

E-SWAN Publication Committee bylaws

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Preamble

The Publications Committee, hereafter PubCom, as part of the International Not-for-Profit Association "European Space Weather and Space Climate Association", hereafter E-SWAN, is governed by the Bylaws laid out in subsequent Articles. The PubCom has full and sole authority and responsibility to establish, approve and eventually modify its Bylaws under the condition that the Bylaws remain consistent with the actual valid Statutes of E-SWAN.

(1) Objectives and tasks

The PubCom supports the Journal of Space Weather and Space Climate, hereafter JSWSC, and advises on all items concerning JSWSC for which the PubCom considers advice being appropriate. The PubCom may:

- Suggest themes for JSWSC Topical Issues and guest editors to organise them,
- Propose topics for scientific reviews to be published in JSWSC, along with names of potential authors,
- Identify themes and fields in space weather and space climate, which are growing in importance and are not or very little represented in JSWSC.

The final decision on such activities is taken by the JSWSC Directorate. The PubCom takes charge of publishing documents approved by the Executive Board, such as, but not limited to, public announcements and press releases concerning E-SWAN.

(2) Composition of the PubCom

In agreement with the E-SWAN statutes the PubCom is composed of four Editors of JSWSC (at least three from the Directorate) and three other E-SWAN members. All members of the PubCom must be members of E-SWAN.

The PubCom elects its Chair and Vice Chair. The Chair must be the EiC of JSWSC, or one of them in case JSWSC has two, and the Vice Chair one of the E-SWAN members who are not editors for JSWSC. Election of Chair and Vice Chair takes place once every year during the ESWW.

The PubCom Chair and Vice Chair become automatically members of the E-SWAN Council. They may however delegate other members of the PubCom to represent them. It is mandatory that one Council representative of the PubCom is from the JSWSC members and one from the other E-SWAN members.

(3) Specific regulations concerning JSWSC

(a) Composition of the JSWSC Editorial Board

The JSWSC Editorial Board consists of

- The JSWSC Directorate, namely up to two Editor(s)-in-Chief (EiC), the Managing Editor and the Editorial Office Manager
- The Associate Editors

The Editor(s)-in-Chief must be European E-SWAN members in the sense of Appendix A of the E-SWAN Statutes.

(b) Aims and Scope of JSWSC

The presently valid version of the JSWSC Aims and Scope is published on the JSWSC public website. Modifications may be proposed to the PubCom Chair by any member of E-SWAN. Proposed modifications will be considered for further discussion upon request by at least four PubCom members. In this case they are discussed by the PubCom members and the regular editors of the JSWSC Editorial Board. The final decision is adopted on the basis of a consensus. If no consensus is reached, the PubCom Chair organises an electronic vote that includes all members from the PubCom and the JSWSC Editorial Board. A decision requires a simple majority of the valid votes cast.

(c) Selection of JSWSC Directors

The JSWSC EiC(s) (one or two) and the Managing Editor are selected by a Search task force, which is newly formed prior to each election/re-election of an EiC or Managing Editor. The Search task force consists of the PubCom augmented by four JSWSC Associate Editors. The latter are elected by all Associate Editors upon remote voting organised by the PubCom Chair or vice-Chair.

Persons applying for new or renewed service as JSWSC Director are excluded from membership in the Search task force. The Search task force is chaired in order of priority by an EiC or the Managing Editor or the Editorial Office Manager. All members of the Search task force have equal voting weight.

A call for candidature for a vacant Director position and the applicable criteria are made public on the E-SWAN and on the JSWSC web sites at least three months before the call closes. The Search task force may contact members of E-SWAN who are considered suitable for a vacant position and invite them to be candidate.

Selection criteria:

EiC and Managing Editor candidates must have prior experience as science editors and must be members of E-SWAN in order to be considered. Apart from that the Search task force establishes its own criteria for the selection of the next EiC(s) and Managing Director.

Following the E-SWAN statutes, it is required that the EiC(s) is/are European in the sense of Appendix A of the E-SWAN Statutes.

Procedure:

The Search task force proposes to the PubCom and the JSWSC Editorial Board, but excluding from both those who have applied for one of the positions, at least one name, endorsed by the Search task force majority, for each vacant position. The Chair of the Search task force organises an electronic vote. The voting members are all regular JSWSC Editors and the elected members of the PubCom. Excluded from voting are those who applied for one of the vacant positions. The candidate who wins the simple majority of valid votes cast is elected. The voting process is repeated if no single candidate obtains a simple majority until a decision is reached. An elected candidate must declare within 24 hours his/her accepting or declining to assume the position.

The Editorial Office Manager is selected by the organisation which hosts the Editorial Office. The Editorial Office is presently hosted by the Belgian Solar-Terrestrial Centre of Excellence (STCE) upon agreement between the JSWSC publisher and the STCE.

(d) Selection of Associate Editors for JSWSC

The JSWSC Directorate decides solely and independently whom to invite to become JSWSC Associate Editor and whose editorship to renew. The decision must be taken unanimously within the Directorate. Any member of the PubCom and of the JSWSC Editorial Board may provide at any time solicited or unsolicited suggestions and advice on JSWSC editorship invitation and renewal. Associate Editors are not obliged to be or become members of E-SWAN.

(e) Duration of Service

The members of the JSWSC Directorate are appointed for a four-year period starting on the day after their election. All other members of the Editorial Board are appointed for a two-year period which may start at any time. All appointments may be renewed an unlimited number of times.

(f) Annual Reporting

The Editorial Office Manager presents an annual report about JSWSC manuscript status and evolution in January of each new year.

(g) JSWSC editorial workflow

The JSWSC Directorate determines the procedures for handling submissions to JSWSC and the organisation of the editorial process from the moment a manuscript is submitted to the moment the final decision is taken. This includes prescreening of new submissions for their appropriateness for publication in JSWSC, assigning a corresponding editor, providing advice to the corresponding editor upon request, and taking the final decision. The EiC(s) may at any stage seek advice from any Associate Editor concerning the quality of a manuscript and its appropriateness for publication. Only the JSWSC EiC(s) are authorised to assign an editor to a submission and to take a final decision. However, discussion between the members of the JSWSC Directorate and one or several Associate Editors upon reception of a manuscript and about the final decision are strongly encouraged.

From the moment of accepting an assignment as corresponding editor to proposing a final decision, the corresponding editor leads the editorial process autonomously.

(4) Dispute Resolution

The Chair of the PubCom must bring any dispute that fails to be resolved within the PubCom to the attention of the E-SWAN Executive Board which has the task to find and implement a resolution.

(5) Additional Protocol

(a) Main role and tasks of the EiC(s)

- (a.1) Be the public representative(s) and spokesperson(s) of JSWSC.
- (a.2) Determine the overall JSWSC strategy (e.g., launching Topical Issues, identifying relevant research fields which are underrepresented in JSWSC).
- (a.3) Assign the manuscripts retained for review to an editor for leading the review process.
- (a.4) Organise and conduct meetings (in person or virtual) with the Editorial Board and the Publisher as appropriate.

(b) Main role and tasks of the Managing Editor

- (b.1) Assist the EiCs in fulfilling tasks (a.2) and (a.3).
- (b.2) Be familiar with the editorial management system in use by JSWSC.
- (b.3) Provide help to editors, authors and reviewers in case of problems with the editorial management system.

(c) Main role and tasks of the Editorial Office Manager

- (c.1) Monitor journal activity (in collaboration with the publisher if deemed appropriate).
- (c.2) Oversee the day-to-day operation of JSWSC.
- (c.3) Keep track of the editorial process of all active submissions.
- (c.4) Remind editors to take actions if and when required.
- (c.5) Provide help to editors, authors and reviewers in case of problems with the editorial management system.

(6) Publication tasks outside the JSWSC

- The PubCom may take any initiative for publishing work related to space weather and space climate that is not competing with JSWSC publication interests. This includes (and is not limited to) publications in other medias such as radios, TVs, newspapers, and the world-wide web. These publications may be requested by other committees of the Association or grow out from a PubCom internal initiative. The E-SWAN Executive Board must approve them prior to being released.
- Publications outside the JSWSC are handled under the responsibility of the three non-JSWSC elected members of the PubCom, who may solicit the support of the JSWSC members of the PubCom
- Each year during the ESWW, the PubCom nominates one representative to the E-SWAN Award Committee.