

MacEwan University Student eJournal (MUSE) - Terms of Reference

1. Mandate

- 1.1. To provide a forum in which undergraduate students can disseminate their research, scholarly activity, and creative achievements.
- 1.2. To provide MacEwan students opportunities to gain experience and apply their skills and knowledge to the publication process as content creators, peer reviewers, and copyeditors.
- 1.3. To annually publish an electronic volume of *MUSE* using Open Journal Systems (OJS) software hosted by the MacEwan University Library.
- 1.4. To make student research, scholarly activity, and creative achievement visible and openly accessible to MacEwan's student body, the public, and other academic institutions.

2. Accountability

- 2.1. The journal is governed by an Editorial Board reporting to Library Faculty Council.

3. Composition and Appointment

- 3.1. An Editorial Board composed of the following voting members:
 - 3.1.1. Editor-in-Chief.
 - 3.1.2. Librarian Representative.
 - 3.1.3. Faculty Section Editors:
 - 3.1.3.1. Three faculty members from the Faculty of Arts and Science: one from Arts, one from Social Sciences, and one from Science.
 - 3.1.3.2. One faculty member from the Faculty of Fine Arts and Communications.
 - 3.1.3.3. One faculty member from the Faculty of Health and Community Studies.
 - 3.1.3.4. One faculty member from the Faculty of Nursing.
 - 3.1.3.5. One faculty member from the School of Business.
 - 3.1.4. Student copyeditor(s).
 - 3.1.5. A representative from the Office of Research Services.
- 3.2. Appointments to the Board.
 - 3.2.1. Faculty Section Editors are appointed by the Editorial Board.
 - 3.2.2. The Editor-in-Chief is elected by Library Council based on the recommendation of the Editorial Board, usually from among existing or previous board members. In the event that an Editor-in-Chief cannot be found, the Dean of the Library will put out a call to MacEwan University faculty members.
 - 3.2.3. The Librarian Representative is ex officio by virtue of their position overseeing OJS software hosted by the Library.
 - 3.2.4. The Representative from the Office of Research Services is ex officio and is appointed by the Associate Vice-President, Research.
 - 3.2.5. Student Copyeditors are ex officio and are appointed by the Editor-in-Chief.

4. Terms of Office

- 4.1. Members serve two-year terms, once renewable, with the following exception:
 - 4.1.1. Ex officio members retain their membership for the duration of their qualifying position.
 - 4.1.2. A member who becomes Editor-in-Chief will commence a new first term in that new role.
- 4.2. Where a vacancy occurs, whether by sabbatical leave, resignation, or any other reason, members are appointed by Library Council for the remainder of the term based on the recommendation of the Editorial Board with the option to commence a new two year term once that term has ended.
- 4.3. Board members may return to the Board after an absence of one two-year term.

5. Operations

- 5.1. The Board will meet on an as-needed basis with a minimum of one meeting per term during the academic year (September-June).
- 5.2. Meetings will be chaired by the Editor-in-Chief.
 - 5.2.1. In the absence of the Editor-in-Chief, the Librarian Representative will serve as Chair.
- 5.3. To make decisions, the Board must have quorum.
 - 5.3.1. Fifty percent of voting members must be present.
 - 5.3.2. The Chair must be present.
- 5.4. The Board will make every effort to decide all issues by reaching consensus. In the event that consensus cannot be reached, a vote must be called.
 - 5.4.1. The Chair is a voting position.
 - 5.4.2. Votes are decided by simple majority.
 - 5.4.3. In the event of a tie, the Chair receives an additional vote.

6. Member Responsibilities

- 6.1. No Board member may miss more than two unexcused consecutive meetings.
- 6.2. Editor-in-Chief.
 - 6.2.1. Ensures academic quality of the journal.
 - 6.2.2. Works with the Editorial Board for ensuring review, including the solicitation of student and external reviewers if necessary.
 - 6.2.3. Administers all articles from receipt through the review process to publishing, ensuring that established timelines are followed at each stage of publication.
 - 6.2.4. Contracts and oversees the professional functions of copy-editing, proofing and layout.
 - 6.2.5. Provides Library Council with a brief in-person or written annual report of journal activities prior to the end of each academic year.
 - 6.2.6. Puts out calls for new Editorial Board members as needed.
- 6.3. Librarian Representative.
 - 6.3.1. Ensures best practices concerning publishing and the use of OJS.
 - 6.3.2. Liaises with MacEwan University Library IT.

6.4. Faculty Member Section Editors.

6.4.1. Oversee the review process to ensure submissions conform to established timelines.

6.4.2. Recruit and mentor student peer-reviewers through the review process.

6.4.3. Find additional expert faculty reviewers on an as-needed basis.

6.4.4. Promote MUSE publication opportunities to students and faculty in their sections.

6.5. Office of Research Services Representative.

6.5.1. Represents the University's research agenda and any student research initiatives.

6.6. Student Copyeditor(s).

6.6.1. Provide copy-editing services for works accepted for publication.

7. Review and Approval

7.1. The Editorial Board will review these Terms of Reference every 3 years.

Approved by Library Faculty Council: Thursday, April 11, 2024