# JOURNAL OF INTERIOR DESIGN POLICIES AND PROCEDURES

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INTRODUCTION

The Journal of Interior Design (JID) is published by the Interior Design Educators Council (IDEC). The JID Board is a board of IDEC and this document describes the activities and organizational structure of the Journal and ensures the Journal of Interior Design continues to publish timely and relevant interior design scholarship. The Policy and Procedures Manual of the Journal of Interior Design is a working document that reflects the mission and core values and facilitates the vision of IDEC.

MISSION STATEMENT

The Journal of Interior Design is a leading scholarly, peer reviewed, international publication which advances theory, research, education and the practice of interior design.

RESPONSIBILITIES

The Journal of Interior Design’s Board of Directors, Editors, and Reviewers shall uphold the IDEC Code of Ethics to the best of their knowledge and ability, recognizing that leadership in IDEC and the publication of the Journal of Interior Design is a privilege and a responsibility. The review and dissemination of scholarly work requires adherence to the highest ethical and professional standards and must abide by the protocols described within this document.
## MASTER CALENDAR OF ACTIVITY FOR JID BOD

<table>
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| May        | *JID* Board of Directors, Editors, and Reviewers begin term of service  
Distribute call for Special Issue  
Plan summer board meeting (agenda, location, attendees) |
| June       | Develop and finalize budget proposal with yearly operating expenses  
Request for special project support to IDEC BoD when appropriate  
*JID* BoD annual report of activities to IDEC BoD  
Communicate with Scholarship Collaborative on initiatives for upcoming year |
| June/July  | Summer *JID* BoD meeting (preferably prior to IDEC BoD Meeting):  
Identify potential candidates for position openings  
Update Policies + Procedures and Strategic Planning documents  
Complete strategic plan for conference presence and marketing  
Train new editors as necessary by publisher  
Communicate on key issues with Publisher |
| Fall       | Submit interim report to IDEC HQ as requested  
Forward names of candidates for rotating positions for ratification by IDEC BoD.  
Conference calls as necessary to advance strategic goals/initiatives |
| January    | Develop work plan for upcoming year  
Prepare for IDEC Annual Conference and spring Board meeting |
| February   | Annual Report due to IDEC HQ, as requested |
| March      | *JID* BoD Meeting at IDEC Conference:  
Annual update and marketing discussion with Publisher  
Orient new board members, editors, Director of Scholarships, and staff  
Engage in strategic planning, identify activities and prepare budget for upcoming year accordingly  
Identify/review special topic issues for upcoming years  
Identify dates for summer board meeting  
Host *JID* Workshop, content to vary as needed  
Have an active presence at graduate student & new educator events  
Celebrate contributions and completed terms of service of editors, reviewers, staff, and board members  
Present Awards (Graduate Research Scholarship, etc.) |

## MASTER CALENDAR OF ACTIVITY FOR JID PRODUCTION

The Editor-in-Chief and Associate Editors shall follow the production schedule set by the *Journal*’s publisher for quarterly production. Author and reviewer deadlines shall be set with regard to the production schedule allowing on-time delivery of materials to the publisher.
**JID BOARD OF DIRECTORS**

The Board of Directors is responsible for determining policy, advancing and supporting the mission of *JID*, and strategically planning to achieve the vision of the Journal. The Board of Directors creates and implements a strategic plan that advances the Journal and fulfills IDEC’s strategic initiatives. The *JID* Board meets face-to-face twice annually to conduct the business of the Journal. One meeting is in conjunction with the annual conference; a second meeting is generally in the summer. The *JID* BoD conducts other business, when necessary, via regularly scheduled conference call.

The *JID* Board of Directors is composed of three Directors, one of whom serves as Chair, the Editor-in-Chief and Associate Editor/s, and the IDEC Board Director Liaison to the Scholarship Collaborative. The Editors and IDEC Board Director Liaison are non-voting members. The IDEC Executive Director also serves on the Board as a non-voting member.

Term of office varies according to position and efforts to stagger terms shall be made. However, responsibilities begin May 1 of the appropriate year and run until April 30. New members attend the Board meeting held in conjunction with the annual conference prior to beginning their term of office for transition and orientation.

**CHAIR**

The Chair of the *JID* Board of Directors coordinates all activities of the *JID* providing vision and leadership that support the mission of the Journal. The Chair also shapes the strategic plan with the *JID* Board and is directed by its goals. The Chair serves as a representative of the *JID* to outside entities and stakeholders and acts as a voice for its editors, authors, volunteers, and readers.

**Appointment and Term of Service**

**Qualifications:**
- An individual, having served a minimum of one year on the *JID* Board.
- A member in good standing of IDEC.

**Appointment:** Recommended by the current chair and approved by the *JID* BoD with ratification by the IDEC BoD.

**Term:** 3 years with an option of renewable term(s).

**Responsibilities and Duties**

- Serves as Chair of the *JID* Board of Directors.
- Maintains a Strategic Plan in consultation with the IDEC Board Director Liaison to the Scholarship Collaborative, the Editor(s), Board of Directors, IDEC Executive Director, and the Publisher.
- Sets the meeting agendas and directs the business of the *JID* in consultation with *JID* Board members, IDEC Board Director Liaison to the Scholarship Collaborative, and the IDEC Executive Director.
- Organizes conference calls and presides at Board meetings.
• Prepares and submits annual and bi-annual reports to the IDEC BoD including Mission of the *JID* Board, proposed budget (Appendix 2), changes to policies and procedures, publication status, and meeting minutes.
• Directs and coordinates the search for the Editor-in-Chief, Associate Editor(s), and Board members; soliciting recommendations from the IDEC Board and IDEC Membership at large.
• Maintains contact with the IDEC BoD, IDEC Office and the *JID* Board.
• Appoints individuals to fill board vacancies as necessary to complete a term of office.
• Coordinates the annual revisions to the Policies and Procedures
• Appoints individuals to serve on Standing and Ad Hoc committees; appoints special events coordinators created to further the purposes of *JID*.
• Directs and coordinates activities related to Director appointments, including terms of service.
• Acts as a representative of *JID* to external constituencies.

**DIRECTORS**

The Directors support the mission of the Journal and of IDEC and are directed by its goals. At the discretion of the Chair, Directors shall be assigned specific duties and responsibilities in response to goals and objectives of the current Board. The Directors contribute to the Mission and Strategic Plan of the *JID*.

**Appointment and Term of Service**

**Qualifications:**
- A member in good standing of IDEC
- Advanced degree in Interior Design or closely related field
- Record of publication in the *Journal of Interior Design* and/or other peer-reviewed journals
- Commitment to the advancement of interior design’s body of knowledge and a record of participation in IDEC

**Appointment:** Appointed by the *JID* Board Chair and ratified by the IDEC BoD

**Term:** 3 years in staggered sequence (may serve additional terms; terms may be extended for one year to facilitate the rotation of directors)

**Responsibilities and Duties**

- Attends all *JID* Board meetings and conference calls
- Represent the interests of the *JID* at conferences, trade shows, and academic and professional events
- Participates in the marketing and strategic positioning of the *JID*
- Serves as recording secretary for Board meetings and Conference calls as requested by the Chair
- Facilitates presence in IDEC publications and industry newsletters as requested by the Chair
- Supports the editors on focused activities as identified by the Board
- Serves on an ad hoc or committee head for activities of interest to the *JID* Board
EDITOR-IN-CHIEF

The role of the Editor-in-Chief (EIC) of the Journal of Interior Design promotes the advancement of interior design knowledge. The EIC ensures that the Journal directly supports the mission and strategic direction of IDEC and the JID Board. The Editor-in-Chief assumes primary responsibility for the content quality and timely production of the Journal. Together with the Associate Editor(s), the EIC implements editorial policies to support a thorough and high quality peer review process in the evaluation of manuscripts. Further, the EIC oversees the editing and production process to maintain the highest standards of publishing in a fair, equitable and timely process. For each issue of the Journal, the editors solicit an essay on a topics of importance to the field of interior design. The EIC serves as a face and a voice for the Journal to outside entities and stakeholders and acts as a voice for its editors, authors, volunteers, and readers. The EIC assembles and presents formal bi-annual reports on submission rates etc. to the JID BoD. At the annual IDEC conference, the EIC assumes responsibility for coordinating workshops sponsored by the Journal and in maintaining an active presence in conference events with key stakeholder groups.

Appointment and Term of Service

Required Qualifications:

- Be a member in good standing of IDEC
- Record of sustained participation in IDEC
- Ph.D.in Interior Design or closely related field
- Strong record of applicable scholarship and demonstrated contributions to the body of knowledge through publication and/or creative scholarship
- Publication record in the JID and other peer-reviewed publications
- Evidence of strong written, verbal, and organizational skills
- Evidence of academic leadership, professional integrity, and impartiality
- Demonstrated collegiality and collaboration in a variety of settings
- Demonstrated mentoring emerging interior design scholars
- Evidence of ability to utilize current and emerging technologies

Desirable Qualifications:

- Leadership roles in IDEC
- Ability to engage in high accuracy, multi-task management
- Comfort with time-sensitive tasks and budgetary constraints
- Ability to secure institutional support from his or her home institution

Appointment: Appointed by the JID Board of Directors with ratification by the IDEC BoD

Term: 3 years (may be appointed for a second term)

Stipend: An annual stipend is provided to the Editor-in-Chief as detailed in the letter of appointment.
Responsibilities and Duties

- Directs the *Journal of Interior Design*’s content, review process, and production in keeping with the highest ethical standards (see *Best Practice Guidelines on Publication Ethics* at [http://www.wiley.com/bw/publicationethics/#ethical_policy_template](http://www.wiley.com/bw/publicationethics/#ethical_policy_template)).

- Curates *JID* direction in keeping with the *JID* and IDEC mission and strategic plans
  - Advances the mission of the Journal in collaboration with the Chair of the *JID* Board of Directors
  - Attends all *JID* Board meetings, conference calls, and planned activities
  - Prepares and presents *JID* data on content and production to the *JID* board bi-annually
  - Reports to the Board regarding any matter(s) pertaining to the responsibilities of the Editorship
  - Supports the promotion of the *JID* to external constituencies
  - Supports the planning and execution of *JID*-sponsored activities
  - Ensures that all *JID* materials are archived by IDEC

- Provides editorial leadership for the content and review process of the Journal
  - Identifies domain-specific and timely topics and invitation of authors for the *Perspective*.
  - Prepares “From the Editor-in-Chief” communications
  - Manages the solicitation, credential review, appointment, training, and performance review of Board of Reviewers and Ad Hoc Reviewers
  - Matches of expertise and assignment of Reviewers of submitted articles
  - Tracks reviewer terms and coordinates service certificates
  - Trains new Editor-in-Chief and Associate/Guest Editors
  - Supervises and allocates the duties of the Associate/Guest Editors and editorial assistants
  - Directs the peer review process in coordination with Associate/Guest Editors
  - Mentors new authors and solicitation of submissions for peer review.
  - Evaluates reviews and prepares Editor-in-Chief’s decision letters for authors
  - Reviews final submissions to assure that authors have adequately addressed reviewers’ recommendations
  - Helps develop ad hoc pools of reviewers when needed for special issues

- Provides editorial leadership for the production and publication of the Journal
  - Supervises communications, troubleshooting and fielding of routine questions from Publisher representatives, authors, and reviewers
  - Manages the electronic platform for the Journal, Manuscript Central, that includes a log of titles, authors, and reviewers of all submitted articles
  - Coordinates and directs production activities including copy editing, graphic design, printing, and review of proofs as appropriate for paper and electronic issues
  - Coordinates with Publisher representatives to assure quality standards
  - Responds to requests related to indexing, copyright and referencing of *JID*
  - Maintains a current production flow chart for *JID*
  - Develops and maintains the production schedule
ASSOCIATE EDITOR(S)

The Associate Editor(s) works closely with the Editor-in-Chief on duties as assigned. The Associate Editor reviews and prepares decision letters for submittals assigned to him/her by the EIC. The position requires an individual who has a working knowledge of interior design scholarship in all its forms and is committed to the successful implementation of the Editor-in-Chief’s vision for Journal of Interior Design.

Appointment and Term of Service

Preferred Qualifications:
- Be a member in good standing of IDEC
- Ph.D.in Interior Design or closely related field
- Record of applicable scholarship and demonstrated contributions to the body of knowledge through refereed publications
- Record of publication in the JID and other scholarly journals
- Record of participation in IDEC
- Evidence of strong organizational skills with attention to detail
- Evidence of ability to collaborate from a distance
- Demonstrated ability to work independently and complete assigned duties in a timely manner
- Ability to respond in a timely and professional manner to multiple parties with differing concerns and needs
- Demonstration of collegiality and collaboration in a variety of settings
- Demonstration of mentoring emerging interior design scholars
- Evidence of ability to utilize current and emerging technologies

Appointment: Appointed by the JID Board of Directors with ratification by the IDEC BoD.

Term: Three years with option of renewable terms.

Stipend: An annual stipend is provided to the Associate Editors as detailed in the letter of appointment.

Responsibilities and Duties

- Directs the Journal of Interior Design's content, review process, and production in keeping with the highest ethical standards (see Best Practice Guidelines on Publication Ethics at http://www.wiley.com/bw/publicationethics/#ethical_policy_template).
- Provides support to the JID direction in keeping with the JID and IDEC mission and strategic plans
  - Advances the mission of the Journal in collaboration with the Chair of the JID Board of Directors
  - Participates in JID Board meetings, conference calls, and planned activities
  - Supports the promotion of the JID to external constituencies
  - Contributes the planning and execution of JID-sponsored activities
• Provides support to the EIC with regard to the submission and review process of the Journal
  • Trains new Associate/Guest Editors
  • Directs the peer review process in coordination with EIC/Guest Editors
  • Mentors new authors and solicitation of submissions for peer review
  • Evaluates reviews and prepares Editor-in-Chief’s decision letters for authors
  • Reviews final submissions to assure that authors have adequately addressed reviewers’ recommendations

• Contributes to the production and publication of the Journal as requested by the EIC
  • Supports production activities as requested by the EIC
  • Supervises the troubleshooting and fielding of routine questions from Publisher representatives, authors, and reviewers

GUEST OR SPECIAL ISSUES EDITOR

The Guest or Special Issues Editor serves as the editor of a Special Issue at the discretion of the Editor-in-Chief. The appointment of Guest or Special Editor is made by the JID Board.

Responsibilities and Duties
  • As assigned by the Editor-in-Chief

EXECUTIVE DIRECTOR OF IDEC

The Executive Director of IDEC will maintain an ongoing relationship with the JID Board. The Executive Director supports the efforts of the JID Board in managing contractual relationship between the JID Board and the Publisher or other providers on an as-needed basis. The Executive Director will assist in developing an annual budget.
EDITORIAL ASSISTANT

At the discretion of the Editor-in-Chief’s institution, assistance may be available to execute tasks associated with managing the publication process. This appointment is supported by the EIC or their institution. The Editorial Assistant supports the Editor-in-Chief in all matters related to the day-to-day operations of the JID. The appointment of Editorial Assistant is made by the Editor-in-Chief.

Responsibilities and Duties
Initial point of contact for technical submission queries relating to the electronic submission and review process.

- Reviews submissions for formatting requirements
- Runs manuscripts through iThenticate to help ensure research originality
- Works with EIC to coordinate review process; contacts reviewers and alternates for review assignments; monitors review deadlines; receives review forms; compiles synthesis of reviews for the Editor-in-Chief and, when possible, for Associate editors
- Helps coordinate new reviewer appointments
- Monitors Review Board members’ terms of service
- Assists the Editor-in-Chief with the preparation of the JID Board reports and coordination of the annual Review Board Meeting
- Assists in assembling and preparing all accepted submissions and required information (e.g., copyright forms, signature color, etc.) for each issue of the journal to the Wiley-Blackwell production staff. Monitors copy-editing process
- Assists in the review of galley proofs
- Maintains oversight of deadlines

In the absence of an Editorial Assistance, these responsibilities will be assigned to the Associate Editor(s) by the Editor-in-Chief.

IDEC Board Director Liaison to the Scholarship Collaborative

The IDEC Board Director Liaison to the Scholarship Collaborative serves as a medium for communication between the IDEC BoD and the JID BoD. In addition to the transmission of information, the Liaison serves as an advocate for the Journal.

Appointment: Appointed by the IDEC BoD.

Term: IDEC Board Director Liaison to the Scholarship Collaborative will serve as related to their elected position on the IDEC BoD.

Responsibilities and Duties
- Attends all JID Board meetings and conference calls
- Maintain ongoing communication with IDEC Board Director
- Facilitate potential coordination and connections within and between collaborative areas and, as appropriate, external constituents
- Participates in the strategic positioning of the JID
JID REVIEW BOARD

Members of the Review Board are experts in content areas and methods of investigation who provide critique and feedback on submitted papers. The Reviewers make recommendations for publication to the EIC and Associate/Guest Editors. The EIC maintains a current list of reviewers and terms of service.

Appointment and Term of Service

Qualifications: The Review Board is composed of accomplished scholars who have demonstrated, through publication, presentations, critical and creative scholarship, their abilities to assess the unique strengths of the submissions.

Appointment: Members are appointed by the Editor-in-Chief in consultation with the Board Chair. Every effort shall be made to identify a distributed representation of reviewers in terms of subject expertise and geographic locations.

Term: 3 years (may be continued for additional terms following positive evaluation by the Editor-in-Chief). All first year appointments are probationary and may only be continued based upon service excellence.

Ad Hoc Reviewers: The Editor-in-Chief may also appoint Ad Hoc Reviewers, having appropriate expertise, on an as-needed basis for review of a single manuscript or a special issue.

Removal from Review Board: Members of the JID Review Board may be removed in writing by the Editor-in-Chief for failure to perform their assignments and responsibilities in a consistent and timely manner; e.g., complete a minimum of one review per year, exhibit willingness to use online review system, and participate in training sessions. It is expected that upon completion of any service juncture, the Editor-in-Chief shall prepare a letter of acknowledgement detailing their contributions to JID.

Responsibilities and Duties

- Review a minimum of one paper each year, if offered.

AD HOC COMMITTEES/TASK FORCES

At the request of the JID Chair and Board, AD HOC committees and Task Force committees may be developed to perform specific tasks associated with the Journal. Members of these committees will be selected from the IDEC membership and from stakeholders in the larger design community that bring vision, expertise, and skills to a specific task.
OPERATING POLICIES

All changes to the JID Policies and Procedures shall be submitted to the IDEC Secretary and to the IDEC Board Director Liaison to the Scholarship Collaborative for review and ratification by the IDEC BoD.

Voting: For the purposes of transacting business, a quorum shall be a minimum of two voting members present and two non-voting members. Board members may use electronic voting procedures if needed.

Budget: The JID Board of Directors shall propose an annual budget to the IDEC BoD by June 1 for approval. The budget shall be submitted prior to the IDEC BoD summer meeting and the JID/IDEC Board Director Liaison shall present the annual budget on behalf of the JID Board. The budget shall cover the budget year of the organization. The IDEC Executive Director shall provide written approval of the proposed budget in advance of the budget year cycle. The Chair of the JID Board will receive a quarterly summary of expenses from the IDEC Executive Director.

The budget shall allow for expenses related to the semi-annual board meetings, editorial stipends and funds for special initiatives.

Board Meetings: Travel expenses for the Summer Board Meeting (e.g., travel, lodging, and meals for the Board members, Editors). Additionally, travel expenses related the Annual IDEC Conference shall be provided for JID board members/editors who are required to attend preconference activities.

Editor Stipends: The budget shall include stipends for the Editor in Chief and Associate Editor/s. Chair of the JID BoD shall initiate the semi-annual payment in keeping with the editor’s letter of appointment. Stipend payment schedule shall be detailed in the letter of appointment for each editor.

Special Initiatives: Budget requests shall provide for special initiatives and projects identified by the JID BoD.

Income: The budget will identify anticipated income generation through publisher stipends, workshops, symposia, CEU generation, and other sources.

Resignations: Resignations shall be made in writing to the Chair of JID BoD. Directors shall direct their resignation to the Chair who will present such requests to the JID Board. The Editor-in-Chief and Associate Editor/s shall direct their resignations to the Board of Directors and are required to give a minimum six-month notice of resignation.

Removal: Editors and Board Members are expected to fulfill their respective roles as identified in the Policies and Procedures document and outlined in the respective letter of appointment. An inability or unwillingness to execute responsibilities such that the publication of the Journal of Interior Design is compromised may result in the individual being relieved of responsibilities by the JID BoD and the IDEC BoD.

Conflict of Interest: To avoid any potential conflict of interest, the Editors shall follow the standards outlined in the Best Practice Guidelines on Publication Ethics with regard to his/her own scholarship and that of colleagues and graduate students.
PUBLISHER

The *JID* Board of Directors is responsible for the recommendation of the publisher to the IDEC Board of Directors for ratification and for the continued management of the publishing relationship. The publisher for the *Journal of Interior Design* provides production and marketing services to *JID*. See Appendix 3 for current contract.

Marketing

For the purpose of marketing relevant products, the publisher may use IDEC’s membership list. However, the membership list cannot be distributed to other clients of the publisher without express permission from the *JID* Board.

Relationships

The Editor-in-Chief maintains a relationship with the publisher’s production staff. The Executive Director, IDEC Board Director Liaison, and the *JID* Chair maintain a relationship with the publisher’s staff directly responsible for the IDEC/JID account.
MARKETING

The JID Board of Directors, in accord with the IDEC Office and the Publisher, will work to enhance the Journal’s visibility, maintain and increase the Journal’s subscription revenue, and maintain and increase the submission of high quality papers for publication.

The JID Board of Directors will utilize existing venues established and maintained by IDEC:

IDEC Website
- The IDEC website will maintain a link to the JID publisher-sponsored website.
- The IDEC website will maintain a link to the current JID Perspective, available to all visitors at no charge.
- JID content is available to all IDEC members in good standing and can be accessed through the members only portion of the IDEC website. This access is maintained by the IDEC webmaster in cooperation with the JID Publisher.

IDEC Exchange Newsletter, eNews, and Listserv
The JID Board of Directors and/or the Management Company (Kellen) will work together to ensure that JID information is included in the Exchange Newsletter. Time sensitive materials such as calls for candidates, requests for proposals, and calls for papers will be distributed to the IDEC membership utilizing other electronic methods.

Social Networking
The Management Company (Kellen) will assume primary responsibility for marketing through social media. The JID Board of Directors will support their efforts as necessary in terms of notifying them of content, etc.

The Journal of Interior Design social media presence will work in tandem with the IDEC presence. The Board members will work collaboratively with the Management Company (Kellen) and IDEC Communications Committee to ensure that JID content and information is updated.

SPECIAL EVENTS
For the purpose of fulfilling the vision and mission of the Journal of Interior Design, the Board of Directors will schedule and facilitate special events. These events will contribute to the visibility and long-term viability of JID. In addition to the events below, other opportunities will be considered by the Board. Events shall directly contribute to the mentoring of scholars and writers, develop the depth and breadth of the reviewer pool, and/or provide opportunities to develop scholarship for submission to the Journal.

Journal of Interior Design Reviewers Training
The JID Reviewers Training shall occur at the Annual IDEC Conference as a Pre-Conference event or as a Webinar. It shall be used to communicate to the Review Board members such information as the status of the JID, new events occurring, and strategies related to the review process, and other issues related to the reviewer’s responsibilities.
Journal of Interior Design Writers Workshop
In keeping with its mission, the JID Board of Directors will regularly organize Writers’ Workshops. These workshops will be offered in live and virtual settings and will address a range of topics with regard to writing for publication. The Board members will coordinate activities with the Annual IDEC Conference organizers and with the IDCEC for scheduling. Fees will be assessed for the purpose of offsetting event costs and funding JID initiatives.

Symposia
The JID Board of Directors may sponsor pre-conference symposium to encourage development and dissemination of scholarship concerning timely and relevant topics. The symposia may be used is to assist in generating manuscripts for a JID special issue.

One Director will facilitate marketing efforts of the RFP and the subsequent symposium to IDEC membership and other stakeholders. Additionally, the Director will liaise between the JID Board and the Symposium hosts to ensure a high quality event fulfilling JID goals. Startup funding may be provided at the discretion of the JID Board while the bulk of the symposia cost should be generated from registration fees. Income in excess of the symposium expenses will be returned to the Board.
APPENDICES

Appendix 1: Schedule of Stipends (typical)

First stipend issued July 15, second stipend issued December 15. JID Board will allocate the portion of the editors’ stipends based on the combinations of editors involved in the JID production. Stipend amounts will be outlined in the letter of agreement. Depending on who the payment is issued to, different tax laws may apply.

Appendix 2: Example of Proposed Budget

Journal of Interior Design

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<td><strong>Revenue</strong></td>
<td></td>
<td></td>
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<td>CEU/Symposium Revenue</td>
<td>$3,250</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>Blackwell Editorial Provision</td>
<td>$14,104</td>
<td>$14,000</td>
<td>$14,203</td>
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<td>Blackwell Color Provisions</td>
<td>$3,500</td>
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<tr>
<td>Membership Subscriptions</td>
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<tr>
<td>Other Income (Royalty)</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$35,729</td>
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<td>$9,600</td>
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<td>Other</td>
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<td>$3,560</td>
<td>$ -</td>
<td>$2,760</td>
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<tr>
<td>JID Board Travel Expense</td>
<td>$8,097</td>
<td>$11,000</td>
<td>$6,000</td>
<td>$6,000</td>
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<tr>
<td>Editor's Stipend</td>
<td>$12,500</td>
<td>$14,000</td>
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<tr>
<td>Symposium Expense</td>
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<td>$ -</td>
<td>$ -</td>
<td>$5,600</td>
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<tr>
<td>Graduate Student Research Award</td>
<td>$300</td>
<td>$ -</td>
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<td>$300</td>
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<td><strong>TOTAL EXPENSES</strong></td>
<td>$39,295</td>
<td>$44,560</td>
<td>$36,300</td>
<td>$38,260</td>
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<tr>
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<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>CHANGE IN NET ASSETS</strong></td>
<td>$(3,566)</td>
<td>$(15,060)</td>
<td>$(5,747)</td>
<td>$(11,156)</td>
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Appendix 3: Current Publisher Contract