

## **NASPAG**

### **Publications Committee Manuscript Review Procedure**

June 28, 2012

- 1. The Chair of the Publications Committee will serve as a liaison between the Journals, authors and Board of Directors and communicate with them regarding article deadlines, etc**
- 2. Manuscripts will be commissioned by the Committee Chair based on author expertise from a list of volunteer authors which shall be members of NASPAG.**
- 3. Manuscripts shall be submitted to the Publications Chair who shall briefly review for accuracy and adequacy regarding its representation of NASPAG.**
- 4. Manuscripts shall then be assigned by the Publications Committee Chair to 1-2 board members or Past Presidents of NASPAG.**
- 5. These reviewers will again assess accuracy and adequacy regarding its representation of NASPAG.**
- 6. Reviewers are not tasked with a detailed review of the manuscript as is done for peer review by journals, but rather for a general sense of accuracy and completeness of the materials presented. In addition, the purpose of this review is to assure that a NASAG branded publication is deserving of such branding.**
- 7. Once the publication has been approved by 2 reviewers (which may include the Publications Chair), it shall be returned to the author for corrections or forwarded to the Journal contact by the Publications Committee Chair.**