

## Revision History

Revision	Date	Author(s)	Description
1.0	July 31, 2017	JIF	First draft: internal use only.
1.1	August 10, 2017	JIF	Revised draft: internal use only.
1.2	October 18, 2017	JIF	Public draft: Journal name changed (formerly, "Journal of Volcanic Science"); Copyright details added.
1.3	February 14, 2021	JIF	Mention of email polling modified to reflect practical usage of other online polling platforms. Two year term replaced with agreed upon four year term.
1.3.1	15 February 2021	JIF	Authorship statement added.

## Charter

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### AUTHORSHIP STATEMENT

All named authors contributed to drafting of this policy document, with the input and approval of the Volcanica Editorial Committee.

## 1 MISSION

To ensure that Volcanica, hereafter referred to as “the Journal”, operates in a smooth and timely manner, and is responsive to the needs of the Journal membership and the community at large by directing and overseeing the publications and their related policies and processes.

## 2 EDITORIAL BOARD

### 2.1 *Composition*

The Editorial Board shall be composed of researchers “in good standing” in their respective fields. Editorial rôles should typically be held by individuals holding a doctoral degree<sup>1</sup>, at the discretion of the Search Committee.

### 2.2 *Duties*

- Editors are encouraged to actively identify potential content and authors for the Journal, encouraging the submission of high-quality content related to current issues and interests in volcanology and relevant subdisciplines and related fields.
- Editors are encouraged to maintain and develop positive relationships with authors and potential authors.
- All editorial duties should be carried out in a timely manner, insofar as possible. If this becomes impossible, the Editor in question may transfer editorial responsibility to another suitably qualified member of the Editorial Board.

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<sup>1</sup>Ph.D. or equivalent

- Editors should give due and unbiased consideration to all submitted manuscripts. This means judging a manuscript on its scientific merit, without regard to gender, race, ethnic origin or citizenship, religious belief, or political alignment of the author(s)<sup>2</sup>.
- The Editor handling a given manuscript has ultimate responsibility for its acceptance or rejection. Their decision should take into account solicited peer review(s). An Editor may confer with other Editors or additional referees regarding this decision. In doing so, it is important that the Editor and any non-editorial members must not disclose any non-public information about a manuscript under consideration, nor the contents thereof, to anyone other than reviewers and potential reviewers. Reviews and reviewer identities may be shared with another Editor, if the responsibility of the manuscript is transferred to another Editor at any time. The Editor must respect the intellectual independence of authors. Moreover, unpublished information, arguments, or interpretations disclosed in a submitted manuscript should not be used in the research of any member of the Editorial Board without express consent of the Author(s).
- If additional references<sup>3</sup> are suggested during the course of peer-review, the Editor should ensure that these are relevant and well-reasoned by the Reviewer(s) in question. Balance should be sought, within reason, with regards to authors, journals, institutions, and working groups. If the Editor has valid concerns regarding excessive or unbalanced reference suggestions by the Reviewer(s), they should contact the Reviewer(s) in question directly to explain and/or justify the inclusion of the additional references. In the same vein, members of the Editorial Board should avoid suggesting the inclusion of additional literature, unless its exclusion comprises an untenable omission.
- In cases where the Author(s) of a manuscript submitted for publication by the Journal is a member of the Editorial Board, the editorial responsibility **must** be delegated to some other qualified Editor. On a related note, members of the Editorial Board should avoid situations of conflicts of interest<sup>4,5</sup>.

### 3 EDITORIAL COMMITTEE

The Editorial Committee provides oversight and management of the Editorial Board. Moreover, the Editorial Committee ensures publication of issues of the Journal in digital format at least semi-annually, and publication of individual manuscripts on a rolling basis<sup>6</sup>.

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<sup>2</sup>This extends to their respective affiliated institution(s)

<sup>3</sup>Citations

<sup>4</sup>Whether real or perceived

<sup>5</sup>A conflict of interest is defined as a situation in which the relationship between the Editor and the Author(s) could bias judgement of the manuscript. Such conflicts may include, but are not limited to, handling manuscripts from present and former students, from present employees, from colleagues with whom the Editor has recently collaborated, and from those at the same institution.

<sup>6</sup>Once articles are accepted following peer review, they are immediately made available on the website of the Journal. Periodically, these accepted articles will be compiled into issues.

## 3.1 *Composition*

- The Editorial Committee will comprise elected members of the Editorial Board.
- Prior to launch of the Journal, the Editorial Committee shall comprise an *ad hoc* select Steering Committee.
- The select Steering Committee shall remain in place until two (2) months<sup>7</sup> after the launch of the Journal. After this time, new potential appointees can apply, should any of the *ad hoc* select Steering Committee choose to recuse themselves from their rôle(s). Otherwise, Committee appointments shall be for four years or until successors are chosen by the Editorial Committee.
- The Editorial Committee shall include two co-Chairpersons, to be appointed by nomination and consensus by the Editorial Committee. Both Chairpersons shall be voting members of the Editorial Committee. The appointment for the Chairperson(s) shall be for two years or until a successor or successors are chosen by the Editorial Board.
- The Chairperson(s) are responsible for serving as chair(s) for all meetings of the Editorial Committee, appointing any sub-committee of the Editorial Committee or Editorial Board with the advice and consent of the Editorial Committee, assuring the meeting records are maintained, recommending appointments of members of the Editorial Committee or Editorial Board.
- All other members of the Editorial Committee shall be voting members of the Committee. The Editorial Committee should be composed of no more than twelve (12) and no less than eight (8) voting members.

## 3.2 *Duties*

- Given the geographic spread of voting members, the Editorial Committee shall conduct business through an ongoing schedule of meetings, in person insofar as possible<sup>8</sup>, via email correspondance, and via an online discussion and decision-making platform. Decisions will be made when 50 percent or more of the voting members are present<sup>9</sup> or actively engaging in discussion<sup>10</sup>. Decisions will usually be reached by consensus. When consensus decisions are not possible, decisions will be made by a majority vote. In practice, voting shall be conducted online (using polling software). In the event of a split decision, decisions shall be determined by coin toss.
- The Editorial Committee shall evaluate, revise as necessary, and propose editorial policies for the Journal.
- Similarly, the Editorial Committee shall conduct periodic<sup>11</sup> strategic planning for the Journal and work with members of the Editorial Board regarding ideas for special issues and other innovative publication mechanisms.

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<sup>7</sup>To be confirmed

<sup>8</sup>For example, in cases where a majority of voting members can meet at an international conference.

<sup>9</sup>In the case of in-person meetings

<sup>10</sup>In the case of email correspondance

<sup>11</sup>Annual, or as required

- The Editorial Committee shall conduct periodic<sup>12</sup> strategic planning for the Journal regarding frequency of publication (*i.e.* the number of Issues per annum), target number of pages or papers, and any other pertinent topics as required.
- The Editorial Committee shall review the size and composition of the Editorial Board of the Journal, taking into account the number of active members, their institutional affiliations, geographic location, disciplinary background, duration of service, active participation (as reviewers and/or editors), other contributions and/or services to the Journal, and recommendations from the Search Committee. **Importantly, the Editorial Committee shall promote and strive for diversity and gender parity in its own composition, that of the Editorial Board, and that of the elected Search Committee.**
- The Editorial Committee may engage in other activities for the benefit of the Journal, such as promoting Specialty Group interest and involvement.
- The Editorial Committee shall be kept aware of any negotiations pertaining to the Journal conducted by the Chairperson(s), Vice-chairperson(s), and/or appointed sub-committees (such as the Search Committee). Any binding contracts negotiated by the Chairperson(s), Vice-chairperson(s), and/or appointed sub-committees shall be subject to review by the Editorial Committee.

### 3.2.1 The Search Committee

- The Search Committee shall consist of elective members of the Editorial Board. Their primary rôle shall be to conduct searches as needed for Topical Editors. They shall also be responsible for reviewing nominations and applications for editorial and non-editorial positions, including but not limited to: Topical Editor(s), Copy editor(s), Layout editor(s), Proofreader(s), Subscription manager(s). Applications should consist of a 300 word cover letter, and the Search Committee shall be responsible for submitting recommendations to the Editorial Committee.
- Individuals wishing to join the Editorial Board can apply to the Search Committee via email.
- The Search Committee shall identify new candidates to serve on the Editorial Board to replace outgoing members, taking into account factors such as those listed above as well as opportunities to appoint promising “rising stars” of the profession. The Search Committee shall seek a reasonable amount of turn-over in order to allow for recognition of rising stars as well as changes in disciplinary emphasis that are likely to occur over time. Recommended changes shall be submitted to the Editorial Committee for approval.
- As indicated above, the Search Committee should actively promote diversity and gender parity in the course of its duties.

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<sup>12</sup>Annual, or as required

## 4 COPYRIGHT NOTICE

Authors who publish with this journal agree to the following terms:

1. Authors retain copyright and grant the Journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution License that allows others to share the work with an acknowledgement of the work's authorship and initial publication in the Journal.
2. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the Journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in the Journal.
3. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) after acceptance, as it can lead to productive exchanges, as well as earlier and greater citation of published work.