



**Request for Proposals  
Editor  
*Community Development:*  
*Journal of the Community Development Society***

The Community Development Society (CDS) Board of Directors (Board) is seeking proposals from individuals who wish to become the next Editor of *Community Development*. The Editor's term of office will begin July 1, 2022 and will run for three consecutive years with an option to extend an additional two years. Included herein is a description of the role, the expected proposal contents, a template contract, and current Journal policies and operating guidelines for reference. Proposals will be accepted until May 2, 2022.

*Community Development* is a peer-reviewed academic journal published five times per year. The journal aims to advance theory, research, practice, and teaching that serves purposive community change. The scope of the journal embraces all specializations within the interdisciplinary field of community development, including social, economic, and environmental concerns. Accordingly, the journal welcomes manuscripts that report empirical research findings; build theory, research methods, or pedagogy; evaluate current practices; or critically analyze the profession itself. Authors are strongly encouraged to link research to theory and clearly state the implications of their manuscript's content for practice and policy.

*Community Development* is owned by CDS; a tax-exempt charitable nonprofit organization incorporated in the State of Missouri. CDS contracts with a third party, Routledge Taylor & Francis Group, to publish, print, and distribute the journal. The Publisher's responsibilities include, but are not limited to, copyediting (to assure clarity and consistency of language, style, and format), typography, cover design, front matter elements and arrangement, and production schedules.

Each Editor is selected, appointed by, and directly responsible to the Board of Directors as a body in fulfilling the duties of Editor. However, day-to-day concerns and communications are the responsibility of the Vice Chair of Operations, who functions as the Board liaison to the Editor. The Board is responsible for contractual obligations to the publisher. While the Board must approve the journal's aims and scope and operating policies and procedures as proposed by each appointed Editor, CDS respects and upholds the principle of editorial independence in matters pertaining to *all substantive content* published in the journal.

The Editor should have a comprehensive understanding of the field of community development, and extensive experience in scholarly writing, editing, and publishing for academic journals. They should have demonstrated editorial experience, such as serving as a journal editor, associate editor, or special issue editor. Additional experience as an editorial board member is desirable. Applicants for the position of Editor are expected to provide in their proposal:

- A statement of their vision for the Journal, including recommended changes to the stated aims and scope of the Journal or proposed sections and features;
- A commitment to follow the Committee on Publication Ethics (COPE) guidelines for Core Practices (see <https://publicationethics.org/core-practices>);

- A commitment to work cooperatively with the outgoing Editor during a three-month transition period and with a future incoming Editor during a three-month transition period;
- A narrative explanation of qualifications and relevant experience to academic publishing;
- A biographical sketch and full CV;
- Verification from their employer that the Editor's responsibilities can be accommodated without violating their employment agreement and an explanation of any specific support that will be provided to enhance their application's competitiveness\*;
- A description of their intended editorial team members' titles and qualifications; and
- A proposed budget and budget narrative explaining the intended use of funds.

\*Examples of support from a candidate's institution might include:

- Use of office space, equipment, and software;
- Coverage of administrative expenses (mailing, phone, copying, etc.).
- One course release per semester;
- A graduate assistant to act as the Administrative Associate for 20 hours per week, 9 or 12 months per year; and
- Reimbursement of travel and registration costs to attend the annual CDS conference.

Selection criteria to be considered by the Editor Search Committee and Board are:

- Alignment between the stated vision and the stated aims and scope of the Journal as well as the CDS Principles of Good Practice;
- Scholarly and practitioner qualifications relevant to the field of community development;
- Depth and breadth of experience related to academic publishing;
- Evidence of institutional approval and optional support;
- Qualifications of identified editorial team members; and
- Feasibility and appropriateness of the proposed budget.

Once appointed, the Editor will assume named responsibility for the numbered issue following the expiration of the term of the predecessor. The outgoing Editor will be available for transition matters for a period of three months. During this transition period, the incoming Editor will complete an assessment of the Journal, using the COPE Journal Audit (<https://bit.ly/2SFVlkQA>). This audit will enable question and answer discussions with the outgoing Editor. All previous manuscript decisions of the outgoing Editor will be honored, with exception to cases of unethical acts on the part of authors, peer reviewers, special or thematic issue editors, or Journal staff.

The incoming Editor should review the Editorial Board membership and recent record of activity and contribution to the Journal to determine if adjustments are necessary. If the incoming Editor has proposed changes to the aim and scope of the Journal in their application, the transition period is also the time to work with the CDS Board to finalize this language and disseminate it to the Editorial Board members to determine if they wish to continue service. Revisions must be forwarded to the Publisher to ensure they are included in the first issue under the incoming Editor's direction.

Journal Editors and editorial teams must provide their own office space, equipment, supplies, and necessary support services (e.g., ICT, software subscriptions). With exception to privileged information about authorship and peer review, all Journal documentation must be maintained in digital format in a cloud-based filing system provided by CDS (e.g., Google, Dropbox). Privileged information must be kept in secure digital format until transferred to the incoming Editor at the end of the incumbent Editor's term of office.

Further details and expectations can be found in the attached appendices, including a template Editor contract and the current journal policies and operational guidelines for *Community Development*. Proposals should include any recommended adjustments to these documents.

Please submit the proposal or questions regarding this RFP to:

Margaret Stout  
Vice Chair of Operations  
Community Development Society  
[operations@CDSociety.org](mailto:operations@CDSociety.org)

Many thanks for your interest!

## Appendix A: Editor Contract

### LETTER OF AGREEMENT Between (Editor Name) & The Community Development Society

The following confirms the conditions of the appointment of (Name) as Editor of *Community Development: The Journal of the Community Development Society*, herein “the Journal.”

1. **Appointment.** Appointment as Editor is an official action of the elected and voting members of the Board of Directors (“Board”) of the Community Development Society (“CDS”), a nonprofit, tax-exempt corporation under Section 501(c)(3) of the U.S. Internal Revenue Code, incorporated in the State of Missouri. The Journal is an official publication of CDS and is owned by CDS, which contracts with a third-party to publish, print, and distribute the Journal. The Editor serves at the pleasure of the Board and the Journal’s aim, scope, and publishing authority is held by the Board.
2. **Term of Office.** The official term of the Editor of the Journal is three fiscal years. The current term as Editor will begin July 1, 2022 and end on June 30, 2025. Between April 1, 2022 and June 30, 2022, the Editor shall work cooperatively with the outgoing Editor in transition management.
3. **Authority to Enter into this Agreement.** The Editor represents and warrants that they have full power and authority to enter into this Agreement and to perform the duties and obligations set forth in this Agreement. No organization or entity for which the Editor works as an employee or contractor shall have any rights in or control over the Editor’s work in the Journal, and the Editor’s professional services on behalf of the Journal and the Board as set forth do not violate any agreement between the Editor and any employer or contractor of the Editor.
4. **Ownership.** Ownership of the Journal, its goodwill, or brand shall remain with CDS. Therefore, the Editor may not enter into any agreement with respect to the Journal without the express consent of the Board. Moreover, the Editor acknowledges and agrees that all ideas, improvements, creations, and other works created, developed, or conceived in performance of duties as Editor are “works made for hire” and as such shall be the property of CDS.
5. **CDS Membership and Honoraria.** The Editor, along with all members of the editorial team must remain in good standing as a member of CDS throughout their term of appointment. Honoraria are provided to cover the cost of membership with electronic access to the Journal.
6. **CDS Conference Attendance.** The Editor must attend the CDS annual conference to present on the status of the Journal to the membership at the annual business meeting and to hold a meeting of the Editorial Board during the annual conference.

7. **Management of the Journal.** The Editor must observe all Journal policies and procedures as approved by the Board. Successful implementation requires effective coordination of all editorial team members, maintaining an active Editorial Board, and ensuring efficient and effective management of operations (e.g., peer review deadlines, page usage, copy flow, timely publication, and recordkeeping). Where policies are found to be necessary and are current not in place, the Editor will work with the Board to develop such policies, following the Committee on Publication Ethics (COPE) guidelines for Core Practices (see <https://publicationethics.org/core-practices>).
8. **Journal Content.** The Editor is delegated wide discretion in selecting and shaping the content of the Journal, so long as it is consistent with the aims and scope of the Journal and relevant policies approved by the Board. The Editor has complete authority to accept or reject manuscripts and decisions on these matters are not subject to review or oversight by any officer or employee of CDS.
9. **Journal Staff.** The Editor is responsible for assembling an editorial team as deemed necessary and appropriate to the Journal's content and operations. Should changes be required after the initial approval of the editorial team by the Board during the Editor selection and appointment process, the Editor will consult with the Board on the appointment of new members to the editorial team. The Board may contest any appointment, providing an explanation in writing to the Editor.
10. **Editorial Board.** The Editor is responsible selecting and appointing Editorial Board members in accordance with CDS policies and procedures. The Board may contest any appointment, providing an explanation in writing to the Editor.
11. **Journal Production.** Journal production and distribution is the responsibility of a third-party commercial publisher contracted by CDS. This responsibility includes but is not limited to authority over copyediting style (punctuation, spelling, reference format, etc.), typography, cover design, front matter elements and arrangement, page length of each issue, and production schedules. The Editor may propose cover and other design changes to the Board for approval and with concurrence from the Publisher. Manuscript management is completed through the publisher's online system.
12. **Page Allocation.** The approved page allocation for the Journal is made in consultation with the Journal's commercial publisher and is included in contractual agreements. This page limit includes all editorial content, including tables of contents, editorial comments, etc., and excludes advertising pages and the journal cover. The Editor is responsible for adhering to the page allocation.
13. **Transitional Backlog.** When the Journal transitions to a new Editor, the backlog of accepted manuscripts and/or in-progress calls for special issues and symposia should fill no more than three (3) issues of the Journal.

14. Budget. The Editor is responsible for operating the editorial office, including the purchase of equipment and supplies, payment of editorial staff, etc. The Editor does not have the authority to enter into or sign any agreements on behalf of CDS.

15. Termination. It is expected that each Editor will complete the term as stated, but circumstances could result in early termination. Early termination may occur through:

- a. the Editor's written notice 6 months prior to termination;
- b. by mutual agreement between the Editor and the Board with less than 6 months' notice;
- c. through written notice from the board at least 90 days in advance, if:
  - i. the financial status of the Journal changes;
  - ii. the Editor ceases to be a CDS member;
  - iii. the Editor experiences a disability that precludes their performance of duties for a prolonged period; or
  - iv. the Editor fails to perform their duties satisfactorily.

Termination for cause as specified in clause c (iv) above must be preceded by written notice to the Editor setting forth the specific nature of how the duties have been unsatisfactory and the action or actions necessary, if any, to cure the breach. The Editor shall have 30 days from the effective date of notice to cure the breach if a cure is possible. If the Editor has not cured the breach within this 30-day period or a cure is not possible, the Board has the right to terminate the appointment immediately.

16. Post-Termination. Upon termination of this Agreement for any reason, CDS shall have the right to appoint a new Editor or to otherwise continue the publication of the Journal without further obligation to the Editor. The Editor shall promptly return to CDS all Journal property, including but not limited to contributor manuscripts, lists, records, and documents, and all other materials relating to or in connection with the publication of the Journal in the possession or under the control of the Editor.

17. Arbitration. CDS and the Editor will attempt to settle any disputes over business or administrative matters in good faith. The parties agree that if such disputes cannot be otherwise resolved, they shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association in a location of mutual convenience.

18. Assignability. The Editor may not assign their duties under this Agreement without the written consent of the Board.

19. Miscellaneous.

- a. This Agreement shall be governed by and construed under the laws of the Missouri.
- b. This Agreement contains the entire understanding of the parties to this Agreement with respect to the subject matter of this Agreement and supersedes all previous

written, electronically communicated and oral agreements between the parties with respect to the subject matter set forth herein.

- c. This Agreement may not be modified or amended except by an instrument in writing signed by the parties to this Agreement.
- d. The Editor's sole and exclusive remedy for any breach or alleged breach of this Agreement shall be an action at law to recover such actual damages, if any, as may actually be suffered as a result of any such breach and the Editor hereby irrevocably waives any right to seek and/or obtain injunctive or other equitable relief.

Insert signatures and dates...

RETURN ONE COPY OF SIGNED AGREEMENT TO THE CHAIR OF THE BOARD OF DIRECTORS OF CDS AND RETAIN ONE COPY FOR YOUR RECORDS

## **Appendix B: Journal Policies and Operating Guidelines**

### ***Community Development: The Journal of the Community Development Society***

*Community Development* is an official publication of the Community Development Society (CDS) and is owned by CDS, which contracts with a third-party Publisher to produce, print, and distribute the Journal (currently Routledge Taylor & Francis Group).

#### ***Journal Website***

The Publisher's Journal homepage contains a full, up-to-date description of the Journal, including its aims and scope, details about the Editors and Editorial Board, abstracting and indexing information, instructions for authors, and links to the online edition of the Journal. Full details of the Journal are available at: <https://www.tandfonline.com/toc/rcod20/current>.

#### ***Aims and Scope***

*Community Development* is a peer-reviewed journal of the Community Development Society. *Community Development* aims to improve knowledge and practice in fields engaged in purposive community change, including social, economic, and environmental concerns. The scope of the journal is to advance theory, research, practice, and teaching. Accordingly, the journal welcomes manuscripts that report empirical research findings; build theory, research methods, or pedagogy; evaluate current practices; or critically analyze the profession itself. Authors are strongly encouraged to link research to theory and clearly state the implications of their manuscript's content for practice.

The field of community development considers a broad and complex array of topics. For example, the term “community” can include shared place, interests, identity, or practice. “Development” seeks to address both intangible and tangible aspects of community or forms of capital, including cultural, human, social, organizational, political, financial, natural, and built elements. Thus, practices like community organizing, social work, education, organizational capacity building, leadership development, political organizing, economic development, conservation, and physical development all fit under its wide umbrella. Some note that community development is also the method through which sustainability is pursued, in that its comprehensive view considers the social, economic, and environmental implications of decisions and actions. Therefore, while community development has become a distinct field of study, its contributing disciplines span virtually all the arts and sciences.

#### ***Editorial Team Roles and Responsibilities***

The Journal's editorial team includes the Editor, Associate Editors, and the Managing Editor. The Editorial Board is a separate advisory body that provides policy guidance to the editorial team and peer review for the Journal. All members of the editorial team and Editorial Board must be Members in good standing of CDS and must follow both CDS and Journal policies and procedures as currently adopted.

## Editor

Each Editor is responsible for operating the Journal in accordance with CDS policies and procedures. Where policies are found to be necessary and are presently not in place, the Editor will work with the Board to develop such policies, following the Committee on Publication Ethics (COPE) guidelines for Core Practices (see <https://publicationethics.org/core-practices>).

The Editor must advise the Vice Chair of Operations on fiscal and contractual matters that may arise with the Publisher. This can include determining appropriate fees for service, page limits for issues, and rates charged for advertisements or additional issues to the annual schedule. The Editor is responsible for working with the Publisher to make decisions about the Journal's cover design, layout, and other printing issues. They also work with the Publisher to develop marketing materials, press releases, and the like.

The Editor is responsible for giving a quarterly report to the Board during a regularly scheduled Board meeting. Furthermore, an annual report will be submitted and presented at the CDS Annual Meeting (generally held during the annual conference) that includes an aggregate analysis of all submissions, decisions, and published articles prepared in a manner to protect the identity of both authors and peer reviewers. This report will also explain the Journal's status in regard to scholarly metrics such as citation indexes and impact factors.

The Editor is the primary and first point of contact for the Journal, whether it be with the editorial team, the Editorial Board, authors, peer reviewers, or members of the public. It is then the Editor's discretion to delegate further action. However, the Managing Editor may field initial phone calls and email inquiries to determine if they are within their purview.

The Editor is responsible for selecting and appointing the editorial team members as well as members of the Editorial Board. The Board-approved aims and scope of the Journal should guide the Editor's selection decisions. The editorial team should include sufficient members as deemed necessary and appropriate to the Journal's content and operations. Should changes be required after the initial approval of the editorial team by the Board during the Editor selection and appointment process, the Editor will consult with the Board on the appointment of new members to the editorial team. The Board may contest any appointment, providing an explanation in writing to the Editor for their consideration.

The Editor is responsible for approving all forms and communications templates to be used by the editorial team during their term in office. These should be developed with recommendations from the Managing Editor.

The Editor must successfully submit to the Publisher the minimum number of issues of the Journal each year, as established by the Board and in agreement with the Publisher. Successful implementation requires that the Editor coordinate all editorial team members, maintain an active Editorial Board, and ensure efficient and effective management of operations (e.g., peer review deadlines, page usage, copy flow, timely publication, and recordkeeping).

The Editor is delegated broad discretion in selecting and shaping the content of each issue, so long as it is consistent with the aims and scope of the Journal, relevant policies approved by the Board, and within page limits set with the Publisher. The Editor has complete authority to accept or reject manuscripts. Decisions on these matters are not subject to review or oversight by any officer, director, agent, or employee of CDS. Throughout this process, the Editor plays an essential role in preserving the scholarly integrity of the Journal and the field in general. The Editor is responsible for designing and implementing policies for peer review that meet the standards set by the Committee on Publication Ethics (COPE) (see [publicationethics.org](http://publicationethics.org)). This includes a responsibility to pursue cases of suspected misconduct, even in submissions that will not be published. COPE's set of Flowcharts provide guidance on the many forms scholarly misconduct may take.

#### Associate Editor

Associate Editors are appointed by the Editor to specific Journal sections, as well as manuscript types suited to their expertise (e.g., empirical research topics, theory, pedagogy, book reviews). This delegation by the Editor will generate more effective matching in peer review.

#### Managing Editor

The Managing Editor may be a shared position supporting all CDS Journals. The Managing Editor is responsible for the administrative operations of the Journal, including:

- Supervising any administrative staff hired or provided in-kind by the Editor's institution to support their work;
- Supporting other editorial team members in fulfillment of their responsibilities;
- Communicating with authors and reviewers about technical difficulties, and other questions they may arise (i.e., extensions etc.);
- Ensuring that each issue is within the established page budget and alert the Editor if that is not the case;
- Conducting initial screening check on manuscripts received in the system;
- Designing and documenting the workflow steps for all Journal operations;
- Working with the Publisher to ensure that the website is up to date and that the manuscript submission system is operating as intended;
- Tracking manuscripts as they make their way through the publication process, ensuring that they do so in a timely fashion and alerting the Editor whenever issues arise so that they can take necessary action;
- Working with the Publisher to ensure proofs have been received and the issues will be published within the scheduled timeline;
- Maintaining all database records of authors and peer reviewers in a secure fashion to protect anonymity;
- Maintaining the peer review record of each Editorial Board to assist the Editor in making adjustments to the membership if deemed appropriate; and
- Maintaining a digital presence on CDS and Journal social media platforms to promote the Journal's visibility and expand its readership and citation record.

The Managing Editor should have a background in professional and/or academic writing and have familiarity with journal publishing and relevant data analytics (library indexing, impact scores, etc.). They should have strong organizational and administrative skills, with expertise in using project management software for manuscript tracking and database software for communications with various groups (e.g., editorial team members, Editorial Board members, authors, and peer reviewers). They should have strong interpersonal skills for interactions with the Publisher, other members of the editorial team, the Editorial Board, and authors.

#### Book Review Editor

The Book Review Editor is responsible for seeking out books of interest to the Journal's readers, recruiting appropriate reviewers, and coordinating with the Managing Editor to complete book copy requests (electronic or print versions) and delivery to the reviewers. The Book Review Editor is also responsible for responding to unsolicited book reviews submitted to the journal.

#### Special Section Editor

With approval from the Board, an Editor may design and implement special sections of the Journal to expand content beyond peer-reviewed articles and book reviews. Such sections might include editorials, short scholarly essays that generate dialogue, or short practitioner essays to which scholars may respond. Special Section Editors perform the same functions as Associate Editors.

#### Administrative Assistant

The Administrative Assistant (if available) primarily supports the Managing Editor of the Journal in fulfilling their duties and is supervised by them. However, the Administrative Assistant may be asked to support other members of the editorial team with administrative tasks. These requests must go through the Managing Editor to ensure effective communications and time management.

#### Editorial Board Member

The continued success of each Journal depends in large part on the goodwill, enthusiasm, and expertise of its Editorial Board. Upon appointment, each member is given a copy of the publication, "COPE Ethical Guidelines for Peer Reviewers," and asked to review carefully for guidance in fulfilling their duties.

Editorial Board Members are expected to provide advice to the Editor regarding the scholarly aim, scope, and content of the Journal, particularly during strategic planning discussions at the CDS Annual Meeting. They are expected to actively participate in peer review of Journal submissions based on their expertise. Any member of the Editorial Board who refuses three or more requests to review a submission in a given fiscal year may be removed from the Editorial Board at the discretion of the Editor. Other more general responsibilities include:

1. Championing the Journal
  - a. Increase awareness of the articles published in the Journal in all relevant communities and amongst colleagues.
  - b. Promote the journal by assisting in the distribution of promotional material at any relevant meetings/conferences you attend.
  - c. Share your contributions to the Journal through your social media presence.
2. Soliciting content
  - a. Encourage the submission of articles to the Journal from expert researchers in the field, including colleagues.
  - b. Encourage emerging scholars to submit to the Journal.
  - c. Consider guest editing a special issue.
3. Promoting online usage
  - a. Encourage your institutional library to subscribe to the Journal.
  - b. Sign up for new content alerts on the Journal website.
4. Facilitating peer reviews
  - a. Peer review Journal manuscripts when requested.
  - b. Identify and recommend additional peer reviewers.
5. Submitting contributions when possible
  - a. Consider the Journal as a top choice for publishing peer-reviewed research and scholarly essays.

### ***Publication Schedule***

*Community Development* releases five issues each year. These regular issues may contain open call submissions or responses to calls for papers on a specified topic. No more than two regular issues may be focused on a specified topic each year.

In addition to regular issues, sponsored supplemental issues may be proposed to the Editor and negotiated with the Publisher under separate contract and publication fees (see Journal Budget section). The Editor is responsible for ensuring that sponsoring organizations do not affect editorial decisions through breaches of ethical conduct or conflicts of interest.

### ***Journal Contents***

Each issue of the Journal will list all members of the editorial team and the Editorial Board with their institutional affiliations. The CDS policy regarding receipt of the Journal will also be provided in the front matter of each Journal issue. Each regular issue of *Community Development* will have five sections:

- Editorial Notes
- Invited Essays

- Research Articles
- Book Reviews
- CD Practice

The editorial section includes notes from the Editor and introductions from Associate Editors of special topic issues (symposia). Invited essays are designed to augment the theme of special topic issues. The research section includes double-blind peer reviewed articles. The book review section includes reviews of individual or curated sets of books. The CD practice section includes invited or open submission editorials, teaching approaches, and practice-based examples from scholars and practitioners designed to spark interest and written responses for publication in future issues.

### ***Manuscript Management and Peer Review Policies and Procedures***

*Community Development* accepts several types of manuscript submissions: general research papers, special issue research papers, editorial essays, commentaries, theory and conceptual papers, CD Practice manuscripts, and book reviews. All peer reviewers are provided instructions regarding the journal's expectations and assessment criteria. Editorial essays and book reviews may be invited submissions reviewed by the editorial team only. All research papers are subject to a double-blind peer review process. A specific review procedure will be established for manuscript submissions from members of the editorial team to ensure blind peer review standards are met.

All general research paper submissions are subject to initial review by the Editor, and, if found suitable for further consideration, are delegated to an assigned Associate Editor based on content (e.g., empirical research topic, theory, pedagogy, or book review). The assigned Associate Editor identifies appropriate referees and sends the manuscript out for double-blind peer review by two anonymous expert referees.

All special issue research paper submissions are subject to initial review by the assigned Associate Editor, and, if found suitable for further consideration, the Associate Editor identifies appropriate referees and sends the manuscript out for double-blind peer review by two anonymous expert referees. The associated Call for Papers is included in the invitation to review to provide further guidance to the referees.

All editorial essay submissions are subject to initial review by the assigned Associate Editor, and, if found suitable for further consideration, are sent to one Editorial Board member for peer review and recommendations (single-blind review).

All book reviews are subject to initial review by the Book Review Editor, and, if found suitable for further consideration, are sent to one Editorial Board member for peer review and recommendations (single-blind review).

All CD practice submissions are subject to editorial review or peer review as requested by the submitting authors. The Editor will note the review process in the editorial notes.

All submissions are subject to final review by the Editor for a final decision and the Managing Editor sends notification to the author(s).

Manuscripts receiving a major “revise and resubmit” determination must be resubmitted to the Journal within nine (9) months of return. Those receiving a minor “revise and resubmit” determination must be returned within three (3) months. Beyond these deadlines, the submission must be considered an original manuscript.

### ***Maintaining Ethical Standards in the Review Process***

In the receipt and processing of manuscripts, *Community Development* staff follow guidelines set by the Committee on Publication Ethics (COPE). COPE supports scientific publishers in following widely held standards for publication ethics. In the digital submission system, a checklist will be provided stating what is expected from authors to maintain standards of manuscripts.

All submissions are subject to initial review by the Managing Editor to ensure submissions are blinded and follow the Journal’s style guidelines and to protect against ghost authorship. The review process is managed through the Taylor & Francis ScholarOne platform. Work that is determined to exhibit plagiarism based on CrossRef reference check program embedded in ScholarOne or problems such as extensive structural or linguistic issues that prevent the clear communication of scholarly contribution may be returned at this time. The Managing Editor will also check for:

- Evidence that the authors have read and understood the Instructions to Authors;
- Funding information is provided in the ScholarOne system;
- Competing and conflict of interest declarations are provided in the ScholarOne system;
- Permissions obtained for use of copyrighted material from other sources (including the internet) are provided in the ScholarOne system;
- Documentation is provided in the manuscript for any citations to unpublished work (e.g., articles in press/personal communications);
- Information about previous submissions to other journals (e.g., name of journal, reviewer comments) is included in the Cover Letter or in notes in the ScholarOne system;
- Confirmation that the manuscript has been submitted solely to our journal and is not published, in press, or submitted elsewhere is provided in the ScholarOne system;
- Authorship statement explaining what each author contributed to the paper is included in the Cover Letter, including all authors’ signatures, and;
- Inclusion of all authors in communications (e.g., acknowledging receipt of a submission), not just the corresponding author.

Once the submission clears the initial checklist, it moves on to peer review. Reviewers receive an electronic invitation to review via the ScholarOne system. The invitation will also explain the type of review being requested (double-blind or single-blind), along with the number of other peer reviewers and editorial staff to be involved and whether they will receive copies of the other reviewer comments. In the case where the invitee declines, a request to recommend an alternate should be made.

Reviewers are expected to adhere to the guidelines established by COPE in its guide for reviewers, which is available [online](#). Reviewers are asked to:

- Identify any conflicts of interest and recuse themselves in such cases;
- Respect the confidentiality of blind peer review;
- Be objective and constructive;
- Return reviews and recommendations in a timely manner, and;
- Address the substance of the scholarship.

Reviewers are asked to return their feedback within one month with an option for a two-week extension to ensure a timely peer review process. They are encouraged to provide instructive, meaningful guidance on all manuscripts to help authors make revisions, regardless of the summary publication recommendation.

The review process is intended to improve scholarship by providing constructive criticism to authors. In general, reviewers are asked to evaluate each manuscript along several dimensions, including:

- Degree to which the work advances the field;
- Strength of connection to theory;
- Soundness of methods and analysis, and;
- Organization and presentation.

Reviewer comments and recommendations assist the editorial team in rendering decisions on submitted manuscripts. Multiple rounds of review may be necessary before a final decision can be made; an offer to revise does not constitute an agreement to publish.

### ***Timely Publication***

The peer review process for each manuscript takes between one and three months through the ScholarOne system. Once articles are accepted for publication, they are proofed by the Publisher. No work can be published until all credited authors have completed copyright release contracts provided by the Publisher. This contract gives authors the right to upload their article in their personal and their institution's scholarly archives, though no commercial gain can result from reproduction in such archives. Final draft articles are published online within a month or so of completion as an advanced online publication on the journal's website with a permanent DOI link. Accepted articles generally receive a volume or issue within one year of online publication. Completed journal issues are published and distributed by the Publisher to subscribing academic databases.

### ***Copyright Policies***

As the owner of the Journal, CDS maintains ownership of the copyright of all content published in the Journal.

### ***Journal Budget***

The Editor is responsible for adhering to the page allocation established in the contract between CDS and the Publisher, as this is the principal component of the Journal's budget.

Because all editorial team members are expected to provide the office space, equipment, and supplies necessary to fulfill their duties, the Journal's budget is composed of honoraria for the editorial team members and contract fees for the Managing Editor and the Administrative Assistant. The Editor's honorarium should be sufficient to cover CDS membership (with electronic access to the Journal), annual conference registration, and reasonable associated travel costs. Honoraria for the other editorial team members should cover CDS membership (with electronic access to the Journal). Contract fees for the Managing Editor and Administrative Assistant should be aligned with skill-based market rates at 20 hours per week.

## Appendix A: Editorial Team Invitation

Dear Dr. (Name):

As the Editor of *Community Development: The Journal of the Community Development Society*, I am extending an invitation to you to serve as a member of the editorial team in the role of [insert title]. Your distinguished career as a scholar of community development and its many contributing disciplines would bring great value to the journal and its aims and scope.

*Community Development* is a peer reviewed journal that aims to improve knowledge and practice in fields engaged in purposive community change, including social, economic, and environmental concerns. The scope of the journal is to advance theory, research, practice, and teaching. Accordingly, the journal welcomes manuscripts that report empirical research findings; build theory, research methods, or pedagogy; evaluate current practices; or critically analyze the profession itself. Authors are strongly encouraged to link research to theory and clearly state the implications of their manuscript's content for practice. More information about the Journal can be found online: <https://www.tandfonline.com/toc/rcod20/current>.

With a commitment to the highest academic, professional, legal, and ethical standards in publishing, the editorial team works with Routledge, Taylor & Francis Group to move submitted manuscripts through a rigorous peer review process. Following our first priority to publish quality, original research, we do not follow a “pay to publish” journal model. There are no mandatory publishing charges for authors; however, each author does have the option to pay fees to publish figures in color in the print publication and/or to make their article open access.

Upon acceptance of this invitation, your term will coincide with my term as Editor. Your name and affiliation will appear on the title page of the next published issue as a member of the editorial team. All ideas, improvements, creations, and other works created, developed, or conceived in performance of your duties are considered “works made for hire” and as such shall be the property of CDS. Your responsibilities as a [insert title] are attached to this email. In appreciation of these efforts, you will be provided an annual honorarium of [insert amount].

I sincerely hope you will honor the journal by accepting this invitation. If you have any questions or concerns, please get in touch through the contact information below.

Sincerely,

Editor, *Community Development*

## Appendix B: Editorial Board Invitation

Dear Dr. (Name):

As the Editor of *Community Development: The Journal of the Community Development Society*, I am extending an invitation to you to serve as a member of the Editorial Board. Your distinguished career as a scholar of community development and its many contributing disciplines would bring great value to the journal and its aims and scope.

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Upon acceptance of this invitation, your term of three years would be effective immediately and will be renewable thereafter. Your name and affiliation will appear on the title page of the next published issue as a member of the Editorial Board. All ideas, improvements, creations, and other works created, developed, or conceived in performance of your duties are considered “works made for hire” and as such shall be the property of CDS.

The responsibilities of the Editorial Board Member position are attached to this email. In brief, you will be expected to: (1) maintain membership in good standing in the Community Development Society, (2) engage with the editorial team in annual or occasional strategic planning activities, and (3) peer review at least three manuscripts submitted to the journal each year.

I sincerely hope you will honor the journal by accepting this invitation. If you have any questions or concerns, please get in touch through the contact information below.

Sincerely,

Editor, *Community Development*