

Australian Journal of Defence and Strategic Studies

Editorial Review Board Terms of Reference

March 2023

Amendments

These terms of reference (TOR) have been endorsed by the Editorial Review Board (Board) and take effect from 4 May 2023. They amend the previous guidelines and terms of reference, which were effective from 10 April 2019 until 4 May 2023. These TOR will be ongoing unless otherwise varied, amended or rescinded by majority vote of the Board. These TOR are to be reviewed every two years.

Sponsorship

The *Australian Journal of Defence and Strategic Studies* (AJDSS) is published by the Australian Defence College, Joint Capabilities Division under the sponsorship of the Chief of the Defence Force (CDF).

Audience

The AJDSS seeks to engage and inform Australian military and Defence personnel, our allies and partners as well as academics, researchers, policymakers and defence and security sector stakeholders in Australia and internationally on current issues, debates and multidisciplinary research into Australian defence and strategic security concerns.

Scope

The AJDSS is the flagship academic journal of the Australian Defence Force promoting the scholarship of war as a national endeavour. It publishes multidisciplinary peer-reviewed papers, commentary and analysis, reviews and correspondence. It is an open-access journal published at a minimum of twice annually in print and electronic format online.

Aims

The AJDSS aims to:

- look to the future
- inform decision-making now
- spark serious discussion and debate
- foster original innovative research and analysis
- include diverse voices and readers

The AJDSS recognises the fundamentally shifting strategic environment facing Australia in the 2020s and beyond, both globally and in our region, and that this is occurring in parallel with rapidly changing social, technological, economic and political challenges. The AJDSS aims not only to identify emerging trends and future concerns but also to interrogate their implications and examine a range of possible responses.

The AJDSS is to be a forum for different approaches and perspectives to stimulate respectful, considered and intelligent debate that contributes to broader collaborations and the exchange of ideas.

The AJDSS aims to nurture original, innovative research and academic analysis that enhances understanding of defence and strategic issues, and challenges conventional thinking and approaches.

The AJDSS recognises the importance of welcoming different voices and points of view. It aims to bring together a diverse range of writers and readers from across the professional military,

government, academic and industry sectors and to be of interest to Australia's allies and partners internationally.

Governance

The Commander of the Australian Defence College (COMADC) in collaboration with the editor appoints members of the Board on behalf of the Chief of the Defence Force (CDF).

Role of the Board

The role of the Board is to provide strategic direction, oversee the AJDSS's academic integrity and its editorial policies. They support the journal through advocacy and engagement with domestic and international partners and provide expert advice and professional gravitas.

Responsibilities

The Board has four key areas of responsibility.

Its members support the AJDSS by:

- setting, reviewing and advising on the AJDSS's strategic direction and overseeing its policies and procedures
- providing high-level advice on the academic content of the journal and ensuring the integrity of the peer review process
- advocating and promoting the journal to relevant stakeholders including identifying editorial opportunities and communicate these to the editorial team
- upholding the ethical standards of the journal.

Board Members commit to:

- upholding the ethical standards, responsibility and policies of the Board
- attending and participating in scheduled meetings
- completing peer review assessments and submitting reports to agreed timelines or notifying the editorial office in a timely manner if unable to do so
- maintaining the confidentiality of Board deliberations and the peer review process
- making themselves available outside scheduled meetings where required
- championing the work of the journal within their own networks and in appropriate public forums
- accepting and respecting the editorial independence of the editor and to not attempting to influence or overrule editorial decisions
- to not attempting to influence the work of the Board or of the journal for personal, financial or political advantage

Composition

The Board consists of:

- COMADC, who serves as Chair
- the AJDSS editor and managing editor
- a minimum of 7 and up to 17 independent members with relevant expertise and experience who together contribute a diverse range of skills and perspectives to the Board's deliberations.

Nominations

The editor may actively seek new Board members of appropriate experience or expertise to ensure the Board provides appropriate breadth, diversity, technical expertise and perspective. New members may also be recruited through advertising, if required; volunteer themselves directly for consideration; or be proposed by past and present members of the Board.

As a matter of practice, members are not paid for their service; however, in some circumstances honoraria may be made available.

Board diversity

As far as possible, the Board should reflect the diversity and breadth of the professional community it serves, recognising that the Board has a vital role to play in ensuring the quality, originality and dynamism of the journal. Effort should be made to represent a breadth of age, gender, geographic, linguistic and ethnic diversity to minimise undue bias affecting decision-making and the selection of submissions for publication. The editor ultimately must take steps to redress insufficient diversity; however, the Board too, should consider whether there is under-representation of key groups and what redress is possible.

Duration of membership

Board members are asked to serve for two years. Membership is not ongoing and positions will be declared open at the end of the two-year period.

The Chair may invited Board members to sit for more than one term, but no member shall be asked to sit for more than three terms. Membership terms are to be staggered to ensure continuity.

Should a Board member wish to resign their position before the end of their term then reasonable notice should be given (minimum three months).

Termination of membership

If a Board member does not make themselves available (in-person or via alternate means) for more than three (3) meetings in succession, without prior dispensation from the Chair, or they fail to uphold their responsibilities as outlined in these TOR, they may be disqualified from membership of the Board by the Chair.

Conflicts of interest

Where a Board member has a conflict of interest (actual or perceived) in relation to peer review or a matter before the Board the member should notify the Chair and/or the editor directly and at the discretion of the Chair recuse themselves

Board members should reveal to the Chair what other boards they sit on or when they accept a place on the board of another publication so an informed assessment of potential conflicts of interest can be made.

Role of the CDR editorial team

The day-to-day functions of the AJDSS are managed by CDR, which provides the editor and managing editor of the journal.

The editor and managing editor oversee the journal's editorial content, peer review and production processes and the implementation of the strategic direction and editorial policies approved by the Board.

Members of the Board should expect the editorial team to:

- provided members with complete, accurate and meaningful information in a timely and transparent manner
- be given reasonable time to make key decisions
- be alerted to potential risks and issues that could impact the journal as they arise
- provide ongoing review, of the work of the Board and the editorial processes of the journal
- receive feedback and criticism in good faith.

Secretariat support

CDR provides secretariat functions for the Board, arranging meetings, agendas, minutes, supporting documentation and the distribution of same, and any other communications relating to the work of the Board.

Meetings

All meetings will be chaired by COMADC; or in their absence, the editor will chair meetings. A meeting quorum shall be defined as 50 per cent of the current members with either the Chair and editor present. Meetings should not exceed two hours without prior agreement.

It is expected all members will attend meetings prepared, having read and reviewed all submissions circulated to them for peer review and any other relevant discussion and policy documentation as listed in the meeting's agenda.

Decision-making process

Decisions of the Board should be made by consensus (i.e. members are satisfied with the decision even if it is not their first choice). If consensus is not reached, a vote may be held with the Chair having the deciding vote, where the vote is inconclusive.

Participation

Where a member resides interstate or overseas and is unable to attend meeting in person the CDR as facilitator of the Board will make all effort to provide appropriate alternate means of participating such as Skype. In some cases, travel arrangements may be made to facilitate members attending board meetings in line with Defence policies.

Frequency

Meetings will be held twice a year (unless otherwise agreed by members).

Location

Unless otherwise arranged, meetings will take place at the Australia Defence College, Weston.

Subgroups

Subgroups, or subcommittees, of the Board may be formed when deliberation or organisation of time consuming or complex matters of relevance to the Board are required.

Subgroup meetings should be arranged at times and locations convenient to the members, such that decisions, recommendations and proposals can be fed back to the Board in a timely and efficient way.

Transparency and recognition

The names of Board members and their affiliations, as well as external peer reviewers who have contributed to the journal, are to be regularly published within the journal in recognition of their contribution and as a matter of transparency and best practice.

Also as a principle of transparency and best practice in scholarly publishing, AJDSS will make available (through its website or other means) a statement of its aims and scope, and information on its peer-review process, policies and procedures and means to give feedback, lodge complaints or appeals and make contact with the journal.