GENERAL INFORMATION

Last Reviewed and Approved: May 2001; April 2005; April 2011; proposed revisions August 2013; April 2014; proposed November 2016, January 2017, reviewed without changes January 2020

Committee Structure: Editor-in-Chief (EIC), appointed by the Board of Directors; Associate Editor, appointed by the Board of Directors; Medical Editor, appointed by the President with approval of the Board of Directors; Editorial Board, appointed by the Editor-In-Chief

Term of Office: Editor-in-Chief, minimum of three years; Associate Editor, minimum of three years, to assume the Editor-in-Chief role at the end of their term; Medical Editor, unspecified; Editorial Board, two years or as deemed appropriate by the EIC

Reports: As described in the Standing Rules
POLICIES

The *Journal of Registry Management* (JRM) is the official journal of the National Cancer Registrars Association. JRM publishes original manuscripts on topics related to management of health data registries and the collection, management, and use of cancer, trauma, AIDS, and other health registry data.

Contributed manuscripts are peer-reviewed prior to publication. Reprinting of previously published material will be considered for publication in JRM only when it is of special and immediate interest to the readership. JRM is published quarterly, in spring (February projected), summer (May projected), fall (August projected), and winter (November projected) of each year.

The NCRA Finance Committee/Board of Directors sets an annual budget for the *JRM*. The Editor-in-Chief has discretion to manage the Editor-in-Chief’s portion of the established budget, along with the NCRA Membership Manager and who has appropriate expertise and credentials, to oversee the budget.

The Editor-in-Chief shall have a joint role, with the NCRA Executive Director (or designee) and the President (or designee), in addressing *JRM* management issues such as the *JRM*’s budgetary and staff needs (including copy editing), production schedule, and the evaluation of the production and dissemination of the *JRM*. Management issues shall be addressed within the parameters of the established budget.

The Editor-in-Chief along with the Editorial Board is responsible for selecting materials for publication in the *JRM*, including articles, commentaries, editorials, and reviews.

A major responsibility of the Editorial Board members will be to ensure that the Journal of Registry Management remains relevant to the Cancer Surveillance and Registry Management community, and is published with integrity and accuracy. The Editorial Board will serve as advisory visionaries for the continued growth of the *JRM*. Members of the Editorial Board will:

- Have a wide range of expertise.
- Serve as peer reviewers of submitted articles. This is unlikely to exceed 5 papers per year.
- Submit or solicit original research papers to JRM and be proactive in proposing topics, themes and invited papers for future issues of the *JRM*.
- Participate in defining the long range vision, strategic plan, and annual priorities for the *JRM* with input from the Editor and *JRM* staff.
- Provide expert review of policies and procedures and make recommendation for changes.
- Identify key contributed research, contributed workshops, or panel topics from meetings suitable for publication and invite presenters to submit papers.
- Represent the *JRM* to external organizations in partnership opportunities.
- Write editorials and book reviews.
- Participate in long-term planning and on-going assessment of special features.

On matters of editorial policy, the Editor-in-Chief is responsible to the NCRA Board of Directors, under the general guidance of the *JRM* Editorial Board and the *JRM Policies and Procedures Manual*.

The Associate Editor oversees *JRM* activities during short-term absences of the Editor-in-Chief, in addition to maintaining the Title/Keyword/Author indices, and Chairing the Best Paper Award Committee. In case of prolonged absence by the Editor-in-Chief, the President will designate an interim editor.

**Terms of Editorial Appointment**

The Editor-in-Chief of the *JRM* is appointed by the Board of Directors for a minimum term of three years; the Editor-in-Chief may continue to serve beyond the initial three-year term at the invitation of the Board of Directors on a year-to-year basis. The three-year term was selected by the Board of Directors to provide continuity of leadership for the *JRM*. The Editor-in-Chief may be dismissed midterm for reasonable cause, by a vote of the NCRA Board of Directors.

The Medical Editor of the *JRM* is appointed by the President, with the approval of the Board of Directors,
for an unspecified term. The Medical Editor may be dismissed, reappointed, or denied reappointment, by the President with the approval of the NCRA Board of Directors.

Editorial Board Members are invited to serve by the Editor-In-Chief for a minimum two year term, and are selected from both within and outside the membership of NCRA, based on interest in the Journal of Registry Management, publication experience and general expertise in the field of cancer surveillance. An EB member may be dismissed, reappointed, or denied reappointment, by the Editor-in-Chief and/or the President with the approval of the NCRA Board of Directors.

**Compensation**

The Finance Committee, with the approval of the Board of Directors, may provide monetary compensation to the Editor-in-Chief for his/her time, or the time of his/her support-staff, as part of the Editor-in-Chief’s portion of the established budget. The amount of such compensation shall be negotiated between the Editor-in-Chief and the Finance Committee (or its designee) and must be approved by the Board of Directors.

In lieu of financial compensation, the Editor-in-Chief of the *Journal of Registry Management* may elect to accept a complementary single room and registration for full attendance at the NCRA Annual Conference.

**Number of Manuscript Authors**

When there are a substantial number of authors contributing to a manuscript (example 25 authors) list all of the authors as a team/group on the face/title page of the manuscript and then list each individual team member and their affiliation in the footnote or acknowledgement section of the manuscript.

**Best Paper Award**

When an awardee cannot accept the financial award for the Best Paper Award or if an awardee declines to accept the financial award we document the financial award as revenue in the JRM budget.

**PROCEDURES**

The Editor-in-Chief shall:

Publish four issues of the *Journal of Registry Management* each year, in accordance with the established, detailed procedures and schedules, as documented in the *JRM Operating Manual*. (Please refer to that document; the publication procedures are extensive and will not be duplicated here.)

Comply with all charges issued by the President and the Board of Directors, and will communicate regularly and openly with the NCRA Membership Manager and the Board of Directors.

Coordinate all activities of the publication, including peer review, in accordance with the established guidelines as documented in the *JRM Policies and Procedures Manual*.

Maintain correspondence with authors, reviewers, Editorial Board Members, and others.

Appoint an Editorial Board. Editorial Board members should represent a wide range of expertise and be selected from both within and outside the membership of NCRA. The Editor may also appoint a deputy, associate, contributing, or guest editor(s) within the parameters of the Board-approved budget.

Confer with the Medical Editor regarding all scientific decisions related to the *JRM*.

Publicize the *JRM* and solicit manuscripts.

Each year, coordinate with the Associate Editor, the appointment of a four to six member selection committee to determine the winner of the Annual Best Paper Award.

Review and update the *JRM Policies and Procedures Manual* as necessary.