



## **Terms of Reference**

### **IFLA Journal Editorial Committee**

The Terms of Reference for the IFLA Journal Editorial Committee were endorsed at the meeting of the Professional Committee in Singapore on 16 August 2013.

#### **Purpose**

The IFLA Journal Editorial Committee is a committee appointed by and reporting to the Professional Committee, with the responsibility to manage the editorial direction of the IFLA Journal in consultation with the Editor and the Professional Committee and to monitor the quality of the Journal. The committee will work with the Editor to establish a panel of peer reviewers on the basis of expertise and will also participate in the review process. They may provide advice on other strategic and ongoing issues relating to the Journal as requested by the Professional Committee.

#### **Duties**

As an advisory committee of the Professional Committee its duties are to:

- Provide advice to the Professional Committee on all matters relating to the editorial direction of IFLA Journal;
- Establish a panel of peer reviewers on the basis of expertise, utilising contacts to build a list of experts who will also review the papers submitted for publication;
- Constitute the initial 'pool of reviewers' in the SAGEtrack database;
- Comment on and monitor the quality of submissions and propose measures for improvement;
- Identify themes for inclusion in the journal in areas of IFLA's advocacy work, the professional agenda and topical issues in practice;
- Provide advice to the Professional Committee as otherwise requested.

#### **Membership**

The Editorial Committee comprises a minimum of 6 and up to 9 members with relevant professional expertise, one member of the Governing Board as ex-officio liaison, and the Editor of IFLA Journal as ex-officio member and a representative of the publisher as observer. Members of the Editorial Committee will be appointed by the Professional Committee in consultation with the Chair of the Editorial Committee and the journal Editor. Members chosen should be as geographically diverse as possible.

The Editorial Committee will elect its Chair from amongst its members at its meeting at the Annual Congress. The term of office for Chair is two years. Chairs may be re-elected to the same office for one further consecutive term of two years, provided that they will

still be a member of the Editorial Committee for that period. Only members of the Editorial Committee may nominate a candidate for Chair. Each member of the Editorial Committee is entitled to nominate a candidate for Chair. If there is only one nominee, that person will be declared elected. If there is more than one nominee a secret ballot will be held. The candidate with the highest number of votes shall be elected. If two or more candidates receive an equal highest number of votes, the secret ballot will be repeated to decide between these members.

### **Terms of office**

Members of the Editorial Committee appointed on the basis of expertise (not ex-officio members) will normally be appointed for four years, renewable once. In making its appointments the Professional Committee will seek to ensure some overlap in terms of office to assist with continuity of expertise and knowledge of the work of the Editorial Committee. Members may not serve more than two consecutive terms. The committee is entitled to co-opt up an unlimited number of individuals to participate in its work for limited time periods or for special purposes.

### **Communication**

The Editorial Committee shall meet on an as needs basis but at least once a year. The Editorial Committee shall normally meet electronically. Funds are not provided to meet face to face. However the Editorial Committee may meet face to face when all or most members are present in the same location, for example during the IFLA WLIC. The Chair will report to the Professional Committee in time for the last meeting of the Governing Board each year on the work and discussions of the Editorial Committee, and where a matter has been referred to the Editorial Committee by the Professional Committee at the time requested.

The Governing Board appoints a liaison person from amongst its membership every two years for continuous communication between the EC and the PC. The liaison person is present during the EC meetings and reports about all relevant activities of the PC concerning the Journal.

### **Review**

The role, purpose and composition of the Editorial Committee shall be subject to the review requirements of the IFLA Governing Board, but in any case at least once every four years.

### **Secretariat**

The IFLA Journal Editor provides secretariat support to the Editorial Committee.