

## **NCME Applications of Educational Measurement and Assessment Book Series September 5, 2014**

### **Objective**

The NCME APPLICATIONS OF EDUCATIONAL MEASUREMENT AND ASSESSMENT BOOK SERIES is intended to increase understanding and inform research-based applied educational measurement and assessment. Intended audiences include NCME members, graduate students in measurement and assessment, and professionals in related fields engaged in measurement and assessment (e.g., psychology, educational leadership, educational and learning policy, curriculum and instruction, learning sciences, and certification and licensure).

### **Editorial Board**

Michael J. Kolen, The University of Iowa, Editor  
Robert L. Brennan, The University of Iowa  
Wayne Camara, The College Board  
Edward H. Haertel, Stanford University  
Suzanne Lane, University of Pittsburgh  
Rebecca Zwick, Educational Testing Service

### **Editorial Board Membership**

Members of the Editorial Board are appointed by the President of NCME, in consultation with the NCME Board of Directors. Each member of the Editorial Board was appointed in April 2011 to a 5-year term. After 5 years, some Editorial Board members will have their terms extended for continuity purposes. As a whole, the Editorial Board should have expertise across the range of areas in educational measurement and assessment. Individual Editorial Board members are chosen to have the following characteristics:

- (a) extensive experience in editing and working with a publisher;
- (b) reputation as a conscientious author who meets deadlines and follows through;
- (c) skills in negotiation, project management, and communication;
- (d) ability to work well with potential volume editors and authors;
- (e) breadth of expertise and interests relevant to educational measurement and assessment;
- (f) considerable visibility in the field of educational measurement and assessment;
- (g) strong commitment to the success of the NCME Book Series.

### **Duties of the Editorial Board**

The Editor coordinates the activities of the Editorial Board. The Editorial Board identifies potential topics for books, collaborating with the Publisher. The Editorial Board solicits proposals for edited books as well as develops its own proposals. The topics are evaluated by the Publisher in terms of market demand and sales potential, and by the Editorial Board in terms of substance, contribution, and need in the field. The Editorial Board has authority to decide on topics in consultation with the Publisher. The Editorial Board also directs all other aspects of each volume in close consultation and coordination with the Publisher. Volume Editor(s) are chosen with

consultation from the Publisher. A member of the Editorial Board is assigned to manage each volume and serve as NCME's primary liaison to the Volume Editor and Publisher regarding all aspects of production.

The Editorial Board is funded by NCME to meet once annually. NCME also supports other miscellaneous expenses such as conference calls and WebEx as needed. The Editor is invited to attend at least one NCME Board Meeting annually (summer or fall meeting) to report on the progress of this series.

### **Duties of the Volume Editor(s)**

The chapter authors are selected by the Volume Editor(s) in consultation with the Editorial Board. A precise timeline must be approved by the Publisher and Editorial Board prior to any formal agreement with Volume Editor(s). Once a timeline has been accepted, the Editorial Board Managing Editor is responsible for working closely with the Volume Editor(s) to ensure work progresses on schedule. It is important to have a contingency plan for each volume in the event some chapters are not produced. Identifying alternate authors or planning to proceed without a chapter should be considered when any deadlines are missed early in the process. The Editorial Board establishes policies that govern delays or other disruptions.

Volume Editors are chosen to have the following characteristics:

- (a) extensive experience in editing and working with a publisher;
- (b) reputation as a conscientious author who meets deadlines and follows through;
- (c) skills in negotiation, project management, and communication;
- (d) ability to work well with authors, the Editorial Board, and the Publisher;
- (e) considerable visibility in the field of educational measurement and assessment;
- (f) substantial expertise with regard to the specific topic of the volume.

### **Solicitation of Topics**

Choice of topics for volumes and Volume Editors will be made by the Editorial Board. When appropriate, the Editorial Board solicits topics from the NCME membership.

### **Duties of the Book Series Editor and Managing Editor in Volume Development**

The Book Series Editor works with the Editorial Board, the Publisher, and potential volume editors to develop a Volume proposal, including a detailed timeline. After the Editorial Board and the Publisher accept the proposal, the Book Series Editor works with the Publisher and Volume Editors to develop a contract for the volume. After the contract is executed, a Managing Editor is appointed from among the Editorial Board members. The Managing Editor serves as NCME's primary liaison to the Volume Editor and Publisher regarding all aspects of production, and provides periodic reports on the progress of the volume to the Editorial Board.

Responsibilities of the Managing Editor include the following:

- address questions posed by the Volume Editor regarding the process of development of the volume,
- address questions posed by the Volume Editor regarding the content of the volume,
- monitor the timeline and work with the Volume Editor and the Editorial Board when issues associated with the timeline arise,
- monitor the development of the content of the volume, and work with the Editor and the Editorial Board when issues associated with the content of the Volume arise.

### **Length of Volumes**

Volumes are expected to have between 10 and 12 chapters, with approximately 26 pages of 300 words per chapter. The total length of a volume is expected to be around 96,000 words. Exceptions to the length restrictions require approval by the Board and Publisher.

### **Publisher**

Routledge

### **Contracts**

The NCME Book Series is developed under contract with Routledge. In addition, NCME enters into a separate contract with Routledge for each volume.

### **Royalties**

Royalties shared equally between NCME and the volume editor.