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# Editorial Board Roles & Responsibilities

*Structure, duties, appointment and conduct of AJATE's editorial team*

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This document sets out who does what at AJATE. It supports editorial independence, consistent decisions and the transparency expected by indexers such as DOAJ and Scopus, which require journals to show a qualified, active and internationally diverse editorial board. The full names, titles, affiliations and countries of all board members must be shown on www.ajate.org.

## 1. Editorial Structure

| Role | Number | Main responsibility |
|---|---|---|
| Editor-in-Chief (EiC) | 1 | Overall editorial direction, final decisions, ethics cases |
| Deputy / Managing Editor | 1 | Day-to-day workflow, deputises for the EiC |
| Section (Associate) Editors | 4–8 | Handle manuscripts in their subject areas through peer review |
| Editorial Board Members | 10–25 | Review, advise, promote the journal; at least 30% from outside Nigeria |
| International Advisory Board | 5–10 | Senior scholars advising on strategy and standards |
| Editorial Office Manager | 1 | Technical checks, correspondence, records |
| Copy-editor / Production Editor | 1–2 | Copy-editing, typesetting, proofs, article numbering, archiving |
| Business Manager | 1 | Submission fees, receipts, waivers, finances, contracts, indexing applications (no editorial role) |

## 2. Responsibilities by Role

### 2.1 Editor-in-Chief

- Sets the journal's editorial vision, scope and quality standards.
- Assigns manuscripts to Section Editors and makes the final decision on every manuscript.
- Ensures policies follow COPE guidance and leads investigations of misconduct, corrections and retractions.

- Chairs editorial board meetings (at least twice a year) and reports annually on journal performance.
- Approves appointments to the board and oversees the appeals process.

## 2.2 Managing Editor

- Monitors the submission system and processing times, and chases overdue reviews and revisions.
- Coordinates issue planning and the production schedule.
- Maintains the website's policy pages and the editorial board list.
- Deputises for the EiC when the EiC has a conflict of interest.

## 2.3 Section Editors

- Screen assigned manuscripts and recommend desk rejection where appropriate.
- Invite at least two suitable, conflict-free reviewers and manage the review.
- Evaluate the reports, add their own assessment, and recommend a decision to the EiC.
- Check that revisions respond adequately to the reviewers' comments.
- Aim to reach a review decision within 21 working days of submission.

## 2.4 Editorial Board Members

- Review at least 2–3 manuscripts a year, and suggest reviewers.
- Submit their own high-quality work and encourage colleagues to submit.
- Advise on journal policy, special issues and emerging topics.
- Promote AJATE at conferences and in professional networks.

## 2.5 Editorial Office Manager

- Performs technical checks: completeness, formatting, anonymisation and similarity reports.
- Handles correspondence with authors and reviewers, and keeps complete records of every decision.
- Tracks key indicators (submissions, acceptance rate, turnaround times).

## 2.6 Production Editor

- Copy-edits accepted papers, typesets them in the journal layout, and manages author proofs.
- Assigns AJATE article numbers and keeps article metadata complete (references, ORCID iDs, licence and funding information), ready for future DOI registration.
- Publishes articles online and deposits them in the preservation archive and indexing services.
- Ensures each article is published **only once** and that issue/volume numbering is accurate.

### 2.7 Business Manager

- Manages submission fee records, payment records, receipts and refunds, through official journal accounts only.
- Decides on waiver requests independently of editors, and keeps them confidential.
- Manages the budget, contracts and subscriptions (hosting, similarity checking, archiving).
- Coordinates applications to indexing databases (DOAJ, AJOL, Scopus) and memberships (COPE).
- **Has no involvement in or influence over editorial decisions.**

## 3. Appointment and Terms

- Board members are appointed by the EiC in consultation with the publisher, based on research record (relevant publications), reviewing experience and commitment.
- Terms run for three years and are renewable once, subject to active participation.
- Members who are inactive for 12 months (e.g. declining all review invitations) may be replaced.
- The board should be diverse in subject expertise, gender, institution and country.
- Every member must give written consent before being listed on the website.

## 4. Conflicts of Interest and Conduct

- Editors must not handle manuscripts by themselves, close colleagues, current or recent students, co-authors (within the last five years) or relatives.
- Papers submitted by board members are handled by another editor, are reviewed in the normal way, and are subject to the same standards.
- No more than 10% of the articles in any issue should be authored by editorial board members.
- Editors must keep all manuscript information confidential and must not upload manuscripts to AI tools.
- Editors must not coerce authors to cite AJATE or their own work.
- Each member signs an annual declaration of interests.

## 5. Performance Indicators

| Indicator | Target |
|---|---|
| Technical check completed | ≤ 5 working days |
| Desk decision | ≤ 2 weeks |
| First decision after review | ≤ 21 working days |

| Indicator | Target |
|---|---|
| Acceptance to online publication | ≤ 4 weeks |
| Issues published on schedule | 100% |
| Articles with AJATE article numbers | 100% |