

Approved 14 May 2024 by Learned Society Committee

Journal Editorial Board Terms of Reference

Background

IChemE publishes a suite of journals covering different aspects of chemical engineering, and regularly reviews and expands its portfolio with new launches. Each journal has its own editorial board. IChemE's wholly-owned journals are:

Chemical Engineering Research and Design (ChERD)
Process Safety and Environmental Protection (PSEP)
Food and Bioproducts Processing (FBP)
Education for Chemical Engineers (ECE)
Sustainable Production and Consumption (SPC)
Digital Chemical Engineering (DChE)
Carbon Capture Science & Technology (CCST)

A further journal, *Molecular Systems Engineering and Design*, is jointly owned by IChemE and the Royal Society of Chemistry. Its editorial board is managed and supported by the RSC and is not covered by these ToR.

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	Board of Trustees > Learned Society Committee > Journals Editorial Boards (one per journal)

Purpose

To ensure the quality of IChemE's journals through overall development and overseeing the peer review of manuscripts submitted to the journals.

Duties and Powers

Each member of the Journal Editorial Boards is responsible for:

Approved 14 May 2024 by Learned Society Committee

- Upholding the quality of the journal by managing a strict peer review process
- Raising the profile of the journals amongst its audience of authors and readers by encouraging submissions, promoting usage, and generating subscriptions.

Editorial board members should approach the journals work in an even-handed and transparent way. They will need to observe confidentiality regarding the identity of reviewers used for individual manuscripts.

In addition to the above, the Editor(s)-in-Chief is responsible for:

- Setting the editorial direction and guiding the day-to-day operation of the journal
- Regularly reviewing the aims and scope of the journal to ensure its relevance
- Reviewing and agreeing proposals for special issues and conference issues
- Chairing editorial board meetings
- Recruiting and removing members of the editorial board

The Journal Editorial Boards are accountable to the Learned Society Committee. They report to the LSC through a written joint annual report with contributions from each Editor in Chief.

The Journal Editorial Boards are supported by staff drawn from the Learned Society Directorate and the publishing partner's staff.

Membership

Each Journal Editorial Board shall have

- 1) One or more editors-in-chief, depending on the breadth of topics covered
- 2) A sufficient number of editorial board members to cover the aims and scope of the journal, and manage the number of submissions

All journal editors, including the editors-in-chief, are unpaid volunteers.

Editorial board members are drawn from suitable people worldwide based on relevant expertise. Membership is not restricted to IChemE members though acceptance of a position on an IChemE body carries with it an obligation to comply, as far as relevant, with IChemE's Code of Conduct.

The number of editorial board members is not set but is determined by the need for good subject knowledge spread and the manuscript submission volume and subsequent workload requirement of individuals. Membership will be reviewed at least once every three years, with no maximum term.

The requirement for a new editorial board member will be identified by the Managing Editor at IChemE, based upon editorial direction, submission numbers and current editor workloads. Agreement on who to appoint is made between the Managing Editor (IChemE) and journal Editor(s)-in-Chief.

The editors-in-chief will normally be Voting Members of IChemE. They are appointed for a term of five years, renewable once.

Meetings

Each Journals Editorial Board will meet at least once a year. It will receive relevant current information on journal performance, consider journal development and assist in the decision-making progress regarding journal strategy including special issue publication schedule and editorial board

Approved 14 May 2024 by Learned Society Committee

development. The final decisions on editorial matters are made jointly by the Editor(s)-in-Chief and IChemE editorial office staff.

Journals Editorial Board are usually held online and are attended by editorial board members, editorial and other relevant staff from the publisher, and IChemE support staff.

Additional face-to-face meetings may be held as appropriate at conferences where a number of editorial board members are in attendance.

In addition to journal specific meetings, an annual meeting is held between the Editor(s)-in-Chief, editorial consultants, IChemE editorial office staff and Elsevier publishing staff to review the overall publishing strategy and direction of the IChemE journals.

As the Editorial Boards are not decision-making bodies, there is no requirement for a quorate.

Change Log:

5/12/22 - removed SAJCE and added DChE and CCST to the list of published journals.

5/12/22 - incorporated information from RASCI table into the main body of the text.