



Terms of Reference: Managing and Handling Editors

These Terms of Reference for the Managing and Handling Editors of the *Australian Journal of Taxonomy* (AJT) were endorsed by the Taxonomy Australia Steering Committee (TASC) on <date>.

Managing Editors Purpose

The AJT Managing Editors comprise a committee appointed by and reporting to the TASC, with the responsibility to manage the editorial direction of the AJT in consultation with TASC and to monitor the quality of AJT. The committee is delegated by the TASC to establish a panel of Handling Editors on the basis of expertise and to provide advice on strategic and ongoing issues relating to the AJT on request by the TASC.

Managing Editors Duties

Duties of Managing Editors are to:

- Provide advice to the TASC on all matters relating to the editorial direction of AJT
- Establish a panel of Handling Editors on the basis of expertise, utilising contacts to build a list of experts who will review papers submitted for publication
- Constitute the initial 'pool of reviewers'
- Comment on and monitor the quality of submissions and propose measures for improvement
- Provide advice to the TASC as otherwise requested
- Assign submitted papers to Handling Editors with relevant expertise
- Oversee and ensure quality in the review process
- Provide advice and support on review processes to Handling Editors

Managing Editors Membership

The Managing Editors will comprise a minimum of 5 and a maximum of 8 members with relevant professional expertise, with at least being one member of the TASC as a liaison. Members of the Managing Editorial committee will be appointed by the TASC in consultation with the Managing Editors. Members chosen should be as geographically diverse as possible and cover a wide breadth of taxonomic expertise, covering both modern and fossil taxa.

The term of office for Managing Editors is two years. Managing Editors may be re-appointed to the same office by the TASC. The role of Managing Editor is renewable if the editor is able to satisfactorily continue duties, as determined and approved by the TASC. The committee is entitled to co-opt an unlimited number of individuals to participate in its work for limited time periods or for special purposes.

Managing Editors Communication

The Managing Editorial committee shall meet on an as-needs basis but at least once a year. The committee shall normally meet electronically. Funds are not provided to meet face to face. However the committee may meet face to face when all or most members are present in the same location.

The TASC will appoint a liaison person from amongst its membership every two years for continuous communication between the Managing Editorial committee and the TASC. The liaison person will attend Managing Editorial committee meetings and report to the TASC about all relevant activities concerning the AJT.

Handling Editors Purpose

The AJT Handling Editors are a panel of experts appointed by and reporting to the Managing Editorial committee, with the responsibility to manage and progress the peer-review process of papers submitted to the AJT. Handling Editors will work be assigned submitted papers by the Managing Editorial committee, as with alignment far as possible to their field of taxonomic expertise. Handling Editors will liaise with the Managing Editors as to their ability to undertake this duty, in regards to availability and expertise. They may provide advice on suitability of alternative Handling Editors if an assigned paper is outside their expertise or they are unavailable. It is expected that Handling Editors will oversee the review process of up to 6 manuscripts per year (more if they are willing). Additional Handling Editors will be sought by the Managing Editorial committee when and if needed.

Handling Editors Duties

- Oversee and manage the review process of up to 6 submitted papers per year (more if they are willing) in their area of expertise
- Provide a rapid, high quality, impartial and fair review process
- Inform the Managing Editorial committee if there is a conflict of interest or if they are unable to provide an impartial review (at which point another Handling Editor will be assigned)
- Refer problems or conflicts with authors to the Managing Editorial committee
- Provide advice to the Managing Editorial as otherwise requested

Handling Editors Membership

The Handling Editors comprise an unlimited panel of members with relevant professional expertise. Members will be appointed by the Managing Editorial committee and should be as geographically diverse as possible, cover a wide breadth of taxonomic expertise, and be drawn from all career stages with a focus on Early and Mid-Career Researchers. The term of office for Handling Editors is ongoing, for as long as they are able to fulfil the required duties. Managing Editors may be appointed from among the panel of Handling Editors by the TASC.

Handling Editors Communication

The Managing Editorial committee shall liaise with the Handling Editor in reference to specific paper submissions and for general reporting and oversight of the review process.

Review

The role, purpose and composition of the Managing Editors and Handling Editors shall be subject to review by the TASC at least once every four years.