

# **Regulations for Editorial Board Management**

(Tsing Hua Journal of Educational Research)

- I. In order to improve the quality of the Tsing Hua Journal of Educational Research (hereinafter “the Journal”), as well as to promote academic research and international exchange, an editorial board of Tsing Hua Journal of Educational Research has been established (hereinafter “the board”).
- II. The Dean of Hsinchu Teachers College is appointed as the convener of administrative affairs of the board to co-ordinate the solicitation of contributions, the promotion and insurance of the journal, and the convening of meetings. In order to assist administrative tasks such as manuscript submission, correction, and publication, one colleague will be appointed as the assistant editor.
- III. The board includes seven to thirteen members. The editor-in-chief is selected by the convener, and recommend the other members. One member acts as the deputy editor-in-chief and executive editor. The remaining members may be invited by the editor-in-chief, providing half of the board members are invited from outside the university.
- IV. The editor-in-chief is responsible for the overall supervision and management of editorial and publishing-related issues. In addition, in line with the principle of ‘one manuscript having one appointed editor,’ the editor-in-chief is also responsible for assigning a board member, based on the member’s field of specialty, to act as appointed editor for each manuscript. For editorial purposes, the editor-in-chief may also appoint a contributing editor.
  - i. The appointed editor is given the responsibility for the review of the manuscript.
  - ii. The deputy editor-in-chief and executive editors assist the editor-in-chief in supervising the review and editing process, planning journal topics, and the editing and publication of special issues.
  - iii. The editorial board shall hold a regular editorial meeting, and unexpected meetings may be called when necessary. The editor-in-chief shall preside over an editorial meeting, which should be attended by at least one-half of the board members.
- V. The responsibilities of the board are to:
  - i. Plan and implement the editorial and publication guidelines of the Journal.
  - ii. Recommend appropriate experts and scholars to review manuscripts that require further discussion about whether they shall be published or rejected.

- iii. Check the reviewers' comments, the responses of the author(s), and the revision of the manuscripts in case a manuscript requires further discussion about its publication or rejection to reach a final decision.
  - iv. Be responsible for other editing and publishing-related matters of the Journal.
- VI. The serving term of a board member is two years. A member can be re-selected consecutively. Board member positions are unpaid; however, members outside the university are subject to compensation for transportation expenses and presence fees in accordance with the regulations of the university.
- VII. Expenses required for executing board responsibilities and the editing of the Journal are provided by the Hsinchu Teachers College.
- VIII. After being passed at the editorial board meeting, this regulation will be submitted to the dean of Hsinchu Teachers College for final approval before implementation. Any revisions of this regulation should be approved by the same procedure.