

## Editorial Policy

### 1. General Information:

- a. *RRR* is a postgraduate-led and postgraduate-maintained journal. All members of the Editorial Board are expected to support the journal's mission of aiding students and researchers in the early stage of their careers within the broad field of research of the 'Long Nineteenth Century' (1789-1914).
- b. *RRR*'s Editorial Board will always consist of a mixture of postgraduate students (for the purposes of this policy, this refers to both postgraduate taught and postgraduate research students) and academics, at least two of whom will be from the University of Southampton.
- c. The Editor-in-Chief of *RRR* will make every reasonable effort to report to the Southampton Centre for Nineteenth Century Research's (SCNR) Annual General Meeting, and if unable to attend, will submit a short report to the Head of the SCNR ahead of the meeting summarising the current position and activities of the Journal.
- d. Any changes to the Editorial Policy, Guidelines or any other *RRR* policy must be confirmed by a simple majority vote by the Editorial Board.
- e. Academics wishing to join *RRR*'s editorial board are asked to do so with the aim of being a board member for at least two years, although they reserve the right to withdraw should they wish.
- f. PGRs wishing to join *RRR*'s editorial board are asked to do so with the aim of being a board member for at least 12 months, except in exceptional circumstances.

### 2. Editorial Board

- a. Structure of the Editorial Board:
  - i. The Editorial Board must, as a minimum, consist of 4 postgraduates, and 3 academics.

- ii. Editorial Board members should be willing to support the broad aims of the journal. Membership of the SCNR is not a pre-requisite for becoming a regular member of the Editorial Board, although it is hoped that Board members will consider joining. The editorial board will vote to confirm, by a simple majority, whether to accept an application from any individual (Academic or postgraduate) to join the editorial board. Being at the University of Southampton is not a prerequisite for being on the Editorial Board. Please note that senior positions on the editorial board do require membership of the SCNR. Membership is free of charge. For more information visit [www.southampton.ac.uk/scnr/index.page](http://www.southampton.ac.uk/scnr/index.page)
  - iii. The Head of the SCNR must serve in some capacity on the Editorial Board and must always be one of the two or more academics who sign off on each finished edition of *RRR*. This means that the head of the SCNR must still serve on the Editorial Board even if their two terms have expired: in this situation, they must then step down from the Editorial Board upon resignation as Head of the SCNR.
  - iv. Resignation from the position of the Head of the SCNR does not necessarily entail resignation from the editorial board, unless their two terms of service have expired during their period as Head of the SCNR (see 2.a.iii).
- b. Role of the Editorial Board:
- i. The Editorial Board will meet after the deadline of the Call for Submissions, to decide on which submissions will be taken to the Peer Review stage.
  - ii. The Editorial Board will also meet to sign off on the final version of each edition of the journal.
  - iii. The Editorial Board must also vote annually, at a point in time decided by the Editor-in-Chief, on who will hold the positions of

'Editor-in-Chief', 'Deputy Editor', 'Webmaster' and 'Lead Academic Editor' for the forthcoming year.

- iv. Board members will be required, unless the circumstances are exceptional, to assist with the annual event/conference in whatever way matches their ability and availability, via initial conversation with the incoming Editor-in-Chief, and in recognition of the complex workload incurred by the incoming Editor-in-Chief to arrange this important event in the Journal's cycle. These methods of assistance may range from sharing details of the CfP with their own contacts and/or on social media to helping in person with the event.

c. Role of Editor-in-Chief:

- i. The Editor-in-Chief of *RRR* will be a Postgraduate Researcher, or Postgraduate Taught student, and must be a member of the SCNR.
- ii. The Editor-in-Chief will be chosen by a vote of *RRR*'s Editorial Board. The position is reviewed annually, but may not be held for more than three terms. Any postgraduate member of the editorial board who meets the criteria outlined above may submit their name for consideration at the annual election of the Editor-in-Chief. Election to the position will be by a simple majority vote.
- iii. If the Editor-in-Chief chooses to step down, they must give advance notice of 6 weeks (when reasonably possible). Until a replacement is found the Deputy Editor will take over the role as 'Acting Editor-in-Chief', and will have the power to appoint a replacement Deputy Editor who will hold the position until the next meeting of the Editorial Board, at which a fresh vote will be held for both the position of Editor-in-Chief, and Deputy Editor.
- iv. The Editor-in-Chief is responsible for all organisation relating to the maintenance of the journal, including, but not limited to, the

Call for Submissions, liaising with authors, liaising with guest reviewers, overseeing the Editorial Board, and contributing to the editorial process.

- v. The Editor-in-Chief will also always act as the named Data Controller, and must ensure that the Journal adheres to its General Data Protection Regulation Policy.

d. Role of Deputy Editor:

- i. The Deputy Editor of *RRR* will be a Postgraduate Researcher, or Postgraduate Taught student, and must be a member of the SCNR.
- ii. The Deputy Editor will be chosen by a vote of *RRR*'s Editorial Board, but is not subject to approval by the SCNR's AGM. The position is reviewed annually, but may not be held for more than three terms. Any Postgraduate member of the editorial board who meets the criteria outlined above may submit their name for consideration at the annual election of the Deputy Editor. Election to the position will be by a simple majority vote.
- iii. The Deputy Editor may step down at any time. Until a new Deputy Editor is appointed, the Editor-in-Chief will take on this role as an extension of their duties.
- iv. The Deputy Editor will assist the Editor-in-Chief in their responsibilities, and will oversee the editing of reviews.

e. Role of Webmaster:

- i. The Webmaster must be a postgraduate, but may also hold the role of Deputy Editor, or Editor-in-Chief, at the same time. They must be a member of the SCNR.
- ii. The Webmaster will be chosen by a vote of *RRR*'s Editorial Board, but is not subject to approval by the SCNR's AGM. The position is reviewed annually, but may not be held for more than three terms. Any Postgraduate member of the editorial board who meets the

criteria outlined above may submit their name for consideration at the annual election of the Webmaster. Election to the position will be by a simple majority vote.

- iii. The Webmaster may step down at any time. Until a new webmaster is appointed, the Editor in Chief and Deputy Editor will share the responsibilities of the Webmaster, in addition to their usual duties.
  - iv. The Webmaster is responsible for the maintenance of *RRR*'s webpage, updating its information, and posting the latest edition of the journal on the website.
  - v. The Webmaster will also have primary responsibility for *RRR*'s Twitter/X page, which will also be overseen by the Editor-in-Chief and Deputy Editor.
- f. Role of Postgraduate Editors:
- i. Postgraduate editors do not need to be members of the SCNR, and do not have to be connected to the University of Southampton in any way.
  - ii. Postgraduate editors are appointed by application to the Editor-in-Chief. Their applications will then be considered by the Editorial Board. Successful applicants will not be considered to be members of the Editorial Board until they have returned a signed Editorial Board Membership Agreement to the Editor-in-Chief.
  - iii. Postgraduate editors will contribute to the Editorial Board's deliberations when choosing the papers submitted in the Call for Submissions to be taken forward to the peer review stage, will check initial submissions from authors for basic errors, and assist the Editor-in-Chief and Deputy Editor in the final editing process to ensure that published articles conform to *RRR*'s format and the MHRA style guide.

- iv. Postgraduate editors may be asked by the Editor-in-Chief for suggestions related to their field of expertise, for example, names of potential peer reviewers.
- g. Role of Lead Academic Editor:
  - i. The Lead Academic Editor must have served on the editorial board for at least 6 months, and have held a lectureship at a university for at least 3 years
  - ii. Lead Academic Editors are elected annually by a vote of the RRR editorial board. The candidate with the highest number of votes will secure the position. An individual may hold the position of Lead Academic Editor for no more than 5 years in total.
  - iii. The Lead Academic Editor is expected to provide 6 weeks' notice of their resignation, unless in exceptional circumstances, in order to allow the election of a new Lead Academic Editor to the position.
  - iv. The Lead Academic Editor is the primary point of contact for the Editor-in-Chief and Deputy Editor, should they require advice, and will always be one of the academics who signs off each issue of the journal.
  - v. These responsibilities are in addition to the responsibilities of Academic Editors (see section 'h' below).
- h. Role of Academic Editors:
  - i. For the purposes of this document, 'Academic Editor' is defined as any member of the RRR Editorial Board, who has completed their PhD.
  - ii. Academic editors are appointed by application to the Editor-in-Chief. Their applications will then be considered by the Editorial Board. Successful applicants will not be considered to be members of the Editorial Board until they have returned a signed Editorial Board Membership Agreement to the Editor-in-Chief.

- iii. Any academic may serve on the Editorial Board. Being a member of staff at the University of Southampton is not a pre-requisite.
  - iv. Postgraduate editors can be promoted to Academic Editors upon completion of their viva, at the discretion of the Editor-in-Chief, and subject to space on the editorial board.
  - v. The Head of the SCNR must be one of the Editorial Board's Academic Editors.
  - vi. At least two Humanities disciplines must be represented amongst the Academic Editors.
  - vii. Academic Editors will assist the Postgraduate editors in choosing appropriate guest-reviewers for the double-blind review, and will also take part in the final sign off of each edition of the journal.
  - viii. Academic editors will contribute to the Editorial Board's deliberations when choosing the articles submitted in the Call for Submissions.
- i. Terms of service
    - i. The standard term of service for all board members, apart from the Lead Academic Editor, is three years. At this point, board members may submit themselves for re-appointment via the usual application route. Board members may, in ordinary circumstances, serve a total of two terms of service each, so six years in total.
    - ii. The Lead Academic Editor can stay in their position for a maximum of five years concurrently.
    - iii. Board members who undertake a period of parental leave, and who notify the Journal in writing that they are stepping back from regular duties for this period of time, will be entitled to extend their current term by the same length as their parental leave, up to a total of one calendar year.
    - iv. Board members who require long-term sickness leave from the Journal may also have their current term extended by up to one

calendar year if they notify the Journal in writing of their need to step back from regular duties.

- v. The total extension that a board member can add to each term is one calendar year.
- vi. This policy will be backdated to apply retrospectively to current board members at the time of putting this amendment to the board (January 2025).

### 3. Policies relating to accountability

#### a. Funding

- i. *RRR* will always operate on a not-for-profit basis.
- ii. Any funding or sponsorship must be agreed by a meeting of the editorial board. Any agreement negotiated by the Editor-in-Chief, or any other member of the editorial board must not be signed, and money may not change hands, until the editorial board has approved it.
- iii. Journal funds will never be spent without the prior consent of the editorial board, with the exception of costs incurred in the normal running of the annual event/conference at the beginning of each Journal cycle, in which case the outgoing and incoming Editor-in-Chief, and Lead Academic Editor, may incur costs in the usual running of such an event (these costs may be, but are not limited to: accommodation and travel expenses for keynote speakers and general refreshments).
  - 1. The incoming Editor-in-Chief will circulate the final budget to the board via email after the event/conference.
- iv. Any member incurring expenses will not be remunerated unless those expenses have been approved by a majority vote of the editorial board prior to their being incurred. Members must provide a valid receipt in order to be reimbursed. This



reimbursement must be signed off by the Editor-in-Chief and the Head of the SCNR.

- v. Expenses relating to the long-term operating costs of the Journal, for example website hosting, will need to be put to the board for a general vote.

b. Meetings

- i. The Editorial Board must meet within two weeks of the closing date of each Call for Submissions to consider submissions.
- ii. The Editorial Board must meet a minimum of twice in one year. This is usually satisfied by the submissions board meeting (in/around April/May) and the publication board meeting in January.
- iii. The Editor-in-Chief must ensure that a meeting is scheduled in advance of the SCNR's AGM for the election of the Editor-in-Chief for the following year, which is subject to approval at the AGM.
- iv. Minutes must be taken at every meeting and stored for a period of 36 months after the date of that meeting. Prior to each meeting, the Editor-in-Chief may choose to approach board members in attendance to take the minutes of the meeting, though board members are not required to agree to this. If no minute-taker is forthcoming, the Editor-in-Chief will minute the meeting.
- v. Meeting minutes may be examined by any member of *RRR*, and are to be made available, on request, and at the discretion of the Editor-in-Chief, to any member of the SCNR, or the general public. In such instances, when meeting minutes are released to the public, all participants in the meeting must be anonymised.

c. Other policies relating to accountability:

- i. The Editor-in-Chief must report to the SCNR AGM on the activities of the journal for the preceding year.



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- ii. Unless in exceptional circumstances, it is the responsibility of the outgoing Editor-in-Chief to do everything that can reasonably be expected to ensure a smooth transition and handover to the new Editor-in-Chief, including, but not limited to, briefing the incoming Editor-in-Chief about *RRR* policies, plans for forthcoming editions of the journal, and matters relating to the website.
- iii. In the event of both the Editor-in-Chief and Deputy Editor resigning simultaneously, they have a duty to ensure a smooth and orderly transition to a new Editor-in-Chief.
- iv. Until the Editor-in-Chief signs their resignation letter, or upon the election of a new Editor-in-Chief (whichever occurs first), the Editor-in-Chief remains in control of *RRR*'s editorial board. Their role as Editor-in-Chief ceases immediately upon the election of the new Editor-in-Chief.