

***EM* Editorial Advisory Committee**
CHARTER AND MANUAL OF OPERATIONS
Revised March 23, 2015

Section 1. Mission Statement

- 1.1. *EM* Mission.** The mission of *EM*, A&WMA’s monthly magazine, is to be an invaluable resource for environmental professionals, providing accurate, timely, interesting, and informative news, feature articles, regular columns, and opinion pieces related to air pollution, waste management, and water pollution. Where possible, *EM* strives to publish articles written by leaders in the private sector, government, and/or academia. *EM* supports A&WMA’s core purpose “to improve environmental knowledge and decisions by providing a neutral forum for exchanging information.”
- 1.2. Editorial Advisory Committee Mission.** The mission of the Editorial Advisory Committee (“EAC”) is to provide technical and policy advice and guidance to *EM*’s Editor and Managing Editor. The primary duties of EAC members are to identify topics of interest, solicit articles, and review articles to be published in *EM*, thereby ensuring that *EM* meets its mission by publishing timely, informative, and high-quality content each month. The EAC also serves as a sounding board to help the editorial staff understand the needs and interests of A&WMA members and as a resource for finding additional qualified reviewers for articles submitted to *EM*.

Section 2. *EM* Publication Frequency and Format

- 2.1. Publication Frequency and Theme.** *EM* is published monthly, and each issue typically has a theme (e.g., hazardous waste disposal, new technologies, environmental security). Each issue has at least two or three feature articles that pertain to the theme. The theme is provided in advance to potential advertisers to help them understand the context of the issue in which their advertisement will appear.
- 2.2. Format.** *EM* is a four-color magazine. In addition to feature articles and opinion pieces, *EM* publishes regular (i.e., monthly, bi-monthly, or quarterly) columns on a range of topics, such as information technology, project management, professional development, and the environmental industry in general.
- 2.3. Publication Guidelines.** Articles accepted for publication in *EM* should be of a length that conforms to the *EM* Manuscript Preparation and Submission Guidelines (Appendix A; updated periodically and available from the A&WMA Web site).

Section 3. EAC Membership

- 3.1. Membership.** Membership in the EAC shall be drawn from the at-large A&WMA membership, representing the Association’s diverse technical interests and expertise.

The main criteria for membership are fulfillment of responsibilities and participation in activities of the committee.

EAC members should be respected in their fields, but do not need to have published peer-reviewed articles. The Association will strive to enlist EAC members with regulatory, policy, technical, or business experience from government (e.g., federal, state, or local agencies), industry, consulting, or academic organizations, and from both the air and waste communities.

3.2. EAC Officers. Officers of the EAC are the Chair, the Vice Chair, and the Secretary.

3.3. Voting Members. The EAC shall have at least 12 and no more than 20 voting members, including the Chair and Vice Chair. To ensure diversification of member experience and expertise, the following membership composition is suggested:

1.2.1. Industry representatives (2–4)

1.2.2. Government representatives (2–4)

1.2.3. Academic representatives (2–4)

1.2.4. Consulting representatives (2–4)

1.2.5. At large representatives (up to 4)

3.4. Ex officio (Non-Voting) Members. The EAC shall have up to five (5) ex officio (non-voting) members:

1.2.6. Publications Committee Chair

1.2.7. Editorial Review Board Chair

1.2.8. A&WMA Executive Director

1.2.9. A&WMA Publications Director

1.2.10. *EM* Managing Editor (Secretary)

3.5. As described in Section 6, below, each year, the Chair will work with the Editors and the committee to determine an appropriate number of new and renewing members, and to ensure that an adequate balance of environmental perspectives is represented. The Managing Editor, Chair, and Vice Chair should lead development of a slate of candidate EAC members for the new year and make a recommendation to the committee for discussion prior to the annual meeting.

3.6. EAC members who become unable to fulfill their responsibilities (as described in Section 5.2) during their terms will be encouraged to leave the committee.

Section 4. Membership Term

- 4.1. **Three-year term.** Voting EAC members shall serve three-year terms, staggered so that roughly one-third of member terms will expire in a given year. Terms for EAC members and officers begin after approval by the EAC and the Publications Committee. Terms begin at the annual meeting, held in conjunction with A&WMA's Annual Conference & Exhibition.
- 4.2. **Additional terms.** EAC members may serve additional terms, upon recommendation by the EAC and approval by the Publications Committee. The departing Chair may, if s/he chooses, remain a voting member of the EAC for an additional year (as "Past Chair"), and may serve subsequent terms as a member under the same conditions as other EAC members.
- 4.3. **Incomplete terms.** EAC members unable to complete their terms may be replaced with a qualified candidate nominated by the EAC Chair in consultation with the Vice Chair and Secretary and approved via e-mail by the EAC. Formal approval at the next annual meeting as provided in Section 6, below, is required for continuation as an EAC member.

Section 5. Responsibilities

- 5.1. **The EAC.** The EAC is responsible for:
 - 5.1.1. Ensuring that *EM* meets the needs and expectations of its readership by publishing timely, informative, and high-quality content each month by identifying potential authors, reviewing articles submitted for publication, and providing comments to the Editor and Managing Editor on A&WMA member needs and the overall content of the magazine.
 - 5.1.2. Fostering a neutral forum for exchanging technical and policy information.
 - 5.1.3. Developing an annual calendar of topical and realistic themes for *EM* issues ("Editorial Calendar").
 - 5.1.4. Maintaining and, as necessary, revising editorial and publishing standards for *EM* consistent with A&WMA's goals and policies.
 - 5.1.5. Promoting *EM* to colleagues and libraries.
 - 5.1.6. Voting to recommend new EAC members.
- 5.2. **Each EAC Member.** Each EAC member is expected to:
 - 5.2.1. Review at least three (3) articles per year in accordance with Appendix B.

- 5.2.2. Serve as (or be responsible for delegating) a qualified “champion” or “co-champion” of at least two issues of *EM* per three-year term, with the following specific responsibilities:
 - 5.2.2.1. Identify and obtain adequate content (typically three to five feature articles) to present a balanced perspective on the theme. Champions may author or co-author some of the content.
 - 5.2.2.2. Work directly with other authors to edit or modify articles as necessary before final submittal to *EM* editorial staff.
 - 5.2.2.3. Identify additional reviewers if requested by the Managing Editor.
- 5.2.3. Solicit articles, authors, and reviewers as appropriate, and make sure that *EM* authors are informed of and adhere to the latest version of the *EM* Manuscript Preparation and Submission Guidelines (Appendix A).
- 5.2.4. Ensure that reviewers submit comments using the latest version of the *EM* Article Evaluation Form (Appendix C).
- 5.2.5. Attend the annual EAC meeting and joint Publications Committee/ ERB/EAC meeting.
- 5.2.6. Participate in other EAC communications (e.g., conference calls and e-mails) and provide feedback on issues.

5.3. Chair. The Chair is responsible for:

- 5.3.1. Ensuring that the Committee as a whole fulfills its mission, provides support to the A&WMA editorial staff, and fulfills its responsibilities.
- 5.3.2. With the assistance of the Managing Editor, monitoring the participation and performance of individual EAC members and asking those that cannot fulfill their responsibilities to leave the committee.
- 5.3.3. Presenting an annual “State of *EM*” report (including recommendations) at the annual Publications Committee meeting.
- 5.3.4. Ensuring that the makeup of the EAC follows the composition guidelines (Section 3), ensuring that new members are added to the committee and compiling an annual slate of EAC candidates for committee vote.

5.4. Vice Chair. The Vice Chair shall assist the Chair with the responsibilities listed in Section 5.3 and shall fill in for the Chair in the Chair’s absence.

5.5. EM Managing Editor and Editor.

- 5.5.1. The *EM* Managing Editor shall serve as EAC Secretary. The Secretary is responsible for taking the minutes of EAC meetings and distributing them for review and approval. The Secretary is responsible for maintaining official copies of the minutes, the EAC Charter and Manual of Operations, the Publication Guidelines, and other official documents.
- 5.5.2. The *EM* Managing Editor provides the day-to-day management of *EM* content and manages communication with EAC members. The Managing Editor reminds EAC members of deadlines for submitting articles, circulates proposed articles to EAC members for review, edits and compiles the contents of each issue, and ensures that *EM* is issued in a timely and professional manner.
- 5.5.3. The Publications Director and the Managing Editor are responsible for obtaining advice from the EAC and maintaining close contact with the Chair; however, except as provided in Appendices A and B, the Managing Editor maintains final authority for decisions regarding the content and format of *EM*.

Section 6. Selection and Appointment of Members and Officers

- 6.1. **General Membership.** Each year, new EAC members should be recommended by the EAC and approved by the Publications Committee at its annual meeting, held in conjunction with A&WMA's Annual Conference & Exhibition.

Names of candidates for EAC membership may be submitted to the EAC Chair at any time throughout the year, along with the appropriate biographical information. The EAC Chair will make every effort to distribute information regarding the slate of candidates in advance of the annual meeting, so that committee members will have ample time to consider their qualifications.

If a desirable candidate for EAC membership is identified well before the next annual meeting, the EAC Chair may call for a special meeting of the EAC (via conference call or e-mail) to consider the candidate's qualifications. If the EAC recommends appointing the candidate, the candidate may serve as an EAC member until the next annual meeting. Formal approval by the EAC and the Publications Committee at the next annual meeting is required for continuation as an EAC member.

- 6.2. **Chair.** The EAC shall elect a Chair, subject to approval by the Publications Committee. The Chair shall serve a three-year term. With approval of the Publications Committee, the Vice Chair shall become Chair either upon expiration of the Chair's term or if the Chair position becomes vacant.
- 6.3. **Vice Chair.** If the office of Vice Chair becomes vacant, the EAC shall elect a Vice Chair from among its members at the next annual meeting.

Only A&WMA members with at least one year's experience as EAC members may serve as Vice Chair. The Vice Chair will assume office after approval by both the EAC and the Publications Committee. The Vice Chair shall serve a three-year term.

Section 7. Voting and Quorum

- 7.1. Voting.** The EAC strives to operate by consensus. When a vote is required, a quorum must be present, and a majority of those present is required to pass a motion. The Chair may conduct a vote via e-mail, in which case an affirmative vote by a quorum is required to pass a motion.
- 7.2. Quorum.** A quorum is defined as more than 33.3% of the voting members of the committee.

Appendix A

EM Article Preparation and Submission Guidelines

Background

EM seeks to provide timely, readable, useful, and accurate articles regarding key issues affecting environmental professionals in industry, government, consulting, and academia. Articles can be news-oriented or opinion/editorial-oriented; however, opinion/editorial pieces must be clearly identified as such, and both types of articles need to reflect an adequate degree of professional knowledge and professional style of communication. EM is one of two publications published by A&WMA; the other, the Journal of the Air & Waste Management Association, is a technical journal which undergoes a more rigorous scientific peer-review process and has a different set of manuscript preparation and submission guidelines. However, technical information is not excluded from EM; for example, a summary of existing technical information that is useful to decision-makers would be welcome.

Issue Themes/Topics

Each issue of EM has a theme that is the focus of one or more of the articles. A&WMA is always in need of issue “Champions,” who identify topics for papers that address the theme, solicit authors, and work with A&WMA staff and the authors to get the papers completed and reviewed in time for publication. Anyone interested in “Championing” an issue should e-mail the following to the Managing Editor (Lisa Bucher, lbucher@awma.org):

1. A clearly identified theme.
2. The key topics within that theme that the articles would address.
3. A list of key authors that might be solicited.
4. The names of potential expert reviewers.

The themes for a given calendar year are finalized by EM’s Editorial Advisory Committee (EAC) before August of the preceding calendar year (exceptions are made to capture late-breaking topics).

Peer Review

All EM articles are subject to an informal peer review coordinated or conducted by members of the EAC. The Managing Editor makes a publication decision based on review comments. To volunteer as a reviewer, please contact the Managing Editor at lbucher@awma.org.

Submission requirements

Articles can be submitted either as e-mail attachment or on disk, preferably in Microsoft Word (6.0 or later). WordPerfect is also acceptable. A PDF may be submitted for review purposes only. Authors must provide an electronic copy once an article has been accepted for publication.

Phone, fax, and e-mail contact information for the corresponding author must be provided, so that we can contact him or her should questions arise concerning the article. Authors will be e-mailed a .pdf of the page proofs of their articles to review before publication and asked to complete and return a “permission to print” form that gives A&WMA permission to publish their work in the magazine and on the A&WMA Web site (www.awma.org).

E-mail articles to Lisa Bucher, Managing Editor, at lbucher@awma.org; or send to Air & Waste Management Association, One Gateway Center, 3rd Floor, 420 Ft. Duquesne Blvd., Pittsburgh, PA 15222-1435.

Copy requirements

Unless specifically approved by the Managing Editor, articles must be limited to no more than 2000 words. The opening of the article should identify to readers not familiar with the subject area why they should care about the

article, and clearly identify what the reader should expect to get out of the article (e.g., new news, relatively detailed information for those familiar with the topic, or a high-level summary of information for those relatively unfamiliar with the topic). In most cases, efforts should be made to provide context for numerical data. Sensationalism should be avoided.

The wording of articles must be geared toward an audience of environmental professionals with a wide variety of backgrounds, not just specialists in a specific area. Also, authors from outside the United States are encouraged to propose articles on topics of interest in their countries. Because there are many non-U.S. readers, the prefix "U.S." should be used in conjunction with references to "The Clean Air Act," "Supreme Court," and "federal" laws or regulations. Case study articles are welcome, as long as the authors identify general lessons that readers can take away from them. Commercialism or self-promotion of a company or product must be avoided.

Articles should be **no more than 1500 words** in length and contain the following elements:

- A concise, descriptive title.
- A byline with the names of all authors in the order in which they are to appear in print.
- Tables, figures, illustrations, or photos that would enhance or supplement the discussion are strongly encouraged. More information on these guidelines follows.
- A brief "about the authors" statement, providing the name, title, affiliation, and complete mailing and e-mail addresses and phone number for each author.
- One-and-one-half-space text, using 12-point Times Roman typeface. Do **not** include any complex formatting, headers, or footers. Do **not** use automatic footnoting or referencing functions.

Headings

- Divide text into major sections (e.g., Introduction, Discussion, Conclusions) to improve readability.
- First-level headings are bold, in all capital letters, and flush left.
- Second-level headings are bold, in initial capital letters, and centered.
- Third-level heading are bold, initial capital letters, and flush left; this heading should be followed by a period, two spaces, and the subsequent text.

References

- Do **not** use automatic footnoting or referencing functions. Reference numbers must appear in consecutive order as they are cited in the text, using Arabic numeral superscripts.
- Use the reference style guidelines listed in *The ACS Style Guide*, published by the American Chemical Society (3rd Edition, Anne M. Coghill, Lorrin R. Garson, eds.; American Chemical Society: Washington, DC, 2006).
- List all authors in references; avoid using "et al."
- Provide complete information for all references, including full titles for papers/presentations, full names of organizations, and the date of publication.

Tables

- Group tables together at the end of the text. Do not embed tables within the text.
- Number all tables consecutively in Arabic numerals as they are cited within the text.

- All tables require captions; list the caption above the corresponding table.
- Footnotes can be used within tables; mark them within the table as superscript letters, and place the actual note(s) below the table (preceded by the appropriate superscript letter).

Figures

- All electronic figures must be submitted as either .TIFF or .EPS and should have a print resolution of at least 300 dpi (minimum) at the size they are to be printed (i.e., single-column width = 3.5 inches minimum; double-column width/full page width = 7 inches minimum). Other types of files, such as PowerPoint, are difficult to reproduce and may not be useable by *EM* designers.
- Original line drawings are acceptable, as long as they are of high quality for reproduction (bitmap resolution should be at least 300 dpi, or 100% of the image's intended size). Photocopies cannot be substituted for originals. Remember: The better the quality of the original, the better the quality of the printed figure.
- Number all figures consecutively in Arabic numerals as they are cited within the text.
- Include captions for all figures.
- Group figures captions together at the end of the text. Electronic figures should be submitted as separate files. Please do **not** embed figures within the Word document. **NOTE:** Figures may be withdrawn from publication if they are not submitted in the correct format for printing.

Photos and Illustrations

Photos (or slides) and illustrations should be submitted in .TIF or .EPS format and should be accompanied by hardcopies (for comparative purposes or, if necessary, scanning).

Include captions (and credits, where necessary) for all photos/illustrations.

Color

EM is a four-color publication. We strongly encourage authors to submit all accompanying figures/graphics in color. There is no fee to print color figures/graphics.

Copyrights

EM is a copyrighted publication of the Air & Waste Management Association (A&WMA), all rights reserved. The information contained in this publication is protected by the copyright laws of the United States of America and may not be republished, reproduced, displayed, transmitted, or broadcast without prior written permission from A&WMA. Copyright to individual articles is maintained by the author(s).

Questions

If you have additional questions regarding manuscript submission or editorial style, please contact Lisa Bucher, Managing Editor, at 1-412-904-6023; lbucher@awma.org.

Appendix B

EM Editorial Advisory Committee (EAC) Article Review Procedures

The Editorial Advisory Committee (“EAC”) provides technical and policy oversight and guidance for *EM*. The members of the EAC serve as advisors to *EM*’s editorial staff and are responsible for the solicitation and review of feature-length articles to be published in *EM*. To maintain the integrity and confidentiality of independent reviews, the following procedures have been established:

1. **NEW ARTICLES:** Each time a new feature article is submitted to *EM*, the Managing Editor alerts the entire EAC, makes available a copy of the article (usually electronically), and requests reviews. A minimum of two reviews is required for each article.
2. **CONFLICTS OF INTEREST:** Just as the general A&WMA membership does, EAC members represent a broad range of environmental backgrounds, disciplines, and market sectors. As a result, the committee encompasses many different perspectives and beliefs, and the opinions on topics covered in *EM* may vary widely. This is not a problem, as long as EAC members are respectful of other opinions and perspectives and continue to keep in mind that they are representing *EM* magazine, not just their own points of view—and that *EM* is designed to be a forum for open, civil debate on topics of interest to its readers (of course, the articles must present arguments based on sound science).

Therefore, before volunteering to review an article, EAC members are expected and entrusted to make sure that they do not have any professional or personal conflict of interest, real or perceived, with any of the article’s authors. If an EAC member has any reason to suspect that he/she cannot provide a fair and unbiased review of an article, he/she must not volunteer to perform a review.

3. **COMMITTING TO REVIEW:** When an EAC member determines that he/she has adequate expertise to review the proposed article, he/she alerts the Managing Editor and commits to completing a review by the established deadline. To reduce the chance of possible bias (intentional or not), the member **must not alert the entire EAC of his/her intention to review an article**—just inform the Managing Editor directly. When the Managing Editor has commitments from enough EAC members, she will inform subsequent interested reviewers and, if available, offer another suitable article needing review.
4. **COMPLETING THE REVIEW:** The EAC’s primary responsibility is to ensure that *EM* meets the needs and expectations of its readership by publishing timely, informative, and high-quality content. When reviewing an article, EAC members must carefully evaluate the technical merit of the article, and note whether the presentation is clear and concise. Articles that require extensive modification (i.e., re-writing) or articles that are overtly commercialized do not merit publication. For articles recommended for publication, the reviewer must clearly identify the areas that should be improved and

indicate whether he/she wishes to see the revised article before a final publication decision is made. All comments should be written in a constructive, non-judgmental, professional manner. Any comments that do not meet these criteria may be modified by the Managing Editor before being forwarded to the author(s) for consideration.

5. **CONFIDENTIALITY:** It is imperative that confidentiality be maintained throughout the review and revision process. Review comments should be put in writing and **sent directly to the Managing Editor only, not to the entire EAC.** The Managing Editor will coordinate providing reviews to the authors and will convey any author questions or requests for clarification back to the reviewer. Although the Managing Editor will never disclose any reviewer contact information to the author(s), reviewers should take care to exclude identifying information from their comments.
6. **PUBLICATION DECISION CHAIN:** Once all review comments for an article have been submitted, the Managing Editor will make a publication decision based on the comments. In the case of mixed reviews (e.g., one strongly in favor, one strongly opposed to publication), the EAC Chair or the Executive Director will review the comments and make a decision. If, due to conflicts of interest or other reasons (e.g., outside scope of expertise), both the EAC Chair and the Executive Director are unable to make a publication decision, the decision chain is as follows: EAC Vice Chair, Publications Committee Chair, and Publications Committee Vice Chair. The Chairs will excuse themselves from the final decision if there is any possible or perceived conflict of interest.
7. **ARTICLE REVISIONS AND PUBLICATION:** Once a publication decision has been made, the Managing Editor will notify the author(s) of the decision, and compile and forward to the primary author all review comments. This will help ensure the anonymity of the reviews and reduce the chance of bias. The Managing Editor will then work with the author to revise and prepare the article for publication.

Appendix C

EM ARTICLE EVALUATION FORM

Thank you for agreeing to review this article by the deadline.

All articles submitted to *EM*, including invited articles, are subject to review, and revisions may be requested. Articles may be rejected upon advice of reviewers at the discretion of the Editors or Editorial Advisory Committee Chair.

To maintain the quality and consistency of *EM* contents, we have developed this form to help our volunteer reviewers assess and rate articles according to a uniform set of standards. This form is meant to assist, not restrict, your evaluation of the article; if you have additional comments, please submit them along with this completed form.

About EM

EM is the primary membership magazine of the Air & Waste Management Association, read by approximately 10,000 environmental professionals each month. Given the breadth of A&WMA membership, *EM* seeks to provide timely, readable, useful, and accurate articles on a range of key issues affecting environmental professionals in industry, government, consulting, and academia. Rather than original research papers, *EM* articles provide insight and analysis of issues in a timely manner for the benefit of its readers. It is important to note that *EM* does not promote an agenda of any kind; instead it provides a neutral forum for open discussion by all interested parties.

Article Title:

Author(s):

Reviewer:

Article Evaluation:

Your comments should address the article's originality, technical quality, and clarity of presentation. Please consider the following questions in your evaluation:

1. Is this a timely topic?
2. Is the article compelling and interesting to *EM* readers? If the article is a case study, has the author appropriately identified general lessons that readers can take away from the case study?
3. Is the article written in a professional and clear manner (i.e., introduction, main argument/discussion, conclusions)?
4. Has the author avoided self-promotion and sensationalism?
5. Is the information accurate and up to date? Does it reflect an awareness of other relevant work?

6. Does the opening of the article clearly identify to readers unfamiliar with the topic why they should care about the article, and what information they should expect to draw from it (e.g., new information, relatively detailed information for those familiar with the topic, or a high-level summary of information for those relatively unfamiliar with the topic)?

7. Is the wording of the article geared toward an audience of environmental professionals with a wide variety of backgrounds, rather than specialists in a specific area? (Even articles on narrow topics should be structured to appeal to the widest possible audience.)

General Comments:

Summary Recommendation:

Publish with minor or no revision

Publish with major revision

Do not publish

Check this box if you wish to review the revised article before acceptance

Please submit article evaluation by e-mail to:

Lisa Bucher
Managing Editor
Air & Waste Management Association
One Gateway Center, 3rd Floor
Pittsburgh, PA 15222-1435
Phone: 412-232-3444, ext. 3159
Fax: 412-232-3450

E-mail: lbucher@awma.org

Note: More detailed or specific comments may be listed in a separate document or marked on a hard copy of the article and sent by fax or e-mail (including PDF) to the Managing Editor.