ROLE DESCRIPTION

RMIT Design Archives Journal Editor

The RMIT Design Archives Journal is an award-winning design journal published by the RMIT Design Archives, which is part of RMIT Culture. The Editor of the RMIT Design Archives Journal plays a vital role in advancing knowledge within fields of design research through the lens of the RMIT Design Archives collections. They do this by:

- Maintaining and improving the quality of work the journal publishes and the integrity of its peer review process,
- Supporting the journal's authors and reviewers,
- Maintaining and improving the journal's reputation in collaboration with the journal's wider editorial team and the RMIT Design Archives,
- The Editor's role is voluntary and without reimbursement,
- Publish a minimum of two issues per calendar year.

Benefits of Editor Role

There are many benefits for acting as Editor of the RMIT Design Archives Journal:

- Contribute to discipline scholarship at national level,
- Contribute to, and lead internal and external engagement activities,
- Keep update with most recent development of the field,
- Increase your own influence and impact in the field,
- Build your editorial experiences,
- Play a major role in scholarly research, the discipline, and the design community,
- Be recognized by promotion evaluation committee,
- Contribute to an interdisciplinary organisation unit.

Editorial ethics

- The Editor will:
- Ensure the journal maintains a reputation for ethical standards and fair processes.
- Ensure that intellectual property is respected, and research integrity maintained.
- Avoid any bias in editorial decision-making.
- Ensure, as far as possible, that papers meet ethical standards on:
  - authorship

- originality of content
- no duplicate publication
- no redundant publication
- no fabrication/falsification
- correctly referencing use of another's ideas (published or otherwise)
- Ensure that editorials, while expressing or supporting a particular view or perspective, should aim for balance and fairness and not be defamatory.
- Avoid unconstructive criticism in reviews and make all efforts to ensure that all editorial board members and reviewers provide constructive criticism.
- Create a route for all editorial board members, reviewers and interested parties to raise points of concern about an article or the peer review process.
- Develop an understanding of relevant copyright rules around sharing of published and unpublished work and the different forms of open access licences.
- Ensure articles submitted to the journal meet appropriate subject-specific ethical standards and deal with any points of concern appropriately.
- Keep submission and peer review details confidential, as required. Do not upload files, images or information from unpublished manuscripts into databases or tools that do not guarantee confidentiality, are accessible by the public and/or may store or use this information for their own purposes (for example, generative AI tools like ChatGPT).
- Act with good faith and without ethical compromise as editor of the Journal.

Journal editorial management

Peer review and manuscript handling

Ethical, timely, effective peer review is fundamental to a journal and, in conjunction with the RMIT Design Archives, the editor is responsible for managing and assuring the integrity of the peer review process.

The editor will:

- Ensure that a Journal's Terms of Reference are kept up to date.
- Consider each manuscript submitted and judge each on its merits, without regard to race, religion, nationality, sex, gender, seniority, or institutional affiliation of the author(s).
- Comply with and uphold the journal's peer review policy (e.g. single-anonymous/single-blind, double-anonymous/double-blind) and ensure that reviewers' identities are protected as stated in that policy.
- Ensure that rigorous peer review is conducted on articles, where detailed & constructive peer review reports have been obtained from at least two independent peer reviewers,
- Respect and maintain confidentiality throughout the peer review process.
- Maintain and assure the integrity of the peer review process, alerting the RMIT Design Archives to any concerns straight away.
- Not set barriers to submission or publication other than the quality of the work.
- Ensure peer review and editorial decision processes are auditable by ensuring that peer review reports are stored digitally in a secure location.

- Ensure that any editorial board members, or other members of the editorial team (including any guest editors) involved in the peer review process, are working in an ethical, timely and effective manner.
- Provide guidance for peer reviewers.
- Develop and maintain a consistent and fair policy around returning, rejecting and withdrawing papers.
- Work closely with other editorial staff at the RMIT Design Archives to keep the journal production to timetable and page budget (where applicable).
- Aim to provide a positive experience for all prospective authors regardless of peer review decisions.
- Provide guidance and support to Guest Editors of special issues.

Managing the editorial board

An active, engaged, and diverse editorial board with a shared vision is essential for journal success and provides invaluable support to the editor. In order to achieve this, an editor will:

- Schedule and chair a minimum of two Editorial Board meetings per annum.
- Work in conjunction with the RMIT Design Archives to appoint and manage a diverse and effective editorial board.
- Regularly communicate with all decision-making editors on the journal and meet as often as necessary (virtually if necessary).
- Actively involve editorial board members in the peer review process where appropriate.
- Mentor and support other editors and editorial board members when required, including management and oversight of any guest editors.
- Engage with all editorial board members so they are confident in advocating for the journal's aims and scope.
- Work with the RMIT Design Archives to keep editorial board members informed of the strategic direction for the journal, its performance and development plans.
- With support from the RMIT Design Archives supply guidelines to ensure that all editorial board members understand their role and are active contributors to the journal.
- Discuss and agree strategic objectives with decision-making editors on the journal, with the support of the RMIT Design Archives.
- Work with the RMIT Design Archives to review the editorial board regularly, and refresh the board as required to ensure and maintain an active, diverse and engaged editorial board.
- Work with the RMIT Design Archives to ensure diversity of voices and experience on the editorial board.

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Competing interests

- Ensure that all necessary declarations of interest have been made (by authors, reviewers and any decision-making editors, including the editor-in-chief) and consent of any research participants has been acquired by authors, as necessary.
- Abstain from the peer review process and editorial decisions for any papers authored by the editor, or where they have a competing interest. In such instances, the editor must delegate responsibility of the peer review, and editorial decision process of any of their own work submitted to the journal (excluding editorials), to another suitable editor on the journal (e.g. assistant editor, advisory or editorial board member), or nominate a suitable guest editor who will be given the responsibility for assessment, peer review and for making the final editorial decision.

Publisher relationship

- The editor is expected to work in partnership with the RMIT Design Archives for the success of the journal and to create a professional, positive, inclusive and safe environment.
- Both parties will:
- Develop an effective, collaborative, transparent, honest, and respectful working relationship together and with our supplier partners, where all parties maintain a high standard of professional conduct.
- Ensure that they work together and with our supplier partners to maintain an environment free of bullying, discrimination, and harassment.
- Understand our contract and adhere to its terms.
- Communicate regularly with the mode and frequency to be agreed between us.
- Work closely together to set editorial strategy.
- Raise any problems or concerns as soon as they arise, working together to address any legal or ethical challenges.

Time commitment and term of appointment

- The amount of work required will depend on the quality (and number) of papers the Editor handles, but the average workload is estimated at 10% , or .5 day per week.
- This voluntary appointment is offered for 3 years and is open to RMIT University staff.
- Editor's time commitment to be agreed as AWAM engagement load through associated RMIT University School.
- Job Share with a Co-Editor a possibility, depending on associated RMIT University School AWAM negotiation.

Support from the RMIT Design Archives

- RMIT Culture in collaboration with the RMIT Design Archives determines the annual production budget for the Journal. The staff of the RMIT Design Archives manage the production of the Journal, including liaison with the copy editor, designer, and printer. The staff also support prospective authors through access to RDA collection materials, as well as cataloguing and digitising materials for publication purposes.
- RMIT Culture supports the promotion of the Journal through The Capitol's Salon Series; and through various platforms, such as *issuu*.

Assistant Editor

- Establish timelines for issues, including submission and publication dates,
- Liaise with authors, including follow-up emails to authors confirming their invitation to submit articles,
- Distribute editorial guidelines and information regarding permissions processes to authors,
- Monitor submission progress and roll out reminders to authors,
- Coordinate production of the issue, including liaison with copy editor, designer and printer.
- Coordinate the promotion of Journal via the RDA's social media channels, *issuu*, and the RDA's website.
- Evaluate usage, download data of the issue.

Archives Officer

- Research visits and inquiries
- Digitisation and cataloguing of RMIT Design Archives Collection

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