

MEMORANDUM



TO: NAIT MEMBERSHIP

FROM: JIT BOARD STEERING COMMITTEE

DATE: FRIDAY, APRIL 08, 2005

RE: ESTABLISHMENT OF BOARD OF THE JOURNAL OF INDUSTRIAL TECHNOLOGY

In November 2003, the Executive Board of the National Association of Industrial Technology (NAIT) established an adhoc Steering Committee to develop the guidelines and bylaws for the Board of the Journal of Industrial Technology. The Journal of Industrial Technology (JIT) was established in Fall 1984 and has successfully functioned since that date. However, the JIT has functioned in the absence of written guidelines or procedures. This prompted the establishment of the JIT Steering Committee by the NAIT Executive Board. The Steering Committee was charged by the Executive Board with the following tasks:

1. Establish criteria for consideration of articles for publication in the JIT.
2. Establish criteria for acceptance of articles in the JIT.
3. Establish criteria for membership on the JIT Review Board.
4. Establish criteria for continued membership on the JIT Review Board.
5. Establish a definitive style format for articles submitted for consideration to the JIT.
6. Establish an independent editorial board with responsibility for policy-making for the JIT.

The Steering Committee was chaired in 2003-2004 by Dr. Fred Walker of the University of Southern Maine and in 2004-2005 by Dr. Charles Patrick of Morehead State University. Current committee members are Dr. Tad Foster, Dr. Mike Hayden, Dr. Ron Meier, Mr. Dave Monforton (NAIT Associate Director), Dr. Tom Scott, and Dr. Joyce Wilkerson. The committee recently finalized the draft of the bylaws for the Board of Journal of Industrial Technology. Those JIT Board bylaws were presented to the NAIT Executive Board at its spring meeting and approved for distribution and review by the NAIT membership. The bylaws contain the following sections:

- I. Purpose
- II. Administrative Organization - JIT Board
 - A. Board of Journal of Industrial Technology
 - B. JIT Board Member Qualifications
 - C. JIT Board Time of Service
- III. JIT Editorial Panel
 - A. Organizational structure - JIT Editorial Panel
 - B. Reporting Procedures
 - C. JIT Editorial Review Process
- IV. JIT Article Submission and Review
 - A. Aim and Scope

- B. Readership
- C. Reviewed or Refereed Submissions
 - Information for authors
 - Form and style
 - Artwork/graphics
- D. Submission Policy
- E. Refereed Article Review Process
- F. Non-Refereed Submissions
- G. JIT Copyright Policy
- V. JIT Reviewer Panel
 - A. Reviewer Panel Membership
 - B. Number of reviewers
 - C. Reviewer panel selection
 - D. Reviewer responsibilities
 - E. Term of office
 - F. Performance review/criteria
 - G. Ongoing training

A final vote on the establishment of the Board of Journal of Industrial Technology and the associated bylaws will be conducted by the NAIT Executive Board at the NAIT Annual Conference in St. Louis in November 2005. The Steering Committee requests your input on the establishment of the JIT Board and associated bylaws. Please forward all comments by October 31, 2005 to Dr. Charles Patrick, committee chair at:

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