

EDITORIAL BOARD CONDUCT POLICY

CSIRO Publishing is a member of the [Committee on Publication Ethics \(COPE\)](#) and supports the recommendations of the COPE Core Practices in our policies and procedures. Our Editorial Board Members are expected to work within the framework of the COPE Core Practices, and in accordance the standard of conduct set out in this policy.

For journals owned by CSIRO, each Editorial Board Member is appointed by a written contract for a specified term, renewable by agreement. Such appointment may be terminated on reasonable notice by the Editorial Board Member or CSIRO Publishing, or immediately by CSIRO Publishing if the Editorial Board Member is in breach of the terms of the contract, this policy or any other policies provided by CSIRO Publishing.

It is expected that each Editorial Board Member of a journal shall:

- Ensure high standards of publication ethics are followed to make certain CSIRO Publishing meets its commitments as a member of COPE.
- In consultation with the Editor-in-Chief and CSIRO Publishing, notify and assess any ethical concerns (actual, perceived and potential) that may arise from time-to-time, including plagiarism, and work within COPE guidelines to resolve them.
- Correspond with fellow Editorial Board Members, reviewers and authors, in a courteous, respectful and timely manner.
- Recommend potential members of high standing in the field for the Editorial Board of the journal, giving due consideration to matters of diversity and equality.
- When submitting original contributions to the journal acknowledge that they will undergo the same rigorous peer review and quality vetting as other submissions to the journal.
- Represent and advocate for the journal in a manner befitting its standing and reputation to the research community at national and international conferences, on visits to key institutions/laboratories, etc.
- Discuss with Editorial Board members and Publisher trends in the journal's field of research, scholarly publishing standards and needs, and promotional opportunities to aid in development of the journal's publishing and marketing plans.
- Record all transactions relating to peer review (i.e., peer reviewer and/or editorial input) in the online submission and peer review system.
- When handling manuscripts submitted to the journal (if applicable):
 - Conduct timely, rigorous and constructive peer review of manuscripts submitted by a diverse range of appropriately chosen reviewers while maintaining confidentiality.
 - Promptly reject manuscripts that are clearly outside scope, not new or significant, unsound (i.e., insufficient data to support conclusions, poor experimental technique) without recourse to reviewers' comments.
 - If a conflict of interest or a relationship that may bias treatment of a manuscript under consideration arises, excuse themselves from handling the manuscript.
 - Make comprehensive and consistent decisions on manuscripts (i.e. revise, recommend, accept, reject) according to the editorial direction of the journal.