

TERMS OF REFERENCE

Journal of Infection Prevention – Editorial Management Group

1. Purpose:

The purpose of the Editorial Management Group is to work with the Publisher to manage and develop the Journal of Infection Prevention and to advise the IPS management Executive Group (MEG) on publishing strategy in support of the IPS Vision, Mission, Strategic Aims and Objectives.

2. Accountability:

The committee is accountable, through the Business Group Lead / Editor to the IPS MEG.

3. Area of Responsibility:

The primary responsibility of the Editorial Management Group is to ensure the continuous development of JIP to achieve Medline indexing, increased citation rates and bi-monthly publication of a high quality, peer-reviewed professional journal within a defined financial resource.

4. Core Activity/Objectives:

To produce an annual business plan, to be delivered in line with the Society's overall strategy, for submission to the last MEG meeting of the financial year.

The Editorial Management Group will work with the Editorial Advisory Board and SAGE to:

- a. Promote the Journal as a destination for academic and clinical publication at: workshops, study days, national and international conferences and other appropriate forums.
- b. Develop the scientific content of the journal in order to achieve Medline indexing and meet the changing needs of infection prevention practitioners and other disciplines.
- c. Commission articles and editorials for publication in the journal and its supplements, as identified within the planning process.
- d. Encourage clinical, management and academic colleagues to publish relevant practice, scientific, organisational and educational work in JIP.

Ensure that the Journal complies with recognised publication standards (COPE) by:

- a. Maintaining a rigorous peer review process to maintain the quality and integrity of the Journal in order to expand the indexing and increase citations to develop an Impact factor over the medium to long term.
- b. Managing the submission of manuscripts through the publisher's electronic manuscript system.
- c. Fulfilling agreed editorial roles to support and advise the Editor and the publisher on the quality, content and format of the journal and its supplements.

Provide a platform for the achievement of professional competences and development of a publication profile for IPS members:

- a. Actively encouraging IPS members to submit work for publication in the Journal.
- b. Provide support for novice authors in order to maintain a supply of suitable manuscripts.
- c. Encourage IPS members to register as peer reviewers for the Journal. And contribute to the Editorial Advisory Group/ Management Board
- d. Provide support for new peer reviewers to maintain a broad expert panel to scrutinise the clinical content of the Journal.

The Editorial Management Group will operate within the Standard Operating Procedures of the Society.

- a. Produce an annual business plan, an annual report, and other reports required by the rules of the IPS, and ensure these are submitted to the MEG in a timely manner.
- b. Meet regularly to discuss the business of the Journal, including content, quality, and future development.
- c. Monitor the financial issues relating to the Journal and the contract with the publishers, in order to ensure the financial viability of the journal.
- d. Actively engage designated members of IPS Business Groups, Special Interest Groups and Member's Panel to develop the structure and content of the Journal.

5. Membership:

Title	Main areas of responsibility	Term of Office
Editor	To coordinate the activities of the committee, chair meetings, and attend MEG meetings.	2 years
Deputy Editor	Assist in the coordination of the committee and deputise for the coordinator when required.	2 years
Deputy Editor, Reviews/supplements	To assist in the identification and management of authors for commissioned reviews and supplements	2 years
Associate Editor (production)	To support the function of the Editorial Management Group in order to meet the strategic aims of the Infection Prevention Society	2 years
Associate Editor (Production)	To support the function of the Editorial Management Group in order to meet the strategic aims of the Infection Prevention Society	2 years
Associate Editor (Commissioning & Marketing)	To support the function of the Editorial Management Group in order to meet the	2 years

	strategic aims of the Infection Prevention Society with remit for supporting advertising revenue	
Associate Editor (R&D)	To support the function of the Editorial Management Group and act as a link between R&D and the EMG in order to meet the strategic aims of the Infection Prevention Society.	2 years
Associate Editor (EPDC)	To support the function of the Editorial Management Group and act as a link between EPDC and the EMG in order to meet the strategic aims of the Infection Prevention Society.	2 years

NB The option for membership renewal for a further term of office is at the discretion of the MEG.

Editorial Advisory Board

Members will be invited to join the Board for a three year period. They will be drawn from specialists and academics within the field of infection prevention and control both National and International, who have a track record in publication. Their role will be to advise the EMG on the content of the journal, encourage contributions from colleagues and contribute to the forward planning of issues.

6. Chair of the Group:

Business Group Lead / Editor

7. Decision making:

Meetings will be minuted and approved minutes made available on the IPS website.

Decisions and actions shall be recorded within the meeting summary. Committee members are expected to complete the actions assigned to them in the timescales agreed at meetings or through other forms of communication.

Areas of responsibility for group members will be assigned by the Editor, and a record of responsibilities made available on the committee page of the IPS website.

Other discussions and decisions on committee activities will be facilitated by the Editor.

A quorum of the committee shall comprise of 50% of the committee membership, and must include either the Editor or Deputy Editor.

Committee members will be elected following a call for applicants to all IPS members and a review of applications received by the Business Group Lead and at least one other Committee member.

Lead and deputy positions will be nominated and elected from within the Committee, with all decisions being recorded and communicated to the MEG.

(NB In the absence of the Lead the deputy will assume decision making responsibilities)

8. Voting rights:

All members of the committee have the right to vote on any decisions.

In the event of equal votes being cast the Lead shall have a second and casting vote.

9. Meeting arrangements:

The committee shall meet (face to face or by teleconference/Skype/Webinar) a minimum of three times a year, with additional meetings as required in order to deliver the business plan.

Members are expected to attend at least 50% of meetings per year (unless unusual circumstances prevail) and present apologies to the Lead in advance of meetings if required

10. Meeting papers arrangements:

Agenda and meeting papers will be provided and distributed at least seven days prior to the next meeting.

Minutes of the meetings will be made available to group members within fourteen days of the meeting/teleconference and posted on the Committee section of the IPS website once ratified.

All meeting papers will record action points.

The record of previous meetings will be made available to others in the Society as required and within the members' area of the IPS website

Papers will be archived by the contracted secretariat/administrative organisation

11. Confidentiality:

Private meetings

12. Financial arrangements:

Reasonable expenses incurred by committee members while on IPS business will be paid in line with the Standard Operating Procedure (SOP) – Expenses and in accordance with the Articles of Association and IPS Regulations.