

Editorial Boards

For the **Editorial Board structure** our advice is:

- There should be only ONE person (**Editor-in-Chief**) who has a whole responsibility for the journal and is the contact point with regard to the editorial policy and the management of running the journal.
- The Editor-in-Chief can appoint one or two **Editors** with different editorial responsibilities, to help him/her if s/he feels that this is necessary
- There can be a small **Advisory Board** (NOT advisory editors), but this is not essential. This Board is defined as a few high-profile executives or well-known research scholars (who should be independent of Editors' institutions)
- There should be 20-30 **Members of the Editorial Board** (who are called this and NOT editors, etc). They should be senior academics and scholars who have not the time to contribute as actively as Associate and Regional Editors. They can be heads of relevant research labs or departments and will be a key part of the journal, encouraging their research centres and other relevant research groups to contribute to the journal.
- There can be 3-5 (maximum) **Associate Editors**; they should be active experts in one or more areas covered by the journal.
- There can be 3-5 (maximum) **Regional Editors**; they should have networks and contacts in the region they represent (for example: North American Editor, South American Editor (or just one American Editor), European Editor, Far East Editor and maybe Australasia Editor, etc)
- There can, if necessary, be ONE **Assistant Editor** (or Editorial Assistant or Managing Editor)
- If the journal's title advertises itself as an international journal, *the editorial board [and published papers of the journal] should be truly **international*** and well **balanced** in terms of geographical representation. A balanced board is essential to providing this international focus. (N.B. One of Clarivate Analytics' (formerly Thomson Reuters) criteria for evaluation for inclusion in Web of Science and an impact factor is: "If the journal's content is aimed at an international audience then we expect to find an internationally diverse group of authors, editors and editorial [advisory] board members contributing to it.")
- There should ideally be no more than **one** editorial board member from the same department/research group as the editor(s). Furthermore, the board should have no more than **one** member from a specific department/research group of an institution. If there is a good reason for more, please send that reason when you send details of the Board. Given the number of researchers worldwide, it is not generally sufficient to say that they work in different areas of the topic

When sending us Editorial Board members' details, please note these requirements:

1. Please ensure new members have first **agreed to the duties** laid out in our **Editorial Board Duties** document (we recommend obtaining a date by which members will submit a paper, so there is a commitment from the start)
2. We require the **FULL** details of all editorial board members, i.e. **title, full organisational address** (including department and postal code) and **email address**.
3. When adding new Board members or Associate/Regional Editors, please let us know if any of them require registering as **handling editors** for the review process. This is only necessary if the members will do more than just be available to review papers; all members will automatically be registered as

potential reviewers. Handling editors are additionally expected to undertake the following specific tasks: find and assign reviewers; chase reviewers so that the review is done in less than four months; post-review, either ask authors to implement the review recommendations or end the review, record the "Interim decision" and send an email to the Editor informing him/her that the peer-review is complete for the paper.

4. We will NOT include members' email addresses on any publicly available pages; they are for internal purposes only (access to the full text of the journal, sending usernames/passwords for our systems, etc).