



Academic & Editorial Board – Terms of Reference

A. Function

The Academic & Editorial Board is established to be responsible for:

- **Ensuring that IARS Publications comply with COPE standards**
- **Quality control** IARS' academic outputs and accreditation programmes including IARS books, publications, evaluation reports and projects.
- **The peer review** of submitted papers to *Youth Voice Journal*
- **The regular and timely production** of the *Youth Voice Journal* in order to extend knowledge, improve practice and facilitate communication in the field of youth policy. Editorial Board members work actively to:
 - ✓ solicit contributions
 - ✓ identify suitable reviewers (when appropriate)
 - ✓ participate as reviewers
 - ✓ provide input on the content and direction of issues
 - ✓ promote the journal extensively within their own institutions and externally.
- **Ensuring that submissions** to Youth Voice Journal are dealt with fairly and objectively and that the guidelines for reviewers are followed.
- **Developing editorial policies** to guide the content, scope, purpose and style of the journal and IARS publications, and for ensuring that each edition of the journal is reviewed to ensure adherence to these policies.
- Regularly reviewing and revising as necessary its Terms of Reference.

B. Membership

The Board consists of at least eight members:

- Editor-in-Chief and IARS Publications founder, Dr. Theo Gavrielides
- Secretariat from IARS Publications
- The remaining should be independent members from the academic and research community.

C. Appointment and Remuneration

The Editor-in-Chief will recruit members openly and fairly as needs dictate.

Membership will be reviewed annually and nominations of membership of the Editorial Board will be sought from all sectors and by advertising through IARS Publications.



Members are non-paid.

All nominations are received and considered by IARS Publications which makes the appointment.

D. Frequency of Meetings.

The Editorial Board meets electronically and as required to fulfil its terms of Reference.

E. Reporting Responsibility.

The Board reports to the Editor-in-chief, and provides “for information” copies of routine reports to the IARS Director.

F. Current Board composition

<http://www.iars.org.uk/content/EditorialBoard>

G. RESEARCH ETHICS COMMITTEE

Within the Board, a Research Ethics Committee will be formed to:

- ✓ Ensure that IARS research programmes comply with COPE and international research ethics standards
- ✓ Review Research Ethics applications
- ✓ Approve conducting fieldwork as per research ethics standards
- ✓ Ensure that human rights, data protection and other relevant legislation are respected, when approving applications for fieldwork.

The Research Ethics committee will consist of:

- ✓ The Editor-in-Chief who will be responsible for submitting the Research Ethics Applications but will not have a vote in approving them
- ✓ At least two independent members from the Academic and Editorial Board.

Decisions will be reached by majority vote and only after the production of constructive feedback to the applicants.

Only applications that complete the Research Ethics Application Form and are submitted to the Editor-in-Chief will be eligible for consideration.