

Policy No: I-3

Subject: Role of Content Expert

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Effective Date: 6/23/17, 2/25/20

Revision Date(s):

Review Date(s):

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

**Policy Statement:**

The *Knowledge Quest* Editor, *Knowledge Quest* Editorial Board liaison, and content expert(s) will be responsible for securing and finalizing all article manuscripts.

**Focus:**

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

**Purpose:**

To define roles and responsibilities of the *Knowledge Quest* content expert(s).

**Procedure:**

1. The *Knowledge Quest* Editorial Board Chair submits a slate of potential content experts based on the identified feature article topics and articles for each *Knowledge Quest* issue to the *Knowledge Quest* Editor for review and approval. The *Knowledge Quest* Editor determines the final slate of content expert(s) for each volume of *Knowledge Quest*.
2. The *Knowledge Quest* Editorial Board Chair sends out invitations to content expert(s) based on the feature articles for each issue of *Knowledge Quest*. The *Knowledge Quest* Editor and *Knowledge Quest* Editorial Board liaison will be copied on the invitations to the content experts.
3. A content expert must be a current member of AASL. This requirement can be waived for a co-content expert outside the school library science/education technology field, such as administrator, superintendent, public librarian, educator/teacher, etc. This waiver will be determined on the basis of the identified feature article topic for a *Knowledge Quest* issue.
4. An ALA Connect space will be created for each issue of *Knowledge Quest*.
5. Upon acceptance of the position the *Knowledge Quest* Editor sends the content expert(s) the production schedule, feature and article manuscript guidelines, the link to the ALA Connect space, and the contact information for the *Knowledge Quest* Editorial Board member who will serve as the liaison for the issue. The *Knowledge Quest* Editorial Board liaison will be copied on the communication.
6. The *Knowledge Quest* Editorial Board liaison will conduct a conference call/virtual meeting with the content expert(s) and the *Knowledge Quest* Editor to discuss the feature article and help identify potential related articles and authors for the issue.
7. The content expert(s) and *Knowledge Quest* Editorial Board liaison submits a slate of potential authors and article topics to the *Knowledge Quest* Editor for review via the ALA Connect space. The *Knowledge Quest* Editor determines the final slate of authors for all articles, in consultation with the content expert(s).
8. The content expert(s) will work with the *Knowledge Quest* Editorial Board liaison to identify authors and related articles and invite authors to submit articles for a specific issue.

9. The content expert and *Knowledge Quest* Editorial Board liaison will be responsible for maintaining contact with article authors to meet production deadlines, adherence to manuscript guidelines, and alignment with AASL messaging, standards, and reader needs.
10. Solicited articles are submitted to the content expert(s) and *Knowledge Quest* Editorial Board liaison for initial review via the ALA Connect space; the content expert(s) and *Knowledge Quest* Editorial Board liaison then review the articles and ask the author for suggested revisions based on the content discussed with author(s). Once the articles are revised, reviewed, and approved by the content expert(s) and *Knowledge Quest* Editorial Board liaison and the articles are submitted for copyediting and production.
11. The *Knowledge Quest* Editorial Board chair in consultation with the *Knowledge Quest* Editor may remove liaisons and content experts for failure to meet production deadlines.