

Role of the Editorial Committee

HERDSA Guides Series and Occasional Publications

The role of the Editorial Committee is to review proposals for HERDSA Guides and other occasional publications and to support and advise the authors in the writing process. The HERDSA Guides Series Editor is the editor of the publication and manages the publication process. The Series Editor works closely with the author to develop a timeframe for writing the Guide through to its publication and provides editorial comment and advice to the author on matters such as structure, style, format, length, presentation and content. The Series Editor serves as a critical friend to advise and support the author in the writing and editing process to get the Guide to publication. The aim of this ongoing support and advice is to pre-empt major problems at the end of the writing process and during the review process.

For each Guide a second member of the Editorial Committee is appointed to support the Series Editor in editing that Guide. This person is chosen based on experience and interest in the Guide topic.

The Series Editor may seek the advice of the Editorial Committee or the HERDSA Executive where there is disagreement on any issues, including style or content, arising between the Editor and the author or as a result of the feedback from the referees.

Appointment

The Editorial Committee comprises a Series Editor and up to nine committee members. All members of the Editorial committee must be current members of HERDSA. The Series Editor is appointed by a resolution of the HERDSA Executive with the appointment confirmed in writing. The appointment is ongoing subject to review of the Executive every two years at the time of the Annual General Meeting. The Series Editor is an Officer of HERDSA and is a co-opted member of the HERDSA Executive.

Each member of the Editorial Committee is appointed by a resolution of the HERDSA Executive, with the appointment confirmed in writing. The period of appointment is for two years and subject to renewal at the Annual General Meeting.

The Series Editor may recommend new members to the HERDSA Executive to fill vacancies and recommend that non-participating members be removed from the committee.

Statement of duties

The role of the Editorial Committee is to support the Convening Editor. Specific duties include:

- Providing a written response to proposals for Guides submitted by potential authors and circulated by the Series Editor, as to their suitability for development as a Guide and their general suitability as a HERDSA publication. Responses should address the specific criteria for Guide proposals. Feedback from Committee members will be provided to the author of the proposal as a collective response without identifying individual Committee member's comments. Normally, such responses should be made within two weeks of receiving a proposal.
- Appointment to support the Series Editor in editing a Guide and to serve as a referee for the Guide. Appointment would be where the Committee member's specialist knowledge, experience and or interest in the particular area of higher education would make them appropriate as a resource person for the author. As much as possible these appointments are made on a rotating basis among the Committee members so that Committee members are working with only one Guide at any one time. All communication with the author should be through the Series Editor.

Committee members are expected to:

- Maintain a current e-mail address with the Series Editor and with the HERDSA Office.
- Channel all communication through the Series Editor so that the Series Editor is kept fully informed of progress on Guides.

- Provide timely response to requests from the Series Editor. For example, provide feedback on Guide proposals within two weeks of receipt.
- Proof read the final copy of a Guide manuscript (one committee member per Guide).
- Recognise that the external refereeing process for the Guide is "blind", and that there should not be disclosure of the identity of referees to authors, nor of authors to referees.
- Assist the Series Editor in identifying potential referees for Guides.
- Assist the Series Editor in identifying potential topics for new Guides and in identifying potential authors who HERDSA may commission to write a Guide.
- Provide advice to the Series Editor where there is disagreement on any issues, including style or content of a Guide, arising between the Editor and the author or as a result of the feedback from the referee.

HERDSA Guides Editorial Committee

Allan Goody – Series Editor

Kathryn Sutherland

Victoria University of Wellington

Gail Wilson

Southern Cross University

Dawn Garbett

University of Auckland

John Willison

University of Adelaide

Gayani samarawickrema

Victoria University

Barbara Kensington-Miller

University of Auckland