



The *Journal of Child Nutrition & Management* Editor

Request for Proposals

The School Nutrition Association (SNA) is soliciting proposals for the editorship of the *Journal of Child Nutrition & Management (JCN&M)* for a two-year, renewable commitment to begin in April 2023. The new editor should have a doctorate in nutrition, health services, foodservice management or related field and excellent writing and communication skills, along with a thorough knowledge of current research in school/child nutrition. A successful proposal must demonstrate both the prospective editor's child nutrition and/or nutrition as well as editorial experience.

About the Journal

The *JCN&M* is an online journal supported by SNA and published in the Spring and Fall every year. The *Journal* publishes original research and other evidence-based articles focusing on school/child nutrition programs that cover a wide variety of topics including nutrition standards, nutrition education, administration, operations, food production and service, food safety, and marketing. With the exception of contributions developed as a result of projects funded by the U.S. government, manuscripts must be original and not submitted for publication elsewhere. Membership in SNA is not a prerequisite for submitting manuscripts. Abstracts of articles published in this *Journal* are indexed in the ERIC database maintained by the U.S. Department of Education.

The primary audience of *JCN&M* includes school/child nutrition professionals involved in administration and practice; public policy stakeholders at local, agency, state, regional and national/intergovernmental levels; and students, faculty, researchers, school community members, school administrators and organization/industry representatives with an interest in child nutrition programs. The purpose of the *Journal* is to provide "useful and relevant" research or evidence-based information to these audiences.

Responsibilities of the Editor

Working with the support of SNA's Nutrition and Research Committee, the Editor is responsible for the quality of the content of the publication and for managing its peer review, editing and production processes. The Editor:

- makes updates as needed to Author Guidelines

- solicits manuscripts
- reviews submitted manuscripts
- recruits new reviewers
- manages reviewer database
- manages the peer review process
- communicates with authors regarding submissions and review process
- manages the author revision process
- manages final edits
- manages formatting to comply with online publication
- provides updates for standing content on the Associations and publication's web pages.

Position Requirements:

Education: Doctorate in nutrition, health sciences, foodservice management or related subject required.

Skills: Excellent writing and communication skills, along with a thorough knowledge of current research in school/child nutrition. Ability to evaluate manuscripts for research soundness, relevancy, and publication priority. Ability to perform statistical analysis. Excellent project management and organizational skills.

Relevant Experience: At least 5 years in school/child nutrition research with a significant publication portfolio in peer-reviewed journals.

Position Relationships:

SNA Nutrition and Research Committee: Works with the Committee to develop and implement editorial policy relevant to goals established by SNA Board of Directors. Works with the Committee to identify an appropriate pool of manuscript reviewers.

SNA Marketing, Communications & Industry Relations Center: Works with SNA's Marketing & Communications staff to establish and maintain an appropriate publication budget; develop and streamline production procedures; update general web page content; collaborate on marketing/promotion efforts for each issue and for publication in general; review articles promoting recent published research in *Journal*; and troubleshoot problems.

Authors: Accepts or rejects manuscripts; provides revision feedback. Secures copyright permission from authors.

Reviewers: Works to recruit qualified individuals knowledgeable about school nutrition programs and research design to serve as peer reviewers.

Administrative/Research Assistants: If available to editor, oversees the work of these individuals to ascertain that administrative/editorial details are handled quickly and efficiently.

Position Responsibilities:

Editorial Planning and Development: Reviews professional and trade literature to identify trends in child nutrition and school foodservice. Works with Nutrition and Research Committee to plan upcoming publications. Solicits manuscripts from researchers/practitioners who have recently been involved in relevant research projects. Works with Nutrition and Research Committee to maintain quality and integrity of publication and ensure needs of

readership are met with inputs on Author Guidelines, qualifications of reviewers and research priorities.

Manuscript Review: Reviews all submitted manuscripts before sending on in the peer review process, rejecting outright or sending back to authors for revision those manuscripts that do not meet the publication's standards or needs, as stated in Author Guidelines. Editor will be responsible for prioritizing manuscripts to reviewers to ensure timeliness of revisions and publication. Coordinates and manages entire peer-review process, including matching reviewers' expertise with content of manuscript, as well as providing authors with reviewers' and editor's comments. Keeps a written record of actions taken for each manuscript submitted to the *Journal*.

Author Contact: Handles all correspondence with authors. Should notify authors of rejection, revision or acceptance of manuscripts within three months. Keeps a file of copyright permission forms signed by authors.

Reviewer Contact: Communicates with reviewers in a timely and professional manner. Keeps an up-to-date list of reviewers with contact information.

Editorial Contributor Management: Provides writers/editors of standing columns (e.g. USDA/FNS and ICN) with contribution deadlines and has authority to edit these sections for style before approving for publication. Works with designated liaison to SNA's Annual National Conference's (ANC) Child Nutrition Showcase to publish annual "Poster Session" abstracts.

Editing/Proofreading: Reviews all final editorial content before sending onto SNA web team in proper format for online publication. Performs multiple reviews of web pages for formatting accuracy.

Writing: Writes an editorial for each issue. Acknowledges manuscript reviewers once per year. May submit additional manuscripts for publication and the peer-review process.

Meetings/Reports: As available, attends up to two annual meetings of the Nutrition & Research Committee (generally SNA Fall Committee Days and National Leadership meetings). Attends ANC. Prepares reports to Nutrition and Research Committee, including details about manuscript submissions, rejections and acceptances.

Marketing: Provides input to SNA's Marketing & Communications staff regarding possible marketing ideas and opportunities for engagement and outreach.

Proposal Submission

Full proposals from prospective editors should be submitted by **Friday, March 17, 2023**, and include the following:

1. **Statement of Editorial Policy.** Considering the content published in *JCN&M* in the past, describe the editorial scope and policies to be pursued under your editorship. This should be a reflective statement that shows familiarity with the important issues confronting child nutrition and school nutrition programs and how *JCN&M* will continue to serve the child nutrition field (*75-word limit*).
2. **Statement of Required Resources.** *JCN&M*'s editor will receive annual financial support for the journal in the form of a \$22,000 stipend. SNA is responsible for supporting the editor as well as posting and maintaining *JCNM* editions on its website,

marketing and promoting the journal and tracking data analytics on SNA member views. The editor will work with SNA's staff to ensure the quality of final articles. Successful RFPs will provide a description of the level of support required from SNA for these editorial services (*75-word limit*).

3. Resume/Curriculum Vitae. Please enclose a current CV/resume.

Selection Details

All proposals will be reviewed by an advisory committee comprised of SNA Senior Management members and a representative member of the Nutrition & Research Committee

Proposals for the editorship will be judged on several areas. The statement of editorial policy is critical, as it must reflect understanding of the child/school nutrition field and the role that the journal plays in shaping the field. Each proposal must also articulate a vision for the journal's future. Each proposal will be evaluated in terms of the proposed editor's qualifications, publishing experience, dedication to the school nutrition field, and overall ability to work with a diverse group of authors dedicated to editorial rigor and practical relevance.

After reviewing all the proposals received by the submission date, finalists will be contacted to set up an interview with the selection committee in early April 2023. Once a new editor has been selected, everyone who has submitted a proposal will be notified.

Terms

The editor's term will begin in April 2023 and continue for two years to the completion of the Spring 2025 edition

Submission Process

Proposals should be sent to SNA Chief Executive Officer Patti Montague by **Friday, March 17, 2023**. For more information and to submit a proposal, contact Chief Executive Officer Patti Montague at pmontague@schoolnutrition.org or 571-274-9427.