



Journal Workflow

The *Aletheia* staff strives for a quick and efficient editorial process, aiming for publication in less than six months for most manuscripts/submissions. The following expectation workflow outlines our editorial process.

1. Once a submission is received, the Production Editor sends acknowledgment (and request for any missing materials, if any) to primary Author generally within 5 working days of submission.
2. Production Editor sends redacted manuscript/submission to Editors.
3. If necessary, Editors send a redacted manuscript to the Editorial Review Board to determine if submission is accepted to begin the review process.
4. Editors assign accepted manuscript to a Manuscript Editor within 1 week of decision of Editorial Review Board.
5. Manuscript Editor recruits two or more (generally not more than three) outside Reviewers and delivers the manuscript to them within 2 weeks of taking assignment of the manuscript.
6. Reviewers are expected to complete their assessment and return comments and a publication decision to Manuscript Editor within 4 weeks of receipt of the manuscript (extensions of up to 2 weeks can be granted at discretion of Manuscript Editor).
7. After consultation with the Editor, the Manuscript Editor contacts Author with a publication decision and Reviewer feedback within 2 weeks of receiving Reviewer comments.
8. Author may be asked to make revisions and return a reworked manuscript to the Manuscript Editor within 3 weeks (extensions granted at the discretion of the Editor).
9. Manuscript Editor then reviews the revised manuscript in consultation with the Reviewers, Authors, and Editor to complete the revision process and ensure that the manuscript is acceptable for publication.
10. Graduate Student Reviewers (if assigned) will be given the opportunity to offer their feedback to the Manuscript Editor.
11. The Layout Editor lays out the manuscript in galley form within 2 weeks of receipt of appropriately formatted and accepted finalized materials. A galley pdf is then sent to the Proofreader.
12. After the Proofreader's edits are incorporated, the Production Editor sends the galley proof to the Author and Manuscript Editor for final review prior to publication.
13. The Author should return galley revisions to the Production Editor within 1 week. If no revisions are communicated, the editors reserve the right to publish the manuscript as presented to the Author.
14. The manuscript/submission is then uploaded to the current or next available issue of *Aletheia*.

Current *Aletheia* Staff:

Journal Manager: Lara Noah, ln Noah@alphachihonor.org

Journal Editor: Dr. Tim Lindblom, tlindblom@alphachihonor.org

Journal Editor: Dr. Kathi Vosevich, kvosevich@alphachihonor.org

Production Editor: Katie Holmes, aletheia@alphachihonor.org

Editorial Review Board: Dr. Charles Carter, Shorter University; Dr. Karl Havlak, Angelo State University; Dr. Tim Lindblom, Jacksonville State University; Dr. W. Travis McMaken, Lindenwood University; Dr. Craig Nakashian, Texas A&M University Texarkana; Dr. Craig Rogers, Campbellsville University; and Dr. Kathi Vosevich, Lindenwood University

Journal Roles

Journal Manager. The Executive Director of Alpha Chi also serves as the Journal Manager. The Journal Manager is responsible for the continued financial and scholarly health of the journal. The Journal Manager will be instrumental in the technical details of setting up the journal and staffing the following positions. The Journal Manager may also serve as the Editor in special circumstances.

Journal Editors. Editors are responsible for ensuring appropriate flow of manuscripts through the editorial process. Disputes among Authors, Manuscript Editors, and Reviewers are handled by the Editors with the Editors making final publication decisions. Editors are charged with maintaining high standards of published papers while keeping Manuscript Editors and Reviewers cognizant of the nature of undergraduate scholarship.

Production Editor. The Production Editor is responsible for receiving submitted manuscripts and ensuring communication between Editors and promoting timely flow of manuscripts through the editorial process.

Editorial Review Board. The Editorial Review Board is comprised of Alpha Chi faculty advisors with subject matter expertise in the field of the submission. Editorial Review Board members are charged with vetting manuscripts to determine if they are acceptable to begin the review process.

Manuscript Editors. Manuscript Editors are typically faculty members of the National Council. If a submitted manuscript is from a field not currently represented by the National Council membership, Editors may assign the manuscript to a Guest Editor who is ideally a member of Alpha Chi. Manuscript and Guest Editors are the sole communication channel between Reviewers and Authors. Manuscript Editors are charged with maintaining the confidentiality of the Reviewers while providing Reviewer feedback to Authors in a manner conducive with the aim and scope of the journal.

Reviewers: Reviewers are typically Alpha Chi faculty advisors with subject matter expertise in the field of the submission. They are charged with providing feedback per the deadlines set by the Manuscript Editor.

Graduate Student Reviewers. Graduate Student Reviewers are Alpha Chi graduate student members who wish to participate in the review of manuscripts. Editors maintain a list of these students and recommend them to the Manuscript Editor at the time of manuscript assignment. Selection of Graduate Student Reviewers will be at the discretion of the Editors.

Layout Editor. The Layout Editor is responsible for transforming accepted manuscripts into galley proofs for final Author approval. Upon approval, the Layout Editor prepares the paper for its publication. The Layout Editor may also work with Authors to select cover art for papers and journal issues.

Proofreader. A Proofreader works with the Layout Editor to ensure the quality of the grammar, clarity, and style of published manuscripts, including adherence to the journal's typography and bibliographic style.