



## **RESPONSIBILITIES, TENURE, SELECTION AND SUCCESSION OF MEMBERS OF THE EDITORIAL BOARD OF THE IUGS JOURNAL “EPISODES” AND COMMENTS ON PROCESS AND TIMETABLE**

### **Preamble**

1. The Editorial Board of the IUGS Journal “Episodes” consists of voluntary Associate Editors who are selected, as far as possible, to cover the full range of geological subjects likely to be submitted to the journal and the major regions of the World with sufficient duplication of expertise that the burden of work can be spread reasonably. The majority will be active and respected mid-career geoscientists.
2. There are three types of submission to Episode that need to be peer reviewed:
  - a) papers which are subject to a normal review process and timetable;
  - b) keynote and state-of-the-art review papers from eminent geoscientists which will be reviewed by two members of the Editorial Board (seeking advice from colleagues if necessary) and are subject to a normal review time table; and
  - c) Letters to Episodes which are short items on current advances that must have fast-track reviews from two members of the Editorial Board (seeking advice from colleagues as necessary). .

### **Responsibilities**

3. Members of the Editorial Board:
  - a) advise the Editor of Episodes on the quality of submitted manuscripts and recommend whether these should be sent to reviewers, sent back to authors for improvement at that stage, or rejected;
  - b) send papers to reviewers and to request responses if reviewers fall behind timetable;
  - b) assist with the identification of, and approaches to, referees who are suitable to review individual papers and to remind referees who are late in returning their comments;
  - c) rapidly process Letters to Episodes by either cooperation with other Editorial Board members in undertaking the reviews or using reliable colleagues for that purpose;
  - c) stimulate scientists in their field(s) of interest to submit news, papers and Letters Episodes;

d) point out topics of current and immediate importance and, from time-to-time, act as editors and/or persuade colleagues to act as editors or joint editors of special thematic issues of Episodes; and

e) help to identify and persuade senior scientists to submit state-of-the art reviews or keynote papers to Episodes.

### **Selection**

4. Potential Editorial Board members may be:

a) proposed by any officer or member of IUGS, including retiring members of the Editorial Board. Proposals should be accompanied by the contact details for, and a concise CV of the individual that makes professional and publications experience clear;

b) following consideration of proposals, taking into account the need for subject and geographical balance of the Board, individuals may be nominated by the Publications Committee of the IUGS; and

c) nominations of Episodes Editorial Board Members will be considered and approved by the Executive Committee of IUGS.

5. Because of the need for timely appointment of Editorial Board members the views of the Executive Committee will, if necessary, be sought between formal Committee meetings.

### **Tenure and succession**

6. Editorial Board members will normally be appointed for a period of 2 years with a possible extension for another 2 years subject to the agreement of the IUGS Publications Committee and mutual agreement of the IUGS Executive.

7. Members of the Board who do not carry out the required functions in a timely and effective fashion or who do not comply with the publications policy of IUGS will be removed from the Board unless there are good reasons.

8. New members should normally replace the areas of expertise and/or geographical region of those who stand down although some adjustments may be needed, from time to time, to reflect policy directions and strategy within IUGS.

### **Process and timetable**

9. The publication process is illustrated in the attached diagram. Reviewers who accept a paper will be allowed 30 days to respond after which the Editorial Board member should press them for a reply.

10. A list of potential reviewers stating name, address, e-mail address, telephone and fax numbers and field(s) of expertise is maintained by the Editor of Episodes.

11. Board members are encouraged to extend the circle of reviewers to spread the burden and to notify the Editor that these should be placed on the list.

12. Reviewers who accept papers for review but then do not deliver these on time without good reason will be notified to the Editor to be placed on a list as not to be used in future.

### **Process**

The handling process for papers is summarised on the following page.

