

Editorial Board Terms of Reference

Ideally, Editorial Boards are representative of the wider membership of a journal with respect to the member's areas of expertise and sub-specialties, geographic location, and career stages. Board members will include recognized experts, who bring prestige but are likely to be less active participants, as well as early career representatives, including resident and student members ("SIU Innovators"), who will bring both enthusiasm and a fresh perspective to the Board. Most members will have had some experience in publishing. All members of the Editorial Board will be strongly encouraged to become members of the SIU.

In addition to the Editor-in-Chief, the Board will consist of one Deputy Editor, four Associate Editors, up to ten Regional Editors, and a maximum of thirty Editorial Board Members (usually affiliated with a national urology society but not officially representing that society or region). The Editor-in-Chief may also appoint Specialist Editors as they see fit. There are no fixed terms for Specialist Editors.

Responsibilities

Editor-in-Chief

The Editor-in-Chief is appointed by SIU Board of Directors for a four-year term. The appointment may be renewed following a review by the Board of Directors. The Editor-in-Chief reports to the SIU Board of Directors, has clearly established rights, duties, and authority, and is held accountable for meeting agreed-upon performance metrics. The Editor-in-Chief also communicates with the SIU Board's Publications Representative about ongoing activities and special initiatives.

The Editor-in-Chief has complete independence within decisions regarding editorial information and papers published in the *SIUJ*.

- Creates policies in collaboration with the Editorial Board
- Establishes the *SIUJ*'s priorities
- Oversees all of the functions of the journal, including the review process; these activities may be delegated to members of the Board at the discretion of the Editor-in-Chief
- Ensures a high standard of peer review
- Commissions new material with the help of the Editorial Board, including review articles, commentaries, and editorials
- Has mechanisms in place to deal with author grievances promptly when/if they arise
- Informs the SIU Board of journal activities deemed relevant to the SIU's mission
- Appoints *SIUJ* Editorial Board members
- Makes the final decision regarding the acceptance of articles and editorial content
- Chairs all Editorial Board meetings
- Provides a forum for the members of the Editorial Board to supply and discuss innovative ideas for the development of the *SIUJ*

Deputy Editor

The Deputy Editor is appointed by the Editor-in Chief for a renewable three-year term.

- Act on behalf of the Editor-in-Chief at his or her discretion
- Act in place of the Editor-in-Chief when he or she is unavailable
- Provide expert guidance in the selection of material for publication

The Deputy Editor reports directly to the Editor-in-Chief and would be considered as a potential successor to the incumbent Editor-in-Chief

Associate Editors

The Editor-in-Chief appoints Associate Editors for a renewable three-year term. Terms can be extended by up to one year to ensure that the rotation of the Associate Editors is staggered.

- Solicit articles and encourage colleagues to write papers for *SIUJ*
- Write at least one guest editorial each year
- Handle the articles undergoing peer review and recruit colleagues to be peer reviewers

- Work with the Editor-in-Chief to determine the direction of the *SIUJ*
 - Attend Editorial Board meetings
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Regional Editors

The Editor-in-Chief, in consultation with the Associate Editors, appoints Regional Editors for an initial one-year term, after which they are appointed for renewable three-year terms. They are selected on the basis of pre-determined geographic regions in order to provide the Editorial Board with global representation.

- Encouraging suitable submissions from their region
- Promoting the *SIUJ* in their region
- Handling manuscripts from their region or related to their area of urologic expertise which are currently within the peer review process

- Representing the *SIUJ* at conferences in the region
 - Keeping the Editor-in-Chief informed of emerging issues in their region.
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Editorial Board Members

The Editor-in-Chief, in consultation with the Associate Editors, appoints Editorial Board Members for an initial one-year term, after which they are appointed for renewable three-year terms. Board Members are selected on the basis of their specific areas of expertise.

- Solicit articles and encourage colleagues to write papers for *SIUJ*
- Assist in peer review by reviewing articles and recruiting colleagues to be peer reviewers

- Provide editorial advice regarding their area of expertise
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Specialist Editors

The Editor-in Chief may appoint Specialist Editors (who may also be Associate Editors or Editorial Consultants) with expertise in relevant non-medical fields, such as statistics and social media.

- **Statistics Editor:** Reviews papers at the request of the Editor-in-Chief if there are concerns about the analysis or presentation.
- **Social Media Editor:** Recommends platforms and content, monitors trends on social media, invites contributions, and monitors the *SIUJ*'s social media profiles.

- **SIU Innovators Editor:** Advocates for the *SIUJ* within the SIU Innovators Committee and brings ideas from the SIU Innovators Committee to the *SIUJ* Board.
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