

# *The Rhizomatic Revolution Review [20130613]*

## **Journal Operations Guideline**

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*This document outlines how individuals may become part of The R<sup>3</sup> Journal team and aims to create transparency as to how and by whom decisions are made and work is produced. As R<sup>3</sup> 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 interests of R<sup>3</sup>.*

## 1. MISSION

R<sup>3</sup> is an open-access journal that publishes interdisciplinary scholarly work, original creative pieces, and personal narratives that examine the art and impact of BTS and their fanbase ARMY. R<sup>3</sup> is dedicated to empowering fans with the means to engage in rigorous, critical discourse and to introducing newcomers to BTS and ARMY.

*The Rhizomatic Revolution Review [20130613] Foundation is a registered non-profit 501c3 and publishes for educational purposes only. We are independent of any institution and 100% volunteer-run. We are not affiliated with HYBE, Big Hit Entertainment, or any of their subsidiaries.*

Our full mission and values statement can be accessed here:  
<https://TheR3Journal.com/About/MissionValues>

R<sup>3</sup> values engagement in different forms of knowledge creation and sharing and appreciates that people learn and express themselves in a variety of ways. R<sup>3</sup> is structured as a multi-dimensional journal to allow room for multifaceted exploration:

- R<sup>3</sup>'s Academic Articles (AA) offer contributors from all walks of life a space in which they can publish texts that present interdisciplinary examinations of the art, fandom,

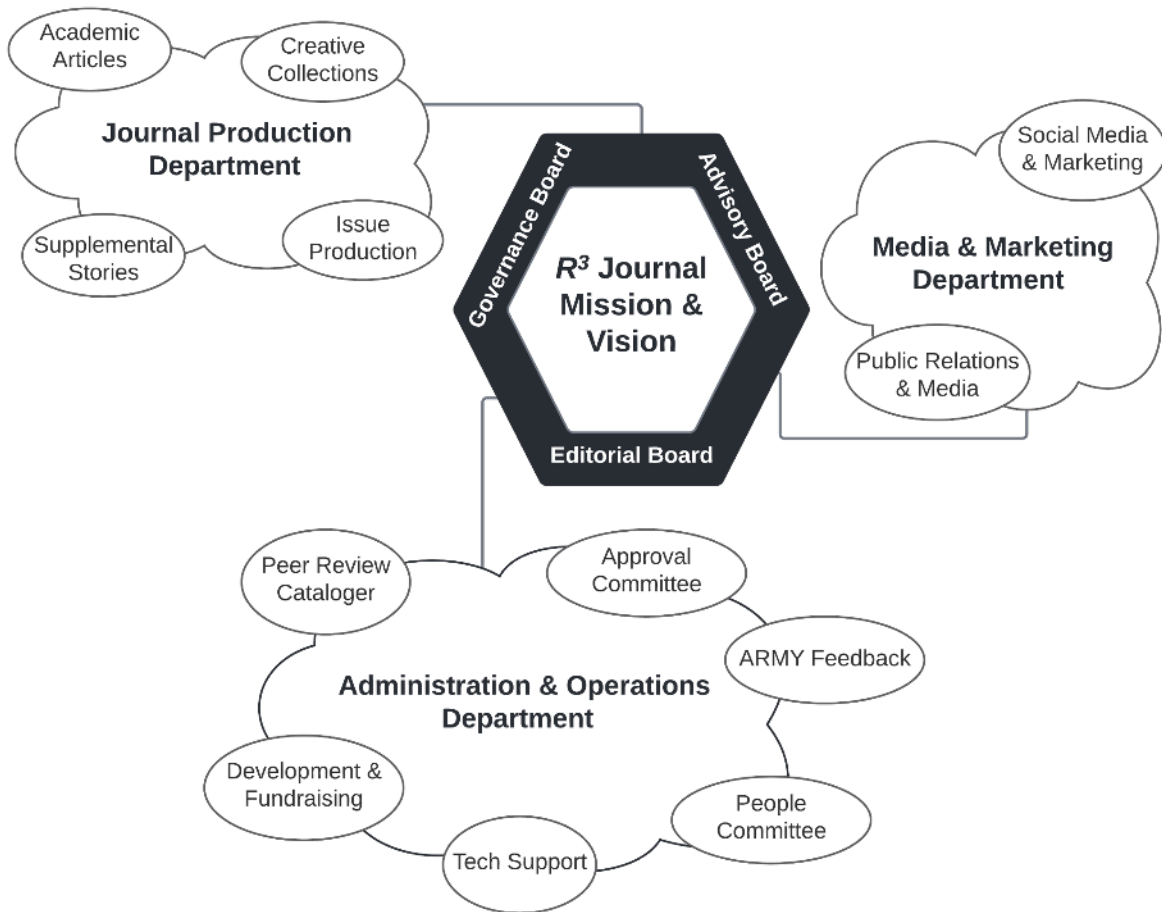
economic effects, and sociocultural forces of and surrounding BTS (방탄소년단) and ARMY.

- $R^3$ 's Creative Collections (CC) celebrate original creative work inspired by BTS and its members and support the restorative process of creative expression. This dimension aims to provide a safe space that pays homage to “music and artist for healing” and welcomes new and experienced artists alike.  $R^3$  hopes that by providing a space to preserve these creations we can help document BTS’s legacy in the form of the art and individuals they have inspired, while also inspiring each other.
- $R^3$ 's Supplemental Stories (SS) wish to foster authenticity, creative expression, and critical reflection through the art of storytelling. This dimension aims to create a living repository of personal narratives, oral histories, and stories of individuals impacted by BTS over time, borders, and experiences. Each story shared is an opportunity to inspire hope, transformation, and resilience.

## 2. JOURNAL STRUCTURE

The creation of  $R^3$  was inspired by the philosophical concept of the rhizome developed by Gilles Deleuze and Félix Guattari in their book *A Thousand Plateaus* and later applied to the “BTS Phenomenon” in the book by Dr. Lee Jiyoung, *BTS, Art Revolution: BTS Meets Deleuze*. This is also reflected in the organizational structure of the journal, which aims for decentralization, non-hierarchy, flexibility, and collaboration.

All the work that is produced within  $R^3$  is a result of the efforts of journal members who participate in one of our Boards or Departments. Each of these have different duties and responsibilities, which are described in this document. Some will have a broader sphere of influence than others (i.e., address vision and strategy, etc.), but all groups are equally important to the existence of the journal. We strive for a workspace that is flexible and can adapt to the different needs and challenges we may face in the future, and as such we expect that this structure may also change to reflect that.



*Image of R3 Journal Structure of Departments*

## 2.1. Boards

$R^3$  includes three boards: the Editorial Board, the Advisory Board and the Governance Board. The charges and attributes of each board are defined in this document. The Editorial Board is the main decision-making unit of the organization, as described in Section 4.1 of this Operations Guidelines.

## 2.2. Departments, Divisions and Roles

The  $R^3$  Departments listed in this document represent three areas of focus that have been identified as being fundamental for the organizational well-being of the Journal. Each Department is subdivided into Divisions which collaborate to fulfill the Department's goals and responsibilities. Divisions may be further subdivided into teams or workgroups. Divisions are autonomous to organize their workflow and internal subdivisions.

Finally, this Operations Guidelines also lists Roles that have been identified as critical for the maintenance of journal operations. A Role is determined by a task, and it does not imply an organized collectivity. Roles listed here are considered essential, and the Boards and Departments will strive to make sure they are filled at all times. Other roles may exist within the journal based on identified needs and workflow organization, but they may be modified internally without the need for Editorial Board approval.

### 3. JOURNAL MEMBERSHIP AND APPOINTMENT

*The Rhizomatic Revolution Review [20130613] ( $R^3$ )* relies on a network of enthusiastic members to ensure its production as well as 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 can contribute to the journal by serving in any of the following capacities:

#### 3.1. Associate Member

An Associate Member is an individual who maintains a stable relationship with  $R^3$  while not actively contributing to one of the  $R^3$  Departments, Divisions, or Roles described below. A stable relationship is determined by:

- Individual passed a selection/vetting process
- Individual agreed to work with  $R^3$  for a defined period of time (term)
- Individual signed an NDA and completed the onboarding process
- Individual agreed to abide by  $R^3$ 's Code of Conduct

An Associate Member may request to become an Active Member at any time by contacting a Department or Division lead, as long as they meet the requirements described in this Operations Guidelines. An Associate may be referred to or invited by Department or Division leads to serve in a role based on their expertise, and may refuse the role with no fear of consequence to their standing as an associate member.

Associates may have access to:

- AA, CC or SS submissions for which they agree to act as a reviewer or evaluator

#### 3.2. Active Member

Active Member means an Associate who is actively contributing to at least one of the  $R^3$  Departments described below. The activity level required for an individual to maintain active

status will be defined by each Department or Division operation guidelines. Additionally, all board members are considered Active Members.

Active Members will be provided an official  $R^3$  email address and be given access to:

- $R^3$ 's Google Workspace and "Staff Lounge"
- Google chats and/or rooms for the Departments and/or Divisions in which they are involved
- Relevant shared Google drives

### **Maintaining Active Member status**

A member who is not actively contributing to one of the  $R^3$  Departments, Divisions, or Roles described below will be returned to Associate Member status.

Member activity status is evaluated independently by each Department and/or Division. An individual will be returned to Associate status only when they have been categorized as inactive by all Departments and/or Divisions they were a part of.

When an individual is identified as being inactive by the Department or Division Lead or other Active Members, they will be contacted by their team members to discuss if they should remain as an active member or lose active status. An individual will be marked as inactive after an agreement has been reached with the Team members or after two communication attempts with no response and all access to restricted areas will be revoked.

An individual who wishes to recover Active Member status may reach out to Department or Division Leads to discuss their return to activities.

### 3.3. Contributor

Contributor means an individual who contributes in some way to  $R^3$  but does not maintain a stable relationship with  $R^3$ . A non-stable relationship is defined by:

- Individual entered an agreement with  $R^3$  without going through a selection/vetting process. This includes, but is not limited to, commissions (e.g., for header art for the website) and temporary activities
- Individual contributes to an activity which does not require a signed NDA or access to restricted areas of the organization

Contributors who wish to become an Associate or Active Member will go through the selection and vetting process in the same way as any individual who is outside the organization.

## 4. DUTIES AND TERMS OF BOARD MEMBERS

### 4.1. Editorial Board

#### **Charge**

The Editorial Board (EB) is responsible for the vision of the journal 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
- Advising the AA Vetting Team as needed in regard to determining which submissions will be considered for the peer-review process
- Granting final approval for all submissions recommended for publication
- Overseeing all journal activities, including but not limited to production, marketing, social media, public relations, event management, and crisis intervention

#### **Members**

The EB will consist of seven members:

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

#### **Selection Criteria**

Open positions for new members of the EB will be posted in August of each year and elections will be held in September. Each Active Member of  $R^3$  will receive a single vote for each open position. In the event of a tie, the tiebreaker will be determined by a vote of the EB only.

#### **Eligibility**

Any Active Member of  $R^3$  may apply to an open position for the EB. All EB positions are tenured (see Term Served section that follows).

#### **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 end 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.

## 4.2. Advisory Board

### Charge

The Advisory Board (AB) provides necessary counsel to the Editorial Board; however, all decisions in regards 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 EB or GB

### 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 or other advanced degree (a diversity of backgrounds, qualifications, and perspectives is highly valued)

### Selection Criteria

Open positions will be posted in August of each year and elections will be held in September. Each Active Member of  $R^3$  will cast a single vote. In the event of a tie, the tiebreaker will be determined by a vote of the EB only

### Eligibility

Any Active Member of  $R^3$  may apply to an open position for the AB, but nominations for candidates outside of  $R^3$ 's membership may also be considered. All AB positions are tenured (see Term Served section that follows).

### 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 end 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.

## 4.3. Governance Board

The Governance Board (GB) manages the business and affairs of *The Rhizomatic Revolution Review [20130613]* Foundation, the registered 501(c)3 non-profit. The GB is responsible for overseeing all aspects of the Foundation operations, including the financial stewardship of  $R^3$ . The purpose and operation of the GB is outlined in detail in the By-Laws for *The Rhizomatic*



Revolution Review [20130613] Foundation, which can be accessed here:  
<https://TheR3Journal.com/About/ByLaws>

## 5. ADMINISTRATION AND OPERATIONS DEPARTMENT

### 5.1. Department Focus and Responsibilities

The Administration and Operations Department (AOD) provides administrative and technical support in the areas of human resources, financial and strategic planning, workspace management, and IT. The main responsibilities of this Department are:

- Processing applications and approving new Journal Members
- Welcoming and Onboarding new Journal Members
- Maintaining a registry of all Journal Members
- Maintaining a catalog of all  $R^3$  Peer-Reviewers
- Managing the Journal Workspace and access to restricted areas
- Providing IT support to Journal Members
- Supporting internal communication and social events
- Develop fundraising and sustainability strategies
- Collecting and processing public feedback

### 5.2. Divisions

#### 5.2.1. Approval Committee

##### **Charge**

The Approval Committee (AC) is responsible for reviewing applicants and approving new Journal members.

##### **Duties and Ethical Considerations**

This Division handles personal and confidential information; discretion is required. Activities that Approval Committee members would be asked to participate in include:

- Review of all documentation submitted by each applicant
  - Social media check (if applicable)
  - ARMY check (active member roles)
- Periodic meetings to discuss and approve candidates
- Communication of results (appointment or rejection) to all candidates

Members of the AC are responsible for reviewing and approving new journal members for all open positions (in conjunction with the Department and/or Division leads, as applicable), with the exception of the EB, AB, GB, and Copy Editors. 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, agreement among 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 three to five members, with a minimum of:

- 1 Member of the EB
- 1 Managing Editor or Copy Editor
- 1 Member of the AOD who serves in another role

## **Selection Criteria**

Prospective AC members will be asked to provide references. Members of the AC will be appointed by the EB 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 AC.

## **Term Served**

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

### 5.2.2. People Committee

## **Charge**

The People Committee (PC) is tasked with managing journal membership and new Journal Member onboarding.

## **Duties and Ethical Considerations**

This Division handles personal and confidential information; discretion is required. Activities that PC members would be asked to participate in include:

- Onboarding all selected applicants
- Maintaining the relevant documentation, including all NDAs
- Keeping track of all journal Associate Members, Active Members, and Contributors and their current activity status
- Developing and maintaining community-building activities for journal Associate Members and Active Members

## **Members**

There is no limit to the number of members in the PC, and no special requirements for the Division composition.

### **Selection Criteria**

PC lead and members will review a candidate's experience and/or interests and schedule a meeting to discuss their potential participation. Acceptance is defined by the simple majority approval of current division members.

### **Eligibility**

Any journal member with relevant experience or interest in the activities of the PC is eligible to become a member of this division.

### **Term Served**

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

## 5.2.3. Peer Reviewer Catalog Team

### **Charge**

The Peer Reviewer Catalog (PRC) team is responsible for managing the information about all peer reviewers.

### **Duties and Ethical Considerations**

This Division handles personal and confidential information; discretion is required. Activities that PRC members would be asked to participate in include:

- Maintaining a database with updated information about all current peer reviewers
- Keeping a record of peer reviewers who are no longer Associate Members of  $R^3$  and the reason for their departure
- Working closely with Managing Editors to ensure that the information is organized and accessible
- Periodic check-in with current peer reviewers to confirm their continued interest/availability

### **Members**

Previous experience as a Managing Editor or in the Journal Production Department of  $R^3$  is preferred, but not necessary. There is no limit to the number of members in the PRC.

### **Selection Criteria**

PRC Lead and members will review a candidate's experience and/or interests and schedule a meeting to discuss their potential participation. Acceptance is defined by the simple majority approval of current division members.

### **Eligibility**

Any journal member with relevant experience or interest in the activities of the PRC is eligible to become a member of this division.

### **Term Served**

PRC members will be asked to commit to a term length of two years with the option to renew for an additional term at the end of the second year.

## 5.2.4. Tech Support

### **Charge**

The Tech Support Division (TSD) is tasked with controlling access to the  $R^3$  Google Workspace,  $R^3$  Email account, and, when appropriate, Hubspot. They may also provide tech support to Journal members in using, developing, and publishing on the website and other venues. At the highest level a member would be allowed to access the domain and hosting information for management purposes. Other duties could include helping evaluate and integrate new tools.

### **Duties and Ethical Considerations**

This Division handles confidential information; discretion is required. The duties of the TSD include, but are not limited to:

- Control Access to the  $R^3$  Google Workspace,  $R^3$  Email account, and Hubspot
- Maintain and update the Tech Support page in the Welcome to  $R^3$  website
- Manage and develop the  $R^3$  Google Workspace and  $R^3$  website
- Provide Technical support to journal members to access the various tools we use through the email inbox or other channels
- In cooperation with Marketing, make sure our Google Ads account is in good standing so we can continue using Google Workspace for free

### **Members**

There is no limit to the number of members in the TSD; at least one of the members must be a part of the EB or GB.

### **Selection Criteria**

TSD lead and members will review a candidate's experience and/or interests and schedule a meeting to discuss their potential participation. Acceptance is defined by the simple majority approval of current division members.

### **Eligibility**

Any journal member with relevant experience or interest in the activities of the TSD is eligible to become a member of this division.

### **Term Served**



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

#### 5.2.5. Development and Fundraising

##### **Charge**

The aim of the Development and Fundraising Division (DFD) is to work towards the institutional development of  $R^3$  with a special focus on growth and financial sustainability.

##### **Duties and Ethical Considerations**

This Division handles confidential information, discretion is required. The duties of the DFD include, but are not limited to:

- Develop fundraising strategies and plans
- File the necessary paperwork for lawful fundraising
- Produce material for grant or award applications
- Work in close collaboration with the GB in maintaining and cataloging financial documentation for  $R^3$
- Work in collaboration with other  $R^3$  Divisions for all fundraising efforts

##### **Members**

There is no limit to the number of members in the DFD; at least one of the members must be a part of the EB or GB.

##### **Selection Criteria**

DFD lead and members will review a candidate's experience and/or interests and schedule a meeting to discuss their potential participation. Acceptance is defined by the simple majority approval of current division members.

##### **Eligibility**

Any journal member with relevant experience or interest in the activities of the DFD is eligible to become a member of this division.

##### **Term Served**

Development Team members will be asked to commit to a term length of two years, with the option to renew for an additional term at the end of the second year.

#### 5.2.6. ARMY Feedback

##### **Charge**

The ARMY Feedback Division (AFD) handles comments, emails, and responses to any and all feedback given to  $R^3$  via Twitter, Instagram, or email.

### **Duties and Ethical Considerations**

This Division handles confidential information; discretion is required. Members of the AFD are tasked with:

- Keeping track of all feedback received
- Providing the Journal Departments and Divisions with information regarding feedback received
- Discussing within the team when and how to respond to comments and feedback
- Communicating with the EB if any issue requires a response and the guidelines do not address the situation

### **Members**

This Division shall consist of no more than three journal members. This is to limit miscommunication within the team and to make sure everyone has a shared understanding of each issue and the journal's response.

### **Selection Criteria**

Anyone can apply for the AFD. Approval from the team lead and all current members is required.

### **Eligibility**

Previous customer service or similar experience is preferred, but not required. ARMY Feedback Team Members must exhibit the following behaviors:

- Understanding of policies and procedures
- Ability to communicate any and all concerns to Team Leader, EB, and/or other team members

### **Term Served**

ARMY Feedback Team Members will be asked to commit to a minimum of two years with the option to renew their position after one term.

## **6. JOURNAL PRODUCTION DEPARTMENT**

### **6.1. Department Focus and Responsibilities**

The Journal Production Department (JPD) is responsible for receiving submissions, guiding submissions through the editorial process, and preparing issues for publication. The main responsibilities of this Department are:

- Monitoring incoming submissions; moving files to specified drives and folders; ensuring completeness of information from submitters
- Reviewing all submissions and determining those submissions that will be considered

for publication in the  $R^3$

- Communicating with submitters
- Monitoring progress of submissions through subsequent processes to meet production schedule
- Maintaining confidentiality of submissions until publication

Because many members of this department work with confidential information and Personally Identifiable Information (PII), discretion is required.

## 6.2. Divisions

### 6.2.1. Academic Articles

#### **Charge**

The Academic Articles (AA) Division is responsible for handling all pre-production activities related to AA submissions.

#### **Duties and Ethical Considerations**

The AA Division manages and executes the peer-review process for AA submissions. Identities of reviewers and authors must be kept confidential throughout the peer-review process; identities of authors are disclosed only upon publication.

Roles within this division include:

- AA Project Manager (Division Lead)
  - Creates and maintains publication schedule for each issue, coordinates and organizes the division's workflow to ensure publication schedules can be met; communicates with the Journal Production Team regarding accepted submissions
- AA Vetting
  - Manage the clerical and technical aspects of receiving, classifying, prepping, and secure storage of AA submissions.
- AA Managing Editors
  - Oversee the peer-review process for assigned AA submissions. This includes, but is not limited to, assigning appropriate reviewers to submissions, compiling feedback from reviewers, and communicating results of the peer-review process to the corresponding author

#### **Members**

There is no limit to the number of individuals that may serve in this division.

*\*There is a 3 month training, mentoring and probationary period for new division members.*

After that period, an informal evaluation will be held to best determine which role(s) on the team

best fit with the team and new member(s).

### **Selection Criteria**

The AA Project Manager will review a candidate's experience and/or interests and schedule a meeting to discuss their potential participation. Acceptance is defined by the simple majority approval of current division members.

### **Eligibility**

Any journal member with relevant experience or interest in the activities of the AA Division is eligible to become a member of this division. Individuals who serve in these roles must be able to communicate in English (regardless of first language), have excellent time and process management skills, and be able to communicate with both reviewers and contributors in a professional manner.

### **Term Served**

AA Division members will be asked to commit to a term length of two years, with the option to renew for an additional term at the end of the second year.

## 6.2.2. Creative Collections

### **Charge**

The Creative Collections (CC) Division is responsible for handling the selection and pre-production activities related to CC submissions.

### **Duties and Ethical Considerations**

Roles within this division include:

- CC Project Manager (Division Lead)
  - Creates and maintains a publication schedule, coordinates and organizes the division's workflow to ensure publication schedules can be met; communicates with the Journal Production Team regarding accepted submissions
- CC Vetting
  - Manage the clerical and technical aspects of receiving, classifying, prepping, and secure storage of CC submissions.
- CC Selection Committee
  - Review submissions to CC and determine which submissions will be approved for publication in  $R^3$
- CC Artistic Director and/or Managing Editors
  - Responsible for the creative direction of CC for each issue and work directly with artists to refine their creative work when needed

Members of the CC Selection Committee will be masked from knowing the identity of the artist when reviewing any submission. Submissions will be evaluated without regard to the creator's



age, gender, sexual orientation, race, religion, language of origin, country of origin, or country of residence.

## Members

There is no limit to the number of individuals who may serve in this division.

*\*There is a 3 month training, mentoring, and probationary period for new division members. After that period, an informal evaluation will be held to best determine which role(s) on the team best fit with the team and new member(s).*

## Selection Criteria

The CC Project Manager will review a candidate's experience and/or interests and schedule a meeting to discuss their potential participation. Acceptance is defined by the simple majority approval of current division members.

## Eligibility

Any journal member with relevant experience or interest in the activities of the CC Division is eligible to become a member of this division.

## Term Served

CC Division members will be asked to commit to a term length of two years, with the option to renew for an additional term at the end of the second year.

### 6.2.3. Supplemental Stories

## Charge

The Supplemental Stories (SS) Division is responsible for handling the selection and pre-production activities related to SS submissions.

## Duties and Ethical Considerations

Roles within this division include:

- SS Project Manager (Division Lead)
  - Creates and maintains publication schedule, coordinates and organizes the division's workflow to ensure publication schedules can be met; communicates with the Journal Production Team regarding accepted submissions
- SS Vetting
  - Manage the clerical and technical aspects of receiving, classifying, prepping, and securing storage of SS submissions
- SS Selection Committee
  - Review submissions to SS and determine which submissions will be selected for publication in  $R^3$
- Managing Editors

- Work directly with authors, as needed, to assist them with telling their stories

Members of this division 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 of the SS Selection Committee will be masked from knowing the identity of the contributor when reviewing any submission. Submissions will be evaluated without regard to the creator's age, gender, sexual orientation, race, religion, language of origin, country of origin, or country of residence.

### **Members**

There is no limit to the number of individuals who may serve in this division.

*\*There is a 3 month training, mentoring, and probationary period for new division members.* After that period, an informal evaluation will be held to best determine which role(s) on the team best fit with the team and new member(s).

### **Selection Criteria**

The SS Project Manager and division members will review a candidate's experience and/or interests and schedule a meeting to discuss their potential participation. Acceptance is defined by the simple majority approval of current division members.

### **Eligibility**

Any journal member with relevant experience or interest in the activities of the CC Division is eligible to become a member of this division.

### **Term Served**

SS Division members will be asked to commit to a term length of two years, with the option to renew for an additional term at the end of the second year.

## 6.2.4. Issue Production

### **Charge**

The Issue Production Division (IPD) is responsible for preparing all accepted submissions from AA, CC, and SS for publication.

### **Duties and Ethical Considerations**

Roles within this division include:

- Artistic Director (Division Lead)
  - Responsible for securing header art for accepted submissions and ensuring the overall aesthetic of the published issue

- Design thematic prompts and specific calls for submissions when deemed appropriate
- Copy Editors
  - Ensure that all text published by the journal is free of errors in spelling, grammar, punctuation, terminology (including jargon), semantics, and formatting
- PDF Typesetters
  - Responsible for creating the PDF versions of AA submissions accepted for publication
- Web Formatters
  - Responsible for uploading and formatting pieces for publication in Wordpress
- Final Issue Proofers
  - Responsible for ensuring the publication checklist has been completed for each submission in the issue; this includes, but is not limited to, ensuring that all contributor information (especially name under which the work is credited) is correct

## Members

There is no limit to the number of individuals that may serve in this division.

Copy Editors are asked to complete a skills test due to the technical nature of the task. The skills test is created by and the results are evaluated by the lead Copy Editor.

## Selection Criteria

Division members will review a candidate's experience and/or interests and schedule a meeting to discuss their potential participation. Acceptance is defined by the simple majority approval of current division members.

Applicants for the position of Copy Editor must additionally be approved by the lead Copy Editor, who is responsible for reviewing applicants' skills tests.

## Eligibility

Most roles in this division require:

- Excellent command of the English language
- Proficiency working in Word and Google docs
- Attention to detail
- Critical thinking skills

*R*<sup>3</sup> 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.

Any journal member with relevant experience or interest in the activities of the IPD is eligible to become a member of this division.

### **Term Served**

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

## **7. MEDIA & MARKETING DEPARTMENT**

### **7.1. Department focus and Responsibilities**

The Media & Marketing Department (MMD) is responsible for professional, informal online interactions with the  $R^3$  audiences across various social media platforms. With a main focus on driving our audience to theR3journal.com, responsibilities include:

- Content creation
- Marketing strategies
- Social media engagements
- $R^3$  social media and web traffic analysis
- Informing the general public of upcoming issues and events

### **7.2. Divisions**

#### **7.2.1. Social Media & Marketing**

#### **Charge**

The Social Media and Marketing (SMM) Division will develop, organize and execute marketing content across multiple online social media arenas that encourage interest in  $R^3$  and direct the  $R^3$  audience to the journal. Current teams include:

- Twitter
- Instagram
- LinkedIn & website blog
- Live interactions

#### **Duties and Ethical Considerations**

Individual members of this team use their diverse array of creative, marketing, social media and technical skills to maximize efficiency and impact for all of the  $R^3$  content in order to encourage submissions, understanding of issue contents, and critical thinking and interaction with journal issues. These activities may include:

- Consistent communication with other  $R^3$  departments and divisions
- Attendance and participation in monthly team meetings
- Social media literacy and currency with BTS & ARMY online trends
- Reading, reviewing and publishing social media posts at scheduled times

- Excellent communication skills in English and/or additional languages

## Members

There is no limit to the number of individuals that may serve in this division.

*\*There is a 1 month training, mentoring and probationary period for new team members. After that period, an informal evaluation will be held to best determine which role(s) on the team best fit with the team and new member(s).*

## Selection Criteria

Individuals may apply at any time. Potential Social Media & Marketing team members will be selected by the Approval and People Committees periodically, every 4-6 months. The MMD lead(s) will ultimately decide who will be approved for the team.

## Eligibility

Any individual with the requisite skills and technology may apply to work with the Social Media & Marketing Team at any time.

## Term Served

Every 6 months, a Team Check-in is conducted to determine availability, interest, current and upcoming projects. If a team member needs a break, would like to withdraw from their team duties, or increase their team participation, then they may do so at this time without any pressure or explanation.

### 7.2.2. Public Relations and Media

## Charge

Working in collaboration with the SMM Division, the Public Relations and Media (PR) Division catalogs all of the journal issues, events, and celebrations. This team undertakes the responsibility of managing public announcements and messages regarding these milestones. PR is also responsible for managing and maintaining security of the press, media, and VIP mailing lists.

This team plays an active role in establishing public relations on various  $R^3$  and BTS occasions for both official internal and external media publications. It curates content that acknowledges achievements and celebrates the spirit of BTS, ARMY and  $R^3$ .

## Duties and Ethical Considerations

Individual members of this team use their diverse array of creative, marketing, social media and technical skills to maximize efficiency and impact for all  $R^3$  content in order to archive, celebrate and spread awareness of the latest journal issues and activities. This may include:



- Consistent communication with other  $R^3$  departments and divisions
- Attendance and participation in monthly team meetings
- Strong organizational skills
- Awareness of important  $R^3$  dates and deadlines
- Excellent communication skills in English and/or additional languages

### **Members**

There is no limit to the number of individuals that may serve in this division.

*\*There is a 1 month training, mentoring, and probationary period for new team members. After that period, an informal evaluation will be held to determine which role(s) on the team best fit with the team and new member(s).*

### **Selection Criteria**

Individuals may apply at any time. Potential Social Media & Marketing team members will be selected by the Approval and People Committees periodically, every 4-6 months. The MMD Lead(s) will ultimately decide who will be approved for the team.

### **Eligibility**

Any individual with the requisite skills and technology may apply to work with the Public Relations & Media Team at any time.

### **Term Served**

Every 6 months, a Team Check-in is conducted to determine availability, interest, current and upcoming projects. If a team member needs a break and would like to withdraw from their team duties, or increase their team participation, then they may do so at this time without any pressure or explanation.

## **8. PEER REVIEWERS**

### **Charge**

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

- Read, view, or listen to the submission
- Ensure the factual and logical integrity of the assigned submission
- Compile suggested revisions or improvements
- Provide feedback to the Managing Editor according to a pre-arranged deadline

Tasks expected of a Peer Reviewer are outlined in more detail in the Peer Review Guidelines here: <https://TheR3Journal.com/About/PeerReview>. Reviewers are expected to read and be familiar with the Peer Review Guidelines and Submissions Guidelines, as well as any of their subsequent updates.

### **Duties and Ethical Considerations**

The Committee on Publication Ethics (COPE) has developed [Ethical Guidelines for Peer Reviewers](#)<sup>1</sup>, 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 Peer Reviewers. Any individual approved by the Approval Committee may serve as a Peer Reviewer. Peer Reviewers will be assigned to review a submission according to their expertise at the request of a Managing Editor. Peer Reviewers are considered Associate Members of  $R^3$ .

### **Selection Criteria**

Peer Reviewers will be selected by the Approval Committee on a periodic basis as applications are opened. Individuals may apply to be approved as a Peer Reviewer when applications are open. The Approval Committee is responsible for reviewing applicants and approving them to serve as Peer 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 the role of Peer Reviewer 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 end of the second year.

## **9. JOURNAL CODE OF CONDUCT**

All journal members and volunteers are required to follow  $R^3$ 's Code of Conduct. That document can be found here: <https://TheR3Journal.com/About/Conduct>

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<sup>1</sup> Committee on Publication Ethics (2017). *Ethical Guidelines for Peer reviewers*. <https://publicationethics.org/resources/guidelines/cope-ethical-guidelines-peer-reviewers>

## 10. DISCIPLINARY ACTION AND APPEALS

### Termination

The Editorial Board may, by a majority vote, terminate any journal Active Member or Associate 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
- Violation of Journal Code of Conduct
- Repeated sub-standard work
- Acts that would be construed as violent, hostile, or defamatory

### Procedure for Removal of a Member

1. Any EB member shall present the written recommendation for termination to the Editorial Board for investigation and vote. Any EB 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 seven days of receiving notice of pending termination, submit any relevant information for the Editorial Board's consideration.
3. If a majority of the EB votes for the termination, the member shall be notified and then has seven days in 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.

## 11. 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.



## SUMMARY OF REVISIONS

Version #	Summary of changes made	Date of Approval	Approved by
02	<p>Updated overall structure of the Operations Guidelines to reflect a division based on Departments, Divisions and Roles.</p> <p>Sections added:</p> <ul style="list-style-type: none"> <li>- Journal Mission</li> <li>- Description of the organizational structure of the R3 Journal.</li> <li>- Description of Journal membership and appointments.</li> <li>- Description of the Departments: Administration and Operations, Journal Production and Social Media and Marketing.</li> <li>- Description of the Divisions: People Committee, Peer Reviewer Catalog Team, Tech Support, Development and Fundraising, ARMY Feedback, Social Media and Marketing, and Public Relations and Media.</li> <li>- Code of Ethics for Journal members.</li> </ul> <p>Sections removed:</p> <ul style="list-style-type: none"> <li>- Description of Mentor role.</li> </ul> <p>Sections altered:</p> <ul style="list-style-type: none"> <li>- The Conduct of Meeting section has been removed and its contents were included in the Editorial Board and Advisory Board Sections.</li> <li>- Selection Criteria wording has been changed from “elected” to “appointed”.</li> <li>- Approval Committee section was moved within the Administration and Operations Section, Membership has been altered and term of service has been increased.</li> <li>- The following sections: Vetting Team, Creative Collections Selection Committee, Supplemental Stories Selection Committee, Copy Editor have been removed and their content was added to the Journal Production Department section.</li> </ul>		

