



American Pediatric Surgical Nurses Association Inc.

Safety and Excellence in the Surgical Care of Children

POLICY AND PROCEDURE

PAGE: 1 of 7	REPLACES POLICY DATED: N/A
EFFECTIVE DATE: July, 2021	APPROVED BY: APSNA BOD 2024-2026
NEXT REVISION: July, 2028	
POLICY DESCRIPTION: <i>Journal of Pediatric Surgical Nursing</i> – The Official Publication of APSNA	
REVISED: 7/21, 1/25, 7/25	REVIEWED: 1/25

STATEMENT OF POLICY:

The *Journal of Pediatric Surgical Nursing (JPSN)* is the official publication of the American Pediatric Surgical Nurses Association, Inc. (APSNA). The Editor-in-Chief (EIC) oversees the management and production of the *Journal of Pediatric Surgical Nursing*. The EIC ensures that the purpose of the *Journal of Pediatric Surgical Nursing* is met and that the Strategic Plan as established in collaboration with the APSNA Board of Directors (BOD) is achieved. The EIC provides leadership to the Associate Editor(s), Editorial Board (EB), Manuscript Review Panel and potential authors. The EIC is appointed by the APSNA BOD and is an independent contractor. The AE will be appointed by the EIC and approved by the BOD, The EB assists the EIC in determining the direction and focus of *JPSN*. EB members are volunteers who actively promote journal submissions that support APSNA's [Mission, Vision, Value Statements, Goals](#), the Pediatric Surgery NP Competency Framework and the Strategic Plan.

Purpose: The purpose of the policy is to provide transparency regarding the policies of and the relationship between the journal, publisher, and APSNA – both staff and volunteers:

1. The journal is published under contract with a professional publishing house. The contract is between APSNA and the publishing house.
2. The journal is owned by APSNA.
3. The EIC is an APSNA contracted employee.
4. Editorial decisions must be based on the quality of submissions and appropriate peer review, rather than on any political, social, financial, or personal influences from society staff, EB members, or volunteer leaders, in accordance with the Interactions with Industry Policy.
5. The long-term goal of both *JPSN* and APSNA is to achieve an indexed journal.
6. In recruiting the *JPSN* EIC, the APSNA BOD will seek a candidate that
 - a. Has a track record of successful publication in peer reviewed journals,
 - b. Has experience as a reviewer in one or more peer reviewed journals,
 - c. Served a role with a journal (i.e., EB member, writer, or contributor),
 - d. Has a graduate degree in nursing or a similar field, though a doctorate degree is preferred,
 - e. Is a leader with effective written and oral communication skills, and
 - f. Ideally, is a pediatric surgical nurse or has interest in the field.
7. The EIC will seek EB members who have experience in pediatric surgical nursing or related subspecialties, experience in writing and publishing, and a commitment to

- developing and promoting *JPSN* and *APSNA*.
8. This policy does not cover editorial policies or procedures

Related Policies:

Brand Identity Policy
Bullying and Incivility Policy
Conflict of Interest Policy
Copyright Guidelines
Governance Policy
Interactions with Industry Policy
News You Can Use Posting (APSNA Internal Newsletter)/Web Based
Announcements Policy
Non-Discrimination Harassment Policy
Online Privacy Policy
Remuneration Equity/Conflict of Interest Policy
Social Media
Statement of Values and Ethical Standards Policy – Board of Directors and Volunteers
Strategic Planning Policy
Survey Policy

PROCEDURE:

- I. Journal Criteria:
- A. Appropriate format
1. Content type: The journal should publish mainly scholarly academic material. Submissions should conform to current journal author guidelines.
 2. Content delivery: Electronic format is preferred both for journal evaluation and if selected, content indexing.
 3. APSNA's goal is to recruit high quality article submissions to target the publication of a minimum of 20 articles per year.
 4. Publish on time according to the publishing schedule without delays or interruptions.
 5. Peer review: The journal should contain peer-reviewed content as well as clear evidence and description of the peer-review process.
- B. The journal itself, independent of comparison to competing journals:
1. Grant support: Evidence of grant support is desirable as it helps create a greater context for the journal and functions as a confirmation of the importance of the research presented.
 2. Journal self-citation: Defined as the number of times a journal cites itself compared to peer journals in the same research area. Journals with a wide or international scope are expected to receive fewer self-citations than a journal in a focused or narrow subject area. Highly ranked Web of Science journals receive typically 15% or fewer self-citations relative to topic area. In cases of niche topics or emerging scientific fields, a higher than usual self-citation rate may be evident.
 3. Author and editorial board members self-citations: Web of Science editors will note if a large percentage of the journal's Web of Science citations originate

from: the journal's editorial board members or the authors of the journal's papers citing their own work. Whether deliberate or not, either type of self-citation is undesirable or is considered an indication of low recognition of the journal in the community at large.

4. Editorial board diversity: The geographical distribution and representation of the editorial board is considered in the context of the journal's target audience and scope. For a regional journal, or a journal in a focused subject area, less geographical diversity is expected. In addition, a majority of editors from the same institution is not desirable.
5. Author diversity: Similar to the editorial board evaluation, the geographical distribution of authors is considered in the context of the journal's target audience and scope. International journals and journals in global research areas are expected to publish authors with a wide geographical diversity. A regional journal or a journal in a focused subject area might exhibit less geographical diversity in authorship. As with the standards for an editorial board, a majority of authors from a single institution is undesirable.

C. Web of science data

1. Citation Analysis: Using Web of Science data, editors assess the citation performance of the journal such as total citations, citations to recent years, and trends and patterns within citations. This review provides a sense of the journal's contributions to its particular field of scholarly research.
2. Comparative Citation Analysis: Web of Science editors use citation analysis to compare the journal to its peers. Editors will estimate the relative performance of the journal and its position in all appropriate categories.
3. Subject relevance: This criterion determines if the journal is highly relevant to its particular topic area. Web of Science subject experts analyze the relationship of the journal under evaluation to journals already covered and determine the relevance of the journal to a particular area or product.
4. Author citations: Using Web of Science, subject experts review the citation activity of authors published in the journal under evaluation to see where else, and how frequently, these authors are cited. The number of citations to the journal's authors are compared to author citation activity from other journals already indexed in the topic area. Differences of citation patterns by discipline are taken into consideration.
5. Editorial Board citations: Web of Science is used to review the citation activity of the journal's editorial board to see where, and how frequently, the board members are cited as authors. The number of citations to the journal's editorial board members is compared to editorial board activity of other journals already indexed in the topic area. Differences of citation patterns by discipline are taken into consideration.
6. Editorial content analysis: If a journal is not a meaningful addition to its Web of Science category or does not provide distinct content or a viewpoint to enhance coverage, it is unlikely to be selected. Web of Science editors are highly interested in journals with a scope in a new scientific discipline or research area; that bolster a topic or region not well covered in Web of Science; or that publish scholarly research from a novel point of view.

7. Target audience: A well-produced journal is configured to present a topic to a specific national, regional, or worldwide audience. This can be seen in the journal's content, and also in the geographic variety (or uniformity) of its authors and editorial board. In this section of the evaluation, Web of Science editors compare "like with like". A regional agricultural journal, for example, will be compared against a similar journal already indexed.
8. Content Relevance: Web of Science editors look for the journal to publish scholarly content consistent with the journal's declared aims and scope. A journal's consistent focus and aim will place the journal in the appropriate product and category. A journal lacking such focus and aim is unlikely to be considered for coverage.

II. Editor in Chief:

- A. EIC may hold a non-voting membership in APSNA, while serving as a contracted employee. APSNA membership fee is waived while serving as EIC. The APSNA President is the EIC liaison.
- B. Responsibilities: The EIC will be well versed in APSNA's Interactions with Industry Policy, the Mission and Vision, the Strategic Plan, and the Pediatric Surgery NP Competency Framework.
 1. Complete the policy verifications annually and as needed.
 2. Comply with all APSNA policies, including those providing oversight of the EIC and EB specifically.
 3. Review existing journal policies periodically, and upon newly hired.
 4. Use best endeavors to ensure that all contributions submitted for publication to the Journal are of good quality, relevant and in good English; are original, have not already been published in whole or substantial part, and do not infringe the copyright or other property rights of any other person; do not contain any scandalous, libelous, obscene, unlawful or otherwise objectionable material; conform to the policies drawn by the Publisher; do not commit APSNA or the Publisher to payment of any fees. Content specific to APSNA or its membership shall be vetted by the BOD.
 5. During his/her term as EIC, if holding any leadership position in either APSNA or other nursing associations, he/she must disclose it to the APSNA BOD, for approval, and such approval shall not be unreasonably withheld.
 6. Report to the BOD for duties performed quarterly during a BOD meeting as requested by the President.
 7. Supervise and delegate the work of the Associate Editor(s), EB and peer review panel.
 8. With assistance from the EB, develop and evaluate goals for *JPSN* consistent with the APSNA Strategic Plan.
 9. Oversee the development of journal content, including article types (e.g., original research articles, systematic reviews, case studies, editorials).
 10. Attend APSNA's Annual Scientific Meeting:
 - a. Conduct a writing and/or publishing workshop if included in the program planning, and at the discretion of the DOP.
 - b. Present an annual report to the membership, during the Annual Business Meeting, that includes but is not limited to journal activity from the prior calendar year to share editorial priorities, objectives, and measures of success of the journal.

- c. Attendance at the Annual Scientific Conference, including Business Meeting and conducting a workshop, will be covered under the conference registration discount.
- 11. Oversee the Journal's website with the publisher, Sage, and participate with recommendations for updating the Journal's webpages regularly to reflect current activities of APSNA.
- 12. Maintain a social media presence for the Journal.
- 13. Write editorials and solicit guest editorials.
- 14. Review proposed advertising and promotional pieces for acceptability for publication in the Journal and ensure alignment with APSNA policies.
- 15. Provide APSNA President with EB meeting calendar for the year.
- 16. Forward monthly EB minutes to the President or designee within 2 weeks of each meeting.
- 17. Appoint, supervise, and evaluate the Associate Editor(s).
- 18. Maintain an up-to-date list of EB members, including their particular areas of expertise, and their performance appraisals and retained by the APSNA BOD.
- 19. Report to the President and BOD when an EB member leaves and requires a replacement.
- 20. Report to the President and BOD when an EB member is no longer fulfilling their responsibilities and requires replacement.
- 21. Submit materials to the journal publisher in a timely fashion
- 22. Maintains communication with BOD, Publisher, Associate Editor(s), EB members, reviewers, and authors in a timely and respectful fashion.
- 23. Confirm and review the roles and responsibilities of all editors and editorial staff yearly and as needed.
- 24. Follow best practices as established by the Committee on Publication Ethics (COPE).
- 25. Review *JPSN* mission statement at least every two years ensuring it contributes to the APSNA mission, vision, and strategic plan. Edits or revision of the *JPSN* mission statement will be reviewed and approved by the APSNA BOD.
- 26. Develop editorial policies and procedures, as needed.
- B. Evaluation:
 - 1. The EIC will have an annual review of his or her performance.
 - 2. This annual review will be conducted by the President with input from the EIC, EB and the journal's Publisher.
 - 3. The timing of the review should align with the anniversary hire date of the EIC.
- C. Evaluation Process:
 - 1. The evaluation tool will be distributed to the EIC; *Journal of Pediatric Surgical Nursing (JPSN)* Publisher, Editorial Board and American Pediatric Surgical Nurses Association (APSNA) Inc. Immediate Past-President/President Elect for their input.
 - 2. The results will be collated and reviewed with the EIC by the APSNA President.

III. Associate Editor(s) (AE): The role of the Associate Editor(s) is to support the EIC in the management and development of the journal, with a primary focus on overseeing the manuscript peer-review process. The AE helps ensure the quality and integrity of journal content by working closely with authors, reviewers, and the Editorial Board. The AE is a volunteer position appointed by the EIC with approval from the APSNA BOD. The term of service for an Associate Editor shall be minimum one to three years, as determined by the EIC and approved by the BOD. If the AE transitions into the EIC role, the term of service shall be a minimum of one year. The AE may continue serving as the AE for up to 3

years, and may continue serving a second term of 3 years, contingent upon the mutual agreement of the EIC and BOD. During the term served, APSNA membership dues will be waived. The AE will be a non-voting APSNA member. Renewal is dependent upon performance as delineated in the responsibilities below. APSNA membership fee is waived while serving as AE.

B. Responsibilities of the Associate Editor:

1. Understands, upholds, and supports the mission and strategic plan of APSNA and the *Journal of Pediatric Surgical Nursing*.
2. Manages the peer-review process for manuscripts as assigned by the EIC. This includes:
 - a. Assigning appropriate manuscript reviewers.
 - b. Communicating reviewers' comments and questions to authors to guide manuscript revision.
 - c. Performing editing and proofreading of materials under review.
 - d. Making recommendations to the EIC on the final disposition of manuscripts.
3. Assists the EIC in identifying areas of needed content and soliciting manuscripts from appropriate sources.
4. Encourages and mentors authors, particularly novice writers, in the development of articles for publication.
5. Serves as a resource to Editorial Board members and collaborates with them on journal initiatives.
6. Assists the EIC with special projects as needed.
7. Maintains timely communication with the EIC, authors, and reviewers.
8. Maintains an appropriate standard of confidentiality regarding all submitted materials and proprietary information of JPSN.
9. Sign APSNA committee member and volunteer policies, yearly and as needed,

identifying conflict of interest or changes related to AE criteria as they arise.

C. Criteria for AE Appointment:

1. Has a track record of successful publication in peer-reviewed journals .
2. Has experience as a reviewer for one or more peer-reviewed journals .
3. Demonstrates interest and knowledge of advanced or specialized pediatric surgical nursing practices .
4. Is a leader with effective written and oral communication skills .
5. Has a graduate degree in nursing or a similar field; a doctorate is preferred .
6. Commits to providing the time necessary to complete journal responsibilities .

IV. Editorial Board: The Term of Service for an EB member is 3 years with the option of renewal recommended by the EIC for a second term and approved by the APSNA BOD. Renewal is dependent upon performance as delineated in the responsibilities below. Membership on the *JPSN* EB is rotating, with new members added biannually,

as appropriate, to enable qualified individuals to participate.

- C. EB members are required to maintain an appropriate standard of confidentiality and should recognize and acknowledge that the confidential and proprietary information of *JPSN* is a valuable, special, and a unique asset of *JPSN*. The EB member will not, during or after the term of his or her membership, disclose such information or any part thereof to any person, firm, corporation, APSNA, or other entity for any reason or purpose whatsoever. Any disclosures of confidential information made unlawfully outside the proper course of duty will render the EB member subject to disciplinary action, which may result in dismissal from the *JPSN* EB.
- D. The size of editorial boards varies across journals and between disciplines and there is no perfect number, but what is particularly important is to globalize the EB as much as possible to promote the journal across multiple regions, including developing countries.
- E. When recruiting potential EB members, it is useful to provide them with a brief description of the role, outlining the responsibilities, and clearly stating that this is a voluntary position with no remuneration related to the appointment.
- F. Responsibilities of EB Members:
 - 1. EB members will be well versed in APSNA's Interactions with Industry Policy, the Mission and Vision, the Strategic Plan, and the Pediatric Surgery NP Competency Framework.
 - 2. Assist EIC in developing and implementing policies to enhance the quality of *JPSN* and to facilitate its publication.
 - 3. Assist EIC in developing and evaluating goals for *JPSN* consistent with the strategic plan of APSNA.
 - 4. Identifying new topics for commissions, special editions and advising on direction for the journal— giving feedback on past issues and making suggestions for both subject matter and potential authors.
 - 5. Provide content by writing occasional editorials and other short articles.
 - 6. Develop methods to effectively solicit articles for publication and enhance the quality of manuscripts submitted.
 - 7. Peer review: at the request of the EIC or AE, help to identify peer reviewers and provide second opinions on papers (i.e., where there is a conflict between reviewers).
 - 8. Endorse the journal to authors, readers, and subscribers; also encourage colleagues to submit their best work.
 - 9. Completes all reviews within specified deadlines.
 - 10. Mentors less-experienced authors whose manuscripts may need extra attention as delegated by EIC or an AE.
 - 11. Collaborate with the EIC or Associate Editor(s) as requested on manuscript development and special projects.
 - 12. EB Members are highly encouraged to participate in the Annual EB Meeting held during the Annual Scientific Meeting, as well as journal-related outreach activities at the APSNA annual meeting. EB members are not eligible for remuneration unless criteria is met as per the APSNA Remuneration Equity/Conflict of Interest Policy.
 - 13. Attend 60% of the EB teleconferences held throughout the year.
 - 14. Maintains communication in a timely fashion.
 - 15. Reviews performance every term with the EIC.
 - 16. Sign APSNA committee member and volunteer policies, yearly and as needed,

- identifying conflict of interest or changes related to EB criteria as they arise.
17. Reviews *JPSN* webpage, social media channels routinely to assist EIC with optimization of content.
 18. Any articles submitted that are related to the organization of APSNA are bound by the APSNA Brand Identity Policy and are to be reviewed by President and the BOD prior to publication.
 19. Criteria EB Member Appointment:
 - a. Interest and knowledge of advanced or specialized pediatric surgical nursing practices.
 - b. Prior experience in writing and publishing.
 - c. Knowledge of the relationship between pediatric surgical nursing and other disciplines (e.g., physical therapy, occupational, feeding, nutrition, related medical and surgical subspecialties).
 - d. Commitment to provide time necessary to complete journal responsibilities.
 - e. Ability to leverage personal and professional contacts within the specialty to the benefit of *JPSN* or the willingness to develop such relationships.
 - f. Must be able to work collaboratively with the EIC, fellow EB members, and APSNA BOD to ensure *JPSN* is aligned with APSNA's mission, vision, and strategic plan.
 - g. Editorial Board members who are also APSNA members at the time of their appointment are encouraged to maintain membership during the EB term. EB members may also be non-nurses/ancillary providers in pediatric surgery and therefore not APSNA members.
 - h. Support the EIC in achieving the long-term goal of becoming an indexed journal by working toward meeting the Criteria listed in Section I of this policy.

Reference

Committee on Publication Ethics. (2025). *Guidelines and resources*. Retrieved from <https://publicationethics.org>

Journal of Pediatric Surgical Nursing **Editor-in-Chief Role Performance Review**

The APSNA President will conduct an annual review with input from the Editor-in-Chief (EIC), Editorial Board and the journal's Publisher. The timing of the review should align with the anniversary hire date of the EIC.

Process: The evaluation tool will be distributed to the EIC; *Journal of Pediatric Surgical Nursing (JPSN)*, EB, and the Publisher and American Pediatric Surgical Nurses Association, Inc. (APSNA) Immediate Past-President/President Elect for their input. Results will be collated and reviewed with the Editor-in-Chief by the APSNA President.

Raters:

- ☐ EIC will self-evaluate on all criteria.
- ☐ Editorial Board (EB) members will rate those criteria designated as *All* and *EB*.
- ☐ The Publisher (PUB) will rate those criteria designated as *All* and *PUB*.
- ☐ The APSNA Publications Chair or board representative designee, Immediate Past-President/President Elect, and President will rate those criteria designated as *All* and *APSNA*.
- ☐ Additional evaluators (with whom the EIC has worked closely) included at the request of the EIC or at the discretion of the President will rate criteria or which the invited evaluator feels that he/she has input to contribute.

RATING SCALE

- 1- Top Performer
- 2- Superior Performer
- 3- Solid, Strong, Good Performer
- 4- Marginal Performer
- 5- Deficient/Poor Performer
- N/A- Unable to Evaluate

Role Component/Criteria	Raters	Rating	Comments/Examples
Manages manuscript acquisition and peer review process	EB, APSNA		
Appoints and directs editorial board and peer-review panel activities	EB, APSNA		
Selects and develops journal content, including article types (e.g., original research articles, systematic reviews, case studies, editorials)	All		
Works on methods to continually improve Journal quality	All		
Writes editorials and solicits guest editorials	EB, APSNA		

Role Component/Criteria	Raters	Rating	Comments/Examples
Tracks manuscripts and generates statistical reports periodically (e.g., submission levels, review time, acceptance rate, backlog)	All		
Submits complete editorial materials through Editorial Manager to the Publisher according to established deadlines	PUB		
Reviews page proofs for each issue and transmits corrections to the publishing office	PUB		
Oversees <i>JPSN</i> website and adds content to drive traffic to site	All		
Selects Editorial Board members	EB		
Conducts annual Editorial Board meeting	PUB, EB		
Provides annual evaluations for all editorial board members	EIC		
Reviews proposed advertising and promotional pieces for acceptability for <i>JPSN</i> publication	PUB		
Maintains communication with authors, Editorial Board members, Peer Review Panel Members, publishing company staff, the APSNA BOD through the designated BOD liaison, and others as needed. Officially reports to the APSNA BOD through the President	All		
Represents APSNA in an official capacity as requested by the APSNA BOD	APSNA		
Submits an annual summary report of Journal's activities to APSNA BOD	APSNA		
and organizes annual report to be given by the Publisher			
Completes annual self-evaluation	APSNA President		
Completes term of appointment per contract	PUB, APSNA		
Maintains appropriate standard of confidentiality	All		

Additional Comments:

SUMMARY EVALUTION

Overall Rating:

Summary Comments:

Editor-in-Chief

Date

APSNA President

Date