

JOURNAL OF  
**INTERIOR  
DESIGN** 

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POLICIES AND PROCEDURES

**JOURNAL OF INTERIOR DESIGN POLICIES AND PROCEDURES**

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## **INTRODUCTION**

The *Journal of Interior Design (JID)* is published by the Interior Design Educators Council (IDEC). The *JID* Board of Directors (BoD) is a board of IDEC and this document describes the activities and organizational structure of the *Journal* and ensures the *Journal of Interior Design* continues to publish timely and relevant interior design scholarship. The Policy and Procedures Manual of the *Journal of Interior Design* is a working document that reflects the mission and core values and facilitates the vision of IDEC.

## **MISSION STATEMENT**

The *Journal of Interior Design* is a leading scholarly, peer reviewed, international publication which advances theory, research, education and the practice of interior design.

## **RESPONSIBILITIES**

The *Journal of Interior Design's* Board of Directors, Editors, and Reviewers shall uphold the IDEC Code of Ethics to the best of their knowledge and ability, recognizing that leadership in IDEC and the publication of the *Journal of Interior Design* is a privilege and a responsibility. The review and dissemination of scholarly work requires adherence to the highest ethical and professional standards and must abide by the protocols described within this document.

## MASTER CALENDAR OF ACTIVITY FOR *JID* BOD

DATE	ACTIVITY
<b>May</b>	<i>JID</i> Board of Directors, Editors, and Reviewers begin term of service Distribute call for Special Issue Plan summer board meeting (agenda, location, attendees)
<b>June</b>	Develop and finalize budget proposal with yearly operating expenses Request for special event support to IDEC BoD when appropriate <i>JID</i> BoD bi-annual report of activities to IDEC BoD Communicate with Scholarship Collaborative on initiatives for upcoming year
<b>June/July/August</b>	Summer <i>JID</i> BoD meeting (preferably prior to IDEC BoD Meeting): Identify potential candidates for position openings Update Policies + Procedures and Strategic Planning documents Complete strategic plan for conference presence and marketing Train new editors as necessary by Publisher Communicate on key issues with Publisher
<b>Fall</b>	Submit interim report to IDEC HQ as requested Forward names of candidates for rotating positions for ratification by IDEC BoD Conference calls as necessary to advance strategic goals/initiatives
<b>January</b>	Develop work plan for upcoming year Prepare for IDEC Annual Conference and spring BoD meeting
<b>February</b>	Annual Report due to IDEC HQ, as requested
<b>March</b>	<i>JID</i> BoD Meeting at IDEC Conference: Annual update and marketing discussion with Publisher Orient new board members, Editors, Director of Scholarships, and staff Engage in strategic planning, identify activities and prepare budget for upcoming year accordingly Identify/review special topic issues for upcoming years Identify dates for summer board meeting Host <i>JID</i> Workshop, content to vary as needed Have an active presence at graduate student & new educator events Celebrate contributions and completed terms of service of Editors, Reviewers, staff, and board members Present Awards (Best Paper Award, Best Reviewer of the Year Award, etc.)

## **MASTER CALENDAR OF ACTIVITY FOR *JID* PRODUCTION**

The Editor-in-Chief and Associate Editors shall follow the production schedule set by the *Journal's* publisher for quarterly production. Author and reviewer deadlines shall be set with regard to the production schedule allowing on-time delivery of materials to the publisher.

## ***JID* BOARD OF DIRECTORS**

The Board of Directors is responsible for determining policy, advancing and supporting the mission of *JID*, and strategically planning to achieve the vision of the Journal. The Board of Directors creates and implements a strategic plan that advances the Journal and fulfills IDEC's strategic initiatives. The *JID* Board meets face-to-face twice annually to conduct the business of the Journal. One meeting is in conjunction with the annual conference; a second meeting is generally in the summer. The *JID* BoD conducts other business, when necessary, via regularly scheduled conference call.

The *JID* Board of Directors is composed of three Directors, one of whom serves as Chair, the Editor-in-Chief and Associate Editor/s, and the *IDEC Board Director of Scholarship*. The Editors and IDEC Director of Scholarship are non-voting members. The IDEC Executive Director also serves on the Board as a non-voting member.

Term of office varies according to position and efforts to stagger terms shall be made. However, responsibilities begin May 1 of the appropriate year and run until April 30. New members attend the Board meeting held in conjunction with the annual conference prior to beginning their term of office for transition and orientation.

## **CHAIR**

The Chair of the *JID* Board of Directors coordinates all activities of the *JID* providing vision and leadership that support the mission of the Journal. The Chair also shapes the strategic plan with the *JID* Board and is directed by its goals. The Chair serves as a representative of the *JID* to outside entities and stakeholders and acts as a voice for its editors, authors, volunteers, and readers.

## **Appointment and Term of Service**

### Qualifications:

- An individual, having served a minimum of one year on the *JID* Board.
- A member in good standing of IDEC.

Appointment: Recommended by the current chair and approved by the *JID* BoD with ratification by the IDEC BoD.

Term: 3 years with an option of renewable term(s).

## **Responsibilities and Duties**

- Serves as Chair of the *JID* Board of Directors.
- Maintains a Strategic Plan in consultation with the IDEC Board Director of Scholarship, the Editor(s), *JID* Board of Directors, IDEC Executive Director, and the Publisher.
- Sets the meeting agendas and directs the business of the *JID* in consultation with *JID* Board members, IDEC Board Director of Scholarship, and the IDEC Executive Director.
- Organizes conference calls and presides at Board meetings.
- Prepares and submits annual and bi-annual reports to the IDEC BoD including Mission of the *JID* Board, proposed budget (Appendix 2), changes to policies and procedures, publication status, and meeting minutes.
- Directs and coordinates the search for the Editor-in-Chief, Associate Editor(s), and Board members; soliciting recommendations from the IDEC Board and IDEC Membership at large.
- Maintains contact with the IDEC BoD, IDEC Office and the *JID* Board.
- Appoints individuals to fill board vacancies as necessary to complete a term of office.
- Coordinates the annual revisions to the Policies and Procedures.
- Appoints individuals to serve on Standing and Ad Hoc committees; appoints special events coordinators created to further the purposes of *JID*.
- Directs and coordinates activities related to Director appointments, including terms of service.
- Acts as a representative of *JID* to external constituencies.

## **DIRECTORS**

The Directors support the mission of the Journal and of IDEC and are directed by its goals. At the discretion of the Chair, Directors shall be assigned specific duties and responsibilities in response to goals and objectives of the current Board. The Directors contribute to the Mission and Strategic Plan of the *JID*.

### **Appointment and Term of Service**

#### Qualifications:

- A member in good standing of IDEC
- Advanced degree in Interior Design or closely related field
- Record of publication in the *Journal of Interior Design* and/or other peer-reviewed journals
- Commitment to the advancement of interior design's body of knowledge and a record of participation in IDEC

Appointment: Appointed by the *JID* Board Chair and ratified by the IDEC BoD

Term: 3 years in staggered sequence (may serve additional terms; terms may be extended for one year to facilitate the rotation of directors)

## **Responsibilities and Duties**

- Attends all *JID* Board meetings and conference calls
- Represents the interests of the *JID* at conferences, trade shows, and academic and professional events

- Participates in the marketing and strategic positioning of the *JID*
- Serves as recording secretary for Board meetings and Conference calls as requested by the Chair
- Facilitates presence in IDEC publications and industry newsletters as requested by the Chair
- Supports the editors on focused activities as identified by the Board
- Serves on an ad hoc or committee head for activities of interest to the *JID* Board

## **EDITOR-IN-CHIEF**

The role of the Editor-in-Chief (EIC) of the *Journal of Interior Design* promotes the advancement of interior design knowledge. The EIC ensures that the Journal directly supports the mission and strategic direction of IDEC and the *JID* Board. The Editor-in-Chief assumes primary responsibility for the content quality and timely production of the Journal. Together with the Associate Editor(s), the EIC implements editorial policies to support a thorough and high-quality peer review process in the evaluation of manuscripts. Further, the EIC oversees the editing and production process to maintain the highest standards of publishing in a fair, equitable and timely process. For each issue of the Journal, the Editors solicit an essay on topics of importance to the field of interior design. The EIC serves as a face and a voice for the *Journal* to outside entities and stakeholders and acts as a voice for its editors, authors, volunteers, and readers. The EIC assembles and presents formal bi-annual reports on submission rates and other relevant information to the *JID* BoD. At the annual IDEC conference, the EIC assumes responsibility for coordinating workshops sponsored by the *Journal* and in maintaining an active presence in conference events with key stakeholder groups.

### **Appointment and Term of Service**

#### Required Qualifications:

- Be a member in good standing of IDEC
- Record of sustained participation in IDEC
- Ph.D.in Interior Design or closely related field
- Strong record of applicable scholarship and demonstrated contributions to the body of knowledge through publication and/or creative scholarship
- Publication record in the *JID* and other peer-reviewed publications
- Evidence of strong written, verbal, and organizational skills
- Evidence of academic leadership, professional integrity, and impartiality
- Demonstrated collegiality and collaboration in a variety of settings
- Demonstrated mentoring for emerging interior design scholars
- Evidence of ability to utilize current and emerging technologies

#### Desirable Qualifications:

- Leadership roles in IDEC
- Ability to engage in high accuracy, multi-task management
- Comfort with time-sensitive tasks and budgetary constraints
- Ability to secure institutional support from his or her home institution

Appointment: Appointed by the *JID* Board of Directors with ratification by the IDEC BoD

Term: 3 years (may be appointed for a second term)

Stipend: An annual stipend is provided to the Editor-in-Chief as detailed in the letter of appointment.

### **Responsibilities and Duties**

- Directs *the Journal of Interior Design's* content, review process, and production in keeping with the highest ethical standards (see *Best Practice Guidelines on Publication Ethics* at [http://www.wiley.com/bw/publicationethics/#ethical\\_policy\\_template](http://www.wiley.com/bw/publicationethics/#ethical_policy_template)).
- Curates *JID* direction in keeping with the *JID* and IDEC mission and strategic plans
  - Advances the mission of the Journal in collaboration with the Chair of the *JID* Board of Directors
  - Attends all *JID* Board meetings, conference calls, and planned activities
  - Prepares and presents *JID* data on content and production to the *JID* board bi-annually
  - Reports to the Board regarding any matter(s) pertaining to the responsibilities of the Editorship
  - Supports the promotion of the *JID* to external constituencies
  - Supports the planning and execution of *JID*-sponsored activities
  - Ensures that all *JID* materials are archived by IDEC
- Provides editorial leadership for the content and review process of the Journal
  - Identifies domain-specific and timely topics and invitation of authors for the *Perspective*
  - Prepares "From the Editor-in-Chief" communications
  - Manages the solicitation, credential review, appointment, training, and performance review of Board of Reviewers and Ad Hoc Reviewers
  - Matches expertise and assignment of Reviewers for submitted articles
  - Tracks reviewer terms and coordinates service certificates
  - Trains new Editor-in-Chief and Associate/Guest Editors
  - Supervises and allocates the duties of the Associate/Guest Editors and editorial assistants
  - Directs the peer review process in coordination with Associate/Guest Editors
  - Mentors new authors and solicitation of submissions for peer review
  - Evaluates reviews and prepares Editor-in-Chief's decision letters for authors
  - Reviews final submissions to assure that authors have adequately addressed reviewers' recommendations
  - Helps develop ad hoc pools of reviewers when needed for special issues
- Provides editorial leadership for the production and publication of the Journal
  - Supervises communications, troubleshooting and fielding of routine questions from Publisher representatives, authors, and reviewers
  - Manages the electronic platform for the Journal (Manuscript Central) that includes a log of titles, authors, and reviewers of all submitted articles
  - Coordinates and directs production activities including copy editing, graphic design, printing, and review of proofs as appropriate for paper and electronic issues

- Coordinates with Publisher representatives to assure quality standards
- Responds to requests related to indexing, copyright and referencing of *JID*
- Maintains a current production flow chart for *JID*
- Develops and maintains the production schedule

## ASSOCIATE EDITOR(S)

The Associate Editor(s) works closely with the Editor-in-Chief on duties as assigned. The Associate Editor reviews and prepares decision letters for submittals assigned to him/her by the EIC. The position requires an individual who has a working knowledge of interior design scholarship in all its forms and is committed to the successful implementation of the Editor-in-Chief's vision for *Journal of Interior Design*.

### Appointment and Term of Service

#### Preferred Qualifications:

- Be a member in good standing of IDEC
- Ph.D.in Interior Design or closely related field
- Record of applicable scholarship and demonstrated contributions to the body of knowledge through refereed publications
- Record of publication in the *JID* and other scholarly journals
- Record of participation in IDEC
- Evidence of strong organizational skills with attention to detail
- Evidence of ability to collaborate from a distance
- Demonstrated ability to work independently and complete assigned duties in a timely manner
- Ability to respond in a timely and professional manner to multiple parties with differing concerns and needs
- Demonstration of collegiality and collaboration in a variety of settings
- Demonstration of mentoring emerging interior design scholars
- Evidence of ability to utilize current and emerging technologies

Appointment: Appointed by the *JID* Board of Directors with ratification by the IDEC BoD.

Term: Three years with option of renewable terms.

Stipend: An annual stipend is provided to the Associate Editors as detailed in the letter of appointment.

### Responsibilities and Duties

- Directs the *Journal of Interior Design's* content, review process, and production in keeping with the highest ethical standards (see *Best Practice Guidelines on Publication Ethics* at [http://www.wiley.com/bw/publicationethics/#ethical\\_policy\\_template](http://www.wiley.com/bw/publicationethics/#ethical_policy_template)).
- Provides support to the *JID* **direction** in keeping with the *JID* and IDEC mission and strategic plans

- Advances the mission of the Journal in collaboration with the Chair of the *JID* Board of Directors
- Participates in *JID* Board meetings, conference calls, and planned activities
- Supports the promotion of the *JID* to external constituencies
- Contributes the planning and execution of *JID*-sponsored activities
  
- Provides support to the EIC with regard to the **submission and review process** of the Journal
  - Trains new Associate/Guest Editors
  - Directs the peer review process in coordination with EIC/Guest Editors
  - Mentors new authors and solicitation of submissions for peer review
  - Evaluates reviews and prepares Editor-in-Chief's decision letters for authors
  - Reviews final submissions to assure that authors have adequately addressed reviewers' recommendations
  
- Contributes to the **production and publication** of the Journal as requested by the EIC
  - Supports production activities as requested by the EIC
  - Supervises the troubleshooting and fielding of routine questions from Publisher representatives, authors, and reviewers

## **GUEST OR SPECIAL ISSUES EDITOR**

The Guest or Special Issues Editor serves as the editor of a Special Issue at the discretion of the Editor-in-Chief. The appointment of Guest or Special Editor is made by the *JID* Board.

### **Responsibilities and Duties**

- As assigned by the Editor-in-Chief

## **EXECUTIVE DIRECTOR OF IDEC**

The Executive Director of IDEC will maintain an ongoing relationship with the *JID* Board. The Executive Director supports the efforts of the *JID* Board in managing contractual relationship between the *JID* Board and the Publisher or other providers on an as-needed basis. The Executive Director will assist in developing an annual budget.

## **EDITORIAL ASSISTANT**

At the discretion of the Editor-in-Chief's institution, assistance may be available to execute tasks associated with managing the publication process. This appointment is supported by the EIC or their institution. The Editorial Assistant supports the Editor-in-Chief in all matters related to the day-to-day operations of the *JID*. The appointment of Editorial Assistant is made by the Editor-in-Chief.

### **Responsibilities and Duties**

Initial point of contact for technical submission queries relating to the electronic submission and review process.

- Reviews submissions for formatting requirements
- Runs manuscripts through iThenticate to help ensure research originality
  
- Works with EIC to coordinate review process; contacts reviewers and alternates for review assignments; monitors review deadlines; receives review forms; compiles synthesis of reviews for the Editor-in-Chief and Associate Editors
- Helps coordinate new reviewer appointments
- Manages all files that include Notice of Review (NOR) templates, updated CVs for all current reviewers, etc.
- Monitors Review Board members' terms of service
- Assists the Editor-in-Chief with the preparation of the *JID* Board reports and coordination of the annual Review Board Meeting
- Assists in assembling and preparing all accepted submissions and required information for each issue of the journal to the Wiley-Blackwell production staff. Monitors copy-editing process
- Assists in the review of galley proofs
- Maintains oversight of deadlines

In the absence of an Editorial Assistant, these responsibilities will be assigned to the Associate Editor(s) by the Editor-in-Chief.

## **IDEC Board Director of Scholarship**

The IDEC Board Director of Scholarship serves as a medium for communication between the IDEC BoD and the *JID* BoD. In addition to the transmission of information, the Liaison serves as an advocate for the Journal.

Appointment: Appointed by the IDEC BoD.

Term: IDEC Board Director of Scholarship will serve as related to their elected position on the IDEC BoD.

### **Responsibilities and Duties**

- Attends all *JID* Board meetings and conference calls
- Maintain ongoing communication with IDEC Board Director
- Facilitate potential coordination and connections within and between IDEC Collaborative areas and, as appropriate, external constituents
- Participates in the strategic positioning of the *JID*

## **JID REVIEW BOARD**

Members of the Review Board are experts in content areas and methods of investigation who provide critique and feedback on submitted papers. The Reviewers make recommendations for publication to the EIC and Associate/Guest Editors. The EIC maintains a current list of reviewers and terms of service.

### **Appointment and Term of Service**

Qualifications: The Review Board is composed of accomplished scholars who have demonstrated through publication, presentations, and critical and creative scholarship their abilities to assess the unique strengths of the submissions. All current reviewers must have an updated CV on file. If the reviewer is offered additional terms, then the reviewer is asked to submit an updated CV or confirm that the one on file is the most current.

Appointment: Members are appointed by the Editor-in-Chief. Every effort shall be made to identify a distributed representation of reviewers in terms of subject expertise and geographic locations.

Term: 3 years (may be continued for additional terms following positive evaluation by the Editor-in-Chief). All first year appointments are probationary and may only be continued based upon service excellence.

Ad Hoc Reviewers: The Editor-in-Chief may also appoint Ad Hoc Reviewers, having appropriate expertise, on an as-needed basis for review of a single manuscript or a special issue.

Removal from Review Board: Members of the *JID* Review Board may be removed in writing by the Editor-in-Chief for failure to perform their assignments and responsibilities in a consistent and timely manner (e.g., complete a minimum of one review per year, exhibit willingness to use online review system, and participate in training sessions). It is expected that upon completion of any service juncture, the Editor-in-Chief shall prepare a letter of acknowledgement detailing their contributions to *JID*.

### **Responsibilities and Duties**

- Review a minimum of one paper each year, if offered.

## **AD HOC COMMITTEES/TASK FORCES**

At the request of the *JID* Chair and Board, Ad Hoc committees and Task Force committees may be developed to perform specific tasks associated with the *Journal*. Members of these committees will be selected from the IDEC membership and from stakeholders in the larger design community that bring vision, expertise, and skills to a specific task.

## OPERATING POLICIES

All changes to the *JID* Policies and Procedures shall be submitted to the IDEC Secretary and to the IDEC Board Director of Scholarship for review and ratification by the IDEC BoD.

Voting: For the purposes of transacting business, a quorum shall be a minimum of two voting members present and two non-voting members. Board members may use electronic voting procedures if needed.

Budget: The *JID* Board of Directors shall propose an annual budget to the IDEC BoD by June 1 for approval. The budget shall be submitted prior to the IDEC BoD summer meeting and the *JID*/IDEC Board Director of Scholarship shall present the annual budget on behalf of the *JID* Board. The budget shall cover the budget year of the organization. The IDEC Executive Director shall provide written approval of the proposed budget in advance of the budget year cycle. The Chair of the *JID* Board will receive a quarterly summary of expenses from the IDEC Executive Director.

The budget shall allow for expenses related to the semi-annual board meetings, editorial stipends and funds for special initiatives.

**Board Meetings**: Travel expenses for the Summer Board Meeting (e.g., travel, lodging, and meals for the Board members, Editors). Additionally, travel expenses related the Annual IDEC Conference shall be provided for *JID* board members/editors who are required to attend pre- or post-conference activities.

**Editor Stipends**: The budget shall include stipends for the Editor-in-Chief and Associate Editor/s. Chair of the *JID* BoD shall initiate the semi-annual payment in keeping with the Editors' letters of appointment. Stipend payment schedule shall be detailed in the letter of appointment for each editor.

**Special Initiatives**: Budget requests shall provide for special initiatives and projects identified by the *JID* BoD.

**Income**: The budget will identify anticipated income generation through Publisher stipends, workshops, symposia, CEU generation, and other sources.

Anna Brightman Fund Management (revised March 2020): The Anna Brightman Fund was received from the estate of Anna Brightman in 1991 to expand and enhance the *Journal*. The fund is held by the Interior Design Educators Council Foundation (IDECF) and managed pursuant to the IDECF's policies. In 1992 the *JID* BoD requested the IDECF manage the fund as a voluntarily endowed account. The endowed status protected the original corpus and subsequent contributions to the fund but limited the funds available for use by the *JID* BoD. In April 2019, the IDEC BoD confirmed the *JID* BoD may manage and use the Brightman Fund without additional IDEC BoD approval (see IDEC minutes, 11 April 2019). In March 2020, the *JID* BoD directed the IDECF to manage the account as a cash account.

The *JID* BoD is dedicated to maintaining strong stewardship of the Brightman Fund. The BoD will use the following guidelines in making decisions about use of the Brightman Fund:

1. The original Brightman gift and long-time fund management practices have identified the Fund to support the aspirational goals of expanding and enhancing the *Journal*.
2. The BoD is committed to the continued growth of the Brightman Fund. As of March 2020, fifty thousand dollars (\$50,000) of the account shall be recognized as a reserve fund to promote continued interest growth. At the end of each fiscal year, the BoD will rebalance the account. If the total value of the Fund's end-of-year balance exceeds \$25,000 more than the reserve value, then 10% of the excess will be transferred to the reserve fund.
3. The Brightman Fund shall not be used to cover operational expenses related to the typical business of the *Journal*.
4. The BoD should not authorize withdrawals exceeding one-quarter of the account's non-reserve balance as determined on December 31 of any fiscal year to be spent within the following fiscal year. The BoD shall request the IDECF provide the account balance of the Brightman Fund as of December 31 each year.
5. The BoD shall only authorize withdrawals from the Fund with a unanimous vote. Withdrawals that would reduce the reserve fund shall require a formal recommendation from two (2) former Chairs of the *JID* BoD, as well as a unanimous vote of the BoD.

(Policy adopted March 2020.)

Resignations: Resignations shall be made in writing to the Chair of *JID* BoD. Directors shall direct their resignation to the Chair who will present such requests to the *JID* Board. The Editor-in-Chief and Associate Editor/s shall direct their resignations to the Board of Directors and are required to give a minimum six-month notice of resignation.

Removal: Editors and Board Members are expected to fulfill their respective roles as identified in the Policies and Procedures document and outlined in the respective letter of appointment. An inability or unwillingness to execute responsibilities such that the publication of the *Journal of Interior Design* is compromised may result in the individual being relieved of responsibilities by the *JID* BoD and the IDECF BoD.

Conflict of Interest (revised November 2020): Editors for the *Journal* and graduate students under their direction may submit articles for consideration and publication during an editor's term in office. The review of such articles will be held to the same quality and relevance standards as any other submission. If the submission is from or related to an associate editor the editor-in-chief may serve as lead editor for the submission or appoint an associate editor as the lead editor for the review process. In the event the appointed associate editor does not feel they can fairly judge the submission either because of their relationship with the associated editor and/or lack of content expertise, an outside editor will be identified from recent guest editors, associate editors, or editors-in-chief. If the submission is from or related to the editor-in-chief, the associate editors will decide whether an outside editor or one of the associate editors will lead the review of the submission.

Directors of the *Journal* may submit articles for consideration and publication. The review of such articles will be held to the same quality and relevance standards as any other submission. Review and decisions about a director-submitted article will follow the regular process under the direction of the editor-in-chief.

In any of these cases, the published version of the article will be accompanied by a short editor's statement explaining how the submission was ethically reviewed.

Rationale: The *Journal of Interior Design* is a leading publication venue in the interior design discipline. International ethics standards for publication allow editors and board members to publish in journals they oversee with strict adherence and transparency about ethics (COPE, 2005). It would be unfair to graduate students and research colleagues to preclude publication of their work in the *Journal* because of the role of one individual with the *Journal*.

(Policy adopted November 2020.)

## **PUBLISHER**

The *JID* Board of Directors is responsible for the recommendation of the Publisher to the IDEC Board of Directors for ratification and for the continued management of the publishing relationship. The Publisher for the *Journal of Interior Design* provides production and marketing services to *JID*. See Appendix 3 for current contract.

### Marketing

For the purpose of marketing relevant products, the Publisher may use IDEC's membership list. However, the membership list cannot be distributed to other clients of the Publisher without express permission from the *JID* Board.

### Relationships

The Editor-in-Chief maintains a relationship with the Publisher's production staff. The Executive Director, IDEC Board Director of Scholarship, and the *JID* Chair maintain a relationship with the publisher's staff directly responsible for the IDEC/*JID* account.

## **MARKETING**

The *JID* Board of Directors, in accord with the IDEC Office and the Publisher, will work to enhance the *Journal's* visibility, maintain and increase the *Journal's* subscription revenue, and maintain and increase the submission of high-quality papers for publication.

The *JID* Board of Directors will utilize existing venues established and maintained by IDEC:

### IDEC Website

- The IDEC website will maintain a link to the *JID* Publisher-sponsored website.
- The IDEC website will maintain a link to the current *JID* Perspective, available to all visitors at no charge.
- *JID* content is available to all IDEC members in good standing and can be accessed through the members only portion of the IDEC website. This access is maintained by the IDEC webmaster in cooperation with the *JID* Publisher.

#### IDEC Exchange, eNews, and Listserv

The *JID* Board of Directors and/or the IDEC Management Company will work together to ensure that *JID* information is included in the Exchange. Time sensitive materials, such as calls for candidates, requests for proposals, and calls for papers, will be distributed to the IDEC membership utilizing other electronic methods.

#### Social Networking

The IDEC Management Company will assume primary responsibility for marketing through social media. The *JID* Board of Directors will support their efforts as necessary in terms of notifying them of content, etc.

The *Journal of Interior Design* social media presence will work in tandem with the IDEC presence. The Board members will work collaboratively with the IDEC Management Company and IDEC Communications Committee to ensure that *JID* content and information is updated

### **SPECIAL EVENTS**

For the purpose of fulfilling the vision and mission of the *Journal of Interior Design*, the Board of Directors will schedule and facilitate special events. These events will contribute to the visibility and long-term viability of *JID*.

In addition to the events below, other opportunities will be considered by the Board. Events shall directly contribute to the mentoring of scholars and writers, develop the depth and breadth of the reviewer pool, and/or provide opportunities to develop scholarship for submission to the *Journal*.

#### *Journal of Interior Design* Reviewers Training

The *JID* Reviewers Training may occur at the Annual IDEC Conference as a Pre-Conference event or as a Webinar. It shall be used to communicate to the Review Board members such information as the status of the *JID*, new events occurring, and strategies related to the review process, and other issues related to the reviewers' responsibilities.

#### *Journal of Interior Design* Writers Workshop

In keeping with its mission, the *JID* Board of Directors will regularly organize Writers' Workshops. These workshops will be offered in live and virtual settings and will address a range of topics with regard to writing for publication. The Board members will coordinate activities with the Annual IDEC Conference organizers and with the IDEC for scheduling. Fees will be assessed for the purpose of offsetting event costs and funding *JID* initiatives.

#### *Symposia*

The *JID* Board of Directors may sponsor pre-conference symposium to encourage development and dissemination of scholarship concerning timely and relevant topics. The symposia may be used to assist in generating manuscripts for a *JID* special issue.

One Director will facilitate marketing efforts of the RFP and the subsequent symposium to IDEC membership and other stakeholders. Additionally, the Director will liaise between the *JID* Board and the Symposium hosts to ensure a high quality event fulfilling *JID* goals. Startup funding may be provided at the discretion of the *JID* Board while the bulk of the symposia cost should be generated from registration fees. Income in excess of the symposium expenses will be returned to the Board.

## **AWARDS** (revised March 2020)

The *JID* shall recognize excellence in published work and peer review with annual awards.

Best Paper Award: The Best Paper Award shall be selected by a five-member committee:

- A member of the *JID* BoD;
- A Visual Essay reviewer/author
- A traditional scholarship paper reviewer/author
- An individual representing the *JID* readership but who has not published in *JID*;  
*and*
- One additional member.

The EIC will identify 6-8 of the top papers and visual essays published in the Journal during the past calendar year. No members of the committee shall have reviewed the short list papers as part of the peer review process.

The committee will use the rubric in Appendix 3.

Reviewer of the Year Award: This award falls under the purview of the Editor-in-Chief. In general, the EIC will select a reviewer from the cohort whose term ends that calendar year. However, in the event that the data does not reveal an outstanding reviewer, then the EIC may open it up to the entire Review Board. The EIC uses the following data points as part of his/her decision.

- Reviewer ratings. Throughout the year, all editors (guest, associate, editor-in-chief) are asked to rate the quality of reviews as they are submitted. An average score is available through ScholarOne.
- Number of reviews accepted and completed during the most recent three-year term.

(Policy adopted March 2020.)

# APPENDICES

## Appendix 1: Schedule of Stipends (typical)

First stipend issued May 15, second stipend issued November 15.

JID Board will allocate the portion of the Editors' stipends based on the combinations of editors involved in the JID production. Stipend amounts will be outlined in the editors' letters of agreement. Depending on who the payment is issued to, different tax laws may apply.

## Appendix 2: Example of Proposed Budget

### Journal of Interior Design

	2014-2015	2015-2016	2015-2016	2016-2017
	Actuals	Budget	Projected Actuals	Proposed Budget
<b>Revenue</b>				
CEU/Symposium Revenue	\$ 3,250	\$ -	\$ -	\$ -
Blackwell Editorial Provision	\$ 14,104	\$ 14,000	\$ 14,203	\$ 14,104
Blackwell Color Provisions	\$ 3,500	\$ 3,500	\$ 3,500	\$ -
Membership Subscriptions	\$ 14,875	\$ 12,000	\$ 12,850	\$ 13,000
Other Income (Royalty)	\$ -			
<b>TOTAL REVENUE</b>	<b>\$35,729</b>	<b>\$29,500</b>	<b>\$30,553</b>	<b>\$27,104</b>
<b>Expenses</b>				
IDEC Member Subscriptions	\$ 16,000	\$ 16,000	\$ 16,000	\$ 9,600
Other	\$ -	\$ 3,560	\$ -	\$ 2,760
JID Board Travel Expense	\$ 8,097	\$ 11,000	\$ 6,000	\$ 6,000
Editor's Stipend	\$ 12,500	\$ 14,000	\$ 14,000	\$ 14,000
Symposium Expense	\$ 2,398	\$ -	\$ -	\$ 5,600
Graduate Student Research Award	\$ 300	\$ -	\$ 300	\$ 300
<b>TOTAL EXPENSES</b>	<b>\$39,295</b>	<b>\$44,560</b>	<b>\$36,300</b>	<b>\$38,260</b>
<b>CHANGE IN NET ASSESTS</b>	<b>\$ (3,566)</b>	<b>\$(15,060)</b>	<b>\$ (5,747)</b>	<b>\$(11,156)</b>

### Appendix 3: Best Paper Award Rubric

#### Best Paper Award Rubric (revised March 2020)

CRITERIA	LOW										HIGH
	1	2	3	4	5	6	7	8	9	10	
<b>Significance:</b> <i>The content articulates new knowledge to the field of interior design and/or contribution to the study of interior design.</i>											
<b>Relevance:</b> <i>The content creates meaning and/or identifies relationships between the investigation and design (findings).</i>											
<b>Context:</b> <i>In a traditional paper, a contextual framework or precedent is provided.</i>  <i>In a visual essay, relationships between text and image(s) place design at the center of the investigation.</i>											
<b>Method or Process of Inquiry:</b> <i>The method or process of inquiry is appropriate, clear, systematic, accurate, and suitable.</i>  <i>The research question or topic is clear.</i>											
<b>Communication:</b> <i>High quality writing style and graphic elements in terms of accuracy, clarity, and readability; they are complementary and well-organized.</i>											

## Appendix 4: Example Letters of Appointment

Editor-in-Chief / Associate Editor

Dear [Appointee],

The *Journal of Interior Design (JID)* is proud to be a leading academic journal for the interior design discipline. Published on behalf of the Interior Design Educators Council (IDEC) for over 40 years, *JID* is in more than 2,300 libraries around the world and is listed in the Arts & Humanities Citation Index for Thompson Reuters. As you are aware, *JID* has recently undergone a graphic update and made a commitment to engaging more diverse types of scholarship, which has positioned us on a positive trajectory relative to several strategic goals. As with all great endeavors, however, *JID* has achieved these notable successes only because of the individuals—the editorial team, board, reviewers, authors and publisher—who are committed to its publication and advancement.

*JID*'s Board of Directors recently reviewed your application to join the *JID* team in the role of [Role] and, based on your record of scholarship, publication and demonstrated leadership, voted to recommend your appointment (term to run [date] to [date]) to the IDEC Board of Directors. The IDEC Board of Directors has ratified our recommendation and this letter serves as formal confirmation of your appointment to the role of [Role] for the *JID*. Although we have previously discussed the formal duties associated with this position, you are welcome and encouraged to review those, in addition to the remainder of the *JID* Policies and Procedures, in the attachment provided here, as you prepare to assume this new role.

The [Role] receives a stipend of \$[x],000 annually paid in two equal parts in May and November. You should communicate to the chair of the *JID* Board your intentions as to its disbursement. It can be paid to you directly or to your university. These details should be addressed prior to the start date of this position.

On behalf of the *JID* directors and editors, welcome once again to the *JID* team! We are excited to have your knowledge and expertise as we continue to advance *JID*'s strategic goals and initiatives in the coming years.

With best regards,

Chair, *JID* Board of Directors

Board of Directors

Dear [Appointee],

The *Journal of Interior Design (JID)* is proud to be a leading academic journal for the interior design discipline. Published on behalf of the Interior Design Educators Council (IDEC) for over 40 years, *JID* is in more than 2,300 libraries around the world and is listed in the Arts & Humanities Citation Index for Thompson Reuters. As you are aware, *JID* has recently undergone a graphic update and made a commitment to engaging more diverse types of scholarship, which has positioned us on a positive trajectory relative to several strategic goals. As with all great endeavors, however, *JID* has achieved these

notable successes only because of the individuals—the editorial team, board, reviewers, authors and publisher—who are committed to its publication and advancement.

*JID*'s Board of Directors recently reviewed your application to join the *JID* Board in the role of director and, based on your record of scholarship, publication and demonstrated leadership, voted to recommend your appointment as director (term to run May 1, 2020 – April 30, 2023) to the IDEC Board of Directors. The IDEC Board of Directors has ratified our recommendation and this letter serves as formal confirmation of your appointment to the role of director for the *JID* Board of Directors. Although we have previously discussed the formal duties associated with this position, you are welcome and encouraged to review those, in addition to the remainder of the *JID* Policies and Procedures, in the attachment provided here, as you prepare to assume this new role.

It will be important for you to participate in the *JID* board at our summer board meeting as your term commences. The meeting location will be in [Location], and the dates will be set very shortly. The expenses incurred by board members to attend our summer board meetings are covered by IDEC. Please feel free to contact me if you have any questions. An agenda outlining the summer board meeting agenda is forthcoming. Effective [date], [chair] will assume the chair position for the *JID* board, and you will begin receiving communications directly from him very soon.

On behalf of the *JID* directors and editors, welcome to the *JID* board! We are excited to have your knowledge and expertise as we continue to advance *JID*'s strategic goals and initiatives in the coming years.

With best regards,

Chair, *JID* Board of Directors

## **Appendix 5: Current Publisher Contract**