

Role of the Editorial Committee

HERDSA Guides and other Occasional Publications

The role of the Editorial Committee is to review proposals for HERDSA Guides and other occasional publications and to support and advise the authors in the writing process. The Convening Editor is the editor of the publication and manages the publication process. The Convening Editor works closely with the author to develop a timeframe for writing the Guide through to its publication and provides editorial comment and advice to the author on matters such as structure, style, format, length, presentation and content. The Convening Editor serves as a critical friend to advise and support the author in the writing and editing process to get the Guide to publication. The aim of this ongoing support and advice is to pre-empt major problems at the end of the writing process and during the review process.

For each Guide a second member of the Editorial Committee is appointed to support the Convening Editor in editing that Guide. This person is chosen based on experience and interest in the Guide topic.

The Convening Editor may seek the advice of the Editorial Committee where there is disagreement on any issues, including style or content, arising between the editors and the author or as a result of the feedback from the referees.

Appointment

The Editorial Committee comprises a Convening Editor and up to nine committee members.

- All members of the Editorial committee must be current members of HERDSA.
- The Convening Editor is appointed by a resolution of the HERDSA Executive with the appointment confirmed in writing. The appointment is ongoing subject to review of the Executive every two years at the time of the Annual General Meeting. The Convening Editor is a co-opted member of the HERDSA Executive.
- Each member of the Editorial Committee is appointed by a resolution of the HERDSA Executive, with the appointment confirmed in writing. The period of appointment is for two years and subject to renewal at the Annual General Meeting.
- The Convening Editor may recommend new members to the HERDSA Executive to fill vacancies and recommend that non-participating members be removed from the committee.

Statement of duties

The role of the Editorial Committee is to support the Convening Editor. Specific duties include:

- Providing a written response to proposals for Guides submitted by potential authors and circulated by the Convening Editor, as to their suitability for development as a Guide and their general suitability as a HERDSA publication. Responses should address the specific criteria for Guide proposals. Feedback from Committee members will be provided to the author of the proposal as a collective response without identifying individual Committee member's comments. Normally, such responses should be made within two weeks of receiving a proposal.
- Appointment, on a rotating basis, to support the Convening Editor in editing that Guide and to serve as a referee for the Guide. Appointment would be where the Committee member's specialist knowledge, experience and or interest in the particular area of higher education would make them appropriate as a resource person for the author. As much as

possible these appointments would be made on a rotating basis among the Committee members so that Committee members are working with only one Guide at any one time. All communication with the author should be through the Convening Editor.

Committee members are expected to:

- Maintain a current e-mail address with the Convening Editor and with the HERDSA Office.
- Channel all communication through the Convening Editor so that the Convening Editor is kept fully informed of progress on Guides.
- Provide timely response to requests from the Convening Editor. For example, provide feedback on Guide proposals within two weeks of receipt
- Proof read the final copy of a Guide manuscript (one committee member per Guide).
- Recognise that the external refereeing process for the Guide is "blind", and that there should not be disclosure of the identity of referees to authors, nor of authors to referees.
- Assist the Convening Editor in identifying potential referees for Guides
- Assist the Convening Editor in identifying potential topics for new Guides and in identifying potential authors who HERDSA may commission to write a Guide.
- Provide advice to the Convening Editor where there is disagreement on any issues, including style or content of a Guide, arising between the editor and the author or as a result of the feedback from the referee.

HERDSA Guides Editorial Committee

Allan Goody - Editor
Curtin University of Technology

Rick Ladyshevsky
Curtin University of Technology

Roger Landbeck
HERDSA News Editor

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University of Adelaide

Jo McKenzie
University of Technology Sydney

Kathryn Sutherland
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Whitireia Community Polytechnic

Gail Wilson
Bond University