

A Governance Structure and Oversight Processes for *City & Community*

The success of *City & Community*, the section journal, is indicative of the intellectual vigor and timely substantive innovations of our section (Community and Urban Sociology Section (CUSS) of the American Sociological Association (ASA). Keeping a journal vital over a long period of time cannot be left to depend solely on the choice of an editor(s) every three years but requires appropriate and regular oversight from the community that it serves. Oversight for *City & Community* is the responsibility of the CUSS Publications Committee (formerly the Journal Oversight Committee). Sections with journals are required to have a publications committee.

What follows in this document defines the nature of this committee and its relationship to the editorial leadership of *City & Community*. It also stipulates basic parameters of the journal's editorial team, such as terms of service.

The Section Journal Publications Committee

1. General oversight of the journal is the responsibility of this CUSS Publications Committee. This committee should have five elected members, who serve staggered, three-year terms, as well as one nominated graduate student member who serves a one-year term. The graduate student participates in all committee discussions but is a non-voting member of the Committee. Except when an unexpected vacancy occurs, one or two new members will be elected by the section membership every year, depending on the expiration of current members' terms. The elected members may not concurrently serve as members of the CUSS Council, nor be other officers of the section.
2. The CUSS Publications Committee also has one ex-officio member, who is also a member of the section's Council. This person is to be selected by the Council from among its members and serves a one-year term, which is renewable. The ex-officio is a non-voting member of the Publications Committee.
3. No member of the CUSS Publications Committee, the CUSS Council or CUSS officers may serve concurrently as Editor, Co-Editor, Deputy Editor or on the Editorial Board of *City & Community*. This change will apply to nominations or renewals made after January 1, 2022.
4. The Chair of the Committee is designated by the section Chair from among the elected members, with the approval of Council.
5. A quorum of the CUSS Publications Committee consists of three voting members. Unless a Committee member indicates to the Chair that they are unable to participate in deliberations (due to travel, etc.) or that they will abstain due to a conflict of interest, all five members need to vote.
6. The Publications Committee will: (1) receive and evaluate an annual and a mid-year report from the Editor or Co-Editors of *City & Community*; (2) solicit nominations when a new Editor or

new Co-Editors are to be appointed and make recommendations to Council about whom to appoint; and (3) approve upon the recommendation of the Editor or Co-Editors the nominations of other editorial positions (Deputy Editors, Book Review Editors, editorial board members). ASA guidelines specify further that the Committee must review the viability of the journal “prior to the appointment of a new editor” and prepare a written report identifying strengths and weaknesses and providing recommendations concerning the latter. This report is to be submitted to the section Council and the ASA Publications Committee.

7. The annual and the mid-year reports of the Editor or Co-Editors to the CUSS Publications Committee must, at a minimum, provide the data that the ASA requires of its journals, including: (1) the numbers of submissions, rejections, revise-and-resubmits, and acceptances; (2) the length of the review process; (3) financial data; (4) data on “scholarly use and demand”; (5) “commentary on the condition of the journal, indicating its strengths and weaknesses”; (6) the Impact Factor; and (7) whatever background data (e.g. race, gender, institutional affiliation, country) the editor is able to collect on authors who submit, authors whose work is accepted, as well as reviewers. The reports should also include a section specifying the responsibilities and division of labor between the Editor/Co-Editors and the Deputy Editors. The CUSS Publications Committee may request additional information. The annual report shall be submitted in accordance with the schedule specified by ASA.

The Editor or Co-Editors

1. The nomination of the Editor or Co-Editor is made by the section Council upon the recommendation of the CUSS Publications Committee, which is then ratified by the ASA Publications Committee and Council in accordance with the ASA Section Journal Policies.
2. The Editor or Co-Editors serve three-year terms that may be renewed as specified in the ASA Section Journal Policies. Editors and Co-Editors must be members of the section.
3. The Editor or Co-Editors make appointments of all other editorial personnel, with the approval of the CUSS Publications Committee as outlined below.

The Deputy Editors¹

1. There will be at least two and there may be up to five Deputy Editors. They serve three-year terms that are synchronized with the term of the Editor or Co-Editors. The terms of the Deputy Editors may be renewed. If a Deputy Editor must be named in the middle of an Editor’s term, then the term of the new Deputy Editor ends when that of the Editor(s) does.
2. The Deputy Editors are named by the Editor or Co-Editors and approved by the CUSS Publications Committee as well as the ASA Publications Committee.

¹ The title of Deputy Editor replaces that of Associate Editor. This change makes the *City & Community* positions consistent with that of other ASA Section Journals.

3. Deputy Editors must be members of the section. Complimentary section membership will be considered for those who are not sociologists

The Editorial Board

1. There will be at least 10 and may be up to 30 Editorial Board members. They serve staggered 3-year terms.

2. The members of the Editorial Board are named by the Editor or Co-Editors and vetted by the CUSS Publications Committee. Approval of Editorial Board nominees will then proceed in accordance with ASA Section Journal Policies.

3. Editorial board members must be members of the section. Complimentary section membership will be considered for those who are not sociologists.