

## **Editorial Committee**

### **Mission**

- The Editorial Committee is responsible for the production of the AFTE Journal, (the official publication of the Association) the AFTE Newsletter, and any other publications that may be directed by the Board of Directors, and is responsible for ensuring the quality and technical accuracy of these publications.

### **Duties/Responsibilities**

- The AFTE Editor has the responsibility to produce several journals each year in a professional manner. To accomplish this goal, the Editor has an editorial committee, which is a group of AFTE member volunteers who have been appointed by the Editor with the approval of the Board of Directors.
- The editorial committee consists of multiple assistant editors and editorial review panel members.
- The review panel members and the assistant editors review articles prior to acceptance for publication. When an article is received for publication, a copy of the article is sent to a review panel member. The panel member reviews the article, evaluating whether the article will benefit the Association, and checking spelling/punctuation, references, scientific quality, methodology, and conclusions. The panel member and/or assistant editor has the option to make the corrections as they see fit or contact the author for corrections via the Editor. The panel member and/or assistant editor will determine the acceptability or unacceptability of the article. The review panel members and assistant editors are rotated as needed. Articles may also be proofed by a copy editor prior to formatting.
- The additional duties of the assistant editors include reviewing the AFTE Journal before publication. Currently, the Journal is sent to each assistant editor before publication. Each assistant reviews the articles and makes suggested corrections. The Journal is then corrected and proofed by the Editor and sent to the printer in electronic format for publication.

Expenses include computer equipment, office supplies, printing, and postage. Documentation of the receipts is an additional duty of the editor.

If you are in need of further assistance, please contact the AFTE Editor.

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