

MASENO JOURNAL

**JOURNAL EDITORIAL MEMBERSHIP AND
TERMS OF REFERENCE**

2021

EDITORIAL MEMBERSHIP

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Professor Lucas Othuon Agalo

Editors

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Dr. Scolastica Odhiambo
Dr. Joseph Rabari
Dr. Lilian Achieng Magonya
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SERIES B: Basic and Applied Sciences

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TERMS OF REFERENCE FOR JOURNAL EDITORS

Goal: The Journal Editors have a goal of ensuring that the journals produced are of high quality in terms of accuracy, validity, reliability, credibility, authority, readability, and relevance to the Journal's scope and mission; and based on the needs of the readership. The general responsibilities include reviewing article submissions and preparing them for publication.

Specific Responsibilities

1. Identify the content for inclusion in the journal based on the research objectives of the University;
2. Solicit or write manuscripts for consideration for publication, including original research and review articles;
3. Select and assign expert peer reviewers to the manuscript;
4. Perform initial review of submitted manuscript to determine if publishable and if suitable for scope of journal;
5. Monitor review process;
6. Make a final publication decision based on feedback from reviewers;
7. Schedule accepted manuscripts for publication;
8. Manage the flow, edit, and publish selected manuscripts;
9. Correspond with authors submitting manuscripts and reviewers;
10. Put a mechanism in place to deal promptly with author grievances as or if they arise;
11. Attend and contribute to Editorial Board meetings whenever convened;

TERMS OF REFERENCE FOR JOURNAL CHIEF EDITOR

The primary responsibility of the Chief Editor is to protect the integrity and quality of the journal by ensuring accuracy of the journal and its processes.

Key Responsibilities

1. Provide leadership, guidance and strategic direction to activities of the Journal;
Guiding the overall strategic direction of the journal;
2. Implementing and applying the editorial policies of the Journal;

3. Engaging members of the Editorial Board, including the Guest Editors to solicit and acquire suitable contributions to the Journal and undertake timely review of manuscripts;
4. Maintaining a high level of quality in the manuscript review and Journal editing process;
5. Ensuring appropriate and timely communication is provided to authors;
6. Convening and chairing Editorial Board and other meetings as deemed necessary

TERMS OF REFERENCE FOR THE JOURNAL EDITORIAL ADVISORY BOARD

1. Providing editorial advice where appropriate for papers submitted for consideration as to other members of the Editorial Board
2. To keep under review Biochemical Society publishing products and services to ensure that they are relevant, serve the community and provide value for the Society and the molecular bioscience community
3. Ensure implementation of the journal policy and maintenance of the standards for the journal including advising on desirable policy changes
4. Ensure that the journal is published in line with scholarly publishing best practice as per the Committee on Publication Ethics guidelines.
5. Address cases of dispute involving any publications escalated from the journal Editorial Boards via approved management and governance procedures
6. Approve the appointment of members of Editorial Boards and Committees by PPL Board, according to agreed governance procedures