

The Journal of Baccalaureate Social Work

CONSULTANT ASSIGNMENT AND RESPONSIBILITIES

The editor, consulting editors, or members of the editorial board can identify potential consultants for specific manuscript projects. The editor will have final responsibility for assigning a consultant. However, the editor will seek and use the advice of consulting editors and members of the editorial board in selecting individuals with expertise and interests suitable for each manuscript. Consultants may be selected in the following ways:

- 1) Consulting editors making a “Reject and Assign Consultant” recommendation may volunteer to serve as consultant for the manuscript project. This will mean loss of reviewer anonymity. However, when a consulting editor volunteers to serve as consultant, he or she will never be reassigned to review the manuscript when it is re-submitted,
- 2) Consulting editors may suggest the names of persons they believe have expertise and interest appropriate to serve as consultants for manuscript projects for which they recommend “Reject and Assign Consultant”,
- 3) Consulting editors may suggest specific expertise needed rather than specific individuals needed in order to assist in the search for a suitable consultant,
- 4) The editor may use the JBSW consultant database to locate a consultant with expertise and interest appropriate to assist the author.

The editor will communicate the name and other consultant contact information (phone, address, email) to the author. It will be the author’s responsibility, once a consultant is assigned, to make initial contact and to establish arrangements for working with the consultant to continue manuscript development.

Manuscript authors will have final say in whether they wish to be assigned and work with a consultant or not. Manuscript receiving a “Reject and Assign Consultant” recommendation, but for which the author chooses not to have a consultant assigned will be treated for editorial purposes as if they had received a “Reject, Revise, and Resubmit” recommendation.

Articles eventually published with the assistance of a consultant will credit the consultant by name on the title page of the article when it is published.

**The Journal of Baccalaureate Social Work
Research Consultant Recommendation Form**

When making a recommendation of “REJECT & ASSIGN CONSULTANT”, please complete this form and return it with the manuscript and the Manuscript Reviewer Rating and Recommendation Form.

Manuscript Number: _____ Reviewer: _____
Manuscript Title: _____

_____ I am willing to serve as a consultant for the author(s) of the manuscript indicated above. I would prefer to be contacted at:

Address: _____

Phone: _____

Email: _____

_____ I am not willing or able to serve as a consultant for this manuscript, but because of the expertise I believe is needed for assisting in this project, I recommend the following person(s) as consultant(s):

Name: _____
Address: _____

Phone: _____

Email: _____

Name: _____
Address: _____

Phone: _____

Email: _____

I believe the following expertise is needed to further develop this project: