eScholarship Publishing: Roles and Responsibilities for Editors and Publisher

EDITORS' ROLES AND RESPONSIBILITIES:

- Establish an editorial board and editorial staff, including a succession and editorial staffing turnover plan so that the journal’s activity can be sustained without interruption.
- Produce and edit the content of the journal, including recruiting submissions, soliciting reviews, managing review and revisions, and obtaining final author approval.
- Uphold a consistent, rigorous quality control system for articles, including a peer review process that will be described on a public information page about the journal, as well as a plagiarism check for all articles.
- Ensure that authors sign the author agreement and obtain permissions for any embedded materials for which they do not own the copyright. (Each author accepted to eScholarship journals retains copyright for their work as per eScholarship’s terms and conditions.)
- Responsible for all copyediting, layout, and choosing a print-on-demand vendor if applicable.
- Create and execute a marketing plan for the journal in order to increase awareness in relevant fields and grow both readership audiences and author submissions.

PUBLISHER’S ROLES AND RESPONSIBILITIES

- Publish content submitted the journal management system on the eScholarship publishing platform and deliver it online, as well as ensure full-text indexing for Google Scholar.
- Provide authors and editors with access to usage statistics.
- Preserve and host archival content that has been published on our platform, even if this partnership is dissolved or the journal ceases to publish.
- Implement links for print on demand/purchasing links as provided by the editors.
• Reserve the right to act on behalf of our journals in the following matters:
  ○ ISSN registration
  ○ Submitting the journal for consideration for indexing in EBSCO and the Directory of Open Access Journals (DOAJ)
• Whenever resources allow, stay in communication with journal editors about best practices for open access journal publishing, including informing the editors about ways to professionalize the journal and updating them about new and ongoing professionalization projects for journals that eScholarship Publishing is developing
• Reserve the right to ensure that the design, branding, and content of the journal site complies with web and accessibility standards and University of California policies and eScholarship’s internal templates.