



Educating for Tomorrow's Media

Broadcast Education Association

Publications Policies

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OVERVIEW

These policies are in place to facilitate the execution of the duties of the Broadcast Education Association's (BEA) Board of Directors, Executive Director, Publications Committee, and the editors of BEA publications.

Any change in statements regulating publication policies, procedures, or practices shall be approved by the Board of Directors following receipt of a recommendation from the Publications Committee. Suggestions for changes or additions should be submitted to the Chair of the Publications Committee for review.

The Broadcast Education Association is the publisher of the *Journal of Broadcasting & Electronic Media (JOBEM)*, *Journal of Radio & Audio Media (JRAM)*, and *Journal of Media Education (JOME)*. The Association also publishes other publications that may be released on an ad hoc or contract basis.

EDITOR DEFINITION

A BEA editor is appointed to carry out the mission of a BEA publication. The editor assumes responsibility and leadership in maintaining and improving the quality and service of the publication. These duties include editorial purview, adherence to *BEA Publications Policies*, financial stewardship in the management of the publication, and maintaining the graphic and layout standards detailed in this document. Editors also identify means by which the publication in their care can be improved and proposing changes in policies pertaining to the publication that enable it to maintain the highest possible academic and editorial standards while staying abreast of the many changes in the professional and academic aspects of the field.

PUBLICATION DEFINITION

A BEA publication is directed to the Association's membership and other academic and professional practitioners in the field. Publications are assembled by following a mission to serve readers through an editorial process based on the leadership of the editor and the contributions of many fellow professionals. BEA publications exist to facilitate sharing of information and advancement of knowledge. Their purpose is to enhance and extend scholarship, teaching, and professional perspectives in broadcasting and electronically mediated communication.

Some BEA publications are produced and distributed electronically, including *JOME*.

Regardless of whether they are presented in print or electronic form, BEA publications are expected to adhere to the highest standards of the academy. Each should meet the extent and depth of expectations of scholars and practitioners in the science and art of electronically mediated communication. Editorial rigor should ensure that their content reflects precision, clarity, and fidelity to fact.

PUBLICATIONS MISSIONS

JOURNAL OF BROADCASTING & ELECTRONIC MEDIA

1. Published quarterly, *JOBEM* is a principal academic publication, containing peer reviewed scholarly articles, reviews, and criticism contributed by academicians, researchers, and other professionals in the field.
2. *JOBEM* is maintained as a top-tier academic journal with a reputation among scholars in the field of Communication as a publication of high quality, a principal source of scholarly research, and an important outlet for their own research.
3. As an important scholarly publication, *JOBEM* provides a permanent repository for knowledge accumulated in the field. Consequently, the quality of the research published in its pages must contribute to the extension of knowledge through careful explication of concepts and identification of relevant knowledge that led to the present inquiry, thus reinforcing the lineage and context of the findings reported. Its content must meet standards of scholarship and integrity that stand the test of time.

JOURNAL OF RADIO & AUDIO MEDIA

1. Published bi-annually, *JRAM* features peer-reviewed scholarly articles, analyses of developments and trends, reviews, and critical essays pertaining to radio and other forms of audio content, as well as to the traditional and evolving industries in which radio or audio are key components.. Articles and analyses are contributed by academics and industry professionals.
2. *JRAM* seeks to establish itself as a publication sought out by scholars as an outlet for their research and considered essential for their personal libraries and for acquisition by their institutions' libraries as a scholarly source for their faculty and students.

JOURNAL OF MEDIA EDUCATION

1. The Journal of Media Education is an editor-reviewed pedagogical journal published electronically four times each year by the Broadcast Education Association. Its mission is to provide resources associated with the education and employment of students in various media fields and to promote communication among educators and media professionals.
2. *JOME is BEA's principal forum for articles on pedagogy pertinent to the various media, industry analysis, responsive essays, reviews of books and other instructional materials, and reports on research and other work that may not fit the editorial objectives of traditional scholarly publications..*

PUBLICATIONS COMMITTEE

COMMITTEE MISSION

Publications is a standing committee of the Broadcast Education Association's Board of Directors. It serves the membership by overseeing the quality and integrity of all publications sponsored by the Association.

COMMITTEE COMPOSITION

1. The Publications Committee is comprised of seven voting members, including its chair.
2. The immediate past chair will serve as an ex-officio member for the year following their term as committee chair.
3. The BEA executive director is an *ex-officio* member.
4. Appointees to the Committee must be individual members of BEA.
5. In making Committee appointment, particular emphasis shall be placed on the member's experience in and appreciation for use of research and the role of scholarly publication in the academy and its potential importance to the field.

COMMITTEE MEMBER APPOINTMENT

1. Appointments to the Publications Committee are the responsibility of the President of the BEA Board of Directors, based on the recommendations of the Chair of the BEA Publications Committee.
2. Appointments are made to staggered three-year terms.
3. At the completion of a first three-year term, a member is eligible for reappointment to a second term.
4. Appointments are normally made effective on the expiration of a three-year term. In the case of a resignation from the Committee, the succeeding appointee serves out the remainder of that term.
5. A member may serve two consecutive three-year terms.
6. Following a period of three or more years after completion of six consecutive years of service, a former member may be appointed to a new three year term. A member is eligible for a maximum of nine (9) total years of service.
7. Regardless of when his or her term expired, an outgoing or former member may be appointed to serve out an unfinished term of one year or less.
8. If the remainder of an unfulfilled term is less than two (2) years, a new member appointed to complete that term shall be eligible for appointment to two (2) subsequent three year terms. If the unfulfilled term is two (2) years or longer, the individual appointed shall be eligible for appointment to one (1) subsequent three-year term.

COMMITTEE CHAIR APPOINTMENT

1. The chair is appointed to a three-year term.
2. Appointment of the chair is the responsibility of the President of the BEA Board of Directors.
3. The chair remains a voting member of the Committee in cases where his or her six year member eligibility has been reached.
4. A successor is appointed effective upon completion of the outgoing chair's three-year term.
5. If a chair is selected to complete an unfulfilled term, the three-year term of the successor commences with his or her appointment.

6. The chair is normally selected from among the current members of the Publications Committee in order to capitalize on experience in working with BEA publications procedures and familiarity with goals and problems that fall within the Committee's responsibility.
7. An explanation of a decision to deviate from the practice of appointing a current member of the Committee shall be conveyed in writing to the Committee by the BEA President in making such an appointment.

COMMITTEE RESPONSIBILITIES

1. Provide the forum for consideration of issues and policies pertaining to BEA publications, including editor activities, publication mission and content, and critical evaluation of publication quality.
2. Monitor editorial responsibility, academic integrity, and provide editors the autonomy essential for maintaining neutral, objective outlets for high quality research.
3. Maintain a buffer between the Board of Directors and editors thus to foster independent scholarly evaluations that may establish new paths of inquiry and criticism in the field.
4. Review BEA publications policies, evaluate their currency, and make recommendations to the Board of Directors for amendments and additions as detailed in this document.
5. Conduct calls for editorships, review the qualifications of applicants, and make recommendations for appointments to the Board of Directors.

COMMITTEE CHAIR RESPONSIBILITIES

1. Chair meetings of the Publications Committee.
2. Act as liaison between the Committee and the BEA Board of Directors and reports on activities of the Committee at each regularly scheduled Board meeting.
3. Sit in an ex-officio capacity on the BEA Board of Directors to present Committee recommendations, facilitate clarification in publications-related policies, and relay decisions of the Board to the Committee and the editors of BEA Publications.
4. Serve as liaison between the Committee and the editors of BEA publications.

5. Receive reports from editors and monitor their budgetary activities.
6. Coordinate searches for editorial appointments, including receiving applications and communicating with applicants throughout the process of screening and appointment of editors.
7. Represent the BEA Board of Directors and its Publications Committee in negotiating the appointment of editors.
8. Work closely with the BEA executive director in monitoring publication budgets and production deadlines.
9. Advise the BEA executive director and executive committee on behalf of the Publications Committee during negotiation of contracts pertaining to BEA publications.
10. The chair of the Publication Committee shall have access to the Manuscript Central accounts of all the BEA journals.
11. The Immediate Past Chair will be automatically invited to serve as ex-officio Publications Committee member for one year.

MEETINGS

1. The Publications Committee meets within 30 days of the opening of the Association's annual convention.
2. Editors of BEA publications are expected to attend the spring meeting to report directly to the Committee.
3. Proposals and recommendations pertaining to publications are reviewed and acted upon during the Spring Committee meeting.
4. When a situation requires action that cannot be deferred until the Spring meeting, the Committee may meet via conference telephone call or other electronic means of communication in order to forward an informed recommendation in a timely manner to the Board of Directors or the Executive Committee.

REVIEW OF PUBLICATIONS POLICIES

1. The Publications Committee will review the content of this document, as needed, at its Spring meeting. When appropriate, it will recommend changes to the Board of Directors.
2. Proposals for additions, amendments, and revisions to Publications Policies are reviewed during the Spring meeting to enable a full range of viewpoints including those of editors, whose procedures may be affected by institution of guidelines or a change in a policy.
3. Following its consideration, a majority vote of the Committee determines whether a recommendation will be forwarded to the BEA Board of Directors.
4. Proposals for publications policies that emanate from the Board of Directors shall be conveyed in sufficient time to enable the Publications Committee to respond prior to action on any such motion by the Board of Directors.
5. The current version of this document shall be made available to Association members on the BEA Web Site

SELECTION OF EDITORS

1. During the second year of an editor's appointment, the Publications Committee chair will prepare an open *Call for Editor* for that publication in compliance with BEA bylaws and in sufficient time for review by the Publications Committee before its release.
2. The call for nominations and self-nominations shall be circulated as widely as possible to inform potential candidates of the opportunity to edit that publication.
3. The *Call* shall be published in each of the BEA publications scheduled for release during August through December of the second year of an editor's term.
 - a. Completed nominations or applications should be received on or before February 1 by the chair of the Publications Committee as specified in the *Call for Editor*.
 - b. The availability of the *BEA Publications Policies* and the importance of familiarity with their provisions shall be advertised in the *Call*.

4. The Publications Committee shall be active in encouraging qualified applicants to submit nominations and self-nominations and shall solicit the advice of past editors in this recruiting process.
5. Nominations should be directed to the Publications Committee Chair and be supported by the following documentation:
 - a. Statement of nomination or self-nomination that details the candidate's editorial philosophy, anticipated direction, and proposals for changes in the publication
 - b. In cases other than self-nomination, an expression of willingness to serve by the candidate.
 - c. Statement of editorial vision in carrying out the responsibilities of editor.
 - d. Statement that the candidate has reviewed the Association's *Publications Policies* and is committed to adhere to them.
 - e. Current curriculum vita (résumé).
 - f. Letters of support from persons qualified to assess the candidate's preparation and abilities.
 - g. Letter(s) from responsible administrators, generally both the department chair and Dean, pledging adequate support by the host institution and outlining the specific nature of that support.
6. Upon receipt of each inquiry about or application for an editorship, a letter of receipt shall to be sent that informs that correspondent of the expectation of familiarity with current *BEA Publications Policies* as a part of the application process and direct the applicant to the BEA Web Site to obtain a copy of the *Policies*.
7. After applications are screened by the Publications Committee, finalists are invited to make a presentation on their qualifications, interests, and vision during the Publication Committee's Spring meeting.
8. Following review of qualifications and interviews with finalists, the Committee's chair presents the Committee's recommendation for appointment of an editor to the Board of Directors during its Spring meeting.
9. The Publications Committee has the prerogative of inviting a standing editor to continue in that responsibility for another year.

PERSONAL STANDARDS

1. Editors must be members of BEA at the time of their nomination and throughout their editorial terms.
2. Editors will have acknowledged familiarity with and commitment to perform in accordance with BEA *Publications Policies* at the time of their candidacy for the editorial post.
3. Editors are expected to commit full attention to editing the BEA journal and to avoid potential conflicts of interest.
4. Editors are expected to attend the annual BEA convention and to accept invitations to participate in program sessions relevant to their editorial tasks. Attendance at the annual meeting facilitates fulfillment of the editor's responsibility to meet with potential authors and encourage manuscript submission.
5. Because convention attendance is seen as integral to the editor's professional development, it is not funded by BEA.

EDITOR APPOINTMENT

1. The Publications Committee chair represents the Board of Directors in any negotiations with BEA editors, editorial applicants, and their respective department chairs and deans. These negotiations are not finalized until approved by the BEA Board of Directors.
2. A copy of correspondence, editor's job description signed by the editor-select, and letters of authority from the dean or corresponding official authorized to make commitments on behalf of the editor's institution must be forwarded to BEA headquarters.
3. The chair notifies the editor-select of her or his appointment by the Board of Directors.
4. The chair notifies candidates who made presentations to the Publications Committee of the Board decision and sends letters of appreciation to all the candidates for the editorial post.
5. Editors are restricted to one 3-year appointment except under extraordinary circumstances.

EDITOR TRANSITION

1. The outgoing editor will provide transition assistance to the editor-select through correspondence, a visit by the editor-select to the current editor's office, and transfer of appropriate back issues and other materials.
2. The outgoing editor and the Publications Committee chair separately provide the editor-select with an orientation on BEA editorial philosophy and procedures, the editor's relationship with and responsibility to the Publication Committee, and editor responsibilities in reporting to the BEA headquarters.
3. The Publications Committee chair maintains an active dialog with each editor-select that continues throughout his or her tenure.
4. An outgoing editor will submit a *Report on Completion of Editorial Term and Editorial Transition* to the Publications Committee chair. The *Report* will be shared with the members of the Committee and conveyed to the BEA executive director to ensure that all relevant information has been transmitted to the editor-select.

EDITOR RESPONSIBILITIES

Whereas editors are given considerable latitude in their editorial judgments as appropriate to the nature of the publication, they are not independent of the norms in the academic field or the standards and guidelines included in the *BEA Publications Policies*.

1. The editor maintains close communication with the chair of the Publications Committee and the executive director of the Association on financial matters and production schedules.
2. Editor budgetary and financial decisions must be made within the publications guidelines and policies of the Association. Editors are responsible for keeping the Publications Committee chair and BEA executive director current on expenditures and production.

REPORTING RESPONSIBILITIES

1. The editor reports to the chair of the Publications Committee on all matters relating to editorial policies.
2. The editor coordinates delivery of copy and works with the publisher/printer to facilitate the timely publication and mailing of each volume.

3. The editor reports to the BEA executive director on all matters relating to operations, administration, and accounting in producing the publication.
4. The editor is responsible for immediately forewarning the BEA executive director when any delay in production and release of an issue is known or anticipated.

EDITORIAL POLICY AND PROCESSES

1. Editorial policy pertains to the focus and substance of manuscripts that are published and usually does not concern and the procedures followed in manuscript review and evaluation.
2. Editorial policy for each publication is the responsibility of the Publications Committee on behalf of the Board of Directors. This policy is not the purview of the individual editor.
3. If an editor wishes to redirect the editorial policy of a BEA publication, a written petition must be submitted to the Publications Committee. If the proposal is endorsed by the Publications Committee, its recommendation is forwarded to the Board of Directors.

EDITORIAL BOARDS

Editors of the Association's scholarly journals are responsible for appointing and selecting members of the academic and professional communities recognized for their scholarly stature to provide reviews of manuscripts submitted to the journal.

1. The members of this panel review research appropriate to their scholarly expertise.
2. The editorial board serves as a sounding board for the editor, who may solicit advice on matters pertaining to procedures or standards affecting the academic quality of the publication.
3. At the editor's discretion, appointments to an editorial board may be made annually or for the duration of that editor's term.
4. In addition to an editorial board, which reviews the bulk of the submissions, the editor identifies other members of the academic community with expertise and qualifications who are solicited to review manuscript submissions.

EDITORIAL RESPONSIBILITIES

Journal of Broadcasting & Electronic Media and Journal of Radio & Audio Media Editors

1. Appoint and work with an editorial board and other experts in the topical areas of manuscripts under review.
2. Coordinate the manuscript peer review process.
 - a. JOBEM and JRAM use an online submission and review process (Manuscript Central).
 - b. BEA underwrites the costs for incoming JOBEM and JRAM editors to attend a training program offered by the provider of the online submission and review tool.
3. Decide on acceptance or rejection of manuscripts, and the inclusion of book reviews and critical essays.

Journal of Media Education Editor

1. Coordinate manuscript development.
2. Determine acceptance or rejection of manuscripts, and the inclusion of book reviews and critical essays.
3. Carry out thematic and content goals within the mission of *JOME*.
4. Solicit articles and essays appropriate to themes and the goals of the publication.
5. Exercise discretion in referring manuscripts to outside reviewers to obtain expert or additional evaluations when appropriate.

REVIEWING STANDARDS

Journal of Broadcasting & Electronic Media and Journal of Radio & Audio Media

1. Manuscripts submitted for publication consideration shall undergo peer review.
2. Only in cases where manuscripts are clearly inappropriate for the journal or are of such substandard quality as to waste valuable reviewer time shall editors act independently in refusing a manuscript.
3. Every suitable manuscript shall be evaluated by at least two reviewers. Except in extenuating circumstances, manuscripts should receive three peer reviews.

4. Every reasonable effort shall be made in screening manuscripts to ensure anonymity of authors and reviewers.
5. Only in very rare and extraordinary circumstances should author identity be revealed to reviewers or the identity of a reviewer be made known to an author.
6. Authors who submit manuscripts shall receive copies or summaries of peer reviews in addition to the editor's letter conveying acceptance, accept with revisions, or rejection of the manuscript.
7. Reviewers contributing to the process for a given manuscript shall receive copies of the other peer review(s) and a blind copy of the editor's decision letter to the author.
8. Under normal circumstances, editors shall acknowledge receipt promptly, process manuscripts quickly, and respond to authors with a decision within two to three months of their receipt.
9. If the reviewing process requires more than a few days beyond a two to three month period to complete, the editor shall inform authors of the delay.

MANUSCRIPT GUIDELINES

Manuscript guidelines, as approved by the Publications Committee, shall be published in the first issue of each annual volume of each BEA publication.

MANUSCRIPT TRANSFER

1. Manuscript acceptance must stop when the page allocation for an editor's term is exhausted. At that point the sitting editor should transfer manuscripts in review and new submissions to the editor-elect.
2. Transferred accepted manuscripts become part of the new editor's page count. An editor may not transfer accepted manuscripts to be published in future editions without the express written consent of the editor-elect.

FINANCIAL POLICIES

Accounting and postal procedures pertaining to publications emanate from the BEA headquarters.

AUTHORITY TO ENTER INTO FINANCIAL AGREEMENTS

1. The BEA executive director executes all contracts with authorization of the Executive Committee of the BEA Board of Directors.
2. Editors are not authorized to sign contracts with printing companies, publishers, or other entities on behalf of BEA or for any purpose pertaining to BEA.

PRINTER AND PUBLISHER CONTRACTS

1. At least three bids for printing or publishing a BEA publication shall be solicited through BEA Headquarters. A narrative review and recommendation is forwarded by the executive director to the Publications Committee and the Executive Committee of the Board of Directors.
2. The duration of contracts with printing or publishing companies shall not exceed five (5) years.
3. Following consultation with the Publications Committee chair and executive committee, the executive director shall arrange a contractual agreement with a printer or publisher.

SECOND CLASS POSTAGE

1. The BEA Headquarters is responsible for acquiring a second class postage permit from the U.S. Post Office in the city of printing of the publication.

FINANCIAL SUPPORT OF EDITORIAL OFFICES

1. Honoraria for BEA publication editors and staff are established by the BEA Board of Directors after consultation with the Publications Committee.
2. Financial support for operating editorial offices, stipends for editorial assistance, and any other allocations in support of editorial activities are established in the agreement authorized by the Board of Directors in appointing an editor. Any proposal to increase an amount established in that agreement must be made as a part of the annual budgeting process.

PRODUCTION MANAGEMENT

The integrity and reputation of the Association's publications program depends on maintaining timely distribution of publications. BEA members and other subscribers must be assured that publications will be delivered as scheduled.

1. Most of the specific components of production management are covered in the contract negotiated by BEA and the outside printer or publisher. Appendix 1 of the Publications Policies presents the current production management guidelines. This appendix is updated as needed to reflect changes in these guidelines.

ACCOUNTING AND BUDGETS

2. The editor shall assist BEA headquarters in meeting IRS requirements for member and subscription revenue and other accounting practices, annual U.S. Postal Service audits of second class mailing, and the BEA Board of Directors procedures for budget projection, financial reporting, and budget balancing.
3. All requests for funds and reimbursement must attach original receipts to comply with auditing requirements.

BUDGET DEADLINES

1. Should an editor foresee the need for special funding during the forthcoming fiscal year (January 1-December 31), then he/she may submit a proposed budget containing detailed accounting for projected expenditures. Such a proposal needs to be submitted to the Publications Committee chair by the second week in August.
2. Proposed expenditures will be reviewed by the Publications chair and the executive director and if accepted, will be incorporated in the executive director's budget report to the BEA Board of Directors for consideration during its fall (usually in November) meeting.

HONORARIA AND OTHER FINANCIAL ITEMS

1. Editorial appointees must provide their social security number and home address to the BEA headquarters for IRS reporting purposes.
2. Editors should arrange for their honoraria to be processed Annually.

REPORTS FROM EDITORS

1. Each editor shall submit reports on her/his activities twice each year to the Publications Committee chair.
2. Reports are due the last week of September and the first week of March to allow sufficient time to incorporate that information in the Committee's report to the Board of Directors at its Fall and Spring meetings.
3. The September report should cover publication activities from April through September. The March report covers October through March. When pertinent, reports include, but are not limited to, the following items:
 1. Number of issues completed since last report
 2. Date each issue was released and any problems in meeting deadlines
 3. Number of pages in each issue
 4. Number of articles in each issue
 5. Number of new and revised manuscripts received
 6. Number of manuscripts accepted, rejected, or sent back for revision
 7. Number and type of essays, reviews, interviews, forwards, or other special material not considered as regular articles
 8. Status of indexing
 9. Any changes in the physical appearance of the publication
 10. Proposals for changes in type of content published
 11. Rationale for proposed changes in type of content
 12. Proposals for changes in publication layout
 13. Rationale for proposed layout
 14. New directions the publication is taking
 15. Actions to take advantage of on-line facilities
 16. Status of transition in editors as pertinent

17. Changes in support personnel
18. Budget problems
19. Issues or concerns the Publications Committee should consider and/or convey to the Board of Directors

ETHICAL STANDARDS

All manuscripts submitted to BEA journals and other publications are expected to be original works that

1. Credit all authors
2. Maintain strict standards of integrity. Avoid unethical treatment of research subjects, falsification or fabrication of data, and plagiarism
3. Identify previous publication and presentation of the manuscript in an earlier form. The place, time, and form of the previous publication and whether the present material duplicates or is substantially different than the earlier presentation should be made explicit in a cover letter accompanying the manuscript submission.
4. It is assumed that any manuscript being submitted to a BEA journal is not being simultaneously considered by another publication. Decisions regarding the originality and appropriateness of a submitted manuscript will be rendered by the editor. Any evidence of misconduct or allegations of ethical violations should be reported to the Publications Committee.

RECOGNITION OF JOURNAL EDITORS

Editors make a great personal and professional commitment to advancing the Broadcast Education Association's scholarly and service missions. The Association expresses its appreciation of the generosity and dedication of its editors with appropriate forms of recognition for their contributions. These include but are not limited to the following:

1. Honoraria
2. A brief biography of each journal editor-elect should appear on the BEA website.

3. Convention forums organized by the Publications Committee to enable editors to outline their editorial purview, share their editorial plans, and to respond to questions and comments from the Association membership about the publications.
4. Outgoing editors receive special recognition at a BEA Convention awards ceremony.

REPLACEMENT OF JOURNAL EDITORS

1. Publications Committee recommendations for replacement of an editor must be accompanied by a detailed set of arrangements for transferring editorial responsibility and insuring adequate support functions during the transition.
2. In the event an editor is unable to perform the duties of the office properly because of failing health, incapacity, or is jeopardizing the reputation of the publication and/or the Association by failing to adhere to policies, procedures, or established schedules, the Executive Committee of the BEA Board of Directors, acting on behalf of the Association and with the advice and recommendation of the Publications Committee, may remove an editor and appoint a replacement editor for the remainder of the editorial term or a specified time period not to exceed the remainder plus one full term.

PUBLICATION AGREEMENTS

1. In an effort to operate its publications program in a cost-effective manner, BEA may engage in cooperative publication efforts with other associations, commercial or university presses, and printing houses or publishers to the extent that it is to the financial advantage of the Association and benefits the credibility and distribution of the publication(s).
2. In the event a proposal is entertained by the BEA Board of Directors to engage any firm, agency, commercial or university press, publisher, or printing house in assuming any responsibility in editorial, production, administrative, distribution, marketing, or other activity that would supplant any past or current functions related to producing and distributing any current or future BEA-sponsored publication, a thorough financial analysis of real costs and income pertaining to the publication shall be completed and reviewed by the Board of Directors before any further consideration or action is taken.
3. BEA shall hold the copyright for all official Association publications. Under no circumstances will BEA enter into agreements whereby the Association loses editorial control of a publication's content.

4. Policies and procedures for all BEA publications are reviewed periodically by the Publications Committee. Reviews shall always precede renewal of a publication contract or other formal agreement with another professional entity that pertains to a publication matter.

PUBLICATION REPRODUCTION

1. Copies of material published by the Broadcast Education Association for classroom use may be made free of charge if the following criteria are fulfilled:
 - a. no fees above actual duplicating costs are charged
 - b. materials are photocopies, reprints, or reproductions
 - c. the material includes a full bibliographic citation and the following statement:
Copyright by the Broadcast Education Association
Copied by permission of the publisher
2. A statement of the publication reproduction policy shall be included in the front matter of each issue of *JOBEM*, *JRAM*, and *JOME*:
3. A photocopy of this statement serves as the Broadcast Education Association's official permission for using materials in this way.
4. Permission is not applicable when an additional fee is charged or when the material is reprinted in a commercial publication. BEA charges a fee when its publications are included in a commercial publication or when an additional fee is charged.
5. Reprint requests from commercial entities should be sent to the BEA headquarters. The executive director will establish charges in accordance with the reprint fee schedule.
6. Reprint Fees
 - a. \$20.00 per page, plus handling and shipping, for articles or excerpts to be reprinted in reasonable expectation of profit.
 - b. \$00.30 (30 cents) per page, plus handling and shipping, for copies for classroom or seminar use when service is performed by the BEA headquarters office.

APPENDIX 1: PRODUCTION MANAGEMENT

(Updated March, 2011)

COPY EDITING & COMPOSITION MANAGEMENT

A publication schedule is negotiated by the executive director with an outside printer or publisher, who is responsible for journal composition and printing.

1. Taylor & Francis retains the regular services of a professional copyeditor. They will try to keep the same editor on each journal as long as possible. Papers are copyedited for grammar and style, not generally for scientific content. Where errors in logic or inconsistencies appear to exist, copyeditors are urged to write specific queries for authors to respond to on the proofs.
2. Where necessary, Taylor & Francis will try to work to establish journal-specific “style sheets.” Such sheets often contain a journal-specific vocabulary of preferred scientific terms, detailed instructions on desired paper structure and hierarchy, and a list of preferred query phrasing. Style sheets may contain whatever elements the Editor-in-Chief feels need to be defined. Production Editors will maintain such sheets and make sure all necessary parties have up-to-date information.
3. Editors may not change the graphic layout, structure, or content features of a BEA publication without the written approval of the Publications Committee.
 - a. All requests for change in cover, color, art, graphic layout, type of content, content headings, type size or format, or other production characteristic must be submitted in writing to the Publications Committee.
 - b. Following Publications Committee authorization, the executive director, in consultation with the editor, will communicate any such change to the printer or publisher for implementation.

PAGINATION MANAGEMENT

1. Production costs are directly linked to how each issue is constructed. The 16-page signature is the most cost-effective page unit. Editors should consult with the executive director and the printer or publisher for guidance in making decisions about the length of individual issues
2. Whereas journal editors have latitude from issue to issue, the total page count for an editorial term shall not be exceeded without the approval of the Executive Committee, on advice of the Publications and Finance Committees. The page allocations for BEA publications are as follows. Each volume year of *JOBEM* shall contain seven hundred fifty-two (752) pages (including tables of contents, front matter, back matter, and indexes) in four (4) issues of approximately one hundred eighty-eight (188) pages each; the trim size shall be 6 x 9 inches; each volume year of *JRAM* shall contain three hundred seventy-six (376) pages (including tables of contents, front matter, back matter, and indices) in two (2) issues of approximately one hundred eighty-eight (188) pages each; the trim size shall be 6 x9 inches.
3. Page count includes all pages, including content (numbered) and administrative (table of contents, editorial board, BEA departmental members, editorial policy, and submission guidelines). Paid advertising pages are not included in the count.

PRODUCTION PROCESS

Key components and stages of the production process are outlined below..

1. **Final manuscript due date.** The final date for submitted material eligible for an issue. This is not the date on which the contents and order of an issue must be decided. It is simply the last date Taylor & Francis would like to receive new material. If one particular piece of material needs to be accommodated at a later date (editorial, announcements, etc.), it can be done.
2. **Ship date.** Production editors will have a “ship date” on their schedules. This is the date journals ship from the printer. Taylor & Francis ships most journals via second-class mail, which will take 3-7 days to deliver in North America. International delivery is done via a consolidator, with delivery times between five and 20 days. Journals are shipped to Taylor & Francis’ warehouse weekly, which also fills back issue claims and requests.
3. **Initial composition.** After a review of copyediting, papers are sent for

initial page makeup. Journals are set to strict type specifications. Art will be sized for consistency and best display, and authors will be queried on page proofs for any missing materials or information. Page proofs are normally numbered individually (every article starts page 1) at this stage. This is so they may be ordered at a later date.

4. **Author/Editor proofing stage.** Page proofs for every article are normally sent to one author (the corresponding author) via the Taylor & Francis Central Article Tracking System (CATS), as well as the journal editor or editors. Production editors review all submitted corrections, overruling any author changes that compromise correct English grammar or journal style, and having any extensive changes reviewed by the journal's academic editor.
5. **Revised Pages.** At this stage, Taylor & Francis asks the editor to order the issue, and inform him or her if any authors did not return page proofs. The editor may "ok" the proofs or hold the article. Any concerns of the issue's page count (versus the page budget) are normally addressed at this stage. The production editor will inform the editor where he or she stands versus the annual page budget, and ask him or her to hold papers if necessary.
6. **Quality control.** Taylor & Francis does a brief quality control stage right before accepting final files and sending a journal to press. If the editor needs to see any pages one last time, they can normally accommodate it at this stage. However, the turnaround time is normally 1-2 days.
7. **Online posting.** Journal issues are posted online within 1-3 days of final file receipt by Taylor & Francis. The online issue is put through several automated checks to be sure articles are put online in the correct order, and with all online content matching the print edition. Of special concern are checking that all special characters and artwork are rendered correctly in the online HTML.
8. **Printing.** Taylor & Francis receives separate, high-resolution files for a journal's print edition. These are sent to press very soon after receipt, and journals are normally on a three-week print schedule. The production editor will review the cover at this point.

MAILING DATES

1. Editors are responsible for following a printing and mailing timetable established by the executive director in negotiating with the printer or publisher of the BEA publication.
2. Late release triggers costly processing of claims from members and subscription agencies. Rectifying a missing or back issue claim greatly increases the cost of postage because these mailings generally do not qualify for second class postal rates. Minimizing the number of post-release copies that must be mailed is crucial for staying within a publication’s budget.
3. If a publication deadline cannot be met, the editor must convey this information to both the Publications Committee chair and BEA headquarters as soon as the delay is anticipated or known, as far in advance as possible.
4. The editor shall describe the problem(s) interfering with the scheduled release of the issue(s) and how this delay is being remedied in order to resume and maintain the expected production schedule.

	Winter	Spring	Summer	Fall
<i>Journal of Broadcasting & Electronic Media</i>	Mar 15	June 15	Sep 15	Dec 15
<i>Journal of Radio & Audio Media</i>	n/a	May 15	n/a	Nov 15
<i>Journal of Media Education</i>	Jan 15	Apr 15	July 15	Oct 15

5. At the release of each issue:
 - BEA Headquarters receives 25 copies of each issue.
 - Each contributing author receives two copies of the issue in which the article appears plus a PDF. BEA editors and corresponding authors are responsible for getting T&F the mailing address/email information necessary to fulfill the commitment.