

Revision History

Revision	Date	Author(s)	Description
1.0	May 21, 2025	RW	First draft: internal use only.
1.1	17 November, 2025	RW, JIF	Revised approved draft: internal use only.
1.2	May 11 18, 2026	JIF	Public draft.

Terms of Reference

Volcanica editorial committee
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Authorship statement

Policy document drafted with the input and approval of the Volcanica Editorial Committee.

¶ 0.1 This policy document, the Volcanica “Terms of Reference,” supplements and extends the Charter of the journal Volcanica, hereafter referred to as “the Journal”. The Terms of Reference defines the purpose, scope, and structure of the Journal’s Executive Editorial Committee.

1 Purpose

¶ 1.1 The Editorial Committee is responsible for editorial management of Volcanica and the strategic direction of the journal, including its quality and scope. It oversees the scientific and scholarly content of Volcanica through management of the Editorial Board. Moreover, the Editorial Committee ensures publication of issues of the Journal in digital format at least semi-annually, and publication of individual manuscripts on a rolling basis¹.

2 Composition

¶ 2.1 The Editorial Committee will comprise elected members of the Editorial Board and is led by the Editor-In-Chief (EiC).

¶ 2.2 The EiC has overall responsibility for the journal, and is supported by two Vice-Editors-In-Chief and a Deputy Editor.

¶ 2.3 The Vice-Editors-In-Chief have delegated responsibility for the operations for the journal. It is expected that one will succeed the EiC when the EiC steps down from their role. The EiC will be appointed by nomination and consensus by the Editorial Committee. The outgoing EiC will remain on the Editorial Committee for at least one year and up to one term in an advisory role.

¶ 2.4 The Deputy Editor will take on the role of Editorial Manager and has responsibility for organising meetings. The Deputy Editor will be appointed by nomination and consensus by the Editorial Committee. With the EiC, they will appoint any

¹Once articles are accepted following peer review, they are immediately made available on the website of the Journal. Periodically, these accepted articles will be compiled into issues.

sub-committee of Editorial Committee or Editorial Board with the advice and consent of the Editorial Committee, assuring the meeting records are maintained.

¶ 2.5 Committee appointments shall be for five years or to replace members who choose to recuse themselves from their role(s). Appointments can be renewed automatically for a second term. Continued appointments beyond the second term are at the discretion of the EiC and with agreement from the Editorial Committee.

¶ 2.6 All members of the Editorial Committee shall be voting members or the Committee. The Editorial Committee should be composed of no more than twelve (12) and no less than nine (9) voting members.

¶ 2.7 Members of the Editorial Committee will fulfil a number of roles and responsibilities, including but not limited to:

- **Secretary.** The secretary will support the EiC and Deputy Editor in ensuring the smooth functioning of the Editorial Committee. In summary, the Secretary is responsible for:

- Ensuring meetings are effectively organised and minuted;
- Maintaining effective records and administration;
- Communication and correspondence.

- **Legal and Finance Officer.** The Finance Officer chairs the Legal and Finance Team who have the following responsibilities:

- Ensuring that Volcanica's contract with funders (i.e. PUS) is up-to-date;
- Coordinating with funders (currently Presses universitaires de Strasbourg [PUS]), funding administrators (currently Institut Terre & Environnement de Strasbourg [ITES]), and external parties (such as CrossRef or HostingUK) as required;
- Lead an annual budget review;
- Working with the local Treasurer who works with the funders to meet Volcanica's financial obligations;
- Signatory on contract and other relevant documentation;
- Assessing Volcanica's legal exposure, and coordinate with the editorial committee regarding this;
- Identifying other pertinent legal matters, for example involving copyright and re-use, trademarks, journal ownership;
- Identifying funding or sponsorship opportunities.

- **Editorial Manager.** The Editorial Manager chairs the Editorial Management Team who have the following responsibilities:

- Regularly assessing the status of editorial workflows;
- Sending reminders to editors in cases where editorial inactivity is delaying the progress of a manuscript;
- Providing reviewer suggestions to handling editors if required;
- Corresponding with authors in the case where editors—in particular less experienced editors—are not comfortable in doing so²;

²This may be necessary in the event of communicating rejection decisions, for example.

- Communicating updates to the Editorial Committee;
- Facilitating editorial mentoring and/or training.

• **Social and Distribution Officer.** The Social and Distribution Officer chairs the Outreach Team who have the following responsibilities:

- Ensuring regular posts on Volcanica’s various social media platforms, as appropriate;
- Ensuring the advertisement of each published article on those social media platforms;
- Exploring the use of additional or alternative social media sites;
- Sourcing, generating, and disseminating media related to Volcanica activities;
- Coordinating Volcanica representation at national and international conferences, and other relevant events;
- Represent Volcanica to other organisations;
- Creation and maintenance of Volcanica’s online cross-platform brand identity;
- Ensure Volcanica’s message is consistent and kind;
- Coordinating with press as and when appropriate³;
- Identifying opportunities for dissemination of Volcanica’s message in other media (for example, magazine articles, Wikipedia, volcano listserv);
- Ensuring that the outreach@jvolcanica.org email account is monitored and active, and that any pertinent business arising through that account is communicated to the editorial committee.

• **Publication Quality Officer.** The Publication Quality Officer chairs the Technical and Typesetting team who have the following responsibilities:

- Managing article production, including:
 - * Ensuring article production as PDF and/or other formats as appropriate if necessary;
 - * Ensuring figure quality;
 - * Ensuring registration of metadata with CrossRef and DOAJ;
 - * Ensuring embedded article metadata is machine-readable and compliant with established standards.
- Ensuring guidance documents (for authors, editors) are uploaded to the website and can be accessed as appropriate (in coordination with Copyediting and Standards Team);
- Ensuring the website is periodically upgraded, and any required plugins are updated as appropriate;
- Ensuring maintenance of the SQL database;
- Developing and maintaining templates for article submission and publication;
- Developing and maintaining tools for converting submissions into TeX and JATS formats;

³Perhaps through nomination of a press officer.

- Carrying out other technical duties that do not fall under the remit of the Copyediting and Standards Team;

- Performing ad hoc innovative tasks, such as designing or testing plugins;

- The Publication Standards Officer also oversees the Copyediting and Standards Team, who have the following responsibilities:

- * Creating and curating resources for copyeditors and typesetters; In particular, this should relate to stylistic and grammatical standards, to ensure consistency within and between articles⁴;

- * Coordinating a team of internal copyeditors, to ensure articles are copyedited in a thorough and responsive manner;

- * Ensuring copyediting workload is evenly distributed;

- * Creating and curating resources for reviewers;

- * Conducting an assessment of the current review report format.

- **External Engagement Officer.** The EE Officer maintains relationships with key external organisations and seeks new partnerships to the benefit of the journal. The EE Officer has the following primary responsibilities:

- Serves as the journal representative for umbrella organisations of which the journal is a member (e.g. the Free Journal Network [FJN] and the Open Access Scholarly Publisher's Association [OASPA]);

- Serves as a voting member and technical contact for CrossRef.

- **Diversity, Equity and Inclusion and Open Science Officer.** The DEI Officer chairs the DEI and Open Science team who have the following primary responsibilities:

- Identifying areas of strength and weakness in Volcanica's existing policies;

- Ensuring compliance with relevant standards (such as GDPR);

- Identifying opportunities for engaging with the OA community;

- Keeping abreast of developments in Open Science, in particular where policies or opportunities have direct relevance to Volcanica;

- Identifying areas for Volcanica to engage with larger Open Science initiatives;

- Identifying opportunities for driving or engaging in DEI activities, and present these to the Editorial Committee;

- Soliciting input on journal policies;

- Formalising Volcanica mission statement;

- Being involved in recruitment processes;

- Drafting/editing code of conduct;

- Developing and revising plan for demographic data collection.

¶ 2.8 Opportunities to volunteer to these roles will be disseminated via email to the Editorial Committee. Appointment to these roles will be by nomination and consensus of the Editorial Committee. Members will hold these roles for three years, and can be renewed for a second term. Members may hold more than one

⁴For example, consistent use of SI units.

role (e.g. The Deputy Editor also serves as the Editorial Manager). Additional roles may be created, and appointed to, when needed.

¶ 2.9 **Members at Large** are committee members who contribute to discussions and voting, but do not have a specific task or team.

¶ 2.10 Committee Members may be asked to form ad-hoc short-term teams focused on emerging topics, such as task-and-finish groups or recruitment and selection committees.

3 Duties

3.1 Committee Meetings

¶ 3.1.1 Given the geographic spread of voting members, the Editorial Committee shall conduct business through an ongoing schedule of meetings, via email correspondence, and via an online discussion and decision-making platform as needed. Any matter requiring a decision, including appointments, should be circulated with the agenda enabling all members to consider the matter and express their thoughts if they cannot attend a meeting. Decisions, including appointments, will be made when 50 percent or more of the voting members are present online⁵ or actively engaging in discussion⁶. Decisions will usually be reached by consensus. When consensus decisions are not possible, decisions will be made by a majority vote. In practice, voting shall be conducted online (using polling software). In the event of a split decision, decisions shall be determined by the Editor in Chief.

¶ 3.1.2 The Deputy Editor will convene 3–4 meetings of the Editorial Committee per year, at varying times to account for the time zones of members. Meetings are expected to last 1–2 hours, but may be longer in exceptional circumstances. The Deputy Editor, with the EiC, sets the agenda, including reports from the subcommittees. The EiC chairs the meetings and in the absence of the EiC, a Vice EiC will chair. Each member can propose items for the agenda. The agenda should normally be circulated a week before the meeting. The minutes shall be taken by the Secretary. The minutes shall include date, participants, agenda, and a record of recommendations and decisions made. They should be circulated to each member within a month after the meeting. Members can propose amendments to the minutes via email and the Deputy Editor will approve the minutes on behalf of the members after a specified date.

¶ 3.1.3 Editorial Committee members are expected to attend all meetings where possible and/or engage in online discussions (taking into account time zones and other mitigating circumstances). If members are disengaged for a period of 6 months (without good reason) by not attending two consecutive meetings or not contributing to online discussions, they could be asked to step-down from the Committee. This decision will be made by the EiC in consultation with the Vice-Editors-In-Chief.

3.2 Responsibilities

¶ 3.2.1 The Editorial Committee shall evaluate, revise as necessary, and propose editorial policies for the Journal.

⁵In the case of meetings.

⁶In the case of email correspondence.

¶ 3.2.2 Similarly, the Editorial Committee shall conduct periodic⁷ strategic planning for the Journal and work with members of the Editorial Board regarding ideas for special issues and other innovative publication mechanisms.

¶ 3.2.3 The Editorial Committee shall conduct periodic⁸ strategic planning for the Journal regarding frequency of publication (i.e. the number of Issues per annum), target number of pages or papers, and any other pertinent topics as required.

¶ 3.2.4 The Editorial Committee shall review the size and composition of the Editorial Board of the Journal, taking into account the number of active members, their institutional affiliations, geographic location, disciplinary background, duration of service, active participation (as reviewers and/or editors), other contributions and/or services to the Journal. Importantly, the Editorial Committee shall promote and strive for diversity and gender representativeness in its own composition and that of the Editorial Board. When new appointments to the Editorial Board are required, the Editorial Committee shall solicit applications which should consist of a 300-word cover letter through an open call.

¶ 3.2.5 The Editorial Committee shall also review the size and composition of the Editorial Committee of the Journal and seek replacements when committee members step down. When new appointments to the Editorial Board are required, the Editorial Committee shall solicit applications which should consist of a 300-word cover letter through an open call. Applications shall be reviewed by the Editorial Committee, taking into account the number of active members, their institutional affiliations, geographic location, disciplinary background, duration of service, active participation (as reviewers and/or editors), other contributions and/or services to the Journal.

¶ 3.2.6 The Editorial Committee may engage in other activities for the benefit of the Journal, such as promoting Specialty Group interest and involvement.

¶ 3.2.7 The Editorial Committee shall be kept aware of any negotiations pertaining to the Journal conducted by the EiC, the Vice-EiC and the Legal and Finance Officer, and/or appointed sub-committees. Any binding contracts negotiated shall be subject to review by the Editorial Committee.

⁷Annual, or as required.

⁸Annual, or as required.