**\*\*\*JOURNAL EDITORIAL POLICY\*\*\***

International Journal of Online Pedagogy and Course Design (IJOPCD)

**(An official publication of the Information Resources Management Association)**

The objective of this editorial policy is to provide clear explanations and guidelines regarding the editorial terms and rules regarding the review process for the International Journal of Online Pedagogy and Course Design. All members of the international Editorial Review Board of IJOPCD are expected to familiarize themselves with the policies outlined and respectfully follow the rules and terms of the review process established for this journal.

**Mission of IJOPCD**

Prospective authors are invited to submit manuscripts for possible publication in the International Journal of Online Pedagogy and Course Design (IJOPCD). The primary objective of IJOPCD is to provide a forum for the improvement of online education for schools and teachers planning to implement, or currently engaged in, e-learning. The journal is targeted toward academic researchers and educators who work with online education and web-based training, as well as general participants in e-learning. We also encourage the submission of high quality syntheses across fields that are interesting, beneficial, and apprehensible to all members of science education and related disciplines.

**Coverage of IJOPCD**

Topics to be covered in this journal include (but are not limited to) the following:

 Web-based teaching methods

 Pedagogy and teaching with technology

 Online course design

 Evaluation of online learning effects

 Evaluation of learning technology systems

 E-learning

 Blended learning

 Computer-mediated communication

 Multimedia and interactive learning systems

 Learning management systems

 Emerging technologies

 Virtual reality environments

 Computing education

 Science education

 Online learners’ behavior

 Adoption of e-learning

 Best practices

**Reviewer Selection**

Upon the receipt of a manuscript for consideration, the Editors-in-Chief select a minimum of five reviewers from the members of the international Editorial Review Board of IJOPCD to review the submitted manuscript on a double-blind basis. Assignment of reviewers is based on the current reviewer assignment load and also the number of manuscripts received throughout the year by each selected reviewer.

As a member of the Editorial Review Board, reviewers are expected to evaluate manuscripts sent to them in a ***timely*** and ***thorough*** manner. By providing constructive comments, even if the manuscript is not, in their opinion, publishable, the reviewers are doing a service to their colleagues. The comments made specifically to the author will be shared with them. Because this is a double-blind peer review system, authors will not know the identity of the reviewer and vice versa unless the reviewer decides to waive this anonymity by signing his/her name to the reviewer evaluation form.

**Review Process**

To ensure the high quality of published material, IJOPCDutilizes a group of experts to review submitted manuscripts. All submissions for IJOPCDwill be received electronically. Upon the Editor-in-Chief’s receipt of the manuscript, a copy of the manuscript, along with a “Manuscript Evaluation Form,” will be sent to each selected reviewer for the manuscript. The journal’s “Guidelines for Manuscript Submissions” clearly state that the authors should not include any reference to their names or affiliations in the main body of the manuscript, and every effort will be made by the Editor-in-Chief to make sure that no such reference is made in the manuscript prior to forwarding to reviewers. However, it is also the responsibility of the reviewer to notify the Editor-in-Chief should any reference to the authors’ names be found in the main body of the manuscript.

**Reviewers’ Responsibilities**

Members of the international Editorial Review Board of IJOPCD are expected to review 6-8 manuscripts a year. Reviewers must return their reviews to the Editor-in-Chief electronically **2-4 weeks from the time the manuscript was received by the reviewer**. Reviews should be extensive and constructive, and reviewers should avoid making any derogatory and unprofessional comments such as “my kids write better than this….” If, in the opinion of the reviewer, the manuscript is not publishable, the reviewer must make every attempt to provide extensive comments/feedback in regard to why the paper is not acceptable and to provide the authors with constructive directions. This is a professional service that we all provide to our colleagues in the hope of improving the overall quality of work in our discipline. All appropriate comments received are forwarded to the authors without revealing the reviewer’s identity since this is a double-blind peer review process. However, the reviewer has the option to waive this anonymity by signing his/her name to the reviewer evaluation form. **(Note: should the reviewer feel that he/she is familiar with the identity of the authors of the submitted work, he/she must notify the Editor-in-Chief regarding his/her concerns to make sure that the integrity of the double-blind peer review process is not compromised)**.

**Book Review**

IJOPCDinvites prospective book reviewers to submit their review of either textbooks or professional books for possible inclusion in the journal. Reviewers should focus on the following guidelines when developing the book review: Book reviews must not exceed 1,500 words. Reviews should summarize the book and indicate the highlights, strengths, and weaknesses of the book. Reviews should evaluate the organizational and managerial applications of the material discussed in the book relevant to Online Pedagogy and Course Design. Reviews should critique and constructively evaluate the authors’ work and not merely list the chapters’ contents. The writing style, accuracy, relevance, and the need for such a work in the discipline should be analyzed. Reviews must include the title of the book, author, publishing company, publication date, number of pages, cost (if listed), and ISBN number. Each submission must be accompanied by a short biography of the reviewer. All book reviews should be submitted electronically to jawen12b@gmail.com and IJOPCD@gmail.com.

### Case Studies

IJOPCDalso encourages submission of case studies based on actual cases related to different issues and aspects of Online Pedagogy and Course Design. Case studies must provide adequate information regarding the organization upon which the case is based, discussion of the issues involved, coverage of any experiments or trials of techniques or managerial approaches, and finally, discussion of any lessons learned or conclusions drawn from this study.

**IRMA Membership**

As you may know, IJOPCDis an official publication of the Information Resources Management Association (IRMA); as such, it is highly recommended that each reviewer becomes a member of IRMA. IRMA membership provides subscription to this journal on a regular basis, and, in addition, it offers many benefits, including discounts on publications. Please take the time to visit the Web site at [www.irma-international.org](http://www.irma-international.org) to apply for membership.

**All submissions and inquires should be directed to the attention of:**

Pei-Di Shen and Chia-Wen Tsai

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