

Approved 14 May 2024 by Learned Society Committee

Books Editorial Board Terms of Reference

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	Learned Society Committee > Books Editorial Board.

Purpose

To advise IChemE and its publishing partners, Elsevier, of the institution's book publications strategy and support the strategy by facilitating introductions to suitable contacts.

Duties

Assist in the development of the strategy for the publication of the IChemE/Elsevier joint series and the titles in it, and to take the lead in the identification of appropriate projects and authors.

Review and advise the publisher and authors on proposals arising, and decide whether books proposed by Elsevier for the series can be included .

Guide and encourage authors in the development and delivery of their manuscript.

Provide authoritative oversight of the series, its direction, strategy, relevance to the needs of IChemE and the wider chemical and process engineering sector, and to provide oversight of the overall quality of the books in areas such as consistency of units and approach.

At the meeting, the Elsevier books editor will report on the progress since the last meeting.

Members of the Board will then deal with matters arising, brainstorm topics for future publications, and suggest appropriate contacts or potential authors as appropriate, to be followed up by the publisher. Advise IChemE on other matters arising relating to its book publications.

Membership

The Board consists of no less than five members. Members may be drawn from any IChemE membership grade. Efforts should be made to ensure that members represent a broad spread of subject knowledge and regional diversity. Potential members can be suggested by any member of the Board, the publisher's representative, or the Director of Learned Society, but must be agreed by the Chair. The Chair of the Board shall normally be a Chartered Member or Fellow of the Institution with experience

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relating to chemical engineering books. He or she will be appointed by The Learned Society Committee following consultation with members of the Books Editorial Board.

Meetings

The Board will ordinarily meet twice a year, together with the publisher's representative.

Autonomy

The Board may establish ad-hoc working groups, including people not normally on the Books Editorial Board, as required.