

## **Peer-Review-Guideline**

### **Roles and Responsibilities**

#### **Purpose of role**

The role of an Editorial Board member is to advise and support the Editor-in-Chief who has responsibility for the content of the journal.

#### **Peer-review**

- To review papers for the journal on a regular basis.
- To identify and suggest suitable reviewers.
- To provide second opinion on manuscripts (e.g. where reviews are incomplete, or rejection of a commissioned article has been recommended).
- Makes a recommendation to the Associate Editor(s) or Editor-in-Chief regarding the final decision on the manuscript.

#### **Contributing content**

- To contribute Editorials, Invited papers, Short pieces, etc.
- To assist in approaching potential contributors from time to time.

#### **Acting as an ambassador for the journal**

- To help promote the journal to authors and readers, and should encourage colleagues to submit their best work to the journal.
- To encourage students and colleagues to read and cite the journal.
- To ensure the journal is well used by the faculty, and that subscriptions are held by their faculty libraries.

#### **Providing input into strategy**

- To advise on general subjects, such as feedback on past issues, and the future direction for the journal.
- To advise on subject-specific expertise (e.g. research progress in your particular community, new areas to look at, important conferences at which the journal should be promoted, etc).
- To discuss ethics, regulations and conflicts on current issues.
- To give opinion on operation-related problems during the publication processes, if any.
- To assist in realising the goal of the journal in achieving an ISI status.

#### **Attending Board meetings** □

Board meetings are usually held two to three times a year. Attendance in person is preferred, but increasingly we are experimenting with virtual meetings via emails. Attendance, either in person or remotely, is expected at a minimum of one meeting annually, although significant contributions in the areas described above might outweigh this requirement.

However the above-mentioned requirement is not applicable to overseas members.

#### **Nature of role**

This is a voluntary position, and there is no remuneration related to the post.