EDITORIAL REVIEW BOARD APPOINTMENT POLICIES

Member appointments to the Editorial Review Board (ERB) at this journal initially span two years and they may automatically renew annually at the discretion of the Editor-in-Chief. These members are considered 'reviewer' or 'ad-hoc reviewer' Board of Director members. The Editor-in-Chief periodically solicits respected researchers and practitioners to join the ERB to replace retiring members (and to replace those that are terminated for lack of satisfactory performance or for other reasons such as journal growth).

All ERB members must acknowledge, with written consent, their voluntary participation for the term, and they must supply their contact information (including email address and affiliation) to IGI-Global (through the Editor-in-Chief). The ERB member may be sent information directly from IGI-Global without approval or knowledge of the Editor-in-Chief so the ERB member is advised to consider this when providing their contact information and email address. *IJRCM* Editor-in-Chief requires the ERB member's full name, title, affiliation(s), and a valid email address solely for ERB purposes. Note that the Editor-in-Chief does not require the same email address as IGI-Global if another one is preferred. It is the ERB members responsibility to update the Editor-in-Chief if the affiliations, name, or email address change (such as promotions or retirement).

The nature of the work on the ERB at this journal consists of reviewing manuscripts related to the reviewer's interests and experience. Additionally, ERB members participate in the direction setting of the journal, suggest special issue topics, and are welcome to continue to submit their research manuscripts whenever the subject matter is related to the keywords of the journal. ERB members are encouraged to contribute manuscripts and teaching case studies for peer-review as well as and book/event/software/technology summaries at any time they wish.

Associate Editors are promoted from within the ERB once they have proven their capability and commitment to the journal. Associate Editors are considered strategic Board of Director members. Associate Editors are expected to provide at least one recommended journal issue topic or theme per year, in addition to helping the Editor-in-Chief with the peer-review and direction setting processes.

JOURNAL EDITORIAL POLICIES

The objective of this editorial policy is to provide clear explanations and guidelines regarding the editorial terms and rules regarding the review process for the *IJRCM*. All members of the international Editorial Review Board of *IJRCM* are expected to familiarize themselves with the policies outlined and respectfully follow the rules and terms of the review process established for this journal.

Reviewer Selection

Upon the receipt of a manuscript for consideration, the Editor-in-Chief selects a minimum of three reviewers from the members of the international Editorial Review Board of *IJRCM* to review a submitted manuscript on a double-blind basis. Assignment of reviewers is based on the current reviewer assignment load and the number of manuscripts received throughout the year by each selected reviewer.

As a member of the Editorial Review Board, reviewers are expected to evaluate manuscripts sent to them in a *timely* and *thorough* manner. By providing constructive comments, even if the manuscript is not, in their opinion, publishable, the reviewers are doing a service to their colleagues. The comments made specifically to the author will be shared with them. Because this is a double-blind peer review system, authors will not know the identity of the reviewer and vice versa, unless the reviewer decides to waive this anonymity by signing his/her name to the reviewer evaluation form.

Review Process

To ensure the high quality of published material, *IJRCM* utilizes a group of experts to review submitted manuscripts. All submissions for *IJRCM* will be received electronically. Upon the Editor-in-Chief's receipt of the manuscript, a copy of the manuscript, along with a current version of the "IJRCM Manuscript Evaluation Form" (which was developed and is copyrighted by the Editor-in-Chief) will be sent to reviewers in double-blind format.

This form will be included with manuscripts emailed to ERB members to facilitate timely completion, for a double-blind-review. Reviewers must complete the evaluation form and may optionally add constructive feedback into the draft manuscript. The completed evaluation form (along with any constructive feedback in the manuscript) will be sent by each reviewer to the Editor-in-Chief by the due date. The Editor-in-Chief may further refine and consolidate the reviews. The Editor-in-Chief may optionally conduct one of the required reviews, edit a review, and/or complete an additional independent review (if deemed necessary).

The journal's guidelines for manuscript submissions clearly state that the authors should not include any reference to their names or affiliations in the main body of the manuscript, and every effort will be made by the Editor-in-Chief to make sure that no such reference is made in the manuscript prior to forwarding to reviewers. However, it is also the responsibility of the reviewer to notify the Editor-in-Chief should any reference to the authors' names be found in the main body of the manuscript. Reviewers should not contact other board members or the authors of manuscripts - all communications should be sent to the Editor-in-Chief...

Reviewers' Responsibilities

Members of the international Editorial Review Board of *IJRCM* are expected to review at least one manuscript a year. Reviewers must return their reviews to the Editor-in-Chief electronically within four weeks from the time the manuscript was received by the reviewer. Reviews should be extensive and constructive, and reviewers should avoid making any derogatory or unprofessional comments. If, in the opinion of the reviewer, the manuscript is not publishable, the reviewer must make every attempt to provide extensive comments/feedback concerning why the paper is not acceptable and to provide the authors with constructive directions. This is a professional service that we all provide to our colleagues in the hope of improving the overall quality of work in our discipline. All appropriate comments received are forwarded to the authors without revealing the reviewer's identity since this is a double-blind peer review process. However, the reviewer has the option to waive this anonymity by signing his/her name to the reviewer evaluation form. (Note: should the reviewer feel that he/she is familiar with the identity of the authors of the submitted work, he/she must notify the Editor-in-Chief regarding his/her concerns to make sure that the integrity of the double-blind peer review process is not compromised).

Peer-Reviewed Manuscript Submission Guidelines

IJRCM invites scholarly researchers to submit manuscripts for double-blind peer review, with a content size from 5000 to 8000 words. They must strictly follow APA 5th or 6th published style guides but the graphics and tables may be left in place as long as all figures are attached in separate high-quality (400 dpi) TIFF files. Each submission should include at least 20 relevant scholarly citations with references (teaching cases and scholarly summary book/event/software reviews are excepted).

The *IJRCM* template should be followed (it is suggested the researcher reads a recent published manuscript from the journal to get familiar with the expected style). The submission should include a title page, with authors name, complete mailing address (including email address), and a brief bio statement of up to 250 words. All submissions must include a signed warranty agreement (http://www.igi-global.com/publish/resources/edited-warranty.pdf) by all authors indicating it is an original manuscript not submitted elsewhere for review or publication.

The APA style guide indicates authors may submit a manuscript which includes data or content from a previously published article, if and only if, this is acknowledged and the current manuscript is original as compared to the previously published material or in the case of reused data, this is noted. If a manuscript

is submitted based substantially on a published conference paper, this must be noted during submission whereby it is up to the Editor-in-Chief to determine if publication in this journal is ethical. A complete description of the manuscript publishing requirements can be found at http://ijrcm.multinations.org/

ERB members (including International Advisors, Associate Editors and Reviewer Directors-at-large) are evaluated every 6-12 months using a mixed method based on qualitative and quantitative data collected on performance. The Editor-in-Chief uses the results for renewals, promotions or terminations.

Book, Event or Software/Technology 'Scholarly Summaries' (non-peer-reviewed stories)

IJRCM invites prospective reviewers to submit their scholarly summary of textbooks, professional books, events, or innovative software/technology products for possible inclusion in the journal. Reviewers should focus on the following guidelines when developing these: They should not exceed 1,500 words. Reviews should summarize the book, event or software/technology and indicate the highlights, strengths, and weaknesses of it. Summaries should evaluate the organizational and managerial applications of the material discussed in terms of relevancy to the journal keywords.

Reviewers should analyze and constructively evaluate the material and not merely list the contents. The writing style, accuracy, relevance, and the need for such a work in the discipline should be analyzed. Book reviews must include the title of the book, author, publishing company, publication date, number of pages, cost (if listed), and ISBN number.

Other types of submissions should include identifying attributes including the date, location and version number if applicable. Each submission must be accompanied by a short biography of the reviewer. All scholarly summaries of books/events and software/technology should be submitted electronically to the chief editor. As with peer-reviewed manuscripts, all submissions must include a signed warranty agreement by all authors indicating it is an original paper not submitted elsewhere. These submissions are edited by board members but they not peer-reviewed.

Teaching Case Studies

IJRCM also encourages submission of teaching case studies based on actual cases related to applications of issues and aspects during the teaching process. Teaching case studies must provide adequate information regarding the organization and course upon which the case is based, discussion of the issues involved, coverage of subjects, experiments or trials of techniques, managerial approaches, pedagogy, andragogy, and finally, discussion of any lessons learned or conclusions drawn from this study.

As with peer-reviewed manuscripts, all submissions must include a signed warranty agreement by all authors indicating it is an original paper not submitted elsewhere. These should be submitted to the Editor-in-Chief and they are peer-reviewed.

IRMA Membership

As you may know, *IJRCM* is an official publication of the Information Resources Management Association (IRMA); as such, it is highly recommended that each reviewer becomes a member of IRMA. IRMA membership provides subscription to this journal on a regular basis, and, in addition, it offers many benefits, including discounts on publications. Please take the time to visit the Web site at www.irma-international.org to apply for membership.

All submissions and inquires should be directed to the attention of:

Dr Kenneth David Strang, Editor-in-Chief

E-mail: Editor.IJRCM@gmail.com   www.igi-global.com/ijrcm   http://ijrcm.multinations.org