Duties of the JET Manuscript Editor

1. Receive and review manuscripts. Ensure that manuscripts follow the “JET Manuscript Requirements and Style Guide for Authors.” Manuscripts should not have any institutional and organizational affiliations to enable double-blind review.
2. If the manuscript is deemed within the scope of the *Journal of Engineering Technology*, send the manuscript to the Communications Editor for a scan review.
3. After receipt of the communications editor’s review, communicate with authors regarding the initial action on their manuscripts. For authors whose manuscript passes the initial manuscript and communications editors reviews, request a commitment from the authors that they will pay the page charges should the manuscript be published. (See below for the standard statement).
4. Send out acceptable manuscripts by email to at least FOUR peer reviewers from the peer reviewers’ database. Copy the Editor-in-Chief on these emails to the peer reviewers.
5. Follow-up with peer reviewers who have not submitted their review within the deadline.
6. After all peer reviews have been received, send the peer reviewers’ comments and marked-up manuscript to the JET Board members.
7. Maintain the Manuscript Track record and the Peer Reviewers database. Periodically update the peer reviewers list by sending out solicitations for peer reviewers on the ETD Listserv.
8. Send out call for manuscripts on the ETD Listserv.
9. Prepare the semi-annual JET Manuscript Editor report and send to the Editor-in-Chief in response to the call from the Editor-in-Chief and present the report at the JET Board meetings at the CIEC and at ASEE Annual Conferences.
10. Attend the semi-annual JET Board meetings, give the above report, and participate in all discussions.
11. In January of each year, send out INDIVIDUAL thank-you notes via e-mail to all JET peer reviewers from the previous year.

Manuscript Editor Initial Review

1. Does the manuscript have an educational component?
2. Does the manuscript have an assessment piece that shows the efficacy of the proposed concept?
3. Can I use this paper in my teaching?
4. Does the manuscript appeal to a broad audience of ET educators?
5. How does the concept in the manuscript apply to the application and teaching of engineering technology?
6. Does the manuscript have any relevance to the teaching of engineering technology?
7. For applied research and technical papers, is the manuscript too tightly focused and very highly technical to be of interest to a broad range of readers?
Standard Statement Required from Authors Whose Manuscript Passes the Manuscript Editor Review Stage

“I have submitted my manuscript “YOUR MANUSCRIPT TITLE” for possible publication in the *Journal of Engineering Technology*. I certify that this manuscript has not been submitted to another journal or conference. I understand that the *Journal* requires authors to pay a page charge of $75.00 per page when a manuscript is accepted and published in the *Journal*. If the manuscript is accepted and published, I will pay the paper charges within eight weeks of receiving the page charge invoice.”