

SIOP Publication Board Procedures

This document contains procedures for selecting new editors for the various SIOP publications and for the Publication Board itself.

Procedure for Selecting the Society for Industrial and Organizational Psychology's Publication Board

Responsibilities

The Publication Board (PB) of the Society for Industrial and Organizational Psychology (hereafter the PB) will be responsible for selecting the editors of the Society for Industrial and Organizational Psychology's publications, including (1) *Industrial and Organizational Psychology: Perspectives on Science and Practice*, (2) *TIP*, (3) the *Organizational Frontiers* book series, (4) the *Professional Practice* book series, and (5) the *Evidence Based Practice* book series. Once an editor has been selected by the PB, it makes the recommendation to the SIOP Executive Board, which makes the final decision.

Membership

The PB is chaired by the Publications Officer of the SIOP Executive Board. It is comprised of six other members, each of whom is asked to serve three years. The slots are staggered so that two members rotate off each year.

At its outset, the PB will be comprised of new members. Two of these members will be asked to serve for four years, and two will be asked to serve five years in order to ensure some continuity. Thus, after three years, two PB members will rotate off, and two new members will come on. After the following year, those who had agreed to serve four years will rotate off, and after the next year, those who had agreed to serve five years will rotate off.

The most likely candidates for PB members are ex-editors of SIOP publications and ex-Presidents. Next are those who have published widely in SIOP publications. The Publications Officer must take care to have broad representation on the PB so that the PB includes expertise on all SIOP publications.

Board members will meet the following criteria:

- Board members must be members or international affiliates of the Society for Industrial and Organizational Psychology.
- Board members must have extensive publication records.
- At least two members must have had experience as practitioners.
- The academic members must be scholars of repute who have served as editors or associate editors of industrial and organizational psychology journals, journals of sister or cousin disciplines (e.g., *Academy of Management* journal) or as editors of one of the Society for Industrial and Organizational Psychology's other publications, listed above.

Formal Procedures

- The upcoming opening of two vacancies will be announced in the Spring and Summer issues of *TIP* and on the Society's web site.

- Any SIOP member or international affiliate can nominate candidates for the Board. Self-nominations are also welcome. Nominations will be submitted to the Publications Officer by the nomination deadline, which is three months before the end of the second year of the retiring Board members.
- Once a nomination is submitted, the nominee will be asked to state his or her agreement to serve on the Board and to provide an electronic copy of a current CV. Copies will be emailed to all Board members. Assuming that the number of nominees is manageable, all Board members will review all nominees. If an unexpectedly large number of candidates are nominated, the Publications Officer may choose to divide the nominees in some way. However, each nominee must be reviewed by at least two Board members, one of whom can be the Publications Officer.
- The Board members will rank-order the candidates. They also will note any candidates that they consider to be below threshold. The Publications Officer then will compile the rankings/ratings.
- The Publications Officer then will distribute the compiled numbers to the Board along with a suggested list of finalists. This list will be discussed over email and, if necessary, in a conference call.
- The Board members then will note the strengths and weaknesses of all of the finalists and make any changes that they wish to make to their initial rankings. The Publications Officer then will compile these rankings and schedule a conference call to choose the new PB members.
- Once the choice is made, the president of the Society and the new PB members will be informed.
- In the event that an insufficient number of nominations is received, the Publications Officer will confer with the PB and the SIOP President to identify likely candidates, who will then be contacted by the Publications Officer.

Procedures for Selecting Editors of SIOP Publications

Many of the procedures for selecting editors are common to all SIOP publications. These are described in the first section below. Other policies are publication-specific and are described in a later section.

The tenure for the editors of the journal and *TIP* are is three years, and the tenure for the editors for the Professional Practice, Frontiers, and Evidence Based Practice series is five years. The incoming editor and the outgoing editor must be prepared to devote some time to the training of the incoming editor, although for the book series editors, this training is what occupies the first of their five years.

Publication-wide procedures

Overview of Procedures: The procedure for selecting a new editor for any SIOP publication is administered by the Publication Board (PB) in the second to last year of the current editor's term. For any given publication, the chair of the PB may, if he or she chooses, appoint another PB member as the point person for that publication.

Nomination Process. The editor of any SIOP publication must be a SIOP member or international affiliate. Any SIOP member or international affiliate can nominate for the editorship. Self-nominations are also welcome. Nominations, which need only be a brief letter announcing the intention to nominate, should be submitted to the chair of the PB by the nomination deadline, which is at the end of the second year of the editorial term of the current editor.

Once a nomination is submitted, the nominee is asked to provide electronic versions of a current CV and a statement describing his or her vision for the publication in question. The vision statement should describe plans to address issues such as maintenance or enhancement of the quality of the publication, expansion of its visibility, and increasing of its sales. Where appropriate, planned changes for the operation of the journal should also be described.

The nominee must also solicit **three** letters of recommendation from SIOP members or international affiliates, also to be submitted electronically. The letters should be submitted directly to the chair of the PB. The nominee will also be informed that all materials must be received by the deadline, which will be the 25th month of the tenure of the current editor in the case of the journal and *TIP*, and the 37th month for the book series editors.

If no nominations are received four months prior to the deadline (see Timelines below), then the Publication Board should consult with the President in order to identify and contact possible candidates. The most likely sources of candidates are the current editorial/advisory boards of the publications and recent authors in the publications.

Review process. Once all materials have been received (end of October/beginning of November), copies are emailed to all PB members. Assuming that the number of completed packets is manageable, all PB members review all packets. If an unexpectedly large number of packets is received, then the PB chair may choose to divide the packets in some way. However, each packet **MUST** be reviewed by at least two PB members, one of whom can be the chair.

Once the PB members have had a chance to review the packets, they rank order the candidates. They also note any candidates that they consider to be below threshold. The point person for that publication then compiles the rankings/ratings.

The point person then distributes the compiled numbers to the PB along with a suggested list of finalists. This list is discussed over email and, if necessary, in a conference call. Once a list of finalists is agreed upon, the finalists are contacted by the chair in order to ensure that they are still interested and to ask any follow up questions posed by the PB.

The PB is then asked to make notes of the strengths and weaknesses of all of the finalists and to make any changes that they wish to make to their initial rankings. The point person then compiles these rankings and schedules a conference call to choose the next editor.

Once an editor has been identified by the PB, the choice is submitted to the EB for final approval. Once the choice is approved, the new editor is informed, as are all candidates that were considered.

General Requirements for SIOP Editors

A. Eminent Professional:

1. Professional Respect – respected by academics and practitioners; distinguished reputation in the field; reputation for cutting-edge thinking and research; connected with a broad set of individuals in both academic and practice communities; ability to solicit contributions from highly respected colleagues.
2. Cognitive Skills – integrative thinking (ability to handle high-level conceptual debate over potentially contentious issues; ability to synergize complex and potentially opposing views); cognitive flexibility and adaptability (ability to construe the same issue from opposing viewpoints); divergent thinking (creativity in integrating differing perspectives); sound judgment; openness to a broad spectrum of methods.

3. Leadership – ability to lead and inspire associate editors, issue editors, editorial board, advisory board, ad hoc reviewers, and authors; ability to encourage contributions from likely authors; team leadership skills; firmness in shaping manuscripts and controlling tone; ability to inspire others to contribute to publication’s success.
4. Vision and Perspective – ability to identify cutting-edge issues; sense of the important issues; sensitivity to applied issues and concerns; ability to balance differing perspectives; decision-making unprejudiced by personal convictions on issues; ability to translate theoretical and technical issues into practical applications; recognition of implications of research for policy and practice.

B. Passions:

5. Breadth of Knowledge – knowledgeable across the entire field of psychology; interdisciplinary in outlook; ability to integrate theory and research across areas and link to other applied disciplines; wide range of research and practice interests; published in a variety of outlets, academic as well as practitioner outlets, premier as well as niche outlets; published theoretical, empirical, and practitioner articles, chapters, monographs, books, and reports.
6. International Orientation – international contacts; cross-cultural experience and exposure; ability to interact effectively with contributors around the world; ability to envision I-O psychology internationally and cross-culturally; ability to grasp and integrate international views and approaches to the advantage of the publication and its readers, subscribers, and other users (citation impact).
7. Energy and Commitment – passion, energy and adequate time for this activity; willing and able to devote significant time and resources to ensure ongoing success.

C. Wise, Fair, and Tactful:

8. Interpersonal, Diplomacy Skills – ability to work with other people effectively; collegial; tactful; ability to be firm with people whose give and take may surpass normal critical decorum; ability to liaise with groups (e.g., SIOP executive committee, other I-O associations – local, national, and international); teamwork skills; communicate effectively with policy makers, the media, and other parties to the benefit of SIOP; pro-social behavior to enhance the publication’s standing among authors and colleagues.
9. Ethics and Integrity – fair; even-handed; ability to resist inappropriate, incorrect, or illegitimate pressures, arguments, and attempts to influence editorial decisions and outcomes; nonpartisan.

D. Language and Administrative Skills:

10. Written and Editorial Communication Skills – ability to communicate effectively in writing; excellent use of grammar, sentence structure, and vocabulary; succinct.
11. Administrative – willing and able to deal with details; ability to track and organize large quantities of material; ability to coordinate multiple tasks simultaneously; attentive to time-sensitive issues and materials; ability to plan a budget and live within it; ability to manage a budget.

Publication-Specific Policies

The procedures described above apply to all SIOP publications. The requirements for Editorship and the Information for Nominees are somewhat different for the various publications and are described below.

Industrial and Organizational Psychology: Perspectives on Research and Practice

Requirements for Journal Editor

Although the format of the journal is relatively novel, the requirements for the editorship are little different from those other editorships. The editor must have

- a very broad knowledge of the field and its inhabitants
- knowledge of the various sides that exist regarding important issues
- a plan for publishing papers that are high in quality and of interest within and outside I-O
- the organizational skills necessary to manage a large journal
- sufficient time to devote to the journal on a regular and uninterrupted basis for three years

Because of the demands placed on the Editor, institutional support is crucial. For example, it is customary for Editors working in academic institutions to receive a course release and administrative support.

Information for Nominees

The journal publishes four issues per year. Each issue generally contains two target articles and 5 to 10 commentaries. This job is different from the typical editor's job. For a journal with a traditional format, one has a steady stream of manuscripts, the editor assigns reviewers, and makes decisions when reviews are in. Below is a rundown of activities for each issue of IOP along with time estimates:

- Scan the environment looking for topics (5-10 hours)
- Select two topics
- Network to get suggestions for potential authors on the topics (5-10 hours)
- Enlist authors to write on the topics (5 hours)
- Identify "project team" for each article to review drafts and to review commentaries (3-6 members) (2 hours)
- Review outlines and drafts; solicit external reviews as time permits (5-10 hours)
- Accept final drafts of focal articles: post to SIOP web site (1 hour)
- Identify potential commentators; send email encouraging them to submit (2 hours)
- Correspond with commentary authors re their questions about the commentary process (5 hours)
- Receive commentaries: for the 8 articles in issues 1-4 we've received 6, 9, 15, 15, 16, 18, 25, and 26 submissions. Solicit 3 reviews of each. (5-10 hours)
- Read all commentaries; assimilate reviewer input, write decision letters. (30-40 hours)
- Receive revisions; make final decisions on commentaries. (5-10 hours)

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- Forward commentaries to author of focal article for response
- Review drafts of response (3-5 hours)
- Send package to SIOP to forward to publisher.

Note that the above process occurs for each of 4 issues each year. So at any one time, the editor may be soliciting topics for one issue, working with the focal article authors on another issue, reviewing commentaries for a third issue, and finalizing the focal article author response for a fourth issue.

In addition to the duties that are cyclic for each issue, other activities include preparing reports for the SIOP executive committee, responding to unsolicited manuscript submissions, and responding to general queries about the journal

All in all, it averages 6-8 hours per week. But it's "lumpy": there are weeks with little to do, and weeks with 40 decision letters waiting to be written.

Because of the number of hours required, it is typical for the institution of which the editor is a faculty member to give a 1 course reduction.

Timeline for selection of a new editor of the journal, using the current editor's term for benchmarks:

- 11th and 12th month, the point person on the PB for a given publication is chosen
- 13th month, an announcement is submitted to *TIP* for the APRIL issue and an email to the membership.
- 16th month, an announcement is made at SIOP plenary that nominations will be solicited at the end of the summer.
- 16th month, an announcement is submitted to *TIP* for the JULY issue and an email to the membership
- 19th month, an announcement is submitted to *TIP* for the OCTOBER issue and an email to the membership
- 22nd month, deadline for nominations
- 25th month, deadline for receipt of all materials
- 25-27th month, PB reviews nomination materials, top candidates are identified
- 27th month, committee members compose advantages and disadvantages of top candidates and discuss in conference call. Final decision made and reported to the EB.
- 28th month, new editor announced at conference. Editor begins assembling team.

Book Series

At present, SIOP publishes three book series: The Evidence Based Practice Series, The Professional Practice Series, and the Frontier Series. The requirements and recommendations differ somewhat among the book series and are described below. The timelines for selection of new book series editors is common across the three series and is as follows:

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Timeline for selection of a new editor of one of the book series, using the current editor's term for benchmarks:

- 35th and 36th month, the point person on the PB for a given publication is chosen
- 37th month, an announcement is submitted to *TIP* for the APRIL issue and an email to the membership.
- 40th month, an announcement is made at SIOP plenary that nominations will be solicited at the end of the summer.
- 40th month, an announcement is submitted to *TIP* for the JULY issue and an email to the membership
- 43rd month, an announcement is submitted to *TIP* for the OCTOBER issue and an email to the membership
- 46th month, deadline for nominations
- 49th month, deadline for receipt of all materials
- 49th-51st month, PB reviews nomination materials, top candidates are identified
- 51st month, committee members compose advantages and disadvantages of top candidates and discuss in conference call. Final decision made and reported to the EB.
- 52nd month, new editor announced at conference. Editor begins assembling team.
- 52nd-60th months, new editor shadows the outgoing editor

SIOP Evidence Based Practice Series

Requirements for EBP Series Editor

The Editor of the Series must have/be the following:

- Strong science credentials with a broad and unbiased understanding of what constitutes “knowledge” and “evidence.”
- Widely read and sensitive to the trends and developments relative to the entire field of I-O.
- History of publishing, writing or responsible editorial work with some experience in actually producing a publishable product (Book, special issue of a journal, etc).
- Experience in writing for practitioners.
- Consulting experience
- Well connected with the SIOP intellectual community with a reputation as a credible and influential colleague. This qualification is important as the editor will need to recruit the best authors possible for the series and will have to rely some on personal reputation to do so.

Information for Nominees

The Series aims to publish at least one volume per year, with each volume containing 12-18 chapters. On average, the editor devotes approximately half a day per week, although the actual amount spent in a given week is widely variable.

By far, the most time intensive aspects of the job are editor and author identification. The editor must go through lists of meta-analyses, practice documents containing unresolved management questions, etc, and then PERSUADE potential editors and authors. Combinations of scholars and practitioners are preferred, yet hard to create.

Although a good deal of time may be spent editing, most or all of this can be left to the volume editors and to the advisory board, which is, at present, 22 people.

Other demands include advertising and coordinating at SIOP and other meetings, but in total, the job adds up to a half day a week or so.

SIOP Professional Practice Series

The series was launched in 1988 to provide industrial-organizational psychologists, organizational scientists and practitioners, human resource professionals, managers, executives, and those interested in organizational behavior and performance with volumes that are insightful, current, informative, and relevant to best organizational practice. The volumes in the Professional Practice Series are guided by five tenets designed to enhance future organizational practice:

1. Focus on practice, but grounded in science.
2. Translate organizational science into practice by generating guidelines, principles, and lessons learned that can shape and guide practice.
3. Showcase the application of industrial-organizational psychology to solve problems.
4. Document and demonstrate best industrial and organizational practices.
5. Stimulate research needed to guide future organizational practice.

The volumes seek to inform those interested in practice with guidance, insights, and advice on how to apply the concepts, findings, methods, and tools derived from research in industrial-organizational psychology to solve organizational and human resource related problems.

Each volume is focused on one important theme or element of I-O practice and is usually composed of 10-15 separately authored chapters related to the overall theme of the volume. The chapter authors are solicited and selected by the volume editor(s) in consultation with the Series Editor and the Series Editorial Board. The final selection of authors and the editorial quality of the chapters is the responsibility of the volume editor(s) who may seek consultation with the Series Editor as they see fit. The intent is to publish approximately one new volume each year.

Requirements for PP Series Editor

In addition to the general criteria discussed above, it is highly desirable that the Series Editors be experienced practitioners. In this context, the term practitioner is construed broadly. It would include I-O Psychologists in academic or applied research organization positions for whom applied practice is a substantial component of their position. That is, university faculty who devote virtually all of their time to teaching, research, and service would typically not be recruited as a series editor, unless their academic appointment was recent and they had substantial practice experience in a previous position. Beyond being expert in particular areas of practice, the Series Editor should also have a broad perspective of I-O Psychology, including both its scientific base and the full spectrum of applications.

Information for Nominees

On average the Series Editor devotes approximately half a day per week to his/her editorial responsibilities, although the actual time spent in any given week is highly variable.

The most time-intensive aspects of the Series Editor position are the identification and recruitment of the individual volume editors and the identification and recruitment of the appropriate chapter authors. Potential volume editors can be solicited and recruited in many ways (e.g. issuing a call for ideas and proposals for a volume), and it is the Series Editor's responsibility to use all available means. The editorial quality of a specific volume is the primary responsibility of the volume editor, with advice and consultation from the Series Editor. The Series Editor is assisted by an Advisory Board, which is assembled by the Series Editor in consultation with the SIOP Publication Board. A mix of academics and practitioners is preferred.

Other demands include helping to advertise and market the Series (e.g. suggesting advertising copy) and meeting with Advisory Board members and volume editors at SIOP, or at other conferences.

SIOP Frontiers Series

Requirements for Frontier Series Editor

The Frontier Series Editor must be a SIOP member or international affiliate. Nominees should have a broad knowledge of the field in order to identify topics for edited volumes that have made significant recent advances or reflect emerging areas of research. Prior experience editing volumes with multiple authors is strongly recommended. The Series Editor, as well as the Volume Editors and Series Board Members, should have visibility at the cutting edge of the field and be strong in its scientific aspects.

Information for Nominees

The Editorial Board of the Organizational Frontiers Series consists of a Series Editor and six Board members, each appointed to staggered 5-year terms. The Editorial Board meets at least once a year, preferably at the Society Conference.

The Editorial Board nominates potential replacements for retiring Board members and submits them to the Publications Officer for approval. Nominees are sought who will balance the Board in terms of subject matter in active and emerging areas of I-O psychology. They should have visibility at the cutting edge of the field and be strong in its scientific aspects. In addition to members from academia, the Board is represented by practitioners with a scientific orientation.

The Industrial Psychologist (TIP)

The purpose of *TIP* is to provide news, reports, and noncommercial information related to the practice, science, and teaching of industrial and organizational (I-O) psychology. It is to SIOP what the APA Monitor is to APA.

The journal publishes four issues per year (January, April, July, October). Each issue contains approximately 35 to 40 short articles or columns designed to communicate news, reports, and noncommercial information about SIOP and I-O psychology. *TIP* typically includes sections that focus on (a) featured articles (e.g., message from the president), (b) edited articles, and (c) news and SIOP committee reports. The journal is available in printed and online formats. It also contains commercial advertisements that are handled by the administrative office.

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Requirements for *TIP* Editor

1. Knowledge of the goals and activities of SIOP members, officers, clusters, committees, and the administrative office.
2. Knowledge of the trends and interests related to the science, practice, and teaching of I-O Psychology, encompassing the opinions and interests of both teachers and students.
3. Ability to motivate SIOP members to submit articles, columns, and information for *TIP*.
4. Ability to identify and recruit subject matter experts who can contribute articles, columns, and reports.
5. Ability to create new ideas for communicating news, information, and trends in I-O psychology.
6. Knowledge of relationships between SIOP and external organizations (e.g., APA, APS, SHRM, Academy of Management, Federation of Behavioral, Psychological and Cognitive Sciences).
7. Ability to coordinate with SIOP president, officers, committee chairs, executive director, and staff in administrative office.

Information for Nominees

The following are regular components of the editor's job.

1. Study the objectives, policies, and needs of SIOP to develop strategies for providing news, reports, and information on key issues and activities.
2. Analyze trends and members' interests related to the science, practice, and teaching of I-O psychology.
3. Identify and solicit manuscripts from subject matter experts, SIOP members, officers, cluster and committee chairs, students, and external constituents.
4. Confer with current, past, and future SIOP presidents, officers, cluster and committee chairs, executive director, administrative office staff, members, students, and external constituents to identify news, reports, and information to be included in *TIP*.
5. Evaluate the degree to which manuscript submissions are appropriate for inclusion in *TIP* (e.g., determine if manuscripts are for commercial or noncommercial purposes). Return commercial manuscripts to authors. Send noncommercial manuscripts to editorial board members or SIOP officers for review and evaluation. Make decisions regarding manuscripts, and correspond with authors about decisions.
6. Develop, design, and create ideas for new columns on cutting-edge topics.
7. Plan the format of each edition of *TIP*, and submit information to administrative office.
8. Establish and maintain cooperative relations with SIOP members, officers, chairs of committees, executive director, administrative office staff, and external constituents.
9. Solicit artwork and photographs from SIOP members and administrative office for *TIP* cover.
Confer with administrative office staff to select photograph or artwork for *TIP* cover.

Time line for selection of new *TIP* editor, using the current editor's term as benchmarks.

The *TIP* editor typically serves a 3 year term, but the editor-elect works with the current editor for one year prior to assuming the editor's role.

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The time line below assumes that new *TIP* editor will assume editor's role by Feb 1. The reason for this is the new editor is expected to work on the July issue, and submit all materials for that issue by May 1.

11th month, the review committee and chair are chosen (Jan)

12th month, an announcement is submitted to *TIP* and emailed to members (Feb)

14th month, announcement is made at SIOP plenary session, and submitted to *TIP* for July issue (Apr)

19th month, deadline for nominations and receipt of all materials (Sep 1)

20 -21st month committee evaluates and ranks nominees. Makes final decision (Nov 30)

22th month notifies nominee of selection as editor (Dec 1)

24th month editor-elect begins to shadow current editor (Feb 1)

27-32th month editor-elect selects and contacts new editorial board members (May-Oct)

36th month editor-elect assumes role of editor (Feb 1)