

Terms of reference

EDITORIAL BOARD AND MEMBERSHIP, *UCL Open: Environment*



Purpose

The volunteer Editorial and Advisory Board will provide scientific and scholarly input, oversight, contacts, and moral support to the *UCL Open: Environment* publication.

Membership

The Editorial and Advisory Board Membership is made up of individuals who possess subject expertise representative across the spectrum of the publications aims and scope. Additionally, Members are committed to open access, data sharing and innovation in scientific and scholarly publishing.

The Editorial Board is chaired by the Editor(s)-in-Chief and Members are appointed by the Editor(s)-in-Chief for a three-year renewable term. The role of Editorial and Advisory Board Member is voluntary and non-remunerated.

Duties and responsibilities

The Editorial Board will preserve and enhance the publications reputation as a trusted source of high-quality scientific information, including:

1. Champions of the journal
 - a. *Promote the journal to their peers, colleagues and students, with the aim of growing the journal's community of authors and readers*
 - b. *Represent and promote the journal and advocate for its needs at conferences, workshops, panels and meetings*
 - c. *Openly encourage students and colleagues to read and cite the journal*
 - d. *Support the journal by contributing original research content where applicable (e.g. research articles, reviews, etc.)*
2. Journal development
 - a. *Offer critiques and advice to the journal, drawing upon their particular expertise*
 - b. *Attend and contribute to Editorial board meetings*
 - c. *Provide advice/feedback on matters of journal development – e.g. editorial scope and focus of the journal, appointment of new Editorial Board Members, relevant conferences and promotional opportunities, and market insights*
 - d. *Provide subject-specific expertise, advice, ideas, innovations and feedback on past publications and future strategies for the journal to the Editor(s)-in-Chief and wider Editorial Board*
 - e. *Identifying and suggesting new topics for the journal to explore – commissioning opportunities, special series, advances in the field*

3. Participate in peer review
 - a. *Review manuscripts when requested by an Editor (ad hoc)*
 - b. *Acting as Editor for special issues, such as thematic series, where conflicts of interest exist*
 - c. *Demonstrate confidentiality and objectivity regarding the manuscripts and the open peer review process*
 - d. *Provide recommendations to the Editor(s)-in-Chief regarding the suitability of a manuscript for publication in the journal, if requested*

Members will report and make aware any significant conflict of interest the Editor(s)-in-Chief.

To deliver publication services effectively, a degree of flexibility is needed and Editorial Board Members may be requested to perform work not specifically referred to above.

To maintain the highest standards of open peer review, Editorial Board Members are required to follow best practice guidelines as outlined by relevant ethical research and publication bodies as outlined within the publications editorial policies (<https://ucl-about.scienceopen.com/publishing-policies/>), including the Committee On Publication Ethics (COPE) - https://publicationethics.org/files/u2/Best_Practice.pdf

Equality, Diversity & Inclusion statement

UCL Press and its publication *UCL Open: Environment* are committed to UCL's Equality, Diversity & Inclusion Strategy as outlined online at <https://www.ucl.ac.uk/human-resources/equality-diversity-inclusion/equalityucl/equality-diversity-inclusion-strategy-2015-2020>, whereas:

“UCL defines 'equality' as the absence of unjust social hierarchy such as those based on age, disability, ethnicity, gender, sexual orientation and religion, and 'diversity' as the presence of different cultural traditions and identities. We wish to foster a positive cultural climate where all staff and students can flourish, where no-one will feel compelled to conceal or play down elements of their identity for fear of stigma. UCL will be a place where people can be authentic and their unique perspective, experiences and skills seen as a valuable asset to the institution.”

The Editorial Board Membership of *UCL Open: Environment* aims to foster this positive cultural climate for all its authors, reviewers, users and staff of the publication, to discuss, debate, and encourage a critical thinking to real world problems with the aim of benefitting humanity.

Amendment to these terms of reference

The terms of reference will be reviewed annually to determine if any updates are required.