

Editorial Board and Publications Council Handbook

Thank you for your interest in joining an ESA editorial board or the ESA Publications Council! As a member of one of these volunteer groups, you will provide critical leadership for ESA's journals and book publishing program and help ensure that ESA's publications policies and processes are fair, ethical, and up-to-date with the needs and concerns of today's scientists and scholars.

ESA's Editorial Governance System

ESA publishes seven journals, a magazine, and a line of scholarly books under the Thomas Say imprint. Throughout this handbook, we will refer to these as "ESA publications" for simplicity's sake.

Each ESA publication is led by an **editor-in-chief**, an internationally recognized scientist whose reputation brings prestige and visibility to the publication they oversee. The editors-in-chief conduct initial reviews of new manuscripts and withdraw or reject papers that are not appropriate for full peer review. They also recruit knowledgeable, committed entomologists to serve as subject editors for their publications. In addition to their leadership of a specific publication, editors-in-chief guide ESA's publication program overall as members of the Publications Council.

Subject editors manage the peer review process and make final decisions on manuscripts. (Note that *Arthropod Management Tests* calls these editors "section editors" and *American Entomologist* calls them "contributing editors," but we will refer to them as subject editors for simplicity.) Because subject editors are responsible for the timeliness and fairness of the review process and their decision letters directly influence authors' manuscripts, their work is extremely important to the reputation of ESA's publications. Subject editors also attend and participate in the annual meetings of their editorial boards and provide feedback throughout the year to their editors-in-chief.

Each ESA publication is overseen by an **editorial board**, with members elected by ESA's sections. Editorial boards help to identify and consider opportunities to improve ESA's publication quality, editorial efficiency, and author experience.

Generally speaking, each editorial board includes one representative from each section, but there are a few exceptions. For example, the *Journal of Medical Entomology* has extra representatives from the MUVE section, given how closely the journal's scope is related to MUVE's interests. The publication's editor-in-chief is also an ex-officio member of the editorial board.

The **Publications Council** oversees all ESA publications from a broader perspective. The Council includes one representative elected from each section, two at-large members appointed by the ESA president, and all of ESA's editors-in-chief as ex-officio members. Each editorial board chair is also invited to attend the in-person meeting of the Publications Council at the ESA Annual Meeting.

Responsibilities of Editorial Board Members

Editorial board members have several main responsibilities that support the quality and smooth functioning of the publication they oversee:

Appeals. All ESA authors whose manuscripts are rejected are entitled to an appeal. When an author appeals a rejection, staff provide the editorial board with the author's original manuscript, review comments, and decision letter, as well as the author's letter explaining the reasons why he/she feels the

appeal should be granted. Editorial board members are asked to review these documents and vote on whether the rejection should be upheld. The editorial board chair then sends the board's decision to the author. The editorial board's decision is final. This process typically takes about 30 days.

Subject editor appointments. ESA's editors-in-chief periodically appoint new section editors to replace retiring editors, support a subject section that is experiencing submission growth, or launch a new subject section. The editor-in-chief will send the rationale for the appointment and the proposed editor's CV to the editorial board for consideration. Each editorial board member evaluates the potential editor and votes on whether to approve his/her appointment.

Policy guidance and oversight. Every member of an editorial board contributes to the oversight of that journal. Editorial board members are encouraged to monitor the performance of the publication and suggest ideas for improvement. Editors-in-chief or staff may also contact the editorial board with an idea they wish the board members to vet or a broader question for discussion.

Annual meeting. Each editorial board meets face-to-face at the ESA Annual Meeting. (Subject editors are also invited to attend.) During the meeting, the editorial board hears reports from the editor-in-chief and ESA staff and discusses issues of importance to the publication. If an editorial board member cannot attend, he or she is still expected to read the agenda and provide comments on the agenda items.

Editor-in-chief appointments. When an editor-in-chief retires, the editorial board is responsible for recruiting his or her successor. With support from ESA staff, the editorial board issues a call for editors, evaluates all applicants, and makes a final recommendation to the ESA Governing Board for their approval. The editor-in-chief selected will shape the future of the publication for years to come, so this is perhaps the most important responsibility given to an editorial board.

Editorial board chair rotation. For editorial boards with four members, each member will serve as editorial board chair in his/her last year on the editorial board. For editorial boards with more than four members, all editorial board members entering their last year on the board are offered the opportunity to serve as chair. If more than one candidate steps forward, the editorial board will vote to select a chair during their annual in-person meeting. The new chair takes office at the end of the editorial board's annual meeting.

The Role of the Editorial Board Chair

Editorial board chairs facilitate and lead meetings and electronic votes and discussions held by the editorial board. In addition, the editorial board chair has several specific responsibilities:

Appeals. Once the editorial board votes on a manuscript appeal, the editorial board chair writes a letter to the author conveying the board's final decision.

Author misconduct/ethics cases. In cases where an editor-in-chief becomes aware of an accusation of author misconduct, the editor-in-chief may call for an Author Misconduct Panel to consider the evidence of misconduct and determine ESA's response. An Author Misconduct Panel consists of the editor-in-chief, the editorial board chair, and the Publications Council chair. Complete information on the Author Misconduct Panel process and ESA's policies on author misconduct is available at <http://www.entsoc.org/pubs/author-misconduct-policy>.

Annual meeting. The editorial board chair contributes to and approves the agenda for the annual meeting of the editorial board. The chair facilitates the meeting itself, using Robert's Rules of Order as needed. The outgoing chair then approves the meeting minutes before they are distributed.

Publications Council annual meeting. Editorial board chairs are invited to participate in the Publications Council's annual meeting.

Responsibilities of Publications Council Members

The Publications Council provides advice and guidance related to publications policy and the publications needs of the Society. The Council also facilitates communication among the various groups involved in the governance of ESA's publications and the ESA Governing Board. Individual members of the council are expected to participate in discussions and votes and provide their full and honest feedback about questions and issues of importance to ESA's publications program.

Annual meeting. The Publications Council meets at ESA's Annual Meeting to discuss the current status of the publications program, future goals, and issues of importance. If a Council member cannot attend, he or she is still expected to review the agenda and provide comments on the agenda items.

Chair elections. The Publications Council elects a new chair each year during its annual in-person meeting from among the section representatives and at-large members of the Council. The new chair takes office at the end of the meeting.

The Role of the Publications Council Chair

The Publications Council chair facilitates and leads meetings and electronic votes and discussions held by the Council. In addition, the chair has several specific responsibilities:

Author misconduct/ethics cases. In cases where an editor-in-chief becomes aware of an accusation of author misconduct, the editor-in-chief may call for an Author Misconduct Panel to consider the evidence of misconduct and determine ESA's response. An Author Misconduct Panel consists of the editor-in-chief, his or her editorial board chair, and the Publications Council chair. Complete information on the Author Misconduct Panel process and ESA's policies on author misconduct is available at <http://www.entsoc.org/pubs/author-misconduct-policy>.

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