

JALL EDITORS' DUTIES

1. One editor (currently Jennie Lynch) is sent an email by the system when a new submission arrives. This editor assigns the submission to an editor on the basis of editor expertise/subject interest or in order to share the workload around.
2. (a) An editor first determines if a submission fits the scope of the journal. If for some reason the submission doesn't, the editor is to notify the author(s) of the reasons why and if possible suggest an alternative place of publication. If an editor is uncertain about the suitability of an article in its entirety or in part, they should consult with the other editors.
 - (b) If the article fits the scope of the journal, the editor is to make a copy of the article, give the copy a reference code, and remove all author details from the copy for the purposes of blind reviewing. This involves removing the author details from under the title and checking the manuscript for statements like: "In previous research by the author (Rowland, 2006), ...", and replacing it with, "In previous research by the author (Author, ???), ...".

N.B. The editor needs to check at this stage if the author details are recorded under file properties, and if so to remove them. To do this:

 - (i) Go to the "File" menu, select "Properties" then click on the "Summary" tab. If author details are recorded here, then go to step (ii).
 - (ii) Go to the "File" menu and select "Save As". Then click on the "Options" button and check the option, "Prompt for Document Properties". Then click "OK" then "Save".
 - (iii) Repeat step (i) to confirm process has been successful. (You might then want to undo step (ii) so that you aren't asked to check document properties whenever you save any of your own work!)
 - (c) The editor then selects two potentially suitable referees and sends them under a standard cover letter a copy of the "blinded" copy of the submission, together with the "JALL Proforma for Peer Review". (See step 13 of the associated "OJS Editing" file.)
 - (d) The editor acts as a conduit between the referees and the author.
 - (i) Before sending a referee's report to an author, the editor should check to make sure that the referee's details are not stored in the "Properties" of the review file(s) (see 2(b) above).
 - (ii) If a referee's report is not received within four weeks, the referee is to be sent a reminder notice. If after a further two weeks a reply is not forthcoming without a request for a reasonable extension, a new referee is to be found.
 - (e) If a referee asks to see a revised manuscript due to significant revisions being asked for, steps 2(b) and (d) are to be repeated when the revised manuscript is received.
 - (f) Where the referees require the paper to be "reviewed again following major revisions," but give incompatible feedback, the editor should arbitrate and provide concrete direction to the resubmitting author.
 - (g) Should a paper be rejected by reviewer A but reviewer B asks to review again after the author revises the paper, then if the author revises the paper and the paper is then found to be acceptable by reviewer B (the paper is not to be sent back to reviewer A), then the paper should then be sent to a reviewer C to see if a second reviewer agrees that the revised paper merits publication.
 - (h) Should a paper be accepted by one referee and rejected by another, the paper, together with both the positive and critical reviews, is to be sent to a third referee for consideration.

3. (a) When a paper is accepted, the editor helps the author to improve the written quality of the paper if necessary. The editor should also check in particular for consistency with Journal style policies on referencing (APA).
4. Once a final publishable form of the paper is achieved, it is to be sent to the Layout Editor (currently David Rowland at d.rowland@uq.edu.au) for preparation for putting on the journal website.

JOURNAL MANAGER'S DUTIES

1. Making sure the journal is "set up" properly and updating the "set up" if any changes to policy are made.
2. Enrolling new editors.
3. Changing who is to be notified automatically by email when new submissions arrive (such a change might occur for the conference submissions).
4. Providing support to users encountering problems with using the OJS software and updating the help materials (e.g. users guides) accordingly.
5. In conjunction with the editorial team, ensuring the journal website reflects the journal's policies.
6. Responding to problems with users losing their username and/or password.
7. As software advances, a journal manager might periodically need to replace all articles in old formats with the same article in a newer format.
8. Maintaining a back up archive of all published submissions.