

E-SWAN Publication Committee Bylaws

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Preamble

The Publications Committee, hereafter PubCom, an organ 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 modify its Bylaws under the condition that the Bylaws remain consistent with the E-SWAN Statutes.

(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 which consists of the Editor(s)-in-Chief, the Managing Editor, and the Editorial Office Manager. The PubCom takes charge of publishing documents approved by the Executive Board, such as, but not limited to, a regular Newsletter, public announcements, and press releases concerning E-SWAN.

(2) Composition of the PubCom

The PubCom is composed of four members from the JSWSC Editorial Board (at least three from the Directorate) and three E-SWAN members who are not members of the JSWSC Editorial Board. For brevity the former are named JSWSC members and the latter ordinary members. The JSWSC Editorial Board consists of the JSWSC Directorate and the Associate Editors.

The PubCom elects its Chair and Vice Chair. The Chair must be an EiC of JSWSC and the Vice Chair one of the ordinary members. Election of the Chair and the Vice Chair

takes place annually at least two weeks before the ESWW and is organised by the acting PubCom Chair.

At the end of each calendar year the PubCom nominates for the following year one representative to the E-SWAN Awards Committee, one to the ESWW PC Committee, and one to the Education and Outreach Committee.

(3) Election and terms of the ordinary members of the PubCom

Ordinary members of the PubCom are elected by the E-SWAN General Assembly. At least two months before the end of the four-year period or the date an ordinary member resigns for other reasons the PubCom chair, assisted by the WG TECH, issues an electronic call to all E-SWAN members with the invitation to apply for succeeding the departing member(s). The call will be closed after four weeks. Within the following three weeks the E-SWAN General Assembly elects the new ordinary member(s) with simple majority via an online vote organised by the WG TECH.

Upon election by the E-SWAN General Assembly the ordinary members are appointed for a four-year term. An ordinary member can be elected for a maximum of two terms which may or may not be consecutive. Early resignation with three months advance notice shall be accepted. An ordinary member who joins the JSWSC Editorial Board as an Associate Editor is not allowed to remain an ordinary member while being JSWSC Associate Editor. If an ordinary member resigns or is obliged to resign the period spent as a PubCom member counts as a full term.

The PubCom may deviate from these rules under the condition that a two-third majority of PubCom members agrees with it and the E-SWAN Executive Board approves it.

The PubCom Chair and Vice Chair are ex officio members of the E-SWAN Council. They may, however, delegate other members of the PubCom to represent them. The PubCom must always be represented by a JSWSC member and an ordinary member.

(4) Publication tasks outside of JSWSC

The PubCom may take initiatives for publishing in appropriate media documents related to space weather and space climate that are not competing with JSWSC publication interests. The E-SWAN Executive Board must approve them prior to being released.

Publications outside the JSWSC are handled under the responsibility of the ordinary members who may solicit the support of the PubCom JSWSC members. The PubCom Vice Chair publishes with support from the WG Tech a monthly E-SWAN Newsletter.

(5) 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 is tasked to find and implement a resolution.

(6) Regulations concerning JSWSC

(a) Aims and Scope of JSWSC

The JSWSC Aims and Scope are 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 JSWSC Editorial Board. The final decision is taken by the JSWSC Directorate upon consensus. If no consensus is reached no modifications will be applied.

(b) Selection of JSWSC Directors

The JSWSC Editor(s)-in-Chief (EiC(s)) and the Managing Editor are proposed 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 up to four JSWSC Associate Editors. If more than four Associate Editors volunteer to become Search Task Force member, four of them are elected by all Associate Editors upon remote voting organised by the Search Task Force 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 published on the E-SWAN and the JSWSC web sites and distributed via other appropriate media and communication channels. EiC and Managing Editor candidates must have prior experience as science editors. In order to be eligible a candidate must have the primary work affiliation or residence in Europe. The Search Task Force may establish further criteria for the selection of the EiC(s) and Managing Director.

Evaluation of applications starts three months after the call is published and continues until the position is filled. The Search Task Force may personally contact suitable candidates and suggest to them to apply for the vacant position.

For each vacant position the Search Task Force proposes at least one name, endorsed by the Search Task Force majority, to the PubCom and the JSWSC Editorial Board members with the exception of those who have applied for one of the open positions. The Chair of the Search Task Force organises the vote and validates the result. Voting members are all regular JSWSC Editors and the ordinary 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 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 48 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 (presently EDP Sciences) and STCE.

(c) Selection of Associate Editors

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.

(d) Duration of Service

The members of the JSWSC Directorate are appointed for a four-year term 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.

(e) Annual Reporting

The Editorial Office Manager presents in the first quarter of each year an annual report about JSWSC submissions and the evolution during the preceding year or years.

(f) 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. 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. The EiC(s) may at any stage seek advice from any Associate Editor concerning the quality of a manuscript and its appropriateness for publication in JSWSC.

Once assigned to a submission the corresponding editor leads the editorial process autonomously until the final decision. Only the JSWSC EiC(s) are authorised to take the final decision and notify the authors.

(7) Main tasks and duties of the JSWSC Directorate

(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) Solicit and invite colleagues via direct contact or public announcements to become JSWSC Associate Editors.
- (a.4) Appoint new Associate Editors and renew existing appointments.
- (a.5) Assign the manuscripts retained for review to an editor to lead the review process.
- (a.6) 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) Become familiar with the editorial management system in use by JSWSC.
 - (b.3) Provide support to editors, authors and reviewers in case they encounter problems with using the editorial management system.
- Other tasks may be assigned by the EiC(s) upon agreement between the EiC(s) and the Managing Editor.

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

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