

British Association for Psychopharmacology (BAP)

Journal Sub-committee: Terms of Reference

August 2016

1. The Journal Sub-Committee

There shall be a Journal Sub-Committee, to oversee the Journal of Psychopharmacology (JoP) and the process by which the Editor is appointed and his/her performance and position reviewed.

The Sub-Committee will report to BAP Council and shall comprise: the President, Immediate Past-President, President-Elect, Secretary for Non-clinical External Affairs, and Secretary for Clinical External Affairs.

The Sub-Committee shall be bound by these terms of reference and by the bye-laws, articles and memoranda of the British Association for Psychopharmacology.

2. Relationship of the Editor with BAP

The Editor is accountable to the Journal Sub-Committee of BAP Council.

JoP is the flagship journal of the BAP, and BAP Council wishes to ensure that JoP is of the highest possible quality and visibility. Publication metrics (such as impact factor) will be an important but not overriding consideration. BAP Council will work, via the Journal Sub-Committee, with the Editor, to achieve this goal, and to agree priorities and strategies.

The Editor will provide a written Editor's Report to each meeting of BAP Council. The report will be a standing item on the Council agenda. These reports will be expected to include, *inter alia*, data on number of submissions, acceptance rate, plans for supplements, and schedule for BAP guidelines. The Editor will also be invited to attend Council meetings.

The Editor will be expected to present an annual report to the AGM at the Summer meeting and, if (s)he is unable to attend, to nominate a deputy to do so.

3. How BAP appoints the Editor

The Editor will be proposed by the Journal Sub-Committee for approval by BAP Council.

As part of the selection process, the Journal Sub-Committee may canvas opinion and suggestions from the membership. Candidates will be approached informally to determine their willingness to consider the role.

The Editor does not need to be an existing member of the BAP, but would need to become a member before taking up the position and remain a member whilst in office.

If the Journal Sub-Committee does not reach consensus, a vote will be taken by the Committee, and the nominee receiving most votes will be invited to become Editor, subject to prior ratification of the invitation by the BAP Council. In the event of a tie, the BAP Council shall be consulted.

4. Editorial Term

Unless sooner terminated as provided below, the term of the Editor shall be five (5) years.

The term encompasses responsibility for the JoP issues published during the term. When transition to a new editor is planned, with the aim of facilitating smooth transition between editors, during the final months of this term editorial responsibility for volumes to be published beyond the term of the Editor, editorial responsibility will be transferred to the succeeding Editor.

This agreement may be renewed for one or more additional five (5) year term(s) if both The BAP Council and the Editor so agree. Renewal must be documented in the form of a new agreement signed by both The President of the BAP and the Editor.

The process for renewal (or not) of the Editorial term is as follows. After three (3) years, the Journal Sub-Committee will ask the Editor whether (s)he wishes to serve a further term. If so, the Journal Sub-Committee will consider the matter. The Sub-Committee will report its view to BAP Council (either to recommend renewal of the term, or to terminate it and institute the search for a new Editor) for discussion and ratification by Council not less than one year from expiry of the current term.

5. Early Termination

This agreement shall terminate, and The Association shall have the right to appoint a new editor or to continue otherwise the publication of the journal:

- (i) on the Editor's death;
- (ii) on not less than 3 months' written notice to the Editor in the event that the Editor fails to adequately perform the duties and responsibilities of the position as determined by a majority vote of the Journal Sub-Committee; or
- (iii) on not less than 6 months' written notice by the Editor to the Journal Sub-Committee in the event that the Editor determines, for any reason whatsoever, that (s)he cannot properly discharge the editorial responsibilities.

6. Substitute Editor

If the Editor is temporarily unable to perform routine matters related to the JoP, a Deputy Editor, or an alternative person designated by the Editor or the Journal Sub-Committee, shall temporarily take on these functions.

7. Conflict Resolution

When there is a need for conflict resolution between the Editor and any other party involved in the review or publication of JoP, conflict resolution will be overseen first by the Journal Sub-Committee. If this fails, the BAP Council shall act as final authority in the matter. It would be expected to seek the advice of the BAP Governance Panel in any such circumstances.

8. Remuneration arrangements

These are as specified in the contract between the Editor and the Publisher. The agreed annual remuneration is payable directly by the Publisher to the Editor, or any institution or person (s)he deems fit.

The Editor is responsible for how the allocated Editorial stipend is allocated, and for the arrangements regarding any staff who are employed to work on the JoP (e.g., editorial assistant), and payment of honoraria (e.g., to a Deputy Editor, or a Supplement Editor).

The BAP would only become involved in the remuneration arrangements in the event of a dispute between the Editor and the Publisher, or concerns about financial probity.

Approved by BAP Council – July 2016