

International Journal of Librarianship

Bylaws

Established by the CALA Open Access Academic Journal Task Force

November 30, 2015

Revised May 5, 2016

I. Organization Title and Publication

The journal shall be called *International Journal of Librarianship*, hereafter referred to as *the Journal*.

The International Journal of Librarianship shall produce 1 publication: *the International Journal of Librarianship*, consisting of 2 issues annually. *The Journal* publishes original papers on research and practical developments, review articles, monograph and book reviews, discussion papers and viewpoints related to all aspects of librarianship and in all types of libraries.

II. Editorial Board

1. Structure and Responsibilities

The Editorial Board shall consist of 1 Editor-In-Chief (EIC), 2 Copy Editors, 1 Web Master, 3 Associate Editors.

The EIC coordinates the operation of *the Journal*, handles submitted manuscripts, makes final decisions and communicate them to the authors. The EIC can either allocate submitted manuscripts to reviewers or assign them to Associate Editors to go through the review and publication process.

Copy Editors are responsible for checking formats and overall quality of the accepted papers to get them ready for publication.

The Web Master is responsible for the installation and maintenance of the web submission and publication system for *the Journal*, the content upload and update for articles of each issue in *the Journal*, as well as other technical issues related to *the Journal*.

Associate Editors assist the Editor on all aspects of the operation of *the Journal*. They provide input on editorial needs and follow up with peer-review process for manuscripts, as requested by the EIC.

Associate Editors are also responsible for the layout design, printing and shipping for print copies of particular issues that are ordered by authors or readers.

2. Eligibility Criteria

The eligibility criteria for appointment for an Editorial Board Member shall include the following:

- Demonstrated scholarly expertise and ethical leadership in an area not overrepresented on the existing Editorial Board.
- Published two or more manuscripts in *the Journal* or a journal of scholarly equivalence.
- Demonstration of excellence in the review process, based on independent evaluations of the Editor, Co-Editors and/or Emeriti Editors.
- Stated commitment to attend Board meetings when possible, and to contribute to issues affecting *the Journal* through the usual communication modalities.
- Participate in the evaluation of the quality and effectiveness of *the Journal* so as to help sustain the highest level of excellence in librarianship.

3. Appointment

The EIC is appointed by the CALA President for a term of three years, observing that an Editor is responsible for six issues of *the Journal*, with an option for renewal for one more term with the approval of the CALA President.

The CALA President shall appoint the EIC from the current Editorial Board, after consultation with the current Editorial Board and the Editorial Advisory Board.

Other Editorial Board members are appointed by the Editor when a consensus of current members approve the nomination.

III. Editorial Advisory Board

Editorial Advisory Board shall consist of international renowned librarians and other information professionals, the Editor-In-Chief and Emeritus Editors. There is no limitation on the number of the Editorial Advisory Board members. The Editorial Advisory Board members serve on volunteer basis.

The Editorial Advisory Board may contribute to *the Journal* in but not limited to the following areas:

- Advise on establishment or revisions of the policies and procedures of *the Journal*
- Suggest topics for peer-reviewed submissions or special issues
- Contribute articles for publication to *the Journal*
- Promote *the Journal* to readers

- Serve as guest editors of an issue of *the Journal*

IV. Editorial/Publication Process

All published articles shall be peer-reviewed. The peer-review process shall be double blinded.

Manuscripts submitted to *the Journal* shall be evaluated initially by the EIC or an Associate Editor assigned by the EIC.

The manuscripts judged to be of potential interest to our readership will then be sent to two reviewers who are experts in the manuscripts' content area without the authors' information. A third reviewer will be brought in if needed. The EIC or the Associate Editor assigned by the EIC consider make a decision based on the reviewers' advice, from among several possibilities:

- Accept without revision
- Accept with minor revision
- Accept with major revision
- Reject, but indicate to the authors that further work might justify a resubmission
- Reject outright

If or when appropriate, the EIC or the Associate Editor assigned by the EIC may recommend editing service to authors after a paper has been accepted with major revision. The EIC keeps a list of names providing editing service.

Those papers judged by the editors to be of insufficient general interest or otherwise inappropriate are rejected promptly without review.

V. Eligibility Criteria and Responsibilities of Reviewers

Reviewers selected for a manuscript should be experts in the manuscript's content area, research methods, or both. They shall complete assigned reviews in a timely fashion, and offer mutually respectful and constructive review of manuscripts to assist in providing the highest quality papers.

Reviewers shall maintain confidentiality and objectivity with regard to manuscripts and the review process of *the Journal*.

The charge of reviewers is to evaluate the quality, relevance, and merit of submitted papers. Comments should be as complete and detailed as possible and contain clear opinions about strengths, weaknesses, relevance, and importance to the field. Reviewers should consider themselves as mentors to the author(s) and comments should be specific and constructive and suggestions should be intended to enhance the manuscript. Reviewers should be prepared to confirm the levels of evidence classified by the authors and reflected in the manuscript's contents.

Reviewers may be requested to review manuscripts up to four times a year, and may be requested to author a commentary for publication related to the manuscript which they reviewed. Reviewers who consistently exhibit excellent reviews and respond promptly to the editorial requests are considered for invitation to the Editorial Board.

VI. Amendment

These bylaws may be amended by two thirds of the vote of the entire Editorial Board.