2.1: Roles and Responsibilities
Goal of defining roles

- Establish practical/task-based responsibilities
- Establish responsibility for ethical oversight
- Ensure sustainability of journal
Three (four)-party system

1. Publisher (e.g. Claremont Colleges Library)
2. Editor(s)
3. Editorial board
4. Authors
Defining roles: MOUs

- Clearly define roles & expectations
- Make it easier to recruit new editors/editorial board members
- Make transitions easier because responsibilities don’t become “oral tradition”
Memorandum of Understanding

Scholarship@Claremont
Electronic Journal Hosting

1. Claremont Colleges Libraries promotes scholarly communications and supports open-access publishing initiatives by making available a web-hosting and publication management service for Claremont Colleges-associated academic electronic journals.

2. Rancho Santa Ana Botanic Garden (the “Publisher”) publishes Aliso (the “e-journal”).

The parties agree as follows:

(a) Claremont Colleges Library will:

(i) Make the contents of the e-journal openly available free of charge to the Claremont Colleges community via the Internet or any subsequent technology;

(ii) Make the contents of the e-journal openly available free of charge to the public via the Internet or any subsequent technology after an embargo period of one year from date of publication of the content;

(iii) Provide access to the software supporting Scholarship@Claremont and establish a unique account to allow the Publisher to manage e-journal content;
**Function**: Publisher responsibilities

1. Maintain the publishing platform
2. Assist with initial journal/article design
3. Establish basic editorial standards
4. Assist with policy development
5. Register ISSN and DOIs
6. *Assist with article publication*
7. Assist with indexing applications/contracts
8. Deliver content to indexers/databases
9. Preservation
Content: Editor responsibilities

1. Oversight of content development (working with authors and making publication decisions)
2. Management of peer review process
3. Awareness/enforcement of relevant legal and ethical policies (for authors, reviewers, editors)
4. Ensuring sustained publication on a regular schedule
5. Communicate with editorial board on a regular basis
6. Maintain collaboration and communication with publisher
Vision: Editorial board responsibilities

1. Sounding board for editors on policy revision/journal development
2. Advocates for the journal with authors, reviewers, and administrators
3. Engagement with the journal as reviewers (and authors?)
editor n. [1. éditor; 2. éditeur]
& or.
1. One who edits, person responsible for publication; one who manages an edition.
2. One who directs the publication of a newspaper.

editorial adj. [1. éditorial]
& -orial. Pertaining to editing, editorial choice, editorial role, editorial control.
Content Development

- Clear instructions/expectations for authors
- Timeliness with manuscript review and decisions
- Consistency with journal aims/scope
Managing Peer Review

- Clear instructions/expectations for reviewers
- Ensuring manuscripts are properly blinded (if relevant)
- Managing potential COI
- Avoiding “reviewer fatigue”
Legal and Ethical Issues

1. Authorship
2. Plagiarism
3. Copyright and fair use
4. Research ethics
5. Privacy
6. Conflict of interest
7. Responding: Corrections and retractions
CODE OF CONDUCT AND BEST PRACTICE
GUIDELINES FOR JOURNAL EDITORS

Note: This document combines the original COPE Guidelines from 1999, the Code of Conduct developed in 2003, and the Best Practice Guidelines developed in 2007. This revision was developed after wide consultation with COPE members and approved by the COPE Council on 7th March 2011.
Journal sustainability

- Establish a realistic publication schedule (annual, quarterly, etc.)
- Actively recruit submissions as needed
- Use guest editors (fresh energy/time!)
- Try theme issues
Sustainability: Succession planning

- Especially important for student journals
- With editorial board, establish editor terms (not “until I’m tired of it”)
- Document all decisions/policies
- Identify next editor(s); provide training (don’t assume knowledge)
Defining roles: Bottom line

- Define and *document* expectations
  - Ensures a responsibility isn’t left uncovered
  - Makes accountability easier
  - Avoids “hit by bus” issue