

Romance, Revolution & Reform (RRR) Agreement for the

Editor-in-Chief of the Journal

In the document that follows "Editor-in-Chief" is taken to mean the individual elected each year by the Journal's editorial board, to fulfil the role outlined in the Journal's 'Editorial Policy' document.

I hereby agree to the following terms and conditions that govern my role as Editor-in-Chief for the Journal *Romance, Revolution & Reform* (RRR).

1. I will, as far as reasonably possible, attend all editorial board meetings, and take a leading role in the running of the Journal. This includes, but is not limited to, calling editorial board meetings, setting agendas for editorial board meetings, the planning of forthcoming editions of the Journal, ensuring the maintenance of the Journal's email account, assisting the Webmaster in the maintenance of the Journal's website and social media platforms, training new and existing board members on matters relating to the editing of the Journal, and ensuring the continued smooth running of the Journal in the event of any member of the editorial board resigning.
2. I will, as far as reasonably possible, assist in raising the Journal's profile and make others aware of the Journal's work. I recognise that this includes, but is not limited to, assisting the Webmaster in the management and maintenance of the Journal's website, and all social media platforms.
3. I recognise that as the Editor-in-Chief, I am the appointed Data Controller for the Journal, and must take reasonable steps to safeguard the private data that the Journal holds.
4. I will not, under any circumstances, bring the Journal into disrepute.
5. I will not, under any circumstances, use my position on the editorial board as part of any political agenda, nor will I use my position to cause offence to any other person, or discriminate against any other person on any grounds.
6. I will never, under any circumstances, use my position as Editor-in-Chief to post inflammatory or offensive material on the Journal's website, or any of the

Journal's social media platforms, nor will I ever maliciously tamper with the website or social media platforms by deleting material, transferring the ownership of the website, or deleting the website itself, or the journal's social media accounts.

7. I will never, under any circumstances, throughout my time on the editorial board, accept money or sponsorship on behalf of the Journal, nor will I expect the Journal to honour any agreement that I reach, unless it has been agreed by a meeting of the Journal's editorial board.
8. I will never, under any circumstances, spend Journal funds without the prior consent of the editorial board.
9. I recognise that it may be my responsibility, once consent has been obtained from the editorial board, to provide written confirmation to members of the editorial board, authorising them to incur expenses which may be charged to the Journal.
10. I will not expect the Journal to cover any expenses that I incur without the prior agreement of the editorial board.
11. In signing this document, I agree to adhere to the Journal's policies, including the privacy policy, which I have read, and which I know are available on the Journal's website.
12. I recognise that it is my responsibility to call votes and ensure that a majority decision is reached within 14 days of the vote being called.
13. I further agree that, as part of my responsibilities, I will always be one of the board members who signs off each issue of the journal, and that prior to doing so I will voice any concerns that I may have over issues relating to copyright.
14. I recognise that should I choose to resign as Editor-in-Chief I should, unless in exceptional circumstances, provide six weeks notice of my resignation to the whole editorial board, during which time I should assist the Deputy Editor in their transition to the post of Acting Editor-in-Chief, which they will hold until an editorial board meeting can be held to vote for a new Editor-in-Chief.
15. I recognise that, my position as Editor-in-Chief is reviewed annually by the editorial board, and that I reserve the right to resubmit my name for

consideration as Editor-in-Chief, or for consideration as Deputy Editor or Webmaster for as long as I continue to be a Post-Graduate Researcher, or an MA student. I also recognise that I may only hold each of these roles for a maximum of three terms. I understand that, should I choose to apply for any one of these roles, my application will be considered purely on the basis of its own merits.

16. I understand that, for the duration of my time on the Editorial Board, and for one year after having left, I will not be eligible to submit an article for consideration in RRR.
17. I recognise that in the event of the Deputy Editor resigning, I will take on their responsibilities until an editorial board meeting can be held to vote for a new Deputy Editor. I also recognise that in the event of the Webmaster resigning, their role may be split between the Editor-in-Chief and the Deputy Editor until an editorial board meeting can be held to vote for a new Webmaster.
18. I recognise that my election as Editor-in-Chief is subject to the approval of the attendees at the Southampton Centre for Nineteenth-Century Research's Annual General Meeting.
19. I recognise that should I fail to adhere to these terms and conditions, I may be removed by a majority vote from the Journal's editorial board.

Signed: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Lead Academic Editor)

Print Full Name: \_\_\_\_\_

Date: \_\_\_\_\_