



**CAPAL/ACBAP**  
**Terms of Reference**  
**Editors of the**  
*Canadian Journal of Academic Librarianship /*  
*Revue canadienne de bibliothéconomie universitaire*

**Preamble**

Editors of the *Canadian Journal of Academic Librarianship / Revue canadienne de bibliothéconomie universitaire* are primarily responsible to the CAPAL/ACBAP Standing Committee on Publications (a.k.a., the Publications Committee), which reports to the CAPAL/ACBAP Board.

Under Article 8.4 of the CAPAL/ACBAP Bylaws, appointment as an Editor is made by the CAPAL/ACBAP Board upon the recommendation of the Publications Committee. The Editors may in turn appoint members to an Editorial Board.

**Editors' Duties:**

- Determine all policies of the journal.
- Encourage submission of high-quality papers.
- Make final decisions regarding all content to be accepted to the journal, taking into consideration the feedback from peer reviewers.
- Manage all aspects of publication: design, copyediting, layout, publication, etc.
- Promote the journal, in collaboration with the Publication Committee or Communications Committee, as appropriate.
- Invite individuals to serve on the Editorial Board.
- Request advice from the Editorial Board on policies and practices related to the journal, as needed.
- Report to the Publications Committee, as requested, on work related to the journal, including any financial or other management issues.
- Bring any conflicts that need to be resolved to the attention of the Publications Committee.
- Request support from the Publications Committee on any other matters that arise.

**Editorial Board Members' Duties:**

- Encourage submission of high-quality papers from those within one's professional

circles.

- Advise the Editors on policies and practices related to the journal, as requested.
- Serve as a peer reviewer, available to assess relevant papers in a thorough and timely manner. (Other individuals will be invited to review for the journal as well, but there is an expectation that Editorial Board members will be a dependable pool of reviewers.)
- Serve as a mentor for submissions that require substantial revisions, where the authors are open to working with a mentor.
- Generate ideas for possible thematic issues or sets of papers, where the Editorial Board member would take a lead role in editing the submissions.

### **Characteristics of Editors:**

- There should be a maximum of four Editors.
- Editors should be members of CAPAL/ACBAP.
- At least one Editor should be fully fluent in French and one fully fluent in English.
- Editors are selected on the basis of evidence of scholarly or research activity, and aptitude for editorial work. Ideally, Editors have published at least one peer-reviewed article in the past five years.
- Editors serve for a three-year term, renewable based on mutual decision of the Editor and the Publications Committee. It is understood that in keeping with best practices for academic journals, Editors should not change frequently.

### **Characteristics of Editorial Board Members:**

- The Editorial Board should have six to ten members.
- At least one third of the Editorial Board members should not be members of CAPAL/ACBAP. This will ensure some degree of independence from the association and affirm the editorial independence of the journal.
- At least two of the Editorial Board members should be fully fluent in French and two fully fluent in English.
- Editorial Board members are selected on the basis of evidence of scholarly or research activity, and aptitude for editorial work. Ideally, Editors have published at least one peer-reviewed article in the past five years.
- Editorial Board members serve for a three-year term, renewable based on mutual decision of the Editorial Board member and the Editors.

These recommendations are based on the guidelines, research studies, and experiences of editors as described in the following publications:

Committee on Publication Ethics. 2008. "Guidelines for the Board of Directors of Learned Society Journals." <http://publicationethics.org/resources/guidelines>

Council of Science Editors. 2012. "2.5 Relations between Editors and Publishers, Sponsoring

Societies, or Journal Owners.” in *White Paper on Publication Ethics*

<https://www.councilscienceeditors.org/resource-library/editorial-policies/white-paper-on-publication-ethics/2-5-relations-between-editors-and-publishers-sponsoring-societies-or-journal-owners/>

- Donovan, Stephen K. 2013. “The Editorial Board: Essential or Superfluous?” *Journal of Scholarly Publishing* 45 (1): 87–90.
- Lumsden, D. Barry. 2000. “Jump-Starting a Journal’s Paper Flow: Fourteen Tested, Effective Methods.” *Journal of Scholarly Publishing* 31 (2): 87.
- Walters, William H. 2016. “The Research Contributions of Editorial Board Members in Library and Information Science.” *Journal of Scholarly Publishing* 47 (2): 121–46.
- Willett, Peter. 2013. “The Characteristics of Journal Editorial Boards in Library and Information Science.” *International Journal of Knowledge Content Development & Technology* 3 (1): 5–17. doi:10.5865/IJKCT.2013.3.1.005.

Approved by the CAPAL/ACBAP Board: <date approved>