

Nutrition & Dietetics

Journal of the Dietitians Association of Australia

1. General

The Editorial Board of the Journal of *Nutrition & Dietetics* (JND) is composed of appointed Editors and Associate Editors. The Editorial Board work with the Journal Strategic Planning Committee (JSPC), Editor-in-Chief (EIC), Editor, Editorial Assistant, Journal Services Dietitian and Journal Manager in areas relating to paper submissions, peer review and the reviewer pool.

2. Functions

Members of the Editorial Board have the following direct roles:

- Assigning reviewers to allocated manuscripts in an appropriate time frame.
- Assessing reviewer's comments and making recommendations to accept or reject manuscripts to the EIC and/or Editor.
- Ensuring that submissions to the journal are dealt with promptly, fairly and objectively and that the guidelines for reviewers and authors are followed.
- Actively solicit and submit high quality manuscripts to the Journal.

They are also required to assist with the following:

- Assisting with the maintenance of a quality reviewer pool.
- Reviewing and revising the Board's Terms of Reference
- Reviewing reviewer and author guidelines
- Providing strategic advice to JSPC
- Acting as ambassadors for the Journal.
- Undertaking Specialist Editor roles and responsibilities as appointed (appendix 1).

3. Membership

The N&D Editorial Board is comprised of current Associate Editors, the Editor in Chief and the Editor. The number and geographical location of Associate Editors varies from time to time so as to meet current or future demands of peer review and publication. Secretariat support is provided by the Recognition and Journal Services Dietitian.

The Chair of the Editorial Board is the Editor in Chief (or Editor when required).

[For selection criteria click here.](#)

4. Appointment

The Journal Manager, the Editor and the Editor in Chief are responsible for Editorial Board appointments.

Applications to join the Editorial Board may be submitted to and considered by the Editorial team at any time.

The term of office for all Board Members (excluding the EIC and Editor) is two (2) years with the opportunity for an extended term at the discretion of the Editorial Team.

5. Leave

- Provisions are available for up to 6 months of continuous leave within a two-year term.
- An Associate Editor who wishes to take leave of 6 months or more must step down from the Editorial Board
- Returning to the Editorial Board will be considered on a case-by-case basis.

6. Frequency of Meetings

The Editorial Board is mandated to meet once per year in a joint meeting with JSPC and then as frequently as is required to achieve its functions.

7. Communication

The Editorial Board is represented on JSPC by the Chair of the Editorial Board. Committee members will communicate via a variety of mechanisms including electronic where email addresses will be shared within the group.

8. Reporting Responsibility

The Editorial Board reports to the DAA Board via the Journal Manager and the JSPC.

Appendix 1. Specialist Editor Roles and Responsibilities

Editor

- a) Compiling at least two journal issues per year.
- b) Managing all aspects of manuscript review from acceptance until early-view (DOI).
- c) Providing Editorial review for all non-standard submissions (Letters to the Editor, Editorials) and serving as an Associate Editor if required.
- d) Approving Advertising components of the Journal in conjunction with Journal Manager.
- e) Approving marked up proofs for new manuscripts prior to publication (once only) in conjunction with Journal Editorial Assistant.
- f) Supporting the Editor in Chief in editorial duties as required.
- g) Acting as Editor in Chief during periods of leave.
- h) Responding to journal inquiries submitted to the Editor through the Editorial Assistance where appropriate.
- i) DAA responsibilities
 - i. Attending Editorial Board meetings and Chair in EIC absence.
 - ii. Participating in Journal Strategic Planning Committee Meetings.
- j) Supporting the strategic development of the journal generally, e.g. (as appropriate)
 - i. Attending strategic planning meeting organised by publisher
 - ii. Reviewing and comment on annual reports
 - iii. Supporting publisher workshops on publications
 - iv. Attending publisher events or webinars where possible
 - v. Mentoring early and mid-career researchers in Editorial Board positions
 - vi. Supporting international links.

Supplement Editor

- a) Work with the Scientific and Social Program Committee for the upcoming DAA national Conferences.
- b) Coordinate Editorial Board to support conference abstract review
- c) Provide advice on guidelines and processes for submission and review of abstracts to the Conference Management Committee. Manage virtual issues if planned for publication.
- d) Manage review of submitted material for all other supplements and provide advice to Editor and DAA staff.
- e) Provide direction and strategic support for the development and execution of a supplement business plan.
- f) Provide a written report on supplement activity to JSPC meetings.

Clinical Trials Editor

- a) Review the methodology of clinical trial research papers.
- b) Participate as a member of, and provide reports on clinical trials manuscript management to the Journal Strategic Planning Committee.

Qualitative Research Editor

- a) Review the methodology of qualitative research manuscripts.
- b) Participate as a member of, and provide reports on qualitative research manuscript management to the Journal Strategic Planning Committee.

Statistics Editor

- a) Ensure statistical methodology presented in submitted manuscripts are correct.
- b) Ensure that manuscripts reported results reconcile with the stated methodology.
- c) Participate as a member of, and provide reports on quality assurance regarding statistics to the Journal Strategic Planning Committee.

Systematic Literature Review Editor

- a) Review the methodology of systematic literature review manuscripts.
- b) Participate as a member of, and provide reports on systematic literature review manuscript management to the Journal Strategic Planning Committee.