



THE INSTITUTE OF CONSERVATION

Terms of Reference for the Editorial Panel of the Journal of the Institute of Conservation

1. The aims of the Journal of the Institute of Conservation ('the Journal')

The aims of Icon's Journal are to:

- Promote knowledge of cultural heritage conservation practice, the research which underpins it and related issues.
- Enable communication of advances between conservators and the wider conservation and heritage communities in the UK and internationally.
- Provide a permanent medium of record of issues relating to conservation and the heritage sector.

2. The role of Icon Board of Trustees

- The Icon Board of Trustees appoints an Editor for a normal term of office of three years. At any time at its sole discretion, the Icon Panel of Trustees may vary the length of the Editor's term of office.
- The Icon Board of Trustees appoints ordinary members of the Editorial Panel following consideration of the recommendations of the Editor.
- The Icon Board of Trustees is responsible for determining the strategic direction of the Journal, after consideration of the recommendations of the Editor.
- Authority on resource allocation, strategic business issues and policy rests with Icon Board of Trustees; operational spending and staff resources are the responsibility of the Chief Executive.

3. The Editorial Panel of the Journal

- The Editorial Panel shall consist of the Editor and the Ordinary Members. The Ordinary Members shall not exceed twelve.
- The Chair of the Icon Board of Trustees, a nominated Icon Board of Trustees member and the Icon Chief Executive are *ex officio* members of the Editorial Panel.
- The Editorial Panel will reflect the activities of conservation of cultural heritage. The Panel will meet at least once and no more than 3 times a year.

The role of the Editorial Panel is to:

- Source articles for the Journal from colleagues and other appropriate contributors,
- Advise and support the Editor of the Journal to achieve the highest quality content, suggesting subjects to be covered/themed issues, assisting with peer review or finding referees, etc,
- Promote the Journal widely amongst conservation and other disciplines,
- Respond in a timely fashion to any editorial requests.

4. The Editor of the Journal

The Editor is responsible to the Icon Board of Trustees for:

- The content of the Journal, its relevance, accuracy, legality and quality.
- Ensuring the production is undertaken in a professional and courteous manner and is of the highest quality,
- Ensuring good liaison with external printing/publishing contractors,
- Report promptly to the Chief Executive on possible impediments to publication,
- Ensuring the Editorial Panel fulfils its responsibilities,
- Convening and chairing the Editorial Panel as s/he deems necessary,
- Determining the editorial process for peer-reviewed and other content, including which referees to use,
- Writing Journal editorials when appropriate/

The Editor:

- Is given authority for recommending, appointing, dismissing and paying additional editorial staff when s/he feels it necessary, within agreed budgets,
- Has a proactive role in searching for potential new Editorial Panel members, making recommendations to the Icon Board of Trustees on appointments and the ending of the period of service.
- Shall present a written report to the Chief Executive at least 3 weeks before the first Icon Board of Trustees meeting after 31 August each year, detailing:
 - i. An evaluation of the published issues for the year
 - ii. An evaluation of the Editorial Panel and contribution of its individual members
 - iii. Progress of the Journal in production for that year
 - iv. Prediction for pre-production (e.g. themed issues which require long lead times)
 - v. Recommendations
 - vi. Any other

5. Ordinary Editorial Panel Members

Ordinary Editorial Panel members shall have a normal term of service of three years. They should be prepared to:

- Attend at least one meeting of the Editorial Panel per year,
- Make a commitment to serve on the Editorial Panel for at least three years,
- Source papers for submission to the peer review process during their term on the Editorial Panel.

6. Travel expenses

Usual travel expenses will be reimbursed at the lowest possible fare available and in accordance with Icon's general expenses policies.