

As a journal of the British Sociological Association, we now provide public documents that give detailed information about the following areas:

1. A statement of the selection procedures and criterion for election of the Editorial team, the Chair of the Board, members of the Editorial Board and members of the International Advisory Board.
2. A statement of the roles and responsibilities of the Editorial team, the Chair of the Board, the Editorial Board and the International Advisory Board.
3. Guidelines for both Board and Non-board referees.

If you have any questions regarding anything contained in the documents, please direct them to the BSA Publications Department at publications@britsoc.org.uk

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All information presented here is correct at the time of publication but may be subject to change. Please check the BSA website for the most up-to-date version, www.britsoc.co.uk/publications/publicdocuments

I. Editorial Team

A. General Information

The editorial team will ideally comprise 3-4 Editors with at least three years membership of the British Sociological Association (BSA).

The team, which will include a Review Editor, will work with an Editorial Board of 24 and an International Advisory Board of 16.

They will be supported academically by an Editorial Board Chair (who will be elected from within the Editorial Board); administratively by publications staff based at the BSA offices; and organisationally by members of the BSA Executive and its Publications sub-committee.

As submissions to the journal are received and refereed electronically, journal volunteers are expected to be IT literate with access to the internet.

Editors should demonstrate:

- good scholarly standing, though not necessarily high academic rank;
- breadth of intellectual approach: sympathy to and tolerance of a diversity of interests, perspectives and styles of research within sociology and related disciplines;
- efficiency in organisation and adherence to timetables, concern for good readable English (and a good proof-reading eye);
- capacity to combine tact with firmness (vis-à-vis authors, publishers, etc., and in exercising judgements based on conflicting recommendations from referees)

B. Selection procedures

Applications should be no longer than five sides of A4 and include:

- the editorial and other relevant experience of the team;
- confirmation that all members of the team have been members of the BSA for a minimum of 3 years (although they should be able to ask for this to be varied in exceptional circumstances);
- details of the support offered by the host institution; and
- ideas on how the team would like to develop the journal.

A timetable for the application, selection and induction processes, and further information on the criteria for editorship of the journal will be made available approximately half way through the three-year term of the current team. The selection processes described in that document are non-negotiable. Applicants will normally be given three months in which to complete their application.

C. Role & Responsibilities

Duties include:

- editing, and reviewing potential submissions to the journal;

- representing the journal on the BSA Publications Committee;
- representation and promotion of the journal at the annual BSA conference;
- attending twice yearly meetings of the editorial board; and
- liaising with the publishers (currently SAGE).

Submissions to the journal will be received and refereed electronically via a manuscript tracking system, Manuscript Central. Sales, promotion and the physical production and storage of the journal are dealt with by SAGE Publications. The Editorial team is answerable to the BSA's Executive Committee and are automatically members of the Publications Committee (a sub-committee of the BSA Executive), whose area of delegated responsibility is the Association's publications activities. It is there as an advisory sub-committee of the Executive only - reviewing, monitoring, researching, developing and, crucially, supporting the work of the journals Editors. Recommendations for change should generally be discussed with the Publications Committee but need to be submitted to the Executive Committee, as this is the governing and therefore decision-making body of the Association.

2. Editorial Board Chair

A. Selection Procedures

Candidates must be a current member of the Editorial Board and must be nominated by an existing board member. The nomination should include:

- a note from the candidate accepting the nomination; and
- a statement of no more than one paragraph in support of her/his candidature indicating what they would be able to bring to the position in terms of skills, background or expertise.

If an election needs to be held it will be by ballot of elected Board Members and the Editors. The chair will report the result at the November meeting of the Editorial Board.

The new Chair then begins their four year term from the following January thereafter. (The four years is in addition to their previous time as a Board Member.)

Unsuccessful candidates are not excluded from applying again.

B. Role & Responsibilities

1. As per the BSA Standing Orders, Editorial Boards must have an independent Chair.
2. The Chair of the Editorial Board will be a member of the Association.
3. The Chair will be drawn from full members of the Editorial Board and be selected by means of secret ballot of existing full members of the Board and confirmed by the Executive Committee.
4. The term of office of the Chair will be four years and should not coincide with the editors' term of office to ensure continuity in the hand over to the new editorial team.

5. The term of office can be terminated by the Executive Committee on grounds of misconduct, failure to fulfil their obligations, unprofessional behaviour or by mutual agreement.
6. The Chair is responsible for the organisation and conduct of the meetings of the Editorial Board.
7. The Chair must represent the journal on the BSA Publications Committee, along with the Editors.
8. The Chair will seek to positively promote the journal.
9. The Chair will be responsible for the search for a new Editorial Team, with the support of the Association.
10. The Chair should ensure that all editorial business is conducted in accordance with the Association's ethical policies, practices and guidelines.
11. The Chair can choose to extend the term of a member of the Editorial Board by one year in order retain scarce skills.

Finally, the Chair should ensure that all new board members are introduced to existing board members, that their attention is drawn to the appropriate guidelines for the operation of the journal and that they are inducted into the remit of their role and responsibilities (i.e. participation in board meetings and the associated work of the board which includes ad hoc tasks as well as refereeing articles).

3. Editorial Board

A. Selection Procedures

Candidates must be a current member of the BSA and be in at least their second year of consecutive BSA membership. They can only be nominated by another member of the BSA.

The nomination should be made on the pro forma application form available on the BSA website www.britsoc.co.uk/publications/pubsvacancies or from the BSA Publications Department, publications@britsoc.org.uk

These should then be submitted to the Editorial Board Chair, E.Ettorre@liverpool.ac.uk.

Nominations are accepted from any area or specialism within sociology although candidates are often sought with specific specialisms to ensure that a broad range of subjects are covered by the board. Nominations of colleagues who are members of ethnic minorities are positively welcomed.

Once the deadline for nomination is passed, the applications are ratified by the BSA and then copied and sent to all current board members (including all the editors). Depending on how many places are available for the following year, the board are asked to vote for their preferred candidates. These votes are then returned to the Chair who sends the list of successful candidates to the BSA Executive for ratification before any announcement is

made. The Chair then confirms the successful candidates at the Board meeting in November after which all candidates are advised of the decision.

New board members then begin their three year term from the following January thereafter.

Unsuccessful candidates are not excluded from applying again.

B. Role & Responsibilities

1. Members of the Editorial Board will be members of the Association.
2. Membership is by appointment of the Editorial Board, subject to confirmation by the BSA Executive Committee.
3. For appointment, members are expected to have extensive experience of publication in peer review outlets suitable to the international academic standards of the journals as determined by the Chair of the Editorial Board in conjunction with the Publications Committee.
4. In addition to the academic standing of board members, consideration will be taken of coverage of sub-discipline expertise.
5. The period of membership can be extended by one year with mutual agreement to permit the retention of scarce skills.
6. Members are expected to positively promote the journal.
7. Members are expected to conduct board business in accordance with BSA ethical policies and practices.
8. Members are expected to regularly attend Editorial Board meetings.
9. On the recommendation of the Chair, membership can be terminated by the BSA Executive Committee on grounds of misconduct, failure to fulfil their obligations, unprofessional behaviour or by mutual agreement.
10. Members are expected to return review comments as required, timely and in accordance with the journal's wish for constructive feedback.
11. Where members feel there may be a conflict of interest in reviewing a piece of work, they should declare this to the editors.
12. It is not expected that more than two members, including the Chair, will be from the same institution.
13. It is not expected that members will be appointed from the same department as the Editorial team.
14. It is expected that the election process for board members will consider both the institutional spread of the board and individual expertise amongst members of the board.

C. Guidelines for Reviewing Articles

Full guidelines for editorial board members will be supplied upon appointment to the Editorial Board. One-to-one advice and guidance is also available from the BSA Publications Department, publications@britsoc.org.uk

4. International Advisory Board (IAB)

A. Selection Procedures

Opportunities on the IAB are not advertised. Nominations come from current members of the Editorial Board.

The nomination should be made on the pro forma application form available on the BSA website www.britsoc.co.uk/publications/pubsvacancies or from the BSA Publications Department, publications@britsoc.org.uk

These should then be submitted to the Publications Department (email address above).

Nominations are accepted from any country although candidates are often sought from specific countries in order to ensure that a broad range of countries are represented.

Once the deadline for nomination is passed, the applications will be copied to all current board members and discussed at the next board meeting. If necessary, a ballot will then be held. The Chair will then announce the successful candidate/s and, following ratification by the BSA Executive, the Editorial Manager will contact all the candidates.

New International board members then begin their four year term from the following January thereafter.

Unsuccessful candidates are not excluded from applying again.

B. Role & Responsibilities

1. To represent and publicise the journal through professional networks and conferences.
2. To advise on international marketing.
3. To act as a referee.
4. To suggest suitable themes or topics for articles particularly for inclusion in special issues of the journal.
5. To encourage submissions by non-British authors.
6. The role is essentially advisory: the Editors and Editorial Board retain discretion on all matters.

The name and affiliation of IAB members will be printed inside the cover of the journal, alongside the Editorial Board names. IAB members are not expected or required to attend Editorial Board meetings; business can be transacted by post, email, telephone or fax. The term of office is four years, and during this time IAB members will be sent free copies of the journal. There is no facility for payment of honoraria, fees or expenses for IAB membership.

5. Non-Board Referees

Instructions for non-board referees are available on our submission site, Manuscript Central, <http://mc.manuscriptcentral.com/soc>

Please go to this page and select the 'Instructions and Forms' page. Instructions for referees can be found on this page under 'Referees'