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**IJPS Associate Editors and**

**Editorial Board Members**

Thank you for your interest in serving as an associate editor or editorial board member for the International Journal of Police Science (IJPS). For more information about the IJPS, please visit <https://ijps-journal.org/> or contact the managing editor at Editor@IJPS-Journal.org.

**Associate Editors**

An IJPS associate editor protects the journal’s integrity and reputation by ensuring all materials published by the journal meet exceptional research, writing, publication, and ethical standards.

Associate editors must agree to abide by the following terms and conditions:

* + Qualifications:
		- Education, training, and/or experience that would qualify one as an expert in multiple areas relevant to publishing a scholarly journal, including research methods, scholarly writing, academic editing, journal management, research ethics, and publication ethics.
		- Willingness to take responsibility for editing decisions.
		- Commitment to honorably represent the IJPS.
		- Availability (time, energy, and attention) to perform the duties described below.
	+ Associate editors will support the journal by performing the following duties:
* Thoroughly review each submission after it has gone through peer review and revisions to:
	+ - * confirm all peer review editing requests have been adequately addressed
			* confirm the submission complies with all IJPS author guidelines
			* ensure the manuscript conforms with all relevant research and writing standards
			* ensure there are no research ethics or publication ethics concerns
			* provide the managing editor with a recommendation on whether to publish the submission
		- Carefully proofread each submission after it has been typeset, formatted, and approved by the author to ensure there are no remaining content, typographical, or formatting errors.
* Advise the editor in chief and managing editor on matters related to the journal’s strategic direction and the journal’s compliance with high standards of publication ethics.
* Provide feedback on the journal’s website, workflow, policies, procedures, strategies, and communications.
* Serve as an ambassador of the journal by promoting the journal through professional networks, at conferences, etc.
* Encourage appropriate authors to submit their manuscripts to the journal.
* Recruit qualified peer reviewers.
* Help resolve conflicts between peer reviews.
* Write book reviews or editorials on contemporary topics of interest to the journal’s target audience (associate editors are prohibited from submitting research articles, review articles, rapid communications, or case studies).
	+ Associate editors will be appointed to serve a 3-year term, with the possibility of 1-year extensions. If an associate editor is not willing or able to complete their term, they will immediately notify the editor in chief or managing editor so a replacement can be identified. The editor in chief may end the appointment of an associate editor early due to actions or inactions by the editor, including (but not limited to) inadequate qualifications; failure to adequately perform core duties; unprofessional conduct in the purview of authors, peer reviewers, other editors, or board members; or failure to report potential conflicts of interest.
	+ Conflicts of interest—whether real or perceived—jeopardize the integrity and reputation of the journal. Associate editors will disclose any potential conflicts of interest as soon as they are identified. A potential conflict of interest includes current or former familial, academic, financial, business, legal, political, religious, ethical, or other circumstances or relationships that could create a conflict between your personal interests and the interests of the journal. Examples of potential conflicts of interest include having a financial interest in the journal publishing certain material, or having split loyalty/split attention by serving as an editor or editorial board member for another journal.
1. **IJPS Editorial Board Members**

The IJPS Editorial Board consists of individuals—representing diverse geographies, experiences, demographics, and subject matter expertise—who share a common mission to facilitate open access scholarly works that support policing and security researchers, practitioners, and policymakers.

Editorial board members must agree to abide by the following terms and conditions:

* + Qualifications:
		- Education, training, and/or experience that would qualify one as an expert in police science, security studies, and/or different facets of scholarly journal management, including research methods, scholarly writing, academic editing, journal management, research ethics, and publication ethics.
		- Commitment to honorably represent the IJPS.
		- Availability (time, energy, and attention) to perform the duties described below.
	+ Board members will support the journal by performing the following duties:
* Advise the editor in chief and managing editor on matters related to the journal’s strategic direction and the journal’s compliance with high standards of publication ethics.
* Provide feedback on the journal’s website, workflow, policies, procedures, strategies, and communications.
* Serve as an ambassador of the journal by promoting the journal through professional networks, at conferences, etc.
* Encourage appropriate authors to submit their manuscripts to the journal.
* Recruit qualified peer reviewers.
* Help resolve conflicts between peer reviews.
* Perform peer reviews (only when identified as the best qualified reviewer).
* Write book reviews or editorials on contemporary topics of interest to the journal’s target audience (board members are prohibited from submitting research articles, review articles, rapid communications, or case studies).
	+ Editorial board members will be appointed by the editor in chief to serve a 3-year term, with the possibility of 1-year extensions. If a board member is not willing or able to complete their term, they will immediately notify the editor in chief or managing editor so a replacement can be identified. The editor in chief may end the appointment of a board member early due to actions or inactions by the member, including unprofessional conduct directed at or in the purview of authors, editors, or other board members; failure to respond to requests for assistance from the journal’s editors; or issues related to conflicts of interest.
	+ Conflicts of interest—whether real or perceived—jeopardize the integrity and reputation of the journal. Associate editors will disclose any potential conflicts of interest as soon as they are identified. A potential conflict of interest includes current or former familial, academic, financial, business, legal, political, religious, ethical, or other circumstances or relationships that could create a conflict between your personal interests and the interests of the journal. Examples of potential conflicts of interest include having a financial interest in the journal publishing certain material, or having split loyalty/split attention by serving as an editor or editorial board member for another journal.

If you are interested in serving as an associate editor or editorial board member for the IJPS, please complete the attached survey. If you have any questions, please contact the managing editor at Editor@IJPS-Journal.org.

**Survey for IJPS Associate Editors and Editorial Board Members**

All prospective IJPS associate editors and editorial board members will be asked to complete the below survey to support their application. All current associate editors and editorial board members will be asked to complete the survey annually to validate or update their responses.

* + **Please identify your intention(s):**

[ ]  I serve or am interested in serving as an IJPS associate editor. I understand and meet the qualifications, and I agree to the terms and conditions of serving as an associate editor.

[ ]  I serve or am interested in serving as a member of the IJPS editorial board. I understand and meet the qualifications, and I agree to the terms and conditions of serving as an editorial board member.

* + **Please provide the following information:**
		- * Full name:

Click or tap here to enter text.

* + - * Position/title:

Click or tap here to enter text.

* + - * Academic or business institution affiliation:

Click or tap here to enter text.

* + - * Country/region:

Click or tap here to enter text.

* + - * Email address:

Click or tap here to enter text.

* + - * URL for institutional or personal website containing a CV and publication history:

Click or tap here to enter text.

* + - * ORCID iD or alternate unique author identifier (if available):

Click or tap here to enter text.

* + **Please answer the following questions:**
		1. **What are your relevant areas of subject matter expertise (for which you have verifiable education, training, and/or experience):**
			- Related to police science and/or security studies?

Click or tap here to enter text.

* + - * Related to research methods, scholarly writing, academic editing, journal management, research ethics, and publication ethics?

Click or tap here to enter text.

* + 1. **What is your relevant experience with a scholarly journal (paid or unpaid)?**
			- Name of journal: Click or tap here to enter text.
			- Role/title: Click or tap here to enter text.
			- Beginning – ending dates of involvement: Click or tap here to enter text.
			- Tasks performed: Click or tap here to enter text.
			- Name of journal: Click or tap here to enter text.
			- Role/title: Click or tap here to enter text.
			- Beginning –ending dates of involvement: Click or tap here to enter text.
			- Tasks performed: Click or tap here to enter text.
			- Name of journal: Click or tap here to enter text.
			- Role/title: Click or tap here to enter text.
			- Beginning – ending dates of involvement: Click or tap here to enter text.
			- Tasks performed: Click or tap here to enter text.
		2. **Why do you wish to be an associate editor or editorial board member for the IJPS?**

Click or tap here to enter text.

* + 1. **In what specific ways are you willing and able to contribute to the IJPS’s immediate and long-term success?**

Click or tap here to enter text.

* + 1. **Please disclose any potential conflicts of interest (per the conflict of interest description above).**

Click or tap here to enter text.

* + 1. **Additional comments:**

Click or tap here to enter text.

* + Optional questions designed to help us monitor the diversity of our editorial team; please skip any questions you prefer not to answer:
		1. **Age:**

[ ]  20–35

[ ]  36–50

[ ]  51–65

[ ]  66+

* + 1. **Gender:**

[ ]  Male

[ ]  Female

[ ]  Other

* + 1. **Highest level of education:**

[ ]  Bachelor’s degree

[ ]  Master’s degree

[ ]  Doctoral degree (or equivalent)

* + 1. **Would you consider yourself to have a disability?**

[ ]  Yes

[ ]  No

* + 1. **Race/ethnicity:**

Click or tap here to enter text.

* + 1. **Languages you can speak/read/write and your level of proficiency (native, fluent, functional, limited):**

Click or tap here to enter text.

[ ]  I understand associate editors and editorial board members are not compensated for their efforts.

[ ]  I confirm all of the information I have provided in this survey is true and complete. I understand that exaggerating qualifications, falsifying information, or failing to disclose potential conflicts of interest are each grounds for being disqualified or dismissed from a position with the IJPS.

**Signature** (you may just type your name): Click or tap here to enter text.

**Date**: Click or tap to enter a date.