Kappa Omicron Nu
Call for Nominations or Applications
Undergraduate Research Journal for the Human Sciences

- Editor
- Associate Editors (AEs)
- Editorial Review Board Members

Applications requested by May 10, 2021

Overview
Kappa Omicron Nu Honor Society for the Human Sciences is recreating the popular Undergraduate Research Journal for the Human Sciences. We are pleased to be working with New Prairie Press at the Kansas State University Libraries to host this journal and add it to their collection. The set-up is under way. It should be understood that this journal is for undergraduate research. The Editor and AEs need to be able to understand that this may be the submitter’s first submission to any journal. Reviews should no only be geared toward selecting high quality manuscripts, but also to help novice authors grow throughout this experience. Reviewer comments will be shared with submitters, whether for revisions or rejections. This journal is meant to be a learning opportunity. Any undergraduate student in the Human Sciences may submit even if they are not a Kappa Omicron Nu member. Advisers may be second authors although the majority of the submission should be the undergraduate student’s work. Submissions are expected to be open for research articles and literature reviews from submitters, and the occasional Editorial from the Editor or an Associate Editor.

History
The journal was founded in 2002 with one volume and published with one volume per year until 2016, when the journal was discontinued. Several special editions were also published. Please see https://www.kon.org/urc/undergrad_research.html. It was open to anyone and to date, these publications are one of the most visited sections on the KON website. It is expected that there will be more than one issue published in each calendar year.

Current Progress
The journal is being recreated within a formal journal system. That is, articles will be submitted online, and reviews completed in an online system. Training in how to use the system will be provided. The journal will have no submission fees, and any student, KON member or not, is eligible to submit. It is to be a true, double-blind, peer-reviewed journal. It is now time to request applications or nominations for journal leadership.

Position Descriptions: All Positions are Volunteer
As this journal develops, the KON Publications Committee will assist in its development.

Editor: The Journal Editor should be at the rank of at least an Associate Professor with experience as an editorial review board member, but preferably with experience as an Associate Editor. This is an opportunity for tenure-track faculty. The Editor will have the responsibility to desk-reject submissions that do not fit stated criteria; these criteria are being
developed and the Editor will assist with the development of these criteria. Applicants should have the ability to attract and retain respected experts to serve on the Journal’s editorial board after the initial establishment of the board. The Editor is expected to maintain an ethical and timely peer review process and provide a clear vision for the direction of the Journal. The expected term of the Editor will be three years. Retired KON members are encouraged to apply.

Qualifications:
- Be a KON Member. If applicant is not a KON member, application for professional membership is available through the KON National Office.
- Demonstrated experience as an Editor or associate Editor of peer-reviewed journals (e.g., serving as member of Editorial advisory boards, feature Editors, or as peer reviewers for other journals).
- Established record of scholarship in a Human Sciences field.
- Clear explanation of their ability to fulfill the time commitment necessary for this position, estimated to be as much as 10 hours a week.
- Reputation for fairness, exceptional communication skills, evidence of academic activity, and a proven history of management skills.
- Demonstrated ability to attract and retain respected experts to serve on the Journal’s Editorial Board.
- Demonstrated ability to maintain an ethical and timely peer review process and provide a clear vision for the direction of the Journal.
- Evidence of clear employer or institutional support for this activity for the duration of their appointment, with examples including release time and general office support if possible.

Criteria for Review:
- Experience as an Editor or associate Editor of peer-reviewed journals (e.g., serving as a member of Editorial advisory boards, feature Editors, or as peer reviewers for other journals).
- Established record of scholarship in a Human Sciences field.
- Demonstrated ability to fulfill the time commitment necessary for the position.
- Demonstrated employer or institutional support for this activity for the duration of the appointment with examples including release time and general office support if possible.

While not criteria, the Editor will also have these duties, working in concert with the Kappa Omicron Nu Board of Directors
- Maintaining an ethical and timely peer review process.
- Developing a clear vision for the direction of the Journal.
- Developing a marketing plan to promote the Journal.
- Establishing a clear, non-discrimination policy, patterned in concert with the KON overall non-discrimination policy.
- Inviting new members to maintain a strong review board. The KON Board of Directors will be able to assist by contributing suggested members to the Editor.
Who should apply?
Retired KON members are encouraged to apply. The Editor must be a KON member, and if not already an initiated member, may apply for professional membership through the KON National Office.

Some Considerations
- KON does not pay for office space or release time, but administrative support for clerical and Editorial assistance may be possible through the KON National Office.
- Since the support offered by different institutions varies widely, interested individuals are encouraged to contact the appropriate office of their employer in order to ensure the feasibility of their application.
- Once travel is again safe, travel is expected and includes attending the KON biennial Conclave, occasional Board meetings, and the virtual Annual Assembly. Financial support for travel for these events will be provided by Kappa Omicron Nu.

Associate Editors (AEs):
Six AEs across the Human Sciences are requested as follows.

1. Family & Consumer Sciences (2)
   o Food Science & Human Nutrition
   o Human and Child Development
   o Textiles & Apparel, Design, Merchandising Management
   o Interior Design and Human Environment
   o Education training in these fields
2. Exercise Science, Kinesiology, Athletic Training (1)
   o Health Sciences, Wellness
3. Hotel & Restaurant Management (1)
4. Gerontology, Social Work (1)
5. Personal and Family Financial Planning (1)

The primary job of the AE is to assist the Editor by topic area. AEs will make a “first read” and assign a minimum of two to three reviewers from the Editorial Review Board or will invite outside reviewers. AE’s should be at the Assistant or Associate Professor level. Terms will be two years. AEs must be a KON member, and if not already an initiated member, may apply for professional membership through the KON National Office.

Editorial Review Board Members
A minimum of 18 Editorial Review Board (ERB) members are needed representing the same spread of topical areas as listed above for AEs. ERB members must be KON members, at any level of faculty appointment, or may be advanced doctoral students. This is an excellent learning and leadership opportunity for new doctoral graduates as well. This is also an excellent volunteer position for a retiree.

The Application form for all three positions will require:
- All usual contact information for the nominee/applicant
- Contact information for the nominator (if a nomination) and indication that the nominee has been contacted and agreed to the nomination
- Selection of application for one or more of the following: Editor, AE, ERB
• Concise letter clearly outlining the applicant’s experience.
• Letters of support from the direct supervisor (Dean, Department Chair and the like) stating approval and academic support while also outlining the level of release time, administrative support, and so forth. Retirees, please just attach a memo stating that you are retired.
• Curriculum vita

Apply Here

Or use this short link: http://bit.ly/URJHSEditorApp

Please Note: The form is set so that it can be edited once submitted. To allow this, you will sign into your Google account or create one before starting this form. If you have trouble, please contact gphillips@kon.org or call 727-940-2658 x 1001 for assistance.

The following information is required in the application:
• Email address
• Preference for Editor, Associate Editor, Editorial Review Board (you will rank order these)
• Name and degree(s)
• Full address with Zip Code
• Best Phone Number (indicate office, home, mobile); you may provide more than one; kindly list the best one first
• University, Department, etc.
• Faculty Rank, and/or Position Title
• Check boxes for Human Sciences field expertise (Expert, Some Expertise, Not my Field) and a chance to clarify your choices
• Uploads
  o Application Letter (PDF)
  o CV (PDF)
  o Support Letter from your administration (PDF)
  o Support Letters (Optional and you may upload more than one) (PDF)