

The Rhizomatic Revolution Review [20130613]

Journal Operations Guideline

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This document aims to outline how individuals may become part of the R³ and to create transparency as to how and by whom decisions are made. As R³ grows, it is expected that roles and processes will need to change. Thus, it is the charge of the Editorial Board to amend this document (Section 5) in the best interest of R³.

1. JOURNAL MEMBERSHIP AND APPOINTMENT

The Rhizomatic Revolution Review [20130613] (R³) relies on a network of enthusiastic experts to ensure the integrity and the quality of its content. We are an interdisciplinary journal, and thus seek individuals knowledgeable in a variety of fields. We welcome academics, professionals, and ARMYs.

All journal members serve on a volunteer basis. No monetary compensation is provided for their services. An individual is considered a member of the journal if they serve in any of the following capacities:

- Member of the Editorial Board
- Member of the Advisory Board
- Member of the Governance Board
- Selection Committee Member for Creative Collections or Supplemental Stories
- Managing Editor for Academic Articles, Creative Collections, or Supplemental Stories
- Peer-reviewer for Academic Articles
- Mentor for Academic Articles
- Copy Editor

Positions for new members will be posted for open recruitment, including positions for the Editorial Board (EB) and Advisory Board (AB). Eligibility, charge, terms, and duties of journal members are outlined in detail in Section 2 for each role.

With the exception of the EB and AB, all applicants for a given position will be reviewed by the Approval Committee. This committee is responsible for appointing candidates to serve in specific roles.

2. DUTIES AND TERMS OF JOURNAL MEMBERS

Editorial Board

Charge

The Editorial Board (EB) is responsible for the vision of the journal, overseeing its daily operations, and ensuring its sustainability.

Duties and Ethical Considerations

Members of the EB are responsible for making key decisions, including but not limited to:

- Updating and executing the Journal Operations Guideline
- Setting the annual budget
- Determining which submissions will be considered for the peer-review process
- Granting final approval for all submissions recommended for publication

Members

The EB will consist of nine members:

- At least 4 nationalities shall be represented by the EB (at no point may a single country have more than 6 representatives)
- At no point must all members possess a PhD degree (a diversity of backgrounds, qualifications, and perspectives is highly valued)

Elections

Open positions will be posted in August and elections will be held in September.

- Each board member will receive a single vote
- In the event of a tie, the tiebreaker will be determined by a vote of the EB only

Eligibility

Any journal member (current or former) may apply to an open position for the EB. All EB positions are tenured.

Term Served

Editorial Board members will be asked to commit to a term length of three years, with the option to renew for an additional term at the beginning of the third year. If renewal is requested, the renewal must be approved by a majority vote of the Editorial Board.

No member may serve longer than two consecutive terms on the Editorial Board. Terms begin on January 1 of the calendar year.

Advisory Board

Charge

The Advisory Board provides necessary counsel to the Editorial Board; however, all decisions in regard to R^3 will be reached as the result of the independent judgment of the Editorial Board.

Duties and Ethical Considerations

Activities that Advisory Board members would be asked to participate in include:

- Periodic meetings to review decisions, courses of action, planning, and organizing
- Periodic tasks such as reviewing and revising documentation
- Responding to queries and appeals for guidance from the Editorial Board or Governance Board

Members

The AB will consist of seven members:

- At least one member must be from South Korea
- At no point must all members possess a PhD degree (a diversity of backgrounds, qualifications, and perspectives is highly valued)

Elections

Open positions will be posted in August and elections will be held in September.

- Each board member will receive a single vote
- In the event of a tie, the tiebreaker will be determined by a vote of the EB only

Eligibility

Any journal member (current or former) may apply to an open position for the AB. All AB positions are tenured.

Term Served

Advisory Board members will be asked to commit to a term length of three years, with the option to renew for an additional term at the beginning of the third year. If renewal is requested, the renewal must be approved by a majority vote of the Editorial Board.

No member may serve longer than two consecutive terms on the Advisory Board. Terms begin on January 1 of the calendar year.

Governance Board

The purpose and operation of the governance board is outlined in detail in the ByLaws for *The Rhizomatic Revolution Review [20130613]* Foundation.

Approval Committee

Charge

The Approval Committee (AC) is responsible for reviewing applicants and appointing members to all positions except the EB and AB.

Duties and Ethical Considerations

Activities that Approval Committee members would be asked to participate in include:

- Review of all documentation submitted by each applicant
- Periodic meetings to discuss candidates

Members of the approval committee are responsible for reviewing and approving new journal members for all open positions, with the exception of the EB and the AB. The AC will select the best candidate for any position without regard to the candidate's age, gender, sexual orientation, race, religion, language of origin, country of origin, or country of residence. For approval of candidates, the full membership is preferred, but a quorum of three members may approve candidates if scheduling does not allow a timely meeting of the full AC.

Members

The AC will consist of five members:

- 1 Member of the EB
- 1 Managing Editor from AA (who may be a member of the EB)
- 1 Managing Editor from CC (who may be a member of the EB)
- 1 Managing Editor from SS (who may be a member of the EB)
- 1 Copy Editor

Elections

Members of the AC will be elected by the EB in September for the next calendar year.

Eligibility

Any current member of the EB is eligible to serve on the AC committee.

Term Served

Approval committee members will serve a term length of one year. Terms begin on January 1 of the calendar year.

Selection Committee (Creative Collections)

Charge

The Creative Collections Selection Committee (CC-SC) is responsible for reviewing all submissions to Creative Collections and determining which submissions will be considered for publication in the *R*³.

Duties and Ethical Considerations

Members of the committee will be blinded to the identity of the creator when reviewing any submission. The committee will select the most suitable and appropriate submissions without regard to the creator's age, gender, sexual orientation, race, religion, language of origin, country of origin, or country of residence.

Members

The selection committee will consist of 5 members:

- 1 member of the Editorial Board
- 1 member of the Advisory Board
- 3 CC creators who were published in the previous issue as selected by that issues' committee

Elections

Non-rotating members of the CC-SC will be selected by the AC in September for the next calendar year.

Eligibility

Any journal member currently serving in one of the aforementioned roles is eligible to serve on the CC-SC.

Term Served

Committee members will serve a term length of one year. Terms begin on January 1 of the calendar year.

Selection Committee (Supplemental Stories)

Charge

The Supplemental Stories Selection Committee (SS-SC) is responsible for reviewing all submissions to Supplemental Stories and determining those submissions which will be considered for publication in the *R*³.

Duties and Ethical Considerations

Members of the committee will be blinded to the identity of the creator when reviewing any submission. The committee will select the most suitable and appropriate submissions without regard to the creator's age, gender, sexual orientation, race, religion, language of origin, country of origin, or country of residence.

Members of the committee will respect the stories told by contributors, maintaining confidentiality of story submissions until publication. Members will likewise create and maintain a healthy environment for story exchange.

Members

The selection committee will consist of 5 members:

- Supplemental Stories Manager
- 1 member of the Editorial Board
- 1 member of the Advisory Board
- 2 Editors/Reviewers

Elections

Members of the SS-SC will be selected by the AC in September for the next calendar year.

Eligibility

Any journal member currently serving in one of the aforementioned roles is eligible to serve on the SS-CC.

Term Served

Committee members will serve a term length of one year. Terms begin on January 1 of the calendar year.

Managing Editor

Charge

The Managing Editor is responsible for managing the workflow of a submission from acceptance until the time of publication, including communication with Reviewers (if applicable), the submitting creator(s), and the assigned Copy Editor.

Duties and Ethical Considerations

Managing Editors (Academic Articles)

- Oversee the peer-review process
- Assign appropriate reviewers to submissions
- Compile feedback from multiple reviewers
- Communicate recommendations to the creator
- Manage the peer-review process by deadlines
- Communicate with Copy Editors about workflow and schedule
- Communicate copy editing recommendations to the creator(s) (if needed)

Managing Editors must keep the identities of the reviewers and creators confidential. Identities of creators are revealed only upon publication.

Managing Editors (Creative Collections)

- Oversee the publishing process according to deadlines
- Communicate any feedback to the creator(s)
- Communicate with Copy Editors about workflow and schedule (if text is involved in the submission)
- Communicate copy editing recommendations to the creator(s) (if needed)

Managing Editors (Supplemental Stories)

- Oversee the publishing process according to deadlines
- Communicate any feedback to the creator(s)
- Communicate with Copy Editors about workflow and schedule (if text is involved in the submission)
- Communicate copy editing recommendations to the creator(s) (if needed)

Members

There is no limit to the number of individuals who may be approved to serve as Managing Editors. Any individual approved by the Approval Committee may serve as a Managing Editor.

Elections

Individuals may apply to be approved as a Managing Editor at any time. The Approval Committee is responsible for reviewing applicants and approving them to serve as Managing Editors.

Eligibility

Any individual may apply for the role of Managing Editor. Editorial Board members may choose to take the role of Managing Editor. Individuals who serve in this role must be able to communicate in English (regardless of first language), have excellent time and process management skills, and communicate with both reviewers and creators in a professional manner.

Term Served

Managing Editors will be asked to commit to a term length of two years, with the option to renew for an additional term at the beginning of the second year.

Reviewer

Charge

Reviewers are individuals with experience and knowledge in specific fields. Each Reviewer is responsible for applying their expert knowledge to the review of an assigned submission. Reviewers are expected to recognize factual errors related to their area of expertise.

Duties and Ethical Considerations

Role of the reviewer:

- Read, view, or listen to an assigned submission
- Ensure the factual and logical integrity of assigned
- Compile suggested revisions or improvements
- Provide feedback on time to the Managing Editor

COPE has developed [Ethical Guidelines for Peer Reviewers](#), to which Reviewers and Managing Editors may refer for guidance.

Members

There is no limit to the number of individuals who may be approved to serve as Reviewers. Any individual approved by the Approval Committee may serve as a Reviewer. Reviewers will be assigned to review a submission at the request of a Managing Editor.

Elections

Reviewers will be selected by the Approval Committee on a continuing basis. Individuals may apply to be approved as a Reviewer at any time. The Approval Committee is responsible for reviewing applicants and approving them to serve as Reviewers.

Eligibility

*R*³ is an interdisciplinary journal, and thus seeks individuals knowledgeable in a variety of fields. These include, but are not limited to: BTS and ARMY, science and engineering, social sciences, language studies, linguistics, music, economics, visual arts, and philosophy. Individuals who serve in this role must have the ability to communicate in English (regardless of first language).

Term Served

Reviewers will be asked to commit to a term length of two years, with the option to renew for an additional term at the beginning of the second year.

Mentor

Charge

*R*³ recognizes that the peer-review process can be intimidating and difficult to navigate, and we are committed to ensuring the success of our submitting creators. Creators whose work is recommended to undergo revisions during the peer-review process may voluntarily opt to have a mentor assigned to them. The charge of the mentor is to guide and assist the creator through the peer-review processes.

Duties and Ethical Considerations

The responsibility of the Mentor is to:

- Review the feedback from both reviewers
- Work collaboratively with the creator to provide ongoing constructive feedback during the revision process

- Provide encouragement and guidance
- Assist the creator in preparing their submission for the next peer review

Members

There is no limit to the number of individuals who may be approved to serve as Mentors. Mentors will be asked to serve on an as-needed basis at the request of a Managing Editor.

Elections

Individuals may apply to be approved as a Mentor at any time. The Approval Committee is responsible for reviewing applicants and approving them to serve as Mentors.

Eligibility

Any individual who is approved in the role by the Approval Committee may serve. Mentors must be able to communicate in English (regardless of first language).

Term Served

Mentors will be asked to commit to a term length of two years, with the option to renew for an additional term at the beginning of the second year, and will serve on an as-needed basis.

Copy Editor

Charge

The main role of Copy Editors for R^3 is to ensure that all text published by the journal is free of errors in spelling, grammar, punctuation, terminology (including jargon), semantics, and formatting.

Copy editing includes proofreading but goes well beyond to include fact checking, identifying and recasting awkward or vague phrasing, and ensuring R^3 style is applied where needed.

Duties and Ethical Considerations

Copy Editors will review a variety of types of manuscripts, including articles, essays, audio/video transcripts, and other types of prose. Copy Editors will work with Managing Editors (MEs) to prepare manuscripts for publishing.

Members

There is no limit to the number of individuals who may be approved to serve as Copy Editors. Any individual approved by the Approval Committee may serve as a Copy Editor. Copy Editors will be assigned to edit a submission at the request of a Managing Editor.

Elections

Individuals may apply to be approved as a Copy Editor at any time. The Approval Committee is responsible for reviewing applicants and approving them to serve as Copy Editors.

Eligibility

Copy Editors must demonstrate:

- Excellent command of language
- Proficiency working in Word
- Attention to detail
- Critical thinking skills

R³ adheres to APA guidelines, so familiarity with that style is appreciated. However, it is not a prerequisite. We expect familiarity with this resource to grow over time.

Term Served

Copy Editors will be asked to commit to a term length of two years, with the option to renew for an additional term at the beginning of the second year.

3. DISCIPLINARY ACTION AND APPEALS

Termination

The Editorial Board may, by a majority vote, terminate any journal member for cause. Cause may include, but is not limited to:

- Failure to meet two deadlines without requesting an extension in a timely manner
- Flagrant and irresponsible disregard for editorial duties
- Abuse of journal privileges
- Violation of non-disclosure agreement
- Repeated sub-standard work
- Acts which would be construed as violent, hostile, or defamatory

Procedure for Removal of a Member

1. Any Editorial Board member shall present the written recommendation for termination to the Editorial Board for investigation and vote. Any Board Member who is a party to the action will not be entitled to vote in any proceeding regarding this dispute.
2. A member recommended for termination may, within 7 days of receiving notice of pending termination, submit any relevant information for the Editorial Board's consideration.
3. If a majority of the Editorial Board votes for the termination, the member shall be notified and then has 7 days for which to submit a written notice of appeal to the Editorial Board.
4. The decision of the Editorial Board shall be final if no timely appeal is submitted or unless overruled by subsequent hearing.

4. CONDUCT OF MEETINGS

Board Meetings

Meetings for the Editorial Board and Advisory Board shall be held on a semi-annual basis.

- Twenty-four hours prior to a meeting, the Editorial Board is responsible for informing the members as to their progress concerning projects, assignments and other business that the Editor intends to speak about at the meeting.
- Each Board Member is required and expected to conduct him or herself in a professional manner.
- Attendance is mandatory unless excused by the EB.
- Notice of all meetings shall be given at least one week in advance.

Special Meetings

A special meeting can be called by any EB member to address an important issue that must be addressed before the next scheduled meeting.

5. AMENDMENTS

Power of Amendment

The Editorial Board shall have the power to amend any portion of the *Journal Operations Guideline*.

Procedure

1. Summary of proposed changes to the guideline shall be sent to all members of the EB
2. A vote may be cast either orally or in writing, and each EB member is entitled to one vote.
3. All proposed Amendments that receive a majority vote will become effective immediately upon conducting the vote. Effective Amendments shall be added to the *Journal Operations Guideline* within two weeks following the vote and made available to all journal members.