JOM Advisor Guide
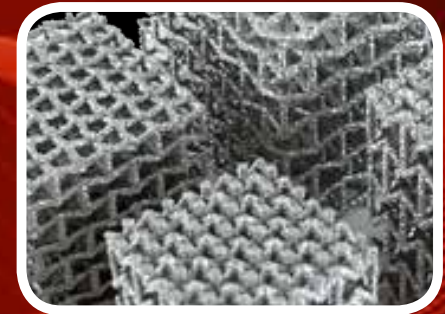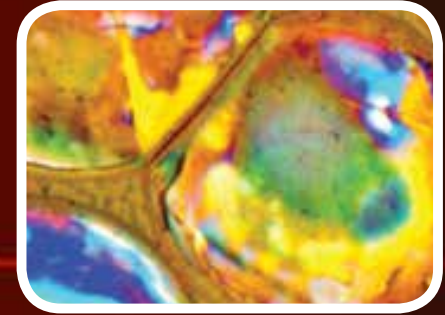
JOM

An official publication of
The Minerals, Metals &
Materials Society

**The TMS
member
journal
since 1949**

jom.tms.org

TMS   Springer

Welcome to *JOM*!

And thank you.

Thank you for taking on the commitment of being a *JOM* advisor. We rely on volunteers such as you to help us produce technical content of interest, relevance, and applicability to our readers in the minerals, metals, and materials community.

Your role as advisor, while rewarding, can also be complicated and challenging. This guide is designed to provide you with an overview of your responsibilities and answer questions you may have along the way. With proper planning, serving as an advisor can provide valuable benefits as you strengthen your professional network and learn firsthand of advances in your field. At the same time, your work benefits your committee, TMS, and your profession, as you aid in sharing knowledge around the globe by publishing in *JOM*.

The following pages will provide information about:

- What an Advisor Does
- Topic Selection and Coverage
- The Review Process
- Managing Your Time

This guide can be used as a companion to the *JOM* advisor tools website:

http://www.tms.org/pubs/journals/JOM/advisoryCommittee.aspx

JOM 2014 Impact Factor: 1.757

Subject Category Rankings	
Subject Categories	**Ranking**
Materials science, multidisciplinary	111 out of 259
Metallurgy & metallurgical engineering	12 out of 74
Mineralogy	10 out of 28
Mining & mineral processing	3 out of 20

What an Advisor Does

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Typical Advisor Term: 2 years

Average Topic Size: 4–8 papers

A typical advisor term is **two years.** Advisors can serve from one to unlimited terms, at the discretion of the technical committees appointing them.

The advisor's typical responsibilities include the following:

Soliciting Technical Papers

The main role of an advisor is to solicit technical papers for *JOM* on a particular topic. The topics for each editorial year are chosen by your committee the previous year and become part of *JOM*'s Technical Emphasis Calendar. Your job is to invite papers that, as a group, will provide current, comprehensive coverage of your committee's topic.

Papers can be solicited from colleagues, mentors, committee members, coworkers, conference presenters… there are many potential contributors waiting to be asked. An invitation letter template is available online for you to complete and send to potential contributors. Note: Authors do not have to be TMS members.

Unsolicited papers should be considered as well. Topics are posted online and often authors will submit papers without being invited. As long as they fit the topic, these papers should also be considered for publication.

The goal is to collect approximately **four to eight** papers that provide complete coverage of a topic. Advisors may submit their own papers, but they must be reviewed by an independent reviewer.

Reviewing

The advisors oversee the peer review of the submitted articles. This usually involves selecting reviewers and, based on their recommendations, deciding whether to publish the papers.

Writing a Commentary

JOM recommends that each advisor write a commentary of 800 to 1,600 words. The commentary is a nontechnical introduction to the topic and to the papers that follow.

Advisor or Guest Editor?

In response to volunteer requests, *JOM* now has two different types of contributors to technical topics: advisors and guest editors.

- Advisors are appointed by a committee to manage the committee's publication in *JOM*.
- Guest editors are the volunteers who do the majority of the work on a topic.

Guest editors are acknowledged in the print journal for which they volunteer. Most often, advisors are the guest editors for their topics, but the advisors do, at times, delegate that work to another volunteer, who serves as the guest editor.

Topic Selection and Coverage

As a new advisor, you may be wondering how topics are chosen for each issue of *JOM* and how to achieve the coverage goals for your topic.

Topic Selection

Every year, *JOM* editorial staff and the *JOM* advisors together develop a Technical Emphasis Calendar. For most committees, the process begins at the TMS annual meeting, when they discuss and select a topic for the following year. Advisor appointments are typically made at these meetings.

The proposed topic, along with a 100-word abstract and five keywords, must be submitted to the *JOM* editorial office February 29, 2016. The editor and technical editor, working in consultation with the advisors, decide what month a topic is presented. The advisor can begin the paper solicitations as soon as the topic is finalized.

Number of Topics Covered Each Year

Each TMS committee is invited to present at least one topic in the journal every year. If requested, additional topics will be accommodated.

Complete Coverage of a Topic

The final, published coverage of a technical topic generally follows this structure:

1. A commentary by the advisor lays the foundation for the topic and describes the papers that follow (800 to 1,600 words).

2. A review paper is a thorough compilation and succinct summary of research performed in an area of interest to *JOM* readers. (4,000–6,500 words).

3. An original paper describes a novel, technically in-depth investigation from the minerals, metals, and materials community (2,400–4,000 words).

4. An article describing an industrial application or case study of the subject. (2,000 to 4,000 words).

Additional Information

- Two technical committees may work jointly on a single topic; topics are sponsored by either one technical committee or two working in tandem.

- Because *JOM* is an international journal, one or more of the papers per topic should originate from outside the United States, if possible.

- All papers considered for *JOM* must be new and unpublished.

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Upload or review papers at Editorial Manager for *JOM*

https://www.editorialmanager.com/jomj/

Every technical paper submission goes through a peer review process. The advisors, or their designees, review the papers through the online **Editorial Manager** website. **Once papers are submitted through Editorial Manager the following process occurs:**

- The paper is held until a *JOM* staff member does a quality check.
- After the initial review, *JOM* staff assigns it to the proper advisor.
- The advisor receives an email indicating the paper is ready for review.
- The advisor accesses the paper through Editorial Manager within **7** days. Reminder emails are sent to the advisor until the paper is reviewed.

When considering a paper's merit, ask yourself the following questions:

- Is the subject matter of interest to *JOM* readers and is it current?
- Is the manuscript a rehashing of widely known information or is there something new and of interest?
- Is the manuscript complete and accurate with regard to the subject matter?
  As a reviewer, you will have four options after you have read the paper:
  - ○ Accept as written
  - ○ Accept with minor revisions
  - ○ Accept with major revisions
  - ○ Reject

When revisions are required, the advisor asks the author(s) to rework the paper appropriately, providing specific guidance as to necessary revisions. Advisors may need to review the paper again after revisions are made.

Manuscript Deadlines

The deadline for final, reviewed, revised, and advisor-accepted manuscripts to be submitted online through Editorial Manager is **no later than 3.5 months prior to the month of publication** (e.g., December 15 for the April issue).

Managing Your Time

Submissions can be published online anytime, and available for citations and downloads well before the print issue is published. Following are some recommended milestones. Note that all papers must be reviewed, approved, and submitted to Editorial Manager 3.5 months prior to the month of publication of each issue. This allows proper time for copyediting and production.

- May, when the editorial calendar is finalized: contact potential authors to announce your leadership of the topic and invite their participation. Share a realistic deadline with them that will allow you ample time to review the papers in your topic. **To assist you in inviting authors, we have created a template of an invitation letter, which you can customize to suit your topic. The template is available in the Advisor Tools section of the *JOM* website. A custom call-for-papers flyer is available upon request.**

- Six months prior to paper submission date: develop your list of papers, confirm authors who are willing to contribute, and send the list of authors and paper titles to the *JOM* production editor.

- Five months prior to paper submission date: inform *JOM* production editor of any potential problems with topic development so appropriate staff support can be offered.

- Three months prior to paper submission date: confirm publication list with production editor.

- Two months prior to paper submission date: confirm that reviewers have acted promptly on any assignments.

- Two weeks after paper submission date: submit a commentary introducing the paper.

Sample Advisor Schedule: August Issue

May 1:	Editorial Calendar is finalized for next year
	Request call-for-papers pdf from production editor
June 15:	Invite potential authors to submit papers
September 15:	Send list of authors and paper titles to *JOM* production editor
December 15:	Confirm previous author list with the *JOM* production editor
	Review papers as they are submitted, or assign to reviewers
January 15:	Confirm reviewers have acted on assignments
March 1:	Deadline for new submissions
April 15:	**Deadline for advisors' final decision on reviewed/revised manuscripts. Accepted papers will be formatted for publication.**
	Submit your commentary
August 1:	Technical topic publishes in *JOM*

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