

NUMBER 13.1 MISSION
EFFECTIVE: FEBRUARY 2009, REVISED JULY 2014;

The function of INFORMS publications is to help disseminate knowledge and research among operations research and management science professionals. The INFORMS publications, which include books and journals, represent a range of disciplines under the OR umbrella, and each has its own mission statement. Each publication is guided by its editor-in-chief and editorial board. The work of these volunteers over many years has largely established the INFORMS journals as leaders in their fields. Their efforts and the efforts of other volunteers are central to the success of the research communities in INFORMS. The purpose of this document is to codify the policies and procedures related to publications.

Organization

Ultimate authority over publications rests with the INFORMS Board. General supervision of publications is delegated to the vice president of publications with the advice of the Publications Committee.

The editor-in-chief of each publication is responsible for editorial content and managing the content-related processes. Review committees are constituted regularly to make recommendations regarding a publication, primarily at the end of the editor's first term. Editorial search committees are appointed as needed to make recommendations regarding a new editor for a publication. Policies and procedures regarding editorial search committees and publication reviews are presented in Section 13.6.

The INFORMS business office is responsible for publishing the content provided by the editor-in-chief and the day-to-day business aspects of publishing. This includes producing a publication, assembling and monitoring budgets, forecasting sales, and marketing publications. The publications department in the business office is responsible for print and electronic production of the publications, including decisions relating to the production process, formatting and design; contractual agreements with vendors and publishing partners; and administering the rights and permissions policies of INFORMS. In addition, the publications department will assign a managing editor to each incoming journal editor-in-chief to support the editorial office. The information technology department works with the publications department on the electronic distribution of online content and with the publications and marketing departments on the publication websites.

NUMBER 13.2 VICE PRESIDENT OF PUBLICATIONS
EFFECTIVE: FEBRUARY 2005

POLICY

The vice president of publications represents the publications program on the INFORMS Board and chairs the Publications Committee. The vice president advises the Board on publications matters. He or she is the liaison to the editors-in-chief, advising them and the INFORMS business office on matters of policy and process. The vice president may call meetings as needed, but at a minimum holds an annual meeting of the Publications Committee and the editors-in-chief at the fall Annual Meeting of INFORMS. He or she is responsible for nominating the members of editorial search and review committees and for presenting nominees for editor-in-chief to the INFORMS Board. In addition, the vice president keeps an eye on publication finances and must review requests for budget increases from editors-in-chief, which will be approved or rejected before they are submitted to the Finance Committee for review. The financial oversight includes making recommendations to the Board for publication rates to be set for the following year. The pricing recommendations will be developed by the vice president of publications and the director of publications, in consultation with the Publications Committee.

PROCEDURES

The vice president of publications is elected for a two-year term by the membership of INFORMS, normally in an INFORMS general election, according to the bylaws of the organization. Candidates for the position should have demonstrated experience in editorial leadership along with active participation in the functions of the Institute. The vice president may run unopposed for a second two-year term, and continue to serve on the Publications Committee during a successor's term.

NUMBER 13.3 PUBLICATIONS COMMITTEE
EFFECTIVE: FEBRUARY 2006, REVISED NOVEMBER 2014

POLICY

The Publications Committee is established for the purpose of overseeing the publications of the Institute with the exception of *OR/MS Today*, *Analytics*, INFORMS OnLine, and the INFORMS case studies, which have their own committees. The vice president of publications chairs the committee and presents committee actions and recommendations to the Board. As a member of the Board, he or she may also present views and make motions that have not been approved by the committee.

PROCEDURES

Membership

The Publications Committee consists of the vice president of publications, who will serve as the chair of the committee and as a voting member of the committee; the immediate past vice president of publications as a voting member; up to nine regular voting members as described below; and ex officio (nonvoting) members comprising the INFORMS director of publications, the editors-in-chief of the INFORMS journals, and the book series' editors.

The regular voting members of the committee shall serve two-year staggered terms. Two members may be appointed to represent any INFORMS committee the vice president of publication considers relevant to the needs of the publications. The vice president of publications may appoint up to five voting members.

One member of the Publications Committee will serve as the liaison to the Information Technology Committee. One member of the Publications Committee will serve as the liaison to the *OR/MS Today* Committee. The member of the Publications Committee representing INFORMS subdivisions will be the liaison to the Subdivisions Council.

Functions

The Publications Committee, through its chair (the vice president of publications), shall serve as the principal advisor for the Institute in all matters of editorial activities of the publications with the exception of *OR/MS Today*, *Analytics*, INFORMS OnLine, and the INFORMS case studies, and shall advise the INFORMS board on the business activities of publications, including copyright and permissions policies. The Publications Committee is responsible for overseeing periodic review, quality, and timeliness of publications; recommending future publications strategy; approving nominees for editor-in-chief selected by search committees; and advising on costs, pricing, distribution, advertising, and circulation.

Budgeting

The INFORMS office should provide to the chair of the Publications Committee and the editors-in-chief quarterly reports of each publication's actual expenditures versus budgeted expenditures and actual pages versus budgeted pages as such reports are available for electronic distribution. The chair of the Publications Committee will submit preliminary budgets for the coming year for each publication to the Finance Committee within the time requested by the Finance Committee; final budget requests will be submitted to the Finance Committee at least 30 days prior to the fall Annual Meeting or as requested by the Finance Committee.

Appointment of Editors

The vice president of publications, as chair of the Publications Committee, will advise the president when there is a need to form an editorial search committee, and recommend a slate of potential candidates to serve on the search committee. Furthermore, the chair of the Publications Committee will advise search committees with regard to publication policy and procedures. Each editorial search committee will include at least one member from the Publications Committee.

Relation to Editors

Editors submit reports on the status of their journals to the vice president of publications at least once each year for review by the Publications Committee before the fall INFORMS Board meeting. A second, shorter update submitted before the spring Board meeting is desirable. The reports should include any new initiatives and summary information regarding papers submitted and papers accepted, including review times. They should also include the editor's assessment of the journal in general as well as proposed changes in the role of the journal, its goals, and its publication policy. The editors' reports will be included in the publications department reports to the INFORMS Board at the spring and fall Board meetings.

Relation to the Board

The chair of the Publications Committee will report to the Board through quarterly written reports prepared before each INFORMS Board meeting.

Meetings

The Publications Committee should meet as needed, when issues arise, or the chair or president so request. These meetings may, but need not, be face-to-face. A quorum shall consist of the chair and three additional voting members of the committee. Motions to be considered by the Board along with supporting documentation should be approved at these meetings and submitted to the Board four weeks prior to the next quarterly Board meeting. The Publications Committee, including ex officio members (editors), will also meet at each fall Annual Meeting.

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures

INFORMS Policies and Procedures Manual, Section 9.7, *OR/MS Today* Committee

INFORMS Policies and Procedures Manual, Section 13.6, Publication Review

INFORMS Policies and Procedures Manual, Section 13.6.1, Publication Editor Review/Search Protocol

NUMBER 13.4 EDITORS-IN-CHIEF
EFFECTIVE: FEBRUARY 2009 POLICY, REVISED NOVEMBER 2014

POLICY

The volunteer position of editor-in-chief is key to the INFORMS publications program. The editors-in-chief and editorial boards for INFORMS publications have primary responsibility for the editorial content and quality of the publications and for ensuring that accepted manuscripts are available in appropriate format and submitted to production in time for publishing deadlines to be met.

Editors-in-chief are appointed by the INFORMS Board, on recommendation of the vice president of publications after a process described in P&P Section 13.6. The normal term of appointment is three years, and an editor may not serve more than two consecutive terms.

PROCEDURES

The editor-in-chief selects and manages the editorial board consistent with INFORMS policies; manages the recruiting of material and the processing of papers, including decisions on acceptance or rejection; upholds INFORMS publication policies; and monitors the peer review process, including the use of an online peer review system. The editor-in-chief is also responsible for maintaining and upholding the journal's ethics policy.

INFORMS selects editors-in-chief with significant expertise and scholarship in the area covered by specific INFORMS publications, experience in editorial leadership positions, and strong managerial skills. The editors-in-chief are especially well suited to the challenge of advancing published research in their fields and building research communities, and they make decisions relating to the editorial content of their publications with these goals in mind. Editorials and articles or chapters for publication are the heart of their responsibility, along with oversight of the publication's submission and review guidelines. Nurturing content through a thorough, fair, and timely peer review process is key to the continuing or growing success of the publication's impact.

Relationship to the Vice President of Publications and Publications Committee

The vice president of publications and the Publications Committee set the policies for publications and are available to each editor-in-chief as a resource when issues such as dual submission and plagiarism of manuscripts arise. Editors-in-chief are themselves ex officio (nonvoting) members of the Publications Committee. Editors-in-chief are expected to uphold INFORMS publications policies regarding copyright, distribution, and other matters as specified. Publications policies established by a past vice president of publications remain in effect unless terminated or amended by the current vice president or Publications Committee. The vice president of publications, as chair of the Publications Committee, convenes meetings of the editors-in-chief of all publications at each fall Annual Meeting to review matters of editorial policy and operations that transcend a single publication.

Relationship to the Publications Department and INFORMS Staff

Editors-in-chief work with their editorial boards during the peer review process, but they should work in partnership with the publications department on production issues. Editors who wish to change publication style or format, production processes, subscription rates, or distribution should contact the director of publications, preferably in the first half of the year, with their request or proposal. Where style, formatting, or procedural changes are determined by the director of publications (representing the publisher INFORMS) to meet professional publishing standards and to be feasible and advantageous to the Institute as well as readers, authors, and the publication, the change will be made at an appropriate time—typically for the beginning of the next journal volume or book project. If an editor-in-chief and the director of publications disagree on a change, either party may refer the matter to the vice president of publications and the Publications Committee for evaluation. Changes will not be made while a decision is pending. Editors-in-chief have ultimate recourse to the INFORMS Board in any situation where they disagree with the vice president of publications or the Publications Committee.

Editors-in-chief should recognize that procedures and styles may be in place as the most efficient way to run a complex publishing program. They may have important implications for INFORMS branding and for publication both in print and online, especially with the increasing number of features in demand for online publishing. They may be tied to relationships that INFORMS has with its vendors and publishing partners. Distribution is also governed by these relationships, as well as by the business model for INFORMS publications. It may be difficult or inappropriate within these constraints to make unilateral changes for one publication. Input and ideas from an editor-in-chief for enhancing the look, quality, and/or marketing of a publication are welcome and valued, but requests for changes involving the business model must be by the vice president of publications in consultation with the Publications Committee and the INFORMS business office. The ultimate decision is made by the INFORMS Board.

Budgets

Each incoming editor-in-chief will be provided with a managing editor assigned from the INFORMS staff by the INFORMS business office to assist with the peer review system, and a production editor to oversee the publication of accepted manuscripts. In addition, each editor will have a budget for administrative and journal-related travel expenses in his or her office. This funding is negotiated on an individual basis. Editors-in-chief will be provided quarterly financial statements for their publications by the INFORMS business office, to help them monitor expenses. Invoices for reimbursement of these expenses should be submitted quarterly to the director of publications, who will forward them to the director of finance for processing. Invoices must be accompanied by a description annotating the expenses to meet auditing requirements.

Each year, prior to the INFORMS spring board meeting, editors-in-chief will be asked to review their current budgets and request changes needed for the following year. Because most line item expenses in a publication's budget are based on contractual agreements, changes by editors usually are limited to meeting, travel, awards, and office equipment expenses. .

One exception is when an editor requests funding to publish additional pages or an extra issue or book. The INFORMS business office will then estimate the cost of publishing this additional content. Editors will be expected to provide justification for increases (including any sources of additional funding), which must be approved by the vice president of publications on behalf of the

Publications Committee and by the INFORMS Finance Committee, before they can be included in the budget presented to the INFORMS Board. When the vice president of publications does not think a request is warranted, the request will be forwarded to the voting members of the Publications Committee for a decision. The Publications or Finance Committee may request additional information from the editor-in-chief before approving or denying a request. Editors will have a second opportunity to adjust a forthcoming year's budget before the fall INFORMS Board meeting, at which time the final budget for the next year will be approved. Once a budget is locked in place at this final vote, it cannot be further amended except under special circumstances approved by the Executive Committee of the Board.

Editorial Transitions

The term of an outgoing editor-in-chief will, under normal circumstances, end on December 31, with the incoming editor's term beginning January 1. Deviations from this schedule are subject to approval of the vice president of publications. Outgoing editors should be prepared to work with their successors on the journal process during the last few months of their term. During this period, they continue to ensure that new submissions enter the review process. An incoming editor-in-chief will take over the processing of all new submissions beginning January 1.

Outgoing and incoming editors-in-chief should come to an agreement on the handling of manuscripts still in review but submitted during the outgoing editor's term. The outgoing editor may choose to follow some of these manuscripts through the process. This carryover should not extend beyond the first quarter of the first year of the new editor's term, and only under special circumstances will INFORMS provide funds to maintain an outgoing editor during this period. At the end of the first quarter, all papers still in review will be turned over to the new editor.

Contact information for an incoming editor-in-chief will be published in the journal in the first issue following Board approval of the candidate, to assist authors with forthcoming submissions to the journal. An outgoing editor who wishes to publish a farewell editorial will publish it in the last issue before his or her term expires. Contact information for past editors will be removed from publication masthead pages in the first issue of a new editor's term.

When a new editor-in-chief takes over and there is a backlog of papers awaiting publication that were accepted under the previous editor, the new editor will be responsible for scheduling those papers. Papers for special issues should be scheduled together as planned. A new editor should not be obligated, however, to delay publication of papers accepted during his or her tenure until the full backlog left by the former editor has been published.

When the effective date of a transition occurs at a time other than December 31/January 1, the transition process will follow a similar timetable to that described above.

NUMBER 13.5 EDITORIAL BOARDS
EFFECTIVE: FEBRUARY 2005

POLICY

Editorial board members attract, select, and help shape the highest quality and most appropriate content for publication and will do so in a timely manner and with fairness and respect shown to authors of rejected as well as accepted papers submitted for review.

Editors-in-chief shall encourage members of their editorial board to belong to INFORMS. To help INFORMS' leadership keep its different subcommunities satisfied, the editors will, as part of their annual report to the INFORMS Board, provide the membership status of their editorial boards.

PROCEDURES

Editorial boards for each publication are appointed by the editor-in-chief and serve at the editor's discretion. This includes advisory editors, area editors, department editors, senior editors, and associate editors. They should give each publication a broad international representation of the top researchers or practitioners in the subject areas covered by the publication. They have an important role in the peer review process and in determining authors' experience with their submissions to INFORMS publications.

NUMBER 13.6 PUBLICATION REVIEW
EFFECTIVE: FEBRUARY 2005, REVISED NOVEMBER 2014

Protocol for Review of Publications

One year before expiration of a term of an editor's appointment, a review committee is to be named with the following functions:

1. Work in cooperation with the editor and identify areas of potential improvement, both in the short term (during the current editor's term) and in the long term.
2. Prepare recommendations to guide present and future editors as well as the Publications Committee.
3. Identify the resources needed to enable points 1 and 2.
4. Recommend the reappointment of the current editor or conduct a full search for a replacement for the current editor.

In conjunction with review items 1– 4, the review committee should address the publication's credibility, sustainability, practicality, and feasibility at least once every six years, ideally in conjunction with an editor review. The INFORMS Board may mandate that this additional review take place as part of its evaluation to continue funding a particular publication.

- A. Does the publication continue to reflect the high standards of INFORMS? Is it seen as a credible and important outlet for OR/MS-related research?
- B. Does the journal continue to draw the original submissions, usage, and citations necessary to sustain it for another three years?
- C. Does the journal continue to provide a valuable service to INFORMS membership and the research community?
- D. If the committee's response to items A–C is negative, can any of these items be improved through recommendations provided by the committee?

Based on the recommendations of the committee, the vice president of publications will include a motion to continue the publication until the next search and review committee is appointed or sunset the publication by the end of the following calendar year. The consideration of original submissions will cease immediately should the board approve a motion to sunset the publication, and the remaining articles will be published prior to closing the publication.

On the recommendation of the vice president of publications, the INFORMS Board may vote to defer any review or search for one year.

Note that the committee has two distinct functions: review and search. It has been the norm in recent years for INFORMS editors to serve for two terms. Following this norm, a review committee appointed during an editor's first term should consider a formal search as a possible outcome of the review; a committee appointed during an editor's second term should always anticipate that a formal search will be conducted.

PROCEDURES

Composition and Operation of the Committee

The committee should be composed of three to five individuals (including a Publications Committee

member to act as a liaison) to be nominated by the vice president of publications and appointed by the president early in an editor's last year or as the need arises (for example, if an editor asks to be replaced before the end of the term). If the committee is reviewing a first-term editor, it will be charged with reporting back to the Board and the Publications Committee before the Institute's summer Board meeting either (a) to recommend reappointment, with associated recommendations and commentary; or (b) to report that it had proceeded to conduct a formal search. If the committee is reviewing a second-term editor, or one who asks not to be reappointed, it will proceed directly to the search phase and report back with a candidate before the summer Board meeting. The current editor-in-chief shall not be a member of a search committee but should be asked to nominate candidates for the position and may be asked to provide comments on the candidates by the committee.

Qualifications

The vice president of publications selects a committee chair and solicits that person's counsel to recommend other members of the editorial search committee. The chair must be an active member of INFORMS. Committee members should also be members of INFORMS, although membership in INFORMS is not required. The committee includes at least one member of the Publications Committee as a full voting member and liaison to the Publications Committee. The president of INFORMS appoints the committee based on recommendations of the Publications Committee. An INFORMS staff member serves as liaison to the committee.

If a committee is conducting a review only, its form of evaluation is left up to that committee; however, the committee is charged with making a formal written report that documents its recommendation and also the form that its evaluation took. It is not necessary that the review committee advertise its activities to the full membership of INFORMS, but the committee may choose to do so if it has any questions about its recommendation. In the search phase, the committee is charged with publicizing its existence and formally soliciting input and nominations for candidates from the membership.

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures

INFORMS Policies and Procedures Manual, Section 13.6, Publications Committee

INFORMS Policies and Procedures Manual, Section 13.6.1, Journal Editor Review/Search Protocol

NUMBER 13.6.1 JOURNAL EDITOR REVIEW/SEARCH PROTOCOL
EFFECTIVE: FEBRUARY 2005, REVISED JULY 2016

POLICY

This protocol applies to INFORMS publications, except for those under the guidance of another committee. The following procedures should be followed in conjunction with the publication review as outlined in NUMBER 13.6.

PROCEDURES

Editorial Review Process

During the year prior to the end of the first term of the editor's appointment, an editorial review committee is to be named with the following functions:

- a. to work in cooperation with the editor to identify strengths and weaknesses and potential areas of improvement, both short term (during the current editor's term) and long term;
- b. to prepare recommendations to guide present and future editors, the vice president of publications, and the Publications Committee;
- c. to identify the resources to enable points a and b;
- d. to either recommend the reappointment of the current editor or to conduct a full search for a replacement for the current editor.

It is recommended that the review committee consider (at least) the following areas concerning the status of the journal:

1. Scope and objectives of the journal
2. Overall quality and perceived ranking of the journal
3. Editorial process
 - a. Refereeing/editing process
 - b. Backlog of accepted papers
 - c. Special issues
4. Capacity management
 - a. Length of papers
 - b. Number of papers per issue
 - c. Annual number of pages in a volume
5. Market for the journal
 - a. Readership
 - b. Subscriptions
6. Recommendations for the future of the journal

For information on conducting the review, see the sections below on “Committee Discussion” and “Interviews.”

Timetable

The following schedule provides approximate key dates to guide a review committee in completing its work. While conducting the review, if it is decided that the editor-in-chief should be replaced, the chair of the committee should notify the vice president of publications immediately. If all agree, the

review committee will assume the role of a search committee and, with the consent of the INFORMS President, perform a search following the procedures stated in the section “Editorial Search Process.”

Vice president of publications recommends committee members to president of INFORMS (10 days to next step)	January 15
President appoints committee (1 week)	January 25
Committee collects journal statistics from INFORMS (1 months)	February 1
Committee interviews editor-in-chief (3 months)	March 1
Committee submits report to vice president of publications (2 month)	June 1
Board vote (1 week)	August 1
Editor-in-chief is notified of reappointment	August 8

Editorial Search Process

The editorial search committee is charged with (1) reviewing the journal and (2) identifying a candidate who will serve as the next editor-in-chief of the journal. In reviewing the journal, the primary concern is with the health of the journal and its standing in the field.

The following questions are to be considered:

1. What is the overall health of the journal (financially and editorially)?
2. What is the reputation of the journal in the field?
3. What sorts of activities might the journal engage in to enhance its reputation?
4. Is the scope of the work covered by the journal appropriate?
5. Is the journal successfully attracting the best work being done in the field?
6. Is the journal trying to build new research areas into its mission?
7. Is the journal open to ideas arising from practice as well as from academic research?
8. Is the writing in the journal accessible to a sufficiently wide audience including, where appropriate, practitioners?
9. Are submissions to the journal being handled fairly, skillfully, and promptly?
10. How is the journal using technology to manage processes and reach new audiences?
11. What resources and help can the INFORMS office and staff provide to enhance the quality and/or marketing of the journal?
12. How is the journal building research communities and helping to cement the identities of its readers and authors to INFORMS?

In identifying a candidate for editor-in-chief, the committee should select someone who is prominent in the field, works well with others, has good judgment about paper quality, has strong managerial capabilities, and who is willing to work to achieve the above goals and carry out the duties. The person must be a member of INFORMS and should normally have some record of

participation in INFORMS activities. The person should have a clear vision for the journal and be willing to assume all of the responsibilities of being the editor-in-chief. It is also important that the person has the support and encouragement of her or his employer.

Generally an editor-in-chief serves a three-year term with the option of renewal for a second term pending a successful review during the last year of the first term. The responsibilities of an editorial review committee are explained above.

The editor-in-chief should attempt in good faith to fulfill the term to which he or she was appointed. Occasionally a search has to be conducted midterm when an editor asks to be replaced. In that case, the editor should try to give enough notice to allow for a search process and orderly transition.

Announcements

The committee will publicize its existence and formally request input and nominations for candidates through at least one notice in *OR/MS Today*, at least one notice in the subject journal, and through any other means that the committee deems appropriate, such as the INFORMS eNews, which is distributed to INFORMS members twice monthly.

The INFORMS staff liaison drafts the call for nominations for review and approval by the vice president of publications and the committee, and arranges for this call to be posted on the journal's website. In addition to the eNews distribution, the INFORMS staff liaison will arrange for the call to be linked from websites of pertinent INFORMS subdivisions and journals, and coordinate with the information technology department to disseminate the call to appropriate subdivision membership(s) and other means the committee deems appropriate.

Committee Discussion

Generally, the committee members communicate by email and occasional conference calls. Committee members should expect to be available for conference calls on short notice and during off-hours, if necessary.

The committee should regard the current editor-in-chief as a valuable resource. He or she may have an excellent idea about who the possible candidates are for the editor's position. In addition, the editor-in-chief is likely to be able to offer interesting perspectives on any strengths and weaknesses of the journal as well as areas in which the INFORMS office and staff can be of additional assistance.

The search committee is encouraged to interview members of the editorial board of the journal, as well as editors-in-chief of other INFORMS journals to learn how the operation and mission of the journal affect them.

The search committee should conduct an informal email poll of individual subscribers to the journal. The committee's questions should invite open-ended, anecdotal comments about the perceived reputation of the journal and whether the journal meets the needs of its subscribers. The responses will be compiled to serve as a guide to the committee, INFORMS, and the current and future editors-in-chief.

If a candidate will need any increase in the journal's budget or wish to change the procedures for publishing the journal, the committee must make those needs known to INFORMS so they can be resolved before the committee finalizes its selection of a candidate. The candidate should understand and accept the role of INFORMS in decisions relating to publication procedures and the role of the Publications Committee and INFORMS Board in decisions relating to the business model for journal publication.

Interviews

The search committee should begin its work by interviewing the outgoing editor, the area editors or other senior level members of the editorial board, and INFORMS office staff concerning the following topics:

1. Financial costs of operating the journal
2. Circulation statistics, including subscription growth
3. Paper pipeline rates and flow
4. Review process and journal structure
5. Perceived reputation
6. Collegiality
7. Criticisms
8. Personal concerns—how has the editorship affected the editor personally or professionally?
9. Editorial direction of the journal
10. Potential candidates

The search committee should also interview a reasonable number of contributors and readers of the journal. The interview may take the form of an Internet survey. The following questions, among others the committee chooses, should be asked:

- a. What are (name of journal) major strengths and/or weaknesses?
- b. What is the stature of (name of journal) in your estimation?
- c. Have you encountered any problems in your dealings with (name of journal)?
 - a. Yes/No
 - b. If yes, what would those problems be?
- d. What suggestions do you have for the editorial policies of (name of journal)?

The search committee should next attempt to solicit a reasonably sized set of nominees (e.g., approximately 10–20 people) for the editor's position. This set of nominees should then be rapidly screened to three to seven "finalists," who will then be subjected to close scrutiny.

Finally, the search committee should conduct an extensive interview and appraisal of each "finalist." This process should involve collecting both written information from a potential candidate and conducting an interview with that candidate. Each candidate should be asked to provide a written evaluation of the journal and indicate his/her vision and plan for the journal. The interview should be conducted by two, or more, members of the committee in either face-to-face fashion or by means of a conference call. Each candidate should be appraised based on the following factors:

1. Candidate background

- a. Field(s) of interest
- b. Research portfolio, including quality of research
- c. Editorial experience
- d. Specific experience with the subject journal (editorial, review, published)
- e. Participation in INFORMS activities, showing leadership, an ability to work with others, and a commitment to building intellectual communities in INFORMS
2. INFORMS membership (the finalist recommended to the Board must be a member)
3. Vision
 - a. Relation of the journal to INFORMS and its pertinent communities
 - b. Positives and negatives about the journal
 - c. Managing the workload
 - d. Collegiality
 - e. Position of the journal three years in the future
 - f. Summary of vision or strategy
 - g. Specific content changes proposed
 - h. Specific management changes proposed
 - i. Editorial board/process changes proposed
 - j. Plans for increasing submissions
 - k. Plans for practitioner involvement
 - l. Design changes proposed
 - m. Format changes proposed
4. Availability during transition period (for orientation in Maryland office) and term
 - a. Outstanding commitments that may interfere with this position
 - b. Leave of travel commitments
 - c. Release time from organization
5. Support
 - a. Support available from organization
 - b. Support available from chaired position
 - c. Commitment/enthusiasm from Dean/organization
6. References
 - a. Adequate personal references
7. Subjective judgments
 - a. Ability to represent the journal and INFORMS
 - b. Ability to maintain a high profile, e.g., travel and interact with a wide and diverse group of appropriate researchers
 - c. Managerial ability, e.g., select quality referees and manage turnaround time
 - d. Ability to work cooperatively with INFORMS staff and volunteer leadership on behalf of the publication and INFORMS
 - e. Ability to project the image of a dynamic, evolving journal

Selection

The search committee will provide the name of a single candidate to the vice president of publications, who will then forward the recommendation to the president of INFORMS, who in turn will submit a motion for approval by the Board. Generally, the committee will submit its recommendation to the vice president of publications, who reviews it with the Publications Committee and then forwards it to the president.

Committee Report

Along with providing the name of the selected candidate, the committee will submit a report of its search and review to the vice president of publications. The report will introduce the candidate, describe the search and review process, and include the following material as attachments:

- Attachment 1: A roster of the committee members, including their addresses and contact information.
- Attachment 2: A list of questions from interviews with the candidates, accompanied by the committee's discussion of them. The numbered items in the appointment letters can be a guide.
- Attachment 3: The call for nominations (pdf).
- Attachment 4: The curriculum vitae of the candidate.
- Attachment 5: The candidate's vision statement and responses to the items mentioned in the description of Attachment 2 and additional questions posed by the committee.
- Attachment 6: Any interviews or discussions with members of the journal's editorial board, an email poll of subscribers, etc.

The reports to the INFORMS Board are accessible to all Board members and editors-in-chief because the Board members and editors are encouraged to post their own reports to the electronic bulletin board. However, the vice president of publications has the option to edit or censor any publications reports if the content is inappropriate in his or her judgment. Reports to the Board should be considered relatively public. The committee chair can work with the vice president of publications so that the committee will proceed appropriately and with the discretion it intends.

Notification

The name of the selected candidate will be kept confidential, and the candidate will be told that he or she is named subject to approval by the Board. The current editor will be informed of the result of the search so that plans for an orderly transition can proceed. However, neither the current editor nor the nominee will make news of the recommendation public, and both should understand that an affirmative vote of the Board is needed to enable the appointment. The committee chair will notify unsuccessful candidates that they have not been selected as soon as possible after the vice president agrees with the selection.

The president of INFORMS formally notifies the new editor-in-chief of his or her confirmation by a letter of congratulations and welcome, and sends thank-you letters to the members of the committee.

Transition

Following the nominee's approval by the board, the incoming editor-in-chief will begin working on the transition with the outgoing editor-in-chief and the INFORMS director of publications with mutually agreed-upon dates for the phases of the transition that will be kept by all parties.

Timetable

Candidates for editor-in-chief should be voted on at the summer Board meeting to allow time for an orderly transition. The following schedule provides approximate key dates to guide a search committee in completing its work and allows a five-month transition from current editor-in-chief to new editor.

Vice president of publications recommends committee members to president of INFORMS (10 days to next step)	January 15
President appoints committee (1 week)	January 25
Committee circulates call for nominations for editor-in-chief (2 months)	February 1
Deadline for submission of nominations (2 months)	April 1
Committee submits report to vice president of publications (2 month)	June 1
Board vote (5-month transition, maximum)	August 1
New editor-in-chief begins first term	January 1

NUMBER 13.7 EMERGENCY REPLACEMENT OF EDITOR-IN-CHIEF
EFFECTIVE: FEBRUARY 2005

The editor-in-chief of an INFORMS publication generally is appointed for a three-year term with the option of renewal for a second term upon a successful review in the last year of the first term, and provided the EIC is willing to serve a second term. The following provisions apply when it is necessary for an EIC to step down from the position in midterm, whether due to illness or other emergency.

1. The editor-in-chief will notify the vice president of publications as soon as possible of the need to step down, if it is possible to do so.
2. The vice president of publications will notify the president of INFORMS of the need to appoint (1) a temporary replacement for editor-in-chief and (2) an editorial search and review committee.
3. The vice president of publications may choose to ask the outgoing editor-in-chief to recommend the temporary replacement from members of the editorial board of the publication, and the vice president of publications will present the candidate, as well as a recommended slate of committee members, to the president. Upon approval, the president and the vice president of publications will notify the committee members of their appointment and their charge to (1) review the status and health of the journal and (2) recommend a temporary replacement editor-in-chief to the INFORMS Board.
4. The committee will present its report and recommendation for the replacement editor-in-chief to the vice president of publications, who will submit the information to the president for a vote at the next Board meeting. If it is determined that the replacement must be confirmed before the next Board meeting is scheduled, the Board may vote by email ballot.

The committee will carry out its work expeditiously to avoid any gap in leadership at the journal and ensure a smooth transition. For example, rather than advertising in print publications, an Internet notice and email will be sufficient.

The editor-in-chief will serve until the expiration of the predecessor's term and will be considered for the position for the next full term, and the first term will not count toward the two-term limit for editors-in-chief.

NUMBER 13.8 PUBLICATION ETHICS

NUMBER 13.8.1 PLAGIARISM

EFFECTIVE: MAY 2009, UPDATED 2016 JULY

It is a core value of INFORMS publications to disseminate research that clearly, accurately, and honestly represents the work of authors while recognizing the work of others by appropriate attribution. As a consequence, plagiarism is an unacceptable violation of publication ethics.

INFORMS defines *plagiarism* as “the copying of ideas, text, data and other creative work (e.g. tables, figures and graphs) and presenting it as original research without proper citation.” This includes:

- the use of ideas that have been presented in prior work, regardless of whether the ideas are expressed using the same words, tables or graphics;
- word-for-word copying of the work by others; and
- word-for-word copying of one’s own work (self-plagiarism).

Unless the information can be considered “common knowledge,”¹ proper attribution of an idea, algorithm, computational methodology, or experimental design is required even if a journal operates with double-blind review.

The editors-in-chief, and their respective editorial boards, are the primary means of detecting plagiarism in manuscripts submitted to INFORMS journals. An editor-in-chief, after being made aware of a suspicion of plagiarism, shall review all evidence and make a preliminary judgment regarding the claim. As part of the editors-in-chief’s deliberation, it is required that the authors be contacted and provided an opportunity to rebut the charge. If the editor-in-chief finds sufficient evidence for justification of a charge of plagiarism, he or she shall forward all materials to the vice president of publications for further review.

If the editor-in-chief does not find sufficient evidence to support the charge of plagiarism, the decision may be appealed by written notification to the vice president of publications.

Upon receipt of materials in support of a charge of plagiarism, or written appeal of the editor-in-chief’s preliminary decision to dismiss the charge of plagiarism, the vice president of publications shall appoint an ad hoc committee to make a determination of the charge. The committee shall include, at a minimum, the vice president of publications and at least three other persons. At the discretion of the vice president of publications, other members of the Publications Committee may be appointed to the ad hoc committee, including the editor-in-chief who has presented the charge of plagiarism.

The ad hoc committee shall first contact the author(s) in writing and ask for a response to the charge. The ad hoc committee shall determine whether the charge is to be upheld and, if so, the sanction that is to be enforced against the authors. Sanctions would typically include a ban from submission to

¹ “[Common knowledge](#)” is defined by the *Oxford Dictionaries* as “something known by most people.” In the context of avoiding plagiarism, INFORMS will follow the University of Pennsylvania’s [extended definition](#) as “any information that the average, educated reader would accept as reliable without having to look it up.”

INFORMS journals for a period of time. Additionally, it is required that any author found guilty of plagiarism who also holds an editorial office at an INFORMS journal will be dismissed from that office. The ad hoc committee has the sole responsibility and authority to determine the sanction. Sanctions may be applied unevenly in the case of multiple authors.

Once the finding and the sanction are determined, the vice president of publications will communicate the results in writing to the author(s) and make the finding known to all current INFORMS editors-in-chief. If the charge is not upheld, the process ends and no further actions are taken. In particular, the results are only communicated to those persons already involved in the process.

The decision of the committee may be appealed by written notification to the president of INFORMS. In this case, the president will appoint an *appeal* committee, which will not include any members of the ad hoc committee. The *appeal* committee will review the charges and make a final determination. The result will be communicated back to the author(s) within 60 days of receipt of the appeal notification.

Given the serious nature of a charge of plagiarism, it is required that confidentiality be maintained throughout the process. The charge of plagiarism, supporting materials, and outcome are only to be made known to those persons who are involved in the review process.

If a determination of plagiarism has been made, and after any appeals are exhausted, the ad hoc committee will determine appropriate steps to ensure that it does not happen again. For those papers that have not yet appeared in print, these steps may include cancellation of the review process or nullification of the decision to publish had the paper been accepted, notification of the employer(s) of the author(s), and public notification to the readership. If the paper has appeared in print a further sanction may include its retraction.

POLICY

INFORMS recognizes open access (OA) as the unrestricted public access to data and manuscripts peer-reviewed and accepted on behalf of any of the association's publications. INFORMS policy on open access will evolve. In its current state, INFORMS recognizes the following:

1. Open access is part of the future of publications and is in line with INFORMS mission to promote greater use of its knowledge by all organizations and the general public.
2. The revenue generated from the current subscription model enables INFORMS to process and deliver journals of the highest standards that, in return, help it to achieve its mission to lead in the development, dissemination, and implementation of knowledge, basic and applied research and technologies in advanced analytics, operations research, the management sciences, and related methods of improving operational processes, decision-making, and management.
3. Efforts to expand open access should not be done at the expense of the quality and status of INFORMS publications. Every effort must be made to sustain these standards.
4. INFORMS has worked to maintain extremely competitive subscription prices to ensure accessibility to members, the public, and institutions. This traditional subscription model can co-exist with open access as long as doing so does not disrupt the current journal revenue.
5. As part of its efforts to support open access, INFORMS commits to continuing to provide "green" and "gold" open access options to its authors through the following efforts:

Gold Open Access Option

INFORMS Open Option (IOO) provides an open access alternative for articles accepted for publication in any INFORMS journals that would have otherwise only been available through subscriptions or pay per view. Authors of an accepted manuscript who want to take advantage of IOO are responsible for a one-time publication fee that ensures the article would be made available to anyone online via INFORMS PubsOnLine, for free and in perpetuity. The publication fee is set annually by the publications committee as part of its annual review of journal pricing.

Green Open Access Options

Authors may post the author accepted manuscript (AAM) of their papers on personal websites immediately after acceptance. Authors may post AAMs in non-commercial institutional repositories 12 months after INFORMS publishes the final typeset and copyedited paper online. INFORMS does not allow the final typeset and copyedited version to be posted on personal websites or in institutional repositories.

NUMBER 13.10 NEW JOURNALS

EFFECTIVE: Board Meeting: November 2016

As operations research, management science, and related fields evolve, the subject matter covered by INFORMS journals may not extend to new or emerging areas of interest to the membership. To reconcile this mismatch, INFORMS members are encouraged to propose new journals that will complement and add value to the collection of existing journals.

In general, one or more INFORMS subdivisions should take the lead in initiating a new journal. To some extent, this will demonstrate interest and support among the membership. The steps in the proposal process are as follows:

1. When a perceived need for a new journal is identified, an INFORMS member or a committee whose majority are INFORMS members may write a preliminary proposal and submit it to the Vice President of Publications. The preliminary proposal should summarize the proposed journal's concept and how it will promote the core purpose, mission, and values of INFORMS.
2. The Vice President of Publications shall submit the preliminary proposal to the Publications Committee for their recommendation, which may be either to return the proposal to the proposal committee for clarification, accept it and advise the proposal committee to write a full proposal, or reject it.
3. Upon receiving the Publications Committee's recommendation to accept or reject a proposal, the Vice President of Publications shall make his or her recommendation to the Board of Directors at the next scheduled quarterly Board of Directors meeting. This recommendation shall be submitted as a motion for the Board to either accept the preliminary proposal and ask the proposal committee to write a full proposal or reject it thus ending the process.
4. The Board, in deciding to accept a preliminary proposal, may request clarification or deliver feedback/instruction to the proposal committee that must be addressed in the full proposal.
5. When further clarification is requested, the proposal committee may decide to take no further action and withdraw the proposal. Proposal withdrawals should be submitted to the Vice President of Publications in writing within 90 days of the Board decision to invite a full proposal.
6. The full proposal should be written and submitted to the Vice President of Publications within one year of the date that the Board approved the preliminary proposal. The full proposal must answer any questions raised by the Board during the preliminary evaluation, as well as provide a detailed business plan for the editorial and fiscal operation of the new journal through its first five years of publication.

NUMBER 13.10 NEW JOURNALS

EFFECTIVE: Fall Board Meeting: November 2016

7. When the Vice President of Publications receives the full proposal, the same steps taken in evaluating the preliminary proposal shall be followed.

8. When evaluating the full proposal, the Board of Directors can either accept the full proposal and instruct the INFORMS Director of Publications to initiate the new journal, reject the full proposal, or request clarification, thereby tabling the motion until a subsequent Board meeting. The Board has final say in whether or not INFORMS will go forward with the new journal. The Vice President of Publications and INFORMS Director of Publications will maintain forms to provide guidance to proposal committees in their completion of preliminary and full journal proposals. These forms may be obtained from the INFORMS Director of Publications.

Selecting the Editor-in-Chief

The full proposal form shall ask the proposal committee to provide a list of candidates for the position of Editor-in-Chief (EIC) of the new journal. Should the Board of Directors give its approval for the new journal, the Vice President of Publications will pursue one of two options for the selection of the EIC.

1. As described in Section 13.6.1, a search committee will be appointed by the Vice President of Publications to evaluate the list of candidates and make a recommendation on the initial EIC to the Board of Directors.

2. In the event that the proposal is being presented by/with its chosen EIC, the Vice President of Publications, in consultation with the Publications Committee, may recommend this individual to the Board of Directors without a prior search committee. If the Board votes to approve this candidate, he or she will be officially notified by the INFORMS President; if the Board votes to reject this candidate, the Board shall request that the Vice President of Publications form a search committee as noted in the first option above.

In the event that the proposed journal is a pre-existing publication seeking to become an INFORMS publication, it is explicitly understood that the incoming EIC will be subject to the tenure, search, and review procedures outlined in Section 13.6. Unless otherwise noted, the incoming EIC's term will be considered his/her first term and he/she will be eligible for reappointment after completion of his/her three-year term.

RELATED DOCUMENTS:

INFORMS New Journal Preliminary Proposal Form
INFORMS New Journal Full Proposal Form

