



Journal of the American Statistical Association

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Dear Associate Editor,

Thank you for agreeing to serve as an Associate Review Editor for the Journal of the American Statistical Association (JASA) and The American Statistician (TAS). I am writing to welcome you to the editorial board and to give you an idea of how we will operate.

The JASA/TAS editorial board is responsible for:

- 1) The Reviews Section of the Journal of the American Statistical Association (JASA):
 - a) Review papers
 - b) Full book reviews (evaluative reviews of non-instructional books)
 - c) Telegraphic book reviews (one- or two-paragraph reviews of proceedings, new editions, etc.).
- 2) Book reviews in The American Statistician (TAS) (evaluative reviews of teaching materials).

When review papers are received, I may ask you for help in evaluating them and/or finding referees. I also encourage you to suggest topics/authors for review papers, and to keep an eye out for book reviews that seem to have potential for generating a review paper.

If you have not already sent your subject preferences, please complete and return the survey, located on the web site, which will give me your subject preferences. The latter will help me direct books (and possibly review papers) to the most appropriate Associate Editor (AE).

For your reference, I have posted more detailed information in the “AE Process Guide,” as well as a copy of “Guidelines for JASA/TAS Book Reviewers.” Please feel free to adopt your own style in corresponding with reviewers.

The basic operation of book reviews is as follows. Periodically, a list of books that are deemed worthy of consideration for review in JASA or TAS will be available on the web site. You will then request books that you want to handle (either to find a reviewer for or to review yourself). After taking your requests into consideration, I will assign the books to the AEs, and Denise Riker, our Editorial Coordinator, will mail the books to you.

Once you receive the books, look each one over and decide whether it indeed should be reviewed, and if so, what type of review it warrants (a full review or a telegraphic review). I will have made a preliminary determination about both the journal and the length of review that I will share with you. Telegraphic reviews are one- or two-paragraph reviews, and those are often

appropriate for proceedings volumes, second and later editions, etc.. Telegraphic Reviews must always be written by AEs. If it is to be a full review, your job is to contact an appropriate reviewer, and after s/he agrees to write a review, send the book to the reviewer, issue encouragements and reminders as needed, receive the review, edit it, and submit it upon completion. Of course, you also have the option of reviewing the book yourself. The reviewer gets to keep the book. If you decide a book shouldn't be reviewed, you may keep it or give it away. When publishers send a second copy of the book, it will be sent to the AE once the review is submitted.

Once every few months, we will post a list of books that have been screened out of the review process, usually because of a non-statistical focus (theoretical mathematics, physics, economics, etc.). As Associate Editors, you have first choice, but you may know people who will appreciate these titles, so feel free to share the list with them. (In fairness to all AEs, please let me know if the books that you request are for you or for your colleagues.)

I want to emphasize the importance of taking responsibility for the books that you are sent. It is unfair to an author when a book sits on an AE's desk for months without any attempt to solicit a review. I am sympathetic to variations in work load, so please do tell me if you are particularly overwhelmed at any given time. And if you find that your schedule consistently prevents you from performing this service, please contact me so that we can discuss it.

Every year at the annual meeting, the ASA rewards you (together with the other two JASA editorial boards) with a free lunch, typically held on Tuesday at 12:30. I believe that we have a first-rate editorial board, and I look forward to working with you for the next three years.

Sincerely,
Alyson Wilson
Editor, JASA/TAS Reviews