

Terms of reference

EDITORIAL BOARD MEMBERSHIP

Purpose

The volunteer Editorial Board will provide scientific and scholarly input, oversight, contacts, and moral support to the journal.

Membership

The Editorial Board Membership is made up of individuals who possess subject expertise representative across the spectrum of the journals aims and scope.

The Editorial Board is chaired by the Editor(s)-in-Chief (unless otherwise specified) and Members are appointed for a three-year term (subject to renewal). The role of Editorial Board Member is voluntary and non-remunerated.

Duties and responsibilities

The Editorial Board will preserve and enhance the publications reputation as a trusted source of high-quality scientific and scholarly information, including:

1. Champions of the journal
 - a. *Promote the journal to their peers, colleagues and students, with the aim of growing the journal's community of authors and readers*
 - b. *Represent and promote the journal and advocate for its needs at conferences, workshops, panels and meetings*
 - c. *Encourage students and colleagues to read and submit to the journal where applicable*
 - d. *Support the journal by contributing original research content where applicable (e.g. research articles, short reports, etc.)*
2. Journal Development
 - a. *Offer critiques and advice to the journal, drawing upon their particular expertise*
 - b. *Attend and contribute to Editorial board meetings*
 - c. *Provide advice/feedback on matters of journal development – e.g. editorial scope and focus of the journal, appointment of new Editorial board members, relevant conferences and promotional opportunities, and market insights*

- d. *Provide subject-specific expertise, advice, ideas, innovations and feedback on past publications and future strategies for the journal to the Editor(s)-in-Chief and wider Editorial Board*
 - e. *Identifying and suggesting new topics for the journal to explore – commissioning opportunities, special series, advances in the field*
3. Participate in peer review
- a. *Review manuscripts when requested by the Editor (ad hoc)*
 - b. *Acting as Handling Editor for special issues or where specific expertise is required, such as thematic series or where conflicts of interest exist (ad hoc)*
 - c. *Demonstrate confidentiality and objectivity regarding any manuscript submission and the peer review process*
 - d. *Provide recommendations to the Editor regarding the suitability of the manuscript for publication in the Journal, if requested*

Members will report and make aware any significant conflict of interest the Editor-in-Chief(s).

To deliver publication services effectively, a degree of flexibility is needed and Editorial Board Members may be requested to perform work not specifically referred to above.

To maintain the highest standards of peer review, Editorial Board Members are required to follow best practice guidelines as outlined by relevant ethical research and publication bodies as outlined within the publications editorial policies, including the Committee On Publication Ethics (COPE) - https://publicationethics.org/files/u2/Best_Practice.pdf

Equality, Diversity & Inclusion statement

UCL Press and its publication are committed to UCL's Equality, Diversity & Inclusion Strategy as outlined online at <https://www.ucl.ac.uk/human-resources/equality-diversity-inclusion/equalityucl/equality-diversity-inclusion-strategy-2015-2020>, whereas:

“UCL defines 'equality' as the absence of unjust social hierarchy such as those based on age, disability, ethnicity, gender, sexual orientation and religion, and 'diversity' as the presence of different cultural traditions and identities. We wish to foster a positive cultural climate where all staff and students can flourish, where no-one will feel compelled to conceal or play down elements of their identity for fear of stigma. UCL will be a place where people can be authentic and their unique perspective, experiences and skills seen as a valuable asset to the institution.”

The Editorial Board Membership aim to foster this positive cultural climate for all its authors, reviewers, users and staff of the publication, to discuss, debate, and encourage a critical thinking to real world problems with the aim of benefitting humanity.

Amendment to these terms of reference

The terms of reference will be reviewed annually to determine if any updates are required.