

December 2016

## SIPRI Editorial Board—Terms of Reference

In an effort to update and formalize aspects of its publications management process, the SIPRI Editorial Board has been established. The aims, structure and function are described below.

### **I. Aims**

The primary purpose of the editorial board is to safeguard SIPRI's reputation as a producer of high-quality research publications. It aims to do this by instituting a formal content review process for SIPRI's editorial products. In doing so, the editorial board seeks to support both the researchers' and the Institute's objective of delivering uncompromisingly scrupulous publications to its various audiences. The board may also address other editorial and publications-related issues beyond the quality of content. Among others, such activities may include planning and commissioning of SIPRI publications, deciding whether and how to pursue a publication, assessing and modifying researchers' requests with regard to format and timelines, and drafting publications policies. The Communications Department manages its electronic output (e.g. expert comments, blogs, topical backgrounders etc) separately.

### **II. Structure**

Standing members:

The Director of the Institute (Dan Smith)

The Head of Outreach (Stephanie Blenckner)

The Managing Editor of the Editorial and Publications Department (Joey Fox)

Members by request:

The Directors of Studies (Sibylle Bauer, Neil Melvin and Gary Milante)

### **III. Function and procedure**

Research staff are advised to notify the Managing Editor about potential and planned publications as early as possible (e.g. concept, application and notice of funding).

Following this notification, the Managing Editor and the Head of Outreach will make a first assessment of the suitability of the publication's format, whether and when a publication will go through the SEB, and a preliminary production schedule. Standing Members will meet regularly to evaluate and make recommendations related to SIPRI publications (including those that are potential, forthcoming and in progress).

The main task of the editorial board is to ensure that publications are properly assessed to answer the questions:

1. Is the content fitting for a proper SIPRI publication (relevant and timely)?
2. If so, by whom and in what manner should it be peer reviewed to ensure that the most appropriate level of due diligence has been executed.

The goal is to give clear feedback to authors about what (if anything) needs to be done to prepare the publication for entering the editorial and production cycle. Referee reports and the authors' response to them will be evaluated by the editorial team in the context of the publication commitment. Its findings will feed into the production plan for the work. The editorial board will be consulted as appropriate.

Standing Members will contact and enlist the expertise and advice of the other members as appropriate. The editorial board will make presentations to the SMT on request or as necessary. The efficacy of the group will be evaluated in September 2017.