

EDITORIAL POLICY AUSTRALIAN JOURNAL OF EMERGENCY MANAGEMENT (AJEM)

PUBLICATION

The Australian Journal of Emergency Management (AJEM) is the official publication of Emergency Management Australia (EMA). This publication is published and distributed in accordance with the Editorial Policy and approved by the Editorial Advisory Committee and Emergency Management Australia.

AJEM MISSION STATEMENT

The purpose of the publication is to create a world-class journal to advance emergency management activity.

The Journal intends to be scholarly yet practical in its orientation. To this end the editor will ensure there is a balance between academic and practitioner papers published in each issue of the Journal.

AJEM SCOPE

The publication should not be used as a vehicle for the advocacy of political or politically ideological matters.

ADVERTISING

Display and classified advertising may be accepted for publication with agreement from the publisher (Emergency Management Australia).

The publisher reserves the right to insert the word “Advertisement” above or below any copy.

EDITORIAL PRIORITIES

The Editorial Advisory Committee has editorial content responsibility for the publication. As the communication vehicle for members of the emergency management industry the publication will, among other things:

- facilitate a discourse within the emergency management community to enhance capability;
- stimulate discussion relating to innovative emergency management practices;
- provide an opportunity for practitioners to report, describe events, trends and issues relevant to the field;
- provide a forum for practitioners and researchers to exchange views;
- educate and raise awareness of current trends in emergency management;
- increase awareness of emergency management matters; and

EDITOR-IN-CHIEF

The Editor-in-Chief of the Journal is the Director General of Emergency Management Australia and is responsible for the Journal through his/her appointed representative on the Editorial Advisory Committee. The Chair of the Editorial Advisory Committee is the Editor in Chief's representative.

RESPONSIBILITIES OF THE EDITOR

The Editor has editorial content responsibility for the publication. The Editor-in-Chief and the Editorial Advisory Committee reserve the right to accept or reject any material submitted for publication, as well as to edit any materials submitted for publication.

Policy on Referral of Possible Misconduct

Should possible research misconduct or dishonesty in research submitted for review be suspected or alleged, the Australian Journal of Emergency Management reserves the right to forward any submitted manuscript to the contributors' associated organisation, Emergency Management Australia or other appropriate authority for investigation. The Australian Journal of Emergency Management recognizes its responsibility to ensure that misconduct is appropriately pursued but will not undertake the actual investigation or make determinations of misconduct.

Grievance Procedure

The following procedure controls the means for addressing grievances by persons whose articles, letters or other submissions are rejected for publication by the Editor:

1. The grievance must be submitted in writing to the Chair of the Editorial Advisory Committee of the Journal within either seven (7) days of notice that a submission has been rejected for publication.
2. The grievance will be considered by Emergency Management Australia and the Editorial Advisory Committee with the exception that any member of the Editorial Advisory Committee who had any involvement in either the writing of the submission or the initial decision by the Editorial Advisory Committee to which the grievance is taken, may not participate in the consideration of the grievance. A majority vote of the remaining members of the Editorial Advisory Committee shall be required to resolve the grievance.
3. If the requisite number of the Editorial Advisory Committee cannot be obtained, then the grievance shall be submitted by the Editor-in-Chief for resolution by the majority of an independent ad hoc committee consisting of not less than three (3) members of the Editorial Advisory Committee.
4. After its submission by the aggrieved party, the grievance will be acted upon no later than thirty (30) days. The decision will be in writing and shall be final.

Responsibility for Quality of Content

The editor is responsible for ensuring that the content of the Journal is of a high quality in terms of accuracy, validity, reliability, credibility, authority, readability, comprehensibility and relevance to the Journal's scope and mission. These responsibilities also cover topics such as authorship, conflict of interest, ethical principle etc. The editor must treat all submitted material fairly, consistently and in a timely manner avoiding bias, conflict of interest, and external pressure in making editorial decisions. In meeting these obligations the editor has specific responsibilities to authors, readers and peer reviewers.

The editor will be responsible for selecting papers that are new, original, important contributions to the body of knowledge; present valid and repeatable results in sufficient detail for readers to assess the validity of the inferences drawn; are logically consistent, and refer appropriately to previous work. Whether or not the editor is an expert in the field of emergency management he or she should be able to rely on the expertise of EMA staff, advisors and peer reviewers. The number and commitment of these arises with the size of the Journal but they can help decide journal policies, recruit and review manuscripts and write editorial. The editor also relies on peer reviewers, experts in the disciplines of the submitted manuscripts, to provide critical assessments of their accuracy, reliability and validity. The editor also relies on copy editors and typesetters to improve the substantive and technical nature of accepted papers, making sure they are grammatically correct, consistent in style and usage, accurate and readable.

The editor is responsible for clearly defining and implementing the journal's ethical standards (eg. regarding duplicate publication, ethical standards in research, etc). The Editor-in-Chief, although responsible for monitoring for possible failures to meet its ethical standards, is NOT responsible for investigating, judging or punishing the authors for these lapses. The editor has responsibility for notifying an author's institution of failure to comply with the Journal's ethical standards. Additionally, the editor has a responsibility to inform readers and secondary services of work formally found to be plagiarised, fabricated, or falsified.

The editor is responsible for establishing procedures to help maintain journal quality, identify errors and problems, detect trends that reflect deterioration in quality, and implement corrective actions as needed. Errors in published articles require publishing a correction or erratum. The editor should monitor the number and types of errors that appear in the Journal. A formal, retrospective, qualitative review of each issue helps the Editorial Advisory Committee monitor the quality of the journal.

The editor is also responsible for monitoring editorial processing and production timelines (turn-around times for every stage from manuscript receipt to publication). Processing data and trends can help the editor monitor acceptance and rejection rates of specific type of manuscripts, manage the inventory of accepted manuscripts, track reviewer performance and assess staffing needs. The editor will conduct an annual editorial audit including the total number of manuscripts submitted, an acceptance rate, and the average turn-around time for

all manuscripts whether they are accepted for publication or rejected. This information helps fulfil some of the editor's responsibilities to readers (listed below). Including the dates of manuscript receipt and acceptance when an article is published also gives authors and readers useful information.

Finally, the editor is responsible for complying with the guidelines and procedures of Emergency Management Australia, including any terms specified in their contract with EMA. This includes operating the Journal in a fiscally responsible manner and adhering to the agreed-upon publication schedule.

Responsibilities to Authors

The editor is responsible for:

- Treating authors with fairness, courtesy, objectivity and honesty
- Rendering timely decisions and responses to authors' queries
- Protecting the integrity and privileged nature of every author's work
- Setting and monitoring a policy on conflict of interest for authors, editors and reviewers
- Describing a process for author appeals
- Describing a process for responding to allegations of misconduct by authors
- Providing guides for preparing and submitting manuscripts
- Selecting appropriate and knowledgeable peers to review each paper sent out for review, and guiding the peer review process
- Providing standards for peer reviewers, including maintaining confidentiality of manuscripts, setting appropriate deadlines, and supplying references to document their criticisms of the paper's shortcomings.
- Monitoring and ensuring the fairness, timeliness, thoroughness and civility of peer review editorial processes.

Responsibilities to Readers

The editor is responsible for:

- Maintaining the quality of the Journal's content by ensuring that each article provides the evidence readers need to evaluate the authors' conclusions so readers can trust what is printed
- Requiring all authors to review and accept responsibility for the content of the final draft of each paper; this may involve signatures of only the corresponding author, or all authors.
- Maintaining the Journal's internal integrity (for example, separating or otherwise identifying research content, editorials and advertising)
- Disclosing sources (authorship, ownership, funding and so on)
- Distinguishing objective peer-reviewed research and reviews from opinion and editorial content from advertising and other promotional content
- Providing a correspondence section to allow reader response and debate.

Responsibilities to Peer Reviewers

The editor is responsible for:

- Assigning papers for review appropriate to the reviewers' area of interest and expertise

- Allowing reviewers appropriate time to complete their reviews
- Providing reviewers written explicit instructions regarding the Journal's expectations for the content, quality and timeliness of their reviews
- Providing guides and standards for reviewers (preferably in written form) that promote thoughtful, fair constructive and informative reviews and facilitate the efficient, timely handling of the papers
- Finding ways to recognise the contribution of reviewers, for example, by publicly thanking them in the journals pages from time to time, providing letters that might be used in applications for academic promotion, etc.

RESPONSIBILITIES OF THE EDITORIAL ADVISORY COMMITTEE

What are the Editorial Advisory Committee's responsibilities?

The Chair of the Editorial Advisory Committee should have personal expertise and knowledge in Emergency Management principles and issues. Members of the Editorial Advisory Committee have been chosen for outstanding contributions to their disciplines

It is the role of the Editorial Advisory Committee to provide advice to the editor of The Australian Journal of Emergency Management and provide recommendations to EMA on matters regarding The Australian Journal of Emergency Management and its function.

General Roles and Functions of the Editorial Advisory Committee

The Committee should provide advice and recommendations to EMA and to the editor of the Journal on a range of matters including:

- Aims and objectives for the AJEM.
- Establishing and maintaining a direction for the AJEM.
- The direction, coverage and balance of the Journal's content.
- Management and administrative issues affecting the viability of the Journal (eg format, distribution).
- Legal and procedural arrangements appropriate to the function of the Journal.
- Future enhancements and developments to achieve the aim and objectives of the Journal.

The Committee should provide support to the Journal's editor by:

- Linking professional networks;
- Facilitating contacts with authors, reviewers and experts in various areas of the emergency management sector;
- Utilising experience to inform editorial decision-making;
- Sourcing and assisting in the selection of material; and
- Reviewing and providing feedback on performance

The Editor-in-Chief and the Editorial Advisory Committee reserve the right to accept or reject any material submitted for publication, as well as to edit any materials submitted for publication.

Performance Measures for the Editorial Advisory Committee

- Assist in the development of a strategic plan for the journal, for the approval of the Editor in Chief, to be reviewed biennially.
- Develop, in consultation with the editorial team, a publication plan (including a list of journal themes), and review the publication plan annually.
- Develop and maintain a list of professional contacts (as either potential authors or for peer review) for use by the editorial team, and review the list at least annually
- Monitor and review the content and editorial (i.e. the layout) of the journal quarterly.
- Facilitate contacts with authors, reviewers and subject matter experts, and source and provide assistance to the editorial team in the selection of material.
- Provide professional advice and assistance to the Editor, and the Editorial team as required.
- Promote the journal in professional and industry forums where possible.

Selection of the Editorial Advisory Committee

1. The Journal has an Editorial Advisory Committee consisting of eight (8) members representing a broad diversity of backgrounds, geographic regions, gender and areas of emergency management expertise and who have some experience in the field of journalism or publications.
2. Appointments to the Editorial Advisory Committee shall be made as follows:
 - a. Membership of the Committee is voluntary and at the invitation of the Director General EMA
 - b. The role of Chairperson of the Editorial Advisory Committee will reside in the position of EMA's Assistant Director Knowledge Management (Community Information) or a nominee.
3. The Editorial Advisory Committee will meet or confer together at least twice a year. Special meetings of the Committee may be scheduled at the request of the Editor-in-Chief or Emergency Management Australia.
4. A quorum of all meetings of the Editorial Advisory Committee will consist of a majority of all Committee Members. Except as specifically provided, the act of a majority of the members present at a meeting at which a quorum is present, shall be the act of the Editorial Advisory Committee.

5. Any member of the Editorial Advisory Committee may be removed for cause by the affirmative vote of two-thirds of the Editorial Advisory Committee present at a meeting at which a quorum is present, with the approval of Emergency Management Australia.