities and progress
- Requesting, with written justification, modest financial support for *JOIE*-related duties (e.g. editing software, printer cartridges)
- Writing brief articles and announcements on *JOIE* for the UMRA newsletter, online UMRA News, and other print and electronic publications (e.g., UMRA Facebook page, *UMN Brief*)

The editor-in-chief serves for three years; the editor-in-chief must be a member of UMRA and is nominated by the UMRA Communications Committee and voted on by the UMRA Board of Directors. The tenure of the editor-in-chief may be extended by annual approval of the UMRA Board of Directors.

Note: The editor-in-chief job description was approved by the JOIE editorial committee on 4-24-21.