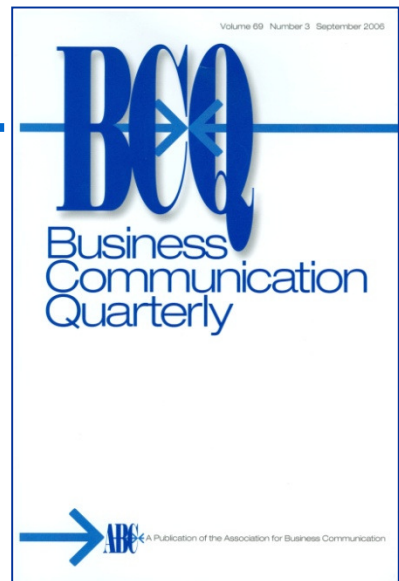# Sept 2008 Annual Report

Kathryn Riley, Editor

BCQ 2008 Annual Report: Overview

This report describes the status of *BCQ* since the September 2007 report and briefly reviews the four issues since then. It also comments on other areas such as the feature columns, Website, and production developments at Sage. It concludes with a look at initiatives for the coming year.

BCQ 2008 Annual Report: Status of Submissions

The summary below analyzes manuscripts submitted since the last annual report. This summary takes into account feature articles and Innovative Assignment articles, but not edited columns such as Focus on Teaching or book reviews. The counting method and categories are those recommended by the Publications Board *(Appendix A)*.

Submission and Acceptance Rates

A total of 90 manuscripts were submitted between September 1, 2007 and September 9, 2008.

Total submissions	90
(up from 63 last year, an increase of 43%)	
Invited articles	3
Desk rejects	16
Rejected after review	21
Revise & resubmit	17
Accepted after R&R	11
Rejected after R&R	3
Pending as of 9.10.07	19

As indicated by the numbers above, submissions are up quite a bit compared from the last annual report. This increase in submissions has coincided with something of a rise in the acceptance rate. *See* **Graphic 1**.
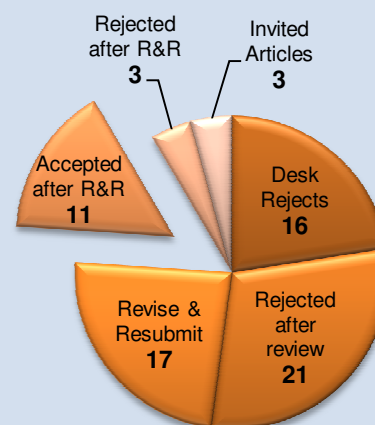
All of the accepted manuscripts were resubmissions of items that had originally been classed as "Revise and Resubmit." This trend suggests that reviewers are doing a good job of giving authors usable and encouraging commentary.

Graphic 1 shows acceptance rates based only on the 71 manuscripts on which decisions were returned between September 1, 2007, and September 9, 2008.

Graphic 1: Acceptance to BCQ

The 2008 acceptance rate is up to 16%, compared to only 9% in the year ending September 1, 2007.

Article Backlog

The rise in both number of submissions and acceptance rate has resulted in a backlog of enough feature articles to fill the first three issues of 2009—a positive development since it will enable the inclusion of more feature articles in each issue. This is the largest backlog the journal has had since I became editor in June 2005.

BCQ 2008 Annual Report: The Past Four Issues

Following is an overview of the four issues of *BCQ* that have appeared since the September 2007 annual report. All issues carry standard copy such as the list of ABC officers, information for authors, and the ABC conference calendar. All issues have appeared on schedule, and the full page count for 2008 (volume 71) will be used.
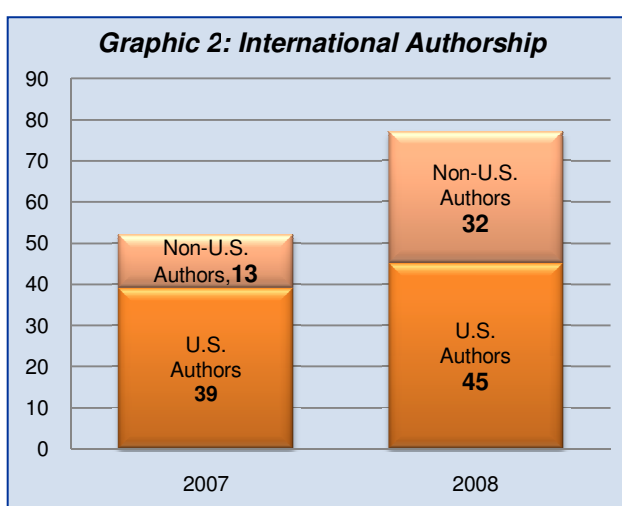
December 2007 *(pp. 413-519)*	March 2008 *(pp. 1-128)*	June 2008 *(pp. 137-269)*	September 2008 *(pp. 277-410)*
Editorial	Guest Editorial	Call for JBC Editor	
1 feature article	2 feature articles	3 feature articles	3 feature articles
	1 Innovative Assignment	1 "Focus on Research" article	Special column on "2007 ABC Publications Award Winners."
5 "Focus on Teaching" articles	7 "Focus on Teaching" articles	7 "Focus on Teaching" articles	7 "Focus on Teaching" articles
4 "Focus on Business Practices" articles	6 "Focus on Business Practices" articles	3 "Focus on Business Practices" articles	4 "Focus on Business Practices" articles
2 book reviews	5 book reviews	5 book reviews	2 book reviews
Index			

Author Demographics

A total of 77 authors were represented in feature and column articles (excluding book reviews), compared to 52 authors in the last annual period.

Of these 77 authors, 58% (45) were affiliated with U.S. universities, while 42% (32) were affiliated with universities outside the U.S. This represents a 17% increase in non-U.S. authors over the last annual period. *See **Graphic 2**.*

Both of these trends are worth emphasizing because of two goals suggested in the September 2006 "review of the editor" report: to include a greater number of authors and to include more non-U.S. authors. One year later, *BCQ* is doing a good job of representing a wide number and variety of authors while maintaining a respectable rejection rate. Greater international participation is also a criterion for SSCI inclusion; certainly the figures above indicate a healthy representation of international authors in recent issues of *BCQ*, which may help the next time the journals are considered for SSCI inclusion.

Graphic 2: International Authorship

The proportion of female and male authors was nearly even: 51% (39) to 49% (38), which is consistent with the last annual period.

BCQ 2008 Annual Report: Staffing and Production Developments at Sage

Sage Staff
I have continued to have a very positive working relationship with the Production Editor at Sage, Ailene Kanbe, who has been unfailingly responsive and helpful. Associate Publishing Editor John Paul Gutierrez continues as the Sage ABC/*BCQ*/*JBC* liaison. He and I met in Chicago in 2008 and will meet in person at the ABC meeting, where he plans to attend the *BCQ* Review Board Meeting. However, since most of my issue-to-issue dealings are with Ailene, her continuity on the Sage team is my most important concern.

Online Article Submission
The most significant behind-the-scenes accomplishment this year was the transition of *BCQ* to an online submission system, Manuscript Central. This effort required extensive preparation and training during the last months of 2007 and the first few months of 2008 on the part of myself and editorial assistant Jim Maciukenas, whose experience in working with content management systems was quite valuable during this transition. Tasks included remote training on the system, customization of dozens of email templates used in the system, construction of a reviewer database, and trial runs of several manuscripts. We successfully met the target launch date of early spring 2008 set in last year's annual report; effective with the March 2008 issue, authors were directed to use Manuscript Central to submit feature articles.

Column Submissions
At this time, submissions to "Focus" columns, as well as book reviews, continue to be submitted directly to the column editors (as Word documents sent by email) rather than through Manuscript Central. One of the main benefits of Manuscript Central is that it streamlines the process of "anonymizing" manuscripts, sending them to reviewers, and tracking reviewers' responses and reports to authors. However, since the column submissions (unlike feature articles) do not undergo masked peer review, the column editors would probably not benefit enough from Manuscript Central to make it worth their while to invest time in training.

Note: Appendix B shows screenshots from various sections of the Manuscript Central system.

BCQ 2008 Annual Report: Feature Columns

BCQ has continued to benefit from the strong efforts of a dedicated team of column and feature editors.

"Focus on Teaching"
I would especially like to commend Marilyn Dyrud and Rebecca Worley for their continued outstanding work on the "Focus on Teaching" column. Their calls for papers continue to attract dozens of submission, to the point where column topics must sometimes be extended over two issues.

"Focus on Business Practices"
"Focus on Business Practices" has also been represented well in each of the past four issues, with editing shared by Clive Muir of Winston-Salem State University and Peter Cardon of University of South Carolina. A new editor for this column will be transitioning in during 2009.

Book Reviews
During 2008, *BCQ* transitioned to a new book review editor, Peter Cardon of University of South Carolina, when former book review editor Jo Mackiewicz became editor-in-chief of *IEEE Transactions on Professional Communication*. Jo left us with a comfortable backlog of reviews, and the goal of *BCQ* remains to publish approximately four reviews per issue if the page count permits.

BCQ 2008 Annual Report: Web Presence

Website Updates
Barbara Shwom has responded to requests for changes to the *BCQ* pages on the ABC site, and Ailene Kanbe has coordinated any needed changes to the Sage site. I have also responded to Barbara's invitation to contribute "research updates" to the main ABC page by having my editorial assistant prepare summaries of articles from the most recent issues.

OnlineFirst
A Sage initiative in 2008 is that articles are now available online in advance of print, which should enhance the citation rate and hence the likelihood of SSCI acceptance.

BCQ 2008 Annual Report: Summary & A Look Ahead

A Look Ahead

I continue to seek additional members for the editorial review board, especially to review manuscripts that present statistical findings.

Looking ahead, a special issue on "Teaching Teamwork in Business Communication/ Management Programs" will be published in December 2008, coedited by Cheryl Cockburn Wootten, Prue Holmes, and Mary Simpson (all of University of Waikato, New Zealand). Work on the special issue progressed on schedule throughout all stages of the process.

Summary

My short-term goal at this point is to continue building numbers and variety in the editorial review board so that I can distribute manuscripts across a wider range of reviewers and maintain the desired turnaround time to authors. The move to an online submission system should benefit editors, reviewers, and authors. As always, I continue to explore ways to keep BCQ useful to its readers while maintaining its status in the eyes of tenure-and-promotion committees.

Appendix A: Recommendations for Counting Submissions

Publications Board recommendations for Counting Submissions and Determining Acceptance rates for manuscripts submitted to our Journals. *March 2003.*

Background

Input for the conclusions and recommendations given below were received from our journals editors, editors of various communication and business journals, members of our editorial boards, and Publications' Board members. We also considered published journal information about these areas and discussions with members of ABC.

Conclusions

→ There is no one way used to determine counting submissions and determining acceptance rates.
→ Some journals use first time submissions only in calculating the rate.
→ Some journals use first time submissions and revise and resubmit to calculate the rate.
→ Some journals use editor initial screening in calculating the rate.
→ Some journals use editor screening in articles for columns in calculating the rate.
→ Some journals use editor screening in articles for columns but do not count these in the overall journal acceptance rate.
→ Some journals do not use invited articles in calculating journal acceptance rates.
→ Acceptance rates do impact promotion and tenure and performance decisions.
→ Combinations of the above items are used by some journals in calculating journal acceptance rates.
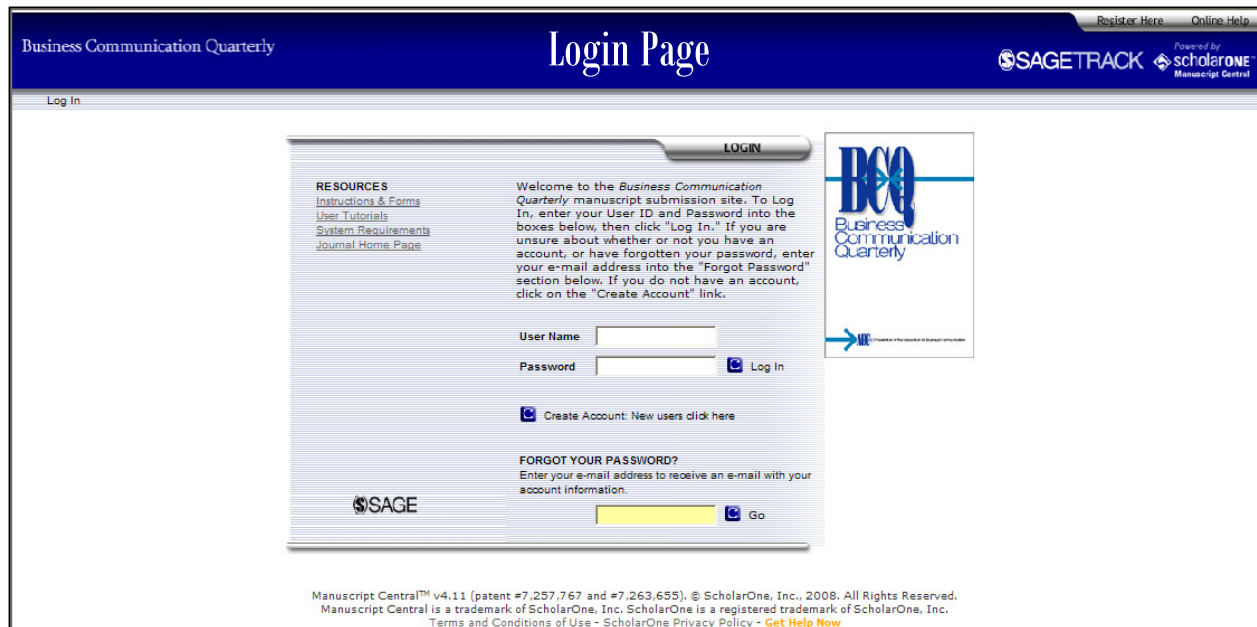→ Other.

Recommendations

We suggest the following as a process for Counting Submissions and Determining Acceptance rates for manuscripts submitted to our Journals:

→ Count editor-screened manuscripts that are rejected without complete review,
→ Count manuscripts rejected by editorial board members,
→ Count manuscripts that are accepted with minimal or no revision,
→ Count manuscripts that receive a revise-and-resubmit decision,
→ Count manuscripts resubmitted after a revise-and-resubmit decision,
→ Do not count columns and invited articles if decision is a positive certainty and only reviewed by editor,
→ Do not count manuscripts submitted more than twice,
→ Do not count minimally revised manuscripts twice (we realize this is a judgment call but leave it to the editor in consultation with associate editor or content expert reviewer).

Appendix B: Screenshots from Manuscript Central

Screenshots from Manuscript Central online submission system: login page, manuscript submission page, and editor's dashboard.

Editor's Dashboard

SAGETRACK • Powered by ScholarONE™ Manuscript Central

Edit Account | Instructions & Forms | Log Out | Online Help

Search | Search on...

Main Menu • Editor Dashboard

You are logged in as Kathy Riley

Dashboard

You can access manuscripts in each peer review status by clicking on the status queue title. The number next to each status queue title indicates the number of manuscripts in that status. You may search for specific manuscripts with the Quick Manuscript Search form or conduct an "Advanced Search" by clicking the link below (the advanced search form will display at the bottom of the screen). For tips on conducting searches, click the following link: Read More ...

Version 4.1.1 was released on August 26, 2008. Click here to learn more.

Editor Lists

You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.

0 Select Reviewers
0 Invite Reviewers
1 Overdue Reviewer Response
0 Assign Reviewers
3 Awaiting Reviewer Scores
1 Overdue Reviewer Scores
0 Make Final Decision

Editor Tools

Reports

At-A-Glance Statistics

Detailed Reports

Quick Search - Show Advanced Search

You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."

Saved Search: Select... ▼ ✏ Edit

Manuscript ID:

Manuscript Title:

Author's First (Given) or Last (Family) name:

* Keywords: ☑ Pick

🔍 Search