

## EDITING SCHOLARLY JOURNALS AT THE UNIVERSITY OF ALBERTA

### Terms of reference and application process

Editing of academic journals is a major scholarly activity, involving the dissemination of knowledge and also the creation of new knowledge. The editing of such journals is a prestigious activity, bringing honour to the Editor as well as to their Department, Faculty and University. In the past, support for this type of activity has been through ad hoc arrangements, which have led to the following guidelines being developed. Support for this fund is from the Provost and Vice-President (Academic) and the Vice-President (Research and Innovation) Offices.

Support for full-time faculty members who are Editors of **major international scholarly journals** is available under the following conditions:

- Review by, and Faculty sign-off of the request is to be done prior to submission to the Vice-President (Research and Innovation) Office
- Support is limited to a maximum of \$8,500 per journal per year
- Support for an Editor is limited to a maximum of five years
- Support is restricted to Senior Editors of journals who are full-time faculty members, who do not receive a stipend or honorarium for their journal editorship, and who do not receive release time for their editorship via the publisher of their journal
- Preference for support will be given to teaching release requests, but other resource requirements may be considered if deemed a priority by the Faculty

### PROCESS FOR APPLICATION

Requests for support are to be submitted to the Dean's Office. The Associate/Vice Dean (Research) will review all submissions and present requests to Leslie Parsad ([parsad@ualberta.ca](mailto:parsad@ualberta.ca)) in the Office of the Vice-President (Research and Innovation). The Vice-President (Research and Innovation) will make a final decision about the provision of support in each case.

Requests should include:

- 1) A copy of the contract or agreement between the publisher of the journal and the Editor for the operation of the Editor's office;
- 2) Justification of the major international scholarly journal status of the journal; and
- 3) Demonstration of additional support to be provided by the Editor's Department and/or Faculty. This support might include office space, travel funds, computer/communications equipment, secretarial support, graduate research assistance and other infrastructure support.



## **CRITERIA FOR DETERMINING STATUS OF JOURNAL**

The following criteria may be used as a guideline by the Faculty in determining if a journal is a major international scholarly journal:

- frequency of publication
- regular publication of special issues
- size of subscription lists
- types of subscriptions (i.e., international/Canadian, individual/institutional)
- source of submissions (e.g., Canada, US, international)
- rejection rates
- citation counts
- official publication of an international scholarly organization
- substantial production support provided by a sponsoring scholarly association
- peer-reviewed competition for editorship
- requirement of a site visit before editorship awarded
- financial support from national granting agencies
- impact factor of journal