

# Afterschool Matters

## Afterschool Matters - Publication and Malpractice Statement

### 1. Editorial Board:

The *Afterschool Matters* (ASM) Editorial Board is made of a diverse group of experts in the out-of-school time field including practitioners, researchers, organizations leaders, educators, and funders. Board members are recruited and invited to serve for multiple terms. Each member reviews and provides substantive feedback on four to six papers per year. The names and affiliations of the Editorial Board are available on the [NIOST website](#) (click on: SEE OUR EDITORIAL BOARD)

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### 2. Authors and Authors Responsibilities:

There are no charges or fees required for manuscript processing or publishing. All authors agree to the following terms: Our publication of your work in *Afterschool Matters* is dependent upon your agreement to the following terms: All authors have made a substantive contribution to the manuscript. The manuscript will be reviewed in a blind review process; acceptance will be contingent upon reviewer ratings. The *Afterschool Matters* Journal shall have the right to edit the work submitted by you as to content or form but will submit the edited work for your review and final approval prior to publication. We will make no material modification to the content of the contribution without your consent. However, if you fail to return the edited manuscript or proofs of the contribution by the reasonable deadline set by us, you will be deemed to have consented to that modified version. Although The *Afterschool Matters* Journal may plan to publish your manuscript in the next issue, it reserves the right to delay or cancel publication for any reason. It is understood that you shall own the copyright to this manuscript, but you hereby grant the National Institute on Out-of-School Time (NIOST) at the Wellesley Centers for Women and the Robert Bowne Foundation a world-wide, royalty-free, exclusive, and irrevocable license to use such copyrighted manuscript and to reproduce, translate, and publish the manuscript in all media including electronically and to distribute reprints of the published version of the manuscript. You agree not to publish or authorize any third party to publish the contribution in any media or format, for a period ending 6 months after publication in *Afterschool Matters*.

Submission instructions state: Include a separate cover sheet with the manuscript title, authors' names and affiliations, and the lead author's phone number and e-mail address. • The names of the authors should not appear in the text, as submissions are reviewed anonymously by peers. • Follow the Publication Manual of the American Psychological Association, 6th Edition (2009), for reference style guidelines. Present important information in the text and do not use extensive footnotes. Provide any information on financial support of research.

### 3. Peer-Review Process:

After editorial staff cull out submitted articles that clearly are not suited to the journal, promising articles are submitted to a double-blind peer review process. Members of the *Afterschool Matters* editorial review board are recruited from among both academics and advanced practitioners in the field. Reviewers receive a copy of the article from which all identifying information has been stripped, along with a feedback form. Each article is reviewed by two peers, whose identities are not revealed to the other reviewer. In addition to filling out a checklist of desired qualities (contribution to the field, attention to the published literature, use of evidence, use of inclusive language, and the like), reviewers recommend whether to work toward publication or reject; they also write comments, which the editor shares, anonymously, with the authors. If the authors revise and resubmit based on these comments and editorial feedback, the editor uses the peer reviewers' comments to decide whether the article has met the reviewers' criteria and therefore can be edited for publication.

### 4. Publication Ethics:

Guided by the standards of the Committee on Publication Ethics, *Afterschool Matters* and its publisher, NIOST, are alert to possible instances of research misconduct on the part of authors who submit manuscripts. We check for plagiarism, whether intended or inadvertent, and expect authors to comply with academic research standards including appropriate IRB approval for research on human subjects. We occasionally accept substantively different versions of previously published articles, but only with the permission of the first publisher. If any research misconduct is brought to our attention, we are prepared to issue a retraction or correction with an appropriate apology if needed.

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### 6. Archiving:

All ASM Journal issues are archived and accessible [on our website](#). In addition, individual journal articles are available in full text free download from [Education Resources Information Center](#). These journal articles are available regardless of journal publication continuation.

### 7. Ownership and management:

The Afterschool Matters Initiative is managed by the [National Institute on Out-of-School Time](#). Georgia Hall, PhD, is Managing Editor of the *Afterschool Matters* Journal.

## 8. The Website:

<https://niost.org/afterschoolmatters>

*Afterschool Matters* follows the COPE [Code of Conduct and Best Practice Guidelines for Journal Editors](#).

## 9. Publishing Schedule:

*Afterschool Matters* is part of the [Afterschool Matters Initiative](#) and is published 2-3 times per year by the [National Institute on Out-of-School Time \(NIOST\)](#) with support from the [Robert Bowne Foundation](#).

## 10. Name of the journal:

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