

# AAAE Submission & Review Manager's Report

Presented May 2013 by John C. Ricketts, 2012-13 Manager

## Process Summary

During the past year, 294 (up 30 from last year) manuscripts were submitted and reviewed for the four AAEE conferences. The following further details the process.

Conference	# of Submissions	# Accepted (%)	# Reviewers
North Central	39	24 (62%)	68
Southern	70	36 (51%)	118
Western*	45	27 (60%)	71
National	140 (129**)	60 (43%)	152 (171***)

\*Note. Last available data. \*\*Last year's #. \*\*\*Last year's #.

## Observations from the Editor

- We were able to add more reviewers this past year, but we continue to need more reviewers. Because of extremely slow response times AND completion times, several reviewers are being abused simply because I know they will complete the review by the deadline. So, THANK YOU! You know who you are.
- We need quicker response. Please respond to review requests as soon as possible. Declinations following a request are not a bad thing, but please remember that ALL of us are busy. If you decline, please do it as soon as you receive the request. It puts us in a bad position if a request is declined the day before the deadline.
- We need complete profiles. Profiles must be updated with research expertise if manuscripts are to be paired with appropriate reviewer.
- If you've never been asked to review, you are not in the database. Contact me ASAP at [tsuaged@gmail.com](mailto:tsuaged@gmail.com), and I will help you get on our roster of reviewers.
- It's time to hire a Manuscript Editor-elect who will become Manuscript Editor this time next year. Watch for announcement and job description.
- Also, some individuals continue to submit a poster abstract to the Fast Track system versus the separate poster submission specified in the *Call for Posters*. We don't usually notice the mix up until we are scrubbing the documents, which may follow the poster deadline.