

## **Responsibilities of the Editor-in-Chief**

- a. Editor-in-Chief, working in consultation with Associate Editors or other Editors that may be appointed, shall exercise control of the editorial development and editorial content of Journal, and shall be responsible for applying consistently high editorial standards to all published contributions. Publisher will consult with Editor-in-Chief prior to appointing additional Editors.
- b. Editor-in-Chief shall be responsible for supplying Publisher with refereed and accepted manuscripts and other editorial material, prepared in accordance with the Journal's published guidelines to authors, in content and form acceptable to Publisher, including but not limited to all text, illustrations, graphs and tables, according to the schedule as determined by the Production Department of Publisher and submitted to Editor-in-Chief on an annual basis.
- c. If Publisher arranged for the implementation of an online peer-review system Editor-in-Chief is required to handle the submissions through the peer-review system in a timely manner.
- d. Editor-in-Chief, in consultation with Publisher, shall select Associate Editors of international representation and diverse expertise.
- e. Editor-in-Chief, in consultation with Associate Editors, shall make recommendations in the selection of an Editorial Board that provides both international representation and diverse expertise. Publisher shall have the sole responsibility to appoint the Editorial Board Members.
- f. Editor-in-Chief may select Guest Editors, who shall be responsible for soliciting and acquiring manuscripts for thematic issues of Journal (selections to be made in consultation with Publisher).
- g. Editor-in-Chief agrees to use his/her best efforts to promote and to assist Publisher in promoting the Journal at relevant meetings and within the appropriate scientific communities.
- h. Editor-in-Chief shall check the content of the Journal with a view to ensure that there are no material infringing parts or breaches of editorial policies. Editor-in-Chief shall promptly inform the Publisher of any resulting issues and be available to discuss and support in their resolutions.