

Approved 19 May 2020 by Learned Society Committee

Terms of Reference – Journal Editorial Board

Background

IChemE publishes a suite of journals covering different aspects of chemical engineering, and regularly reviews and expands its portfolio with new launches. Each journal has its own editorial board. IChemE's wholly-owned journals are:

Chemical Engineering Research and Design (ChERD)
Process Safety and Environmental Protection (PSEP)
Food and Bioproducts Processing (FBP)
Education for Chemical Engineers (ECE)
Sustainable Production and Consumption (SPC)
The South African Journal of Chemical Engineering (SAJCE)

A further journal, *Molecular Systems Engineering and Design*, is jointly owned by IChemE and the Royal Society of Chemistry. Its editorial board is managed and supported by the RSC and is not covered by these ToR.

Delegated Authority

By-Law105	Publications
By-Law 91 Regs 5,6,7	The Board may delegate any of its powers (other than the power to borrow money) to standing or special committees of the Board consisting of members (Voting or Non-Voting) provided that the chairman of such a committee is a Voting member.
By-Law 91	Board of Trustees > Learned Society Committee > Journals Editorial Boards (one per journal)

Purpose

To ensure the quality of IChemE's journals through overall development and overseeing the peer review of manuscripts submitted to the journals.

RASCI Matrix

<u>R</u> esponsible	The Editor(s)-in-Chief and Members of the Journal Editorial Boards are responsible for the delivery of the group's duties
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<u>A</u> ccountable	The Journal Editorial Boards are accountable to the Learned Society Committee. The report to the LSC through a written joint annual report with contributions from each Editor in Chief.
<u>S</u> upport	The Journal Editorial Boards are supported by staff drawn from the Learned Society Directorate and the publishing partner's staff
<u>C</u> onsult	In the course of carrying out its duties, the Journal Editorial Boards will consult, as appropriate <ul style="list-style-type: none"> • Journal Editorial Consultants • Journal authors (via Elsevier survey) • IChemE's journals publishing partner • IChemE members of staff, including journals support staff and the Director, Learned Society
<u>I</u> nformed	The Journal Editorial Boards will inform, as appropriate <ul style="list-style-type: none"> • IChemE Commercial team • IChemE marketing and comms team • IChemE SMT team • IChemE's journals publishing partner

Duties

Each member of the Journal Editorial Boards is responsible for

- Upholding the quality of the journal by managing a strict peer review process
- Raising the profile of the journals amongst its audience of authors and readers by encouraging submissions, promoting usage, and generating subscriptions.

Editorial board members should approach the journals work in an even-handed and transparent way. They will need to observe confidentiality regarding the identity of reviewers used for individual manuscripts.

In addition to the above, the Editor(s)-in-Chief is responsible for

- Setting the editorial direction and guiding the day to day operation of the journal
- Regularly reviewing the aims and scope of the journal to ensure its relevance
- Reviewing and agreeing proposals for special issues and conference issues
- Chairing editorial board meetings
- Recruiting and removing members of the editorial board

All editors in chief will have access to the advice of two editorial consultants, who

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- maintain a link between all IChemE journals
- advise on IChemE's overall journals publishing strategy
- offer advice and experience on issues arising with the journals

Membership

Each Journal Editorial Board shall have

- 1) One or two editors in chief, depending on the breadth of topics covered
- 2) A sufficient number of editorial board members to cover the aims and scope of the journal, and manage the number of submissions

All journal editors, including the editors in chief, are unpaid volunteers.

Editorial board members are drawn from suitable people worldwide based on relevant expertise. There is no requirement to be a member of IChemE to be a member of an editorial board.

The number of editorial board members is not set but is determined by the need for good subject knowledge spread and the manuscript submission volume and subsequent workload requirement of individuals. Membership will be reviewed at least once every three years, with no maximum term.

The requirement for a new editorial board member will be identified by the Managing Editor at IChemE, based upon editorial direction, submission numbers and current editor workloads. Agreement on who to appoint is made between the Managing Editor (ICChemE) and journal Editor(s)-in-Chief.

The editorial consultants will have suitable experience with peer reviewed journals, such as being a previous editor in chief. They will normally be Voting Members of IChemE. They will serve a five-year term, renewable once.

The editors-in-chief will normally be Voting Members of IChemE. They are appointed for a term of five years, renewable once.

Job descriptors for volunteer roles referred to in these ToR can be found here [\[TBC\]](#)

Meetings

Each Journals Editorial Board will meet at least once a year. It will receive relevant current information on journal performance, consider journal development and assist in the decision-making progress regarding journal strategy including special issue publication schedule and editorial board development. The final decisions on editorial matters are made jointly by the Editor(s)-in-Chief and IChemE editorial office staff.

Journals Editorial Board are usually held online and are attended by editorial board members, editorial and other relevant staff from the publisher, and IChemE support staff.

Additional face to face meetings may be held as appropriate at conferences where a number of editorial board members are in attendance.

In addition to journal specific meetings, an annual meeting is held between the Editor(s)-in-Chief, editorial consultants, IChemE editorial office staff and Elsevier publishing staff to review the overall publishing strategy and direction of the IChemE journals.

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As the Editorial Boards are not decision-making bodies, there is no requirement for a quorate.