

JICS – Editor in Chief

General responsibilities:-

The Editor is responsible for providing leadership to an Editorial Board and provides the ICS professional interface with the publishers, SAGE.

The Editor is a co-opted member of the ICS Council and attends at least two formal council meetings each year, reporting on development and performance activities of the Journal.

Specific responsibilities

1. The Editor shall be responsible for upholding a high standard of publication ethics in the Journal, including ensuring that the Journal states and adheres to a rigorous peer review policy
2. The Editor(s) shall be responsible for the compilation of each issue and shall provide SAGE with all contributions electronically via agreed web-based submission processes, together with all necessary illustrations in a form suitable for publication, acceptable to SAGE and ready for production
3. The Editor(s) shall provide articles to SAGE individually upon acceptance, and no less than twelve (12) weeks prior to the first day of the scheduled month for publication of each issue
4. The Editor(s) of the Journal shall be responsible for the selection and revision of articles through peer review in accordance with publishing best practice, including their technical content, form, conciseness, clarity and accuracy. SAGE shall be responsible for copy-editing and typesetting unless otherwise agreed in writing between the Proprietor and SAGE
5. The Editor(s) will read, check and correct individual article proofs and return them to SAGE within 5 days of their receipt, or as otherwise agreed with SAGE, failing which SAGE may consider the proofs as passed for press
6. The Editor(s) may alter the text of any article in the proofs thereof. Charges for alterations made by him/her (exclusive of correcting printer's or SAGE errors) shall be charged to the Proprietor and paid for by the Proprietor if the alterations are viewed by SAGE to be substantial. SAGE shall have the right to charge and collect such excess from the Proprietor from future earnings
7. The Editor(s) shall be responsible for sending copies of any reviews of books published in the Journal to the publishers of the books
8. The Editor(s) shall sign a Contributor Agreement for each contribution that they make to the Journal.