

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, with content accepted from students in upper year classes and from all disciplines.
- 1.2. To provide MacEwan students with the opportunity to engage with and be mentored in the publication process, from submission through to peer-review, copy-editing, and dissemination.
- 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 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. Publishing Advisor & Library Faculty Representative.
 - 3.1.3. Three faculty members from the Faculty of Arts and Science: one from Arts, one from Social Sciences, and one from Science.
 - 3.1.4. One faculty member from the Faculty of Fine Arts and Communications.
 - 3.1.5. One faculty member from the Faculty of Health and Community Studies.
 - 3.1.6. One faculty member from the Faculty of Nursing.
 - 3.1.7. One faculty member from the School of Business.
 - 3.1.8. Student Copyeditor(s).
 - 3.1.9. A non-voting ex-officio representative from the Office of Research Services.
- 3.2. Appointments to the Board.
 - 3.2.1. Faculty members are appointed by Library Council based on the recommendation of the Editorial Board.
 - 3.2.2. The Editor-in-Chief is an ex officio position appointed by the Dean of the Library.
 - 3.2.3. The Publishing Advisor & Library Faculty Representative is ex officio by virtue of their position in the Library and is appointed by the Dean of the Library.
 - 3.2.4. The Representative from the Office of Research Services is ex officio and is appointed by the Associate Vice-President of 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.

4.2. Where a vacancy occurs, whether by sabbatical leave, resignation, or any other reason, interim members are appointed by Library Council for the remainder of the term based on the recommendation of the Editorial Board.

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 semester 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, or as delegated, the Publishing Advisor and Library Faculty 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. Maintains financial records relevant to the journal.

6.2.5. Contracts and oversees the professional functions of copy-editing, proofing and layout.

6.3. Publishing Advisor and Library Faculty Representative.

6.3.1. Ensures best practices concerning publishing and the use of Open Journal Systems.

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.

6.5. Office of Research Services Representative.

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

6.6. Student Copy-Editor(s)

6.5.1. 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 Council: Thursday, June 25, 2020