



**International Research Journal**

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# IARS' INTERNATIONAL RESEARCH JOURNAL

## BOARD STRUCTURE & ROLES AND RESPONSIBILITIES

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## Version History

Version	Release Date	Author/Modifier	Description/Remarks
0.1	08 FEB 2011	Prof. (Dr.) D. Jain	Draft prepared
1.0	08 FEB 2011	Governing Board of Journal	Baselined
1.1	29-Aug-2021	Dr. Shivani Raheja	<ul style="list-style-type: none"><li>• Updated Publisher Name</li><li>• CEO defined as independent role reporting to EC and ED.</li><li>• Structure of Editorial Board updated.</li><li>• Responsibility of administration of ResEarth is formally assigned,</li></ul>

### Preamble:

IARS' International Research Journal (I'IRJ) is half yearly published peer reviewed (refereed), open access, multidisciplinary, scholarly journal available in print and electronic format with unique ISSN issued by Australian ISSN Agency. The Journal is published by "IARS' Press Australia" (an extended unit of International Association of Research Scholars) and funded by its sponsors. The Journal is FREE of cost for publishing and distribution in electronic form at the official website ResEarth: IARS' Journal Management System ([www.research.iars.info](http://www.research.iars.info)). All board structures, chairs, and respective roles & responsibilities are honorary and voluntary in nature and not entitled to any remunerations for them. Reimbursements of any expenses towards rendering of services may be honored with prior written approval from editorial chairman only.

### Scope:

This text documents different chairs defined in Board Management of IARS' International Research Journal (I'IRJ) and describes the assigned roles and responsibilities.

### Limitation/Disclaimer:

This text documents offers merely as an indicative guide for roles and responsibilities of the senior management offices of the association but in no ways provides exhaustive list of responsibilities of any chair or any legal claims to the organization. This document should be followed with common ethics and cooperative senses of responsibilities to meet the goals of the organization. The Office of chairperson of the organization reserves complete rights of making any changes in this document without prior notices.

### Reviewed By

Prof. (Dr.) Maya Khemlani David (Editor in Chief – IARS' International Research Journal)

### Approved By

Prof. D. Jain (Editorial Chairman – IARS' International Research Journal)





## TABLE OF CONTENTS

1	The Publisher.....	4
2	Editorial Chairperson (EC).....	4
3	Editorial Directors (ED) .....	4
4	Chief Editorial Officers (CEO).....	4
5	Editorial Board (EB) .....	5
5.1	Editor in Chief.....	5
5.2	Chief Managing Editor.....	5
5.3	Board of Managing Editors.....	5
5.4	Editorial Annexure (EA) .....	5
6	Advisory Board .....	6
7	Reviewer Board .....	6



## **1 THE PUBLISHER**

The primary Publisher of IARS' International Research Journal is "IARS' Press Australia" (an extended unit of International Association of Research Scholars) who can further collaborate with other professional publishers for ensuring the success of the journal. The publisher is responsible for arranging the funds for journal finance for meeting all expenses.

## **2 EDITORIAL CHAIRPERSON (EC)**

Editorial Chairperson is the primary and the most influential contact for any affair related to the IARS' International Research Journal (I'IRJ). It is responsible for overall success of the journal. The long-term strategic policies and decisions come from this chair. Editorial Chairperson is responsible for appointing/replacing the governing board members and actively coordinate with them along with the publisher in their activities by sending updates on key performance indicators, journal statistics, arranging teleconferences and physical meetings where possible, analyzing competitive situation, developing content ideas. Editorial Chairperson is also responsible for planning of special issues, publishing ethics, and delegation/resolution of complaints reported under code of publishing ethics. Editorial Chairperson heads the Governing Board of the Journal.

## **3 EDITORIAL DIRECTORS (ED)**

Editorial Directors are parts of the Governing Board of the Journal and together constitute the Board of Directors of the Journal. The Editorial Directors are responsible for active directions to all board members for publicity & marketing, and distribution of the journal across globe. It works right handedly with Editorial Chairperson by sharing responsibility towards the success of the journal. Editorial Director empowers the overall profile of the journal using websites, social media, RSS feeds, search engine optimization and email communications. Editorial Director is expected to coordinate with research scholars, mentors, institutions, and organizations for calling contribution to the journal and its distribution.

## **4 CHIEF EDITORIAL OFFICERS (CEO)**

Chief Editorial Officers (CEO) are the supporting parts of the Governing Board of the Journal along with Editorial Directors (ED). The Chief Editorial Officers along with the Editorial Directors help the Editorial Chairperson for appointing/replacing the editorial/advisory/reviewer board members and actively coordinate with them along with the publisher. They are responsible for defining/updating the structure, roles, and responsibilities of the Editorial Board (EB) with the approvals of Editorial Chairperson. One of the CEOs, as nominated by EC, is responsible for administrating the ResEarth: IARS' Journal Management System.



## **5 EDITORIAL BOARD (EB)**

Governed by the Office of CEO, the Editorial Board or Board of Editors (EB) consists of Editor-in-Chief, Chief-managing-Editor, Managing Editors, and Editorial Annexure. The Editorial Annexure is composed of Sr. Associate Editors and Associate Editors.

### **5.1 Editor in Chief**

Editor in Chief is overall responsible for timely publishing of a volume/issue of the journal with optimum quality. The Editor in Chief heads the Editorial Board and coordinates with other team members to get the volume published. Editor in Chief gives its final consent about acceptance/rejection of a manuscript in a volume/issue.

### **5.2 Chief Managing Editor**

Chief managing Editor is the firsthand support to the Editor in Chief and shares parallel responsibilities with it. Chief Managing Editor leads the Editorial Board and coordinates with Managing Editors for successful and timely completion of different sections of a volume/issue of the journal. In consultation with Editor-in-Chief, the Chief Managing Editor advises the Editorial Chairman for addition/deletion/modification of sections/columns in a volume/issue of the journal and hereby defining overall structure/schema of any volume/issue of the journal.

### **5.3 Board of Managing Editors**

The Board of Managing Editors is headed by Chief Managing Editor. The Managing Editors are responsible for planning about the schema of a volume/issue of the journal, provide their comments to the Editor-in-Chief about a given manuscript for which they receive the review inputs through Associate Editors. The managing editors usually head a specific area/column/section in the journal under the directions of Editor in Chief and subject matter experts of the specific topic.

The Managing Editors get assigned to manuscripts in ResEarth: IARS' Journal Management System by the system administrator. Respective Managing Editor of the manuscript is responsible for selecting and assigning reviewers, getting and consolidating review comments, taking appropriate decision about selection of manuscript, and assigning it to appropriate volume/issue of the journal, through ResEarth JMS.

### **5.4 Editorial Annexure (EA)**

The Editorial Annexure (EA), also known as Board of Associate Editors at I'IRJ, includes Sr. Associate Editors and Associate Editors. The board is responsible for providing required assistance to the Board of Managing Editors in preparation of publishable volume/issue of the journal as and when required. The members of Editorial Annexure can be called upon by the Managing Editors for special advice and support based on their areas of expertise.





## **6 ADVISORY BOARD**

The Advisory Board of I'IRJ is expected to provide the Governing Board and Editorial Board with the honest and transparent advises to ensure the success of the journal in meeting its objectives and achieving its mission. The board includes a team of Chief Advisor, Senior Advisors, and Advisors. The Chief Advisor heads the Advisory Board and takes the support of other board members to advise the Journal Directors, CEO(s), and Editors for their operations.

## **7 REVIEWER BOARD**

The Reviewer Board is responsible for expert reviews of assigned manuscripts and providing their comments for the manuscript to the editorial board in a set template of I'IRJ. The reviewers should submit their comments on the manuscript and its contents and NOT on the knowledge of proficiency of the author(s). At the same time, the reviewer should also extend their vision towards the contribution (positive as well as negative) of the content towards the society and the objectives of the journal and provide the comments accordingly.

The Editor-in-Chief would consider the reviewer's comments as one of the basis of its decision about inclusion or rejection of the manuscript in any volume of the journal though, there can be many other factors contributing to this decision e.g. criticality of the topic, suitability to current stream of journal etc. that may have not been commented upon by the reviewers. Based on all factors, the Editor-in-Chief would take the decision about inclusion of manuscript in the journal and this decision should be finally acceptable to all parties.

≡ **END OF DOCUMENT** ≡

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