

Policy No: I-4

Subject: Review of Article Submissions

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Effective Date: 6/23/17

Revision Date(s):

Review Date(s):

Review Responsibility: AASL Board of Directors, *Knowledge Quest* Editorial Board

**Policy Statement:**

The AASL *Knowledge Quest* Guest Editor(s) or Editor may accept or reject material, whether solicited or otherwise.

**Focus:**

Primary: *Knowledge Quest* Editorial Board, AASL Staff, AASL Board of Directors

**Purpose:**

To define the process for reviewing manuscript submissions for potential publication.

**Procedure:**

1. Authors, whether solicited by guest editors or submitted through the open call process, will be required to follow the most current author guidelines as published on the *Knowledge Quest* website.
2. The *Knowledge Quest* Editorial Board will review blinded unsolicited manuscripts for appropriate application to the profession as well as accuracy. The *Knowledge Quest* Editor will review the board's comments and make the final determination on whether to accept or reject manuscripts.
3. The guest editor(s) and editor will review feature article submissions for appropriate application to the profession as well as accuracy.
4. A manuscript cannot be published if a copyright agreement is not on file at AASL.
5. The author is responsible for ensuring all statements, names, and references are accurate.
6. *Knowledge Quest* Guest Editor(s) or the *Knowledge Quest* Editor may work with an author to edit their manuscript in order to make the manuscript acceptable, but such action is at the discretion of the editors.