

Editorial Policy

1. General Information:

- a. *RRR* is a Post-Graduate led and Post-Graduate maintained journal. All members of the Editorial Board are expected to support the journal's mission of aiding students and researchers in the early stage of their careers within the broad field of research, the 'Long Nineteenth Century' (1789-1914).
- b. *RRR*'s Editorial Board will always consist of a mixture of Post-Graduate Researchers (PGRs) and academics, at least two of whom will be from the University of Southampton.
- c. The Editor-in-Chief of *RRR* will report to the Southampton Centre for Nineteenth Century Research's (SCNR) Annual General Meeting.
- d. Any changes to the Editorial Policy, Guidelines or any other *RRR* policy must be confirmed by a simple majority vote by the Editorial Board.
- e. Academics wishing to join *RRR*'s editorial board are asked to do so with the aim of being a board member for at least two years, although they reserve the right to withdraw should they wish.
- f. PGRs wishing to join *RRR*'s editorial board are asked to do so with the aim of being a board member for at least 12 months, except in exceptional circumstances.

2. Editorial Board

- a. Structure of the Editorial Board:
 - i. The Editorial Board must, as a minimum, consist of 4 Post-Graduates, and 3 Academics.
 - ii. Editorial Board members should be willing to support the broad aims of the journal. Membership of the SCNR is not a pre-requisite for becoming a regular member of the Editorial Board, although it is hoped that Board members will consider joining. The editorial board will vote to confirm, by a simple majority, whether to accept

an application from any individual (Academic or Post-Graduate) to join the editorial board. Being at the University of Southampton is not a pre-requisite for being on the Editorial Board. Please note that senior positions on the editorial board do require membership to the SCNR. Membership is free of charge. For more information visit www.southampton.ac.uk/scnr/index.page

- iii. The Head of the SCNR must serve in some capacity on the Editorial Board, and must always be one of the two or more academics who sign off on each finished edition of *RRR*.
- iv. Resignation from the position of the Head of the SCNR does not necessarily entail resignation from the editorial board.

b. Role of the Editorial Board:

- i. The Editorial Board will meet after the deadline of the Call for Submissions, to decide on which submissions will be taken to the Peer Review stage.
- ii. The Editorial Board will also meet to sign off on the final version of each edition of the journal.
- iii. The Editorial Board must also vote annually, prior to the SCNR AGM, on who will hold the positions of 'Editor-in-Chief', 'Deputy Editor', 'Webmaster' and 'Lead Academic Editor' for the forthcoming year.

c. Role of Editor-in-Chief:

- i. The Editor-in-Chief of *RRR* will be a Post-Graduate Researcher, or Post-Graduate Taught student, and must be a member of the SCNR.
- ii. The Editor-in-Chief will be chosen by a vote of *RRR*'s Editorial Board, and is subject to approval at the SCNR's AGM. The position is reviewed annually, but may not be held for more than three terms. Any Post-Graduate member of the editorial board who meets the criteria outlined above may submit their name for

consideration at the annual election of the Editor-in-Chief. Election to the position will be by a simple majority vote.

- iii. If the Editor-in-Chief chooses to step down, they must give advanced notice of 6 weeks (when reasonably possible). Until a replacement is found the Deputy Editor will take over the role as 'Acting Editor-in-Chief', and will have the power to appoint a replacement Deputy Editor who will hold the position until the next meeting of the Editorial Board, at which a fresh vote will be held for both the position of Editor-in-Chief, and Deputy Editor.
- iv. The Editor-in-Chief is responsible for all organisation relating to the maintenance of the journal, including, but not limited to, the Call for Submissions, liaising with authors, liaising with guest-reviewers, overseeing the Editorial Board, and contributing to the editorial process.
- v. The Editor-in-Chief will also always act as the named Data Controller, and must ensure that the Journal adheres to its General Data Protection Regulation Policy.

d. Role of Deputy Editor:

- i. The Deputy Editor of *RRR* will be a Post-Graduate Researcher, or Post-Graduate Taught student, and must be a member of the SCNR.
- ii. The Deputy Editor will be chosen by a vote of *RRR*'s Editorial Board, but is not subject to approval by the SCNR's AGM. The position is reviewed annually, but may not be held for more than three terms. Any Post-Graduate member of the editorial board who meets the criteria outlined above may submit their name for consideration at the annual election of the Deputy Editor. Election to the position will be by a simple majority vote.

- iii. The Deputy Editor may step down at any time. Until a new Deputy Editor is appointed, the Editor-in-Chief will take on this role as an extension of their duties.
- iv. The Deputy Editor will assist the Editor-in-Chief in their responsibilities, and will oversee the editing of reviews.
- e. Role of Webmaster:
 - i. The Webmaster must be a Post-Graduate, but may also hold the role of Deputy Editor, or Editor-in-Chief, at the same time. They must be a member of the SCNR.
 - ii. The Webmaster will be chosen by a vote of *RRR's* Editorial Board, but is not subject to approval by the SCNR's AGM. The position is reviewed annually, but may not be held for more than three terms. Any Post-Graduate member of the editorial board who meets the criteria outlined above may submit their name for consideration at the annual election of the Webmaster. Election to the position will be by a simple majority vote.
 - iii. The Webmaster may step down at any time. Until a new webmaster is appointed, the Editor in Chief and Deputy Editor will share the responsibilities of the Webmaster, in addition to their usual duties.
 - iv. The Webmaster is responsible for the maintenance of *RRR's* webpage, updating its information, and posting the latest edition of the journal on the website.
 - v. The Webmaster will also have primary responsibility for *RRR's* Twitter and Facebook pages, which will also be overseen by the Editor-in-Chief and Deputy Editor.
- f. Role of Post-Graduate Editors:
 - i. Post-Graduate editors do not need to be members of the SCNR, and do not have to be connected to the University of Southampton in any way.

- ii. Post-Graduate editors are appointed by application to the Editor-in-Chief. Their applications will then be considered by the Editorial Board. Successful applicants will not be considered to be members of the Editorial Board until they have returned a signed Editorial Board Membership Agreement to the Editor-in-Chief.
 - iii. Post-Graduate editors will contribute to the Editorial Board's deliberations when choosing the papers submitted in the Call for Submissions to be taken forward to the peer review stage, will check initial submissions from authors for basic errors, liaise with Academic Editors on the most appropriate choices of guest-reviewers, and assist the Editor-in-Chief and Deputy Editor in the final editing process to ensure that published articles conform to *RRR*'s format and the MHRA style guide.
- g. Role of Lead Academic Editor:
- i. The Lead Academic Editor must have served on the editorial board for at least 6 months, and have held a lectureship at a university for at least 3 years
 - ii. Lead Academic Editors are elected annually by a vote of the RRR editorial board. The candidate with the highest number of votes will secure the position. An individual may hold the position of Lead Academic Editor for no more than 5 years in total.
 - iii. The Lead Academic Editor is expected to provide 6 weeks notice of their resignation, unless in exceptional circumstances, in order to allow the election of a new Lead Academic Editor to the position.
 - iv. The Lead Academic Editor is the primary point of contact for the Editor-in-Chief and Deputy Editor, should they require advice, and will always be one of the academics who signs off each issue of the journal.

v. These responsibilities are in addition to the responsibilities of Academic Editors (see section 'h' below).

h. Role of Academic Editors:

- i. For the purposes of this document, 'Academic Editor' is defined as any member of the *RRR* Editorial Board, who has completed their PhD.
- ii. Academic editors are appointed by application to the Editor-in-Chief. Their applications will then be considered by the Editorial Board. Successful applicants will not be considered to be members of the Editorial Board until they have returned a signed Editorial Board Membership Agreement to the Editor-in-Chief.
- iii. Any academic may serve on the Editorial Board. Being a member of staff at the University of Southampton is not a pre-requisite.
- iv. Post-Graduate editors can be promoted to Academic Editors upon completion of their viva, at the discretion of the Editor-in-Chief, and subject to space on the editorial board.
- v. The Head of the SCNR must be one of the Editorial Board's Academic Editors.
- vi. At least two Humanities disciplines must be represented amongst the Academic Editors.
- vii. Academic Editors will assist the Post-Graduate editors in choosing appropriate guest-reviewers for the double-blind review, and will also take part in the final sign off of each edition of the journal.
- viii. Academic editors will contribute to the Editorial Board's deliberations when choosing the articles submitted in the Call for Submissions.

3. Policies relating to accountability

a. Funding

- i. *RRR* will always operate on a not-for-profit basis.
- ii. Any funding or sponsorship must be agreed by a meeting of the editorial board. Any agreement negotiated by the Editor-in-Chief, or any other member of the editorial board must not be signed, and money may not change hands, until the editorial board has approved it.
- iii. Journal funds will never be spent without the prior consent of the editorial board. Any member incurring expenses will not be remunerated unless those expenses have been approved by a majority vote of the editorial board prior to their being incurred. Members must provide a valid receipt in order to be reimbursed. This reimbursement must be signed off by the Editor-in-Chief and the Head of the SCNR.

b. Meetings

- i. The Editorial Board must meet within two weeks of the closing date of each Call for Submissions to consider submissions.
- ii. The Editorial Board must also meet at least once every 6 months.
- iii. The Editor-in-Chief must ensure that a meeting is scheduled in advance of the SCNR's AGM for the election of the Editor-in-Chief for the following year, which is subject to approval at the AGM.
- iv. Minutes must be taken at every meeting and stored for a period of 36 months after the date of that meeting. At the start of each meeting, a person must be chosen from the attendees to take the minutes of the meeting. If no volunteer is forthcoming, the Editor-in-Chief will minute the meeting.
- v. Meeting minutes may be examined by any member of *RRR*, and are to be made available, on request, and at the discretion of the Editor-in-Chief, to any member of the SCNR, or the general public.

In such instances, when meeting minutes are released to the public, all participants in the meeting must be anonymised.

- c. Other policies relating to accountability:
 - i. The Editor-in-Chief must report to the SCNR AGM on the activities of the journal for the preceding year.
 - ii. Unless in exceptional circumstances, it is the responsibility of the outgoing Editor-in-Chief to do everything that can reasonably be expected to ensure a smooth transition and handover to the new Editor-in-Chief, including, but not limited to, briefing the incoming Editor-in-Chief about *RRR* policies, plans for forthcoming editions of the journal, and matters relating to the website.
 - iii. In the event of both the Editor-in-Chief and Deputy Editor resigning simultaneously, they have a duty to ensure a smooth and orderly transition to a new Editor-in-Chief.
 - iv. Until the Editor-in-Chief signs their resignation letter, or upon the election of a new Editor-in-Chief (whichever occurs first), the Editor-in-Chief remains in control of *RRR*'s editorial board. Their role as Editor-in-Chief ceases immediately upon the election of the new Editor-in-Chief.