Dalhousie Journal of Interdisciplinary Management (DJIM)

Policies – June 2013

Please contact the DJIM Executive at djim@dal.ca if you have any questions regarding the policies listed below.

Introduction

The Dalhousie Journal of Interdisciplinary Management (DJIM) is a student-led initiative committed to supporting and promoting original graduate student research by publishing work of the highest quality in all areas of management. As DJIM continues to grow and evolve, the organization will continue to make changes in terms of its technical, editorial, and communication practices. These policies were developed to ensure that DJIM's processes are consistent with its original mandate and goals, but are also updated annually. Furthermore, these policies provide a framework to which DJIM can adhere to while making decisions surrounding future projects, processes, and practices. These policies will also offer guidelines for DJIM's stakeholders, and a clear rationale for the decision making process.

Statement of principles

Open access

DJIM operates under the principle that the publication of scholarly research is meant to disseminate knowledge, and should not benefit either the publisher or the author financially. Therefore, DJIM has an obligation to its authors and to society to make content freely available online. DJIM provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge. Furthermore, DJIM supports other open access initiatives, and is a proud participant in such events as Open Access week.

Research merit and significance

DJIM aims to publish research of the highest calibre from graduate students in the Faculty of Management at Dalhousie University. Published articles should make contributions to the field of management and should foster a convergence of ideas within the fields of Business Administration, Environmental Studies, Library and Information Management, Marine Affairs, and Public Administration.

Executive roles and processes

Executive mandate

All Executive members will:

- Ensure that the objectives and goals of DJIM's Constitution are fulfilled;

- Represent DJIM in any capacity as required within the larger Dalhousie community;

- Manage and administer the regular publication of DJIM volumes;

- Make final administrative decisions regarding publication of DJIM volumes;

- Attend Executive meetings;

- Select Executive members for the next academic year; and

- Provide thorough outgoing transitional documents for the remaining and incoming Executive

Executive retention

Executive members will serve on the committee for a two-year term. Confirmation of continuation for the second year should be given before the annual official transition of the Executive in April. Incoming Co-chairs will receive training, guidance, and ongoing support from returning Co-chairs.

Executive selection process

Prospective executive members will apply and, if accepted, will assume their positions by early October.

All prospective Executive members and Section Editors will submit a formal written statement of interest and a resume to the official DJIM email account. The entire DJIM Executive will review all the applications based on merit and experience. In the case of the Editorial Co-chair and Section Editor applicants, applicants will be assessed specifically on the technical writing

skills presented in their applications. All Executive opinions on candidates is weighed carefully, however, the final decision regarding the acceptance or rejection of candidates belongs to the Co-chair who will be working with said applicant.

All resumes and application materials will be deleted from the DJIM email account following the acceptance of the position by a candidate, and all printed copies used in the selection process will be securely destroyed.

Operating as an Executive

Members of the Executive will meet at least bi-monthly to receive updates from the Chairs, discuss issues pertaining to the editorial process and/or schedule, and to plan ongoing and potential projects. Meeting times will be determined based on shared gaps in Executive members' schedules. If a Co-chair is unable to attend a meeting, their partnering Co-chair will provide an update on his or her behalf as required. The absent Co-chair is responsible for approaching their partnering Co-Chair for this information.

The DJIM Co-chair(s) will provide the Executive with an agenda at least one business day prior to an upcoming meeting. He or she will also give Executive members the opportunity to add to the agenda if necessary. The Communications Liaison Co-chair will take meeting minutes, which will be circulated in the week following the meeting.

Voting on various issues will be conducted either online or in-person. In order to carry out votes and operations at meetings, quorum is needed, and is as follows:

- Total Executive: 7 – Quorum: 5
- Total Executive: 11 – Quorum: 7
- Total Executive 12 – Quorum: 8

For changes to occur, all members of the committee must be in two-thirds majority agreement.

Removal from the Executive

Executive members who do not fulfil their Executive mandate or who do not fulfil their specific Co-chair responsibilities may be removed from the Executive. Before removal takes place, the Executive member(s) will receive written notice from one of the two DJIM Co-chairs. This notice will include notification of their specific failings and their potential removal from the Executive if their behaviour does not change. Before a vote is held, the person(s) in question will have the opportunity to defend his or her self. If his or her behaviour does not change, the rest of the Executive will hold a two-thirds vote to determine whether he, she, or they should be removed from the Executive. A notice of appeal can be submitted to the DJIM Co-Chairs to be presented at the next meeting. Two thirds majority, and the approval of both DJIM Co-Chairs is necessary to reappoint an Executive member that has been removed.

Resignation from the Executive

When an Executive member is planning to leave DJIM, he or she must provide written notice to the overall DJIM Co-Chairs two weeks prior to their target resignation date. If the person leaving is a returning Co-chair, their incoming counterpart will replace them. Other vacancies will be filled following normal selection procedure.

Administration and faculty involvement in DJIM

In consultation with the Executive, the DJIM Co-chairs can invite faculty members and members of the administration within the Faculty of Management to attend Executive meetings. The DJIM Co-Chairs and Communications Liaison Chairs will correspond with the administration on events such as the dates of launch, and general room bookings within the larger Faculty of Management.

Responsibilities for the Faculty Liaison

The Faculty Liaison works in consultation with the DJIM Executive to promote the Journal to his or her colleagues and to facilitate editorial and communications processes. In consultation with Executive, the DJIM Co-chair can invite the faculty liaison to participate in the business of the journal by attending Executive meetings.

Editorial roles and processes

Editorial roles and deadlines

The editorial board will consist of the Editorial Co-chairs, the DJIM Co-chairs, and all Section Editors.

The Editorial Co-chairs are responsible for overseeing the overall editorial process. They will ensure the Journal reaches publication through the creation and enforcement of an editorial schedule, and by means of acquiring and communicating with all authors and editorial volunteers (this includes constant communication with Executive Co-chairs, Section Editors, faculty/student peer reviewers and copyeditors).

The returning Editorial Co-chair will create the editorial schedule, with approximate editorial responsibilities and deadlines, for distribution at the first DJIM Executive meeting in the fall. The schedule can be re-defined later with the help of the incoming Editorial Co-chair as necessary.

Meetings with the Editorial Board

The Editorial Board will meet in-person monthly throughout the first semester, and in greater frequency second semester if required. Virtual meetings will be held if needed.

Sharing information among members of the Editorial Board

Section Editors will keep the Editorial Co-chairs informed and up-to-date of any changes regarding the submissions for which they are responsible. This includes communicating changes in deadlines, any issues that in the editorial process, lack of communication from their volunteers, and volunteer re-assignment. The Editorial Co-chair will copy the other Editorial Co-chair on all email correspondence related to editorial work.

Peer reviewing when on the Editorial Board

Members of the Executive who are also peer reviewers will lose administrative access to OJS (Open Journal Systems – the DJIM publishing platform), and will lose access to the editorial Dropbox folder, which includes access to submission tracking files. Please refer to the *Records Retention and Disposition for Editorial Records* policy for more information.

Record of email communications

Email correspondence that relates in any way to the editorial functioning of the Journal must be uploaded to DJIM's Dropbox/Google Drive folder. Please refer to the *Records Retention and Disposition for Editorial Records* policy for more information.

Editorial volunteers (peer reviewers and copyeditors)

Throughout the academic term, students, faculty members, and professionals may sign up to be peer reviewers and/or copyeditors. Volunteers will be accepted on the basis that they have been informed of their volunteer requirements, and agree to fulfil their responsibilities to the Journal. If a peer reviewer suspects or becomes aware of the author of the paper that he or she is reviewing, he or she must immediately inform his or her Section Editor. That paper must then be assigned to another reviewer. The peer reviewer may not necessarily be assigned to another paper if none require peer review.

Volunteers who do not fulfil their requirements

The Editorial Co-chair(s) can decline to re-accept volunteers who did not fulfil their requirements, or who had informed the Editorial Co-chair(s) that they would be unable to fulfil their responsibilities.

If volunteers do not communicate their desire to peer review or copyedit to a DJIM Editorial Board representative within two days of receiving an assigned article, or if they miss their deadline, the Editorial Co-chair(s) can reassign the article to another volunteer with written notice.

Submission and editorial processes

Accepting and rejecting articles for publication

All articles must:

- Be written by a current Dalhousie graduate student from the Faculty of Management, or a recent alumni whose work was completed while they were a student at the Faculty of Management;

- Be on a topic related to the management discipline;

- Present new, innovative, information, perspectives, or ideas to the field of management.

The Editorial Board will communicate to the author the rationale for why his or her article was rejected from the Journal, and encourage them to work toward resubmission.

Article submission guidelines

All articles must have an author biography, an article abstract, and must follow the American Psychological Association (APA) formatting guidelines before being accepted into the peer review process.

Articles written by Executive members

Articles written by Executive members will remain completely blind throughout the peer review process. Communications between Editorial Co-chairs and authors/peer reviewers will take place through email; the Editorial Co-chairs will not assign peer reviewers in OJS. The Executive author(s) will receive the same treatment and undergo the exact same process as all authors submitting papers to the Journal.

Faculty submissions

At this time, the Journal is not accepting submissions from non-student faculty members within Dalhousie's Faculty of Management.

Alumni submissions

Recent graduates from graduate programs within the Faculty of Management can submit articles completed while they were a student at the Faculty of Management, up to two years after graduation.

Communications

Advertising for Executive members and Section Editors

DJIM will advertise to all graduate students within the Faculty of Management for Executive Co-chair and Section Editor positions in the fall semester and will fill by early October. Current executive Co-chairs will be explicit in providing information on the position functions, workload requirements, and ongoing demands that each of the positions entail.

Advertising for volunteer positions

DJIM will advertise to all graduate students within the Faculty of Management for peer reviewer and copyeditor volunteer positions throughout the fall and winter terms and will accept volunteers on an ongoing basis.

Promoting events

The Communications Co-chairs will promote and advertise all DJIM events, including workshops and the publication launch, to the entire graduate student body in the Faculty of Management and the greater Dalhousie community in a reasonable amount of time prior to any event.

Role in orientation

DJIM will play an active role in orientation events run by all the schools within the Faculty of Management and/or with events hosted by the Dalhousie Association of Graduate Students (DAGS) by providing information about the Journal's mission and function, and by advertising the Journal's upcoming volunteer opportunities.

Social media use

The Communications Co-chairs are the only Executive members with access to the DJIM social media accounts. They will only share non-confidential information about the Journal on social media platforms and will respect the privacy of the Journal's authors and Executive members. DJIM will only follow groups and individuals on social media accounts that relate to the Journal in some capacity.

Thank you notes for workshop hosts and volunteers

The Executive will send out thank you notes or emails to all Journal volunteers and workshop hosts at the end of each publication.

Processes for dealing with complaints

All complaints to the Journal will be brought to the attention of the Executive at the upcoming Executive meeting. The complaint will be sent to the Co-chair member most appropriate to deal with it and he or she will make sure to communicate a response to the user within one week of receipt of the complaint in question. Where appropriate, DJIM will consult with the Faculty Liaison.

Technical

Password and account control

Annually in May

- The Technical Co-chair will change all OJS users' roles to a reader role, and will remove all the access controls of the retiring Executive chairs.

- The Technical Co-chair will change all the passwords to OJS, Blackboard Learn, and Gmail. The Technical Co-chair will inform all remaining Executive members of the new passwords and will provide these passwords to the newly elected Executive members when they assume their positions.

- The Editorial Co-chair will also change the password on Dropbox and will follow the same procedures as the Technical Co-chair.

- The Communications Co-chair will change the passwords on all social media platforms and will follow the same procedures as the Technical Co-chair.

Every two years, the Technical Co-chair will remove all OJS accounts for past volunteers that have since graduated.

Updating Executive information on OJS

In the fall, after the new Executive members assume their positions on DJIM, the Technical Co-chairs are required to remove the previous Executive's personal information and upload the new Executive members' brief biographies to the "People" section on the website.

Digital online identification (DOI) implementation

One or both of the Technical Co-chairs will hyperlink all the DOIs in the newest publication's reference section.

DalSpace (Dalhousie's institutional digital repository)

One or both of the Technical Co-chairs will upload articles to DalSpace from the newest issues of DJIM at the end of each academic year's publication.

DOAJ (Directory of Open Access Journals)

One or both of the Technical Co-chairs will update information about DJIM, including all the article .pdf files for each issue, on DOAJ annually.

Information and records management

Records retention and disposition for Executive records

All records that are not stored on OJS will be uploaded and saved in the appropriate Blackboard Learn folder. Records will remain active for three years, so that the current and previous Executive's records are easily accessible. Records that have reached their third year term shall be archived on Blackboard Learn. All vital records, which include DJIM policies and position descriptions, will remain active on Blackboard Learn.

Records retention and disposition for Editorial records

All Editorial Co-chairs will have access to DJIM's Dropbox/Google Drive account. The returning Editorial Co-chair will remove account access in May after the retiring Editorial Co-chair has left the DJIM Executive. All editorial records will be shared in Dropbox/Google Drive under specified folders. Records will be removed every three years and archived on DJIM's Blackboard Learn account permanently for historic value.

Archiving social media updates

Social media updates will remain on their social media platform indefinitely. Social media updates will be exported from Facebook regularly and archived on Blackboard Learn.

Classifying and naming records

Files will be stored in folders categorized by year and sub-categorized by subject; they will be named according to type (e.g. email, article submission, annual report etc.) and, if applicable, by author or creator. Upon joining DJIM, all new Executive members shall be informed of the proper naming conventions used by the committee.

Submission tracking

All submissions will be tracked throughout the submission process using Microsoft Excel. These

records will be stored in Dropbox for three years and archived in Blackboard Learn.

Archiving rough drafts of author articles

All rough drafts of submissions, including peer review and copyeditor revised article versions,

will be uploaded to OJS in the "Review" section before article publication.

Knowledge management

Executive transition

Throughout and at the end of each academic year, all retiring Executive members will create or update thorough transition documents for their remaining Co-chair counterpart. These transition documents will be distributed to all new Executive members in the fall. These documents will incorporate all relevant documents created for DJIM throughout their Executive tenure. The transition document will also provide a general report on the previous year, a detailed account of processes and procedures followed, suggestions for improvements, key points to remember, and contact information if further guidance is required.

Section Editors - sharing of knowledge

Throughout or at the end of the academic year, Section Editors will ask questions, provide suggestions, and explain any challenges to the fulfillment of their roles to the Editorial Co-chairs in their own transition document to be delivered to the Editorial Co-Chairs.

Privacy and copyright

Sharing personal author information

Only the Section Editors and the Editorial Co-chairs will see personal author information before papers are accepted or rejected for publication. All author metadata in the article must be removed by the Editors before being sent to peer reviewers to ensure that the article receives a blind review. If a peer reviewer suspects or becomes aware of the author of the paper that he or she is reviewing, that paper must be reassigned to another reviewer. All precautions should be taken for the copyediting process to remain blind by removing the copyeditor's access to author information. However, if the copyeditor becomes aware of who authored the paper they are editing, it does not have to be reassigned.

Sharing personal editorial volunteer information

The names of the peer reviewers and copyeditors who work with specific articles must be kept confidential. Only the Editorial Board is privy to such information.

Article copyright

Papers published in DJIM must be the original, unpublished work of the author. Contributors are responsible for obtaining any copyright clearances required in relation to their work.

DJIM article licensing rights

Authors submitting a paper to DJIM automatically agree to grant a limited license to DJIM if the manuscript is accepted for publication. This license gives permission for DJIM to publish the paper in a given issue and to maintain the article in the electronic Journal archive. DJIM also submits issues to Dalhousie University's institutional repository (DalSpace) and Open Access repositories (DOAJ). Contributors agree to each reader accessing, downloading, and printing one

copy of their article for personal use or research. All other copyrights remain with the author and are subject to the requirement that any re-publication of the work be accompanied by an acknowledgement that the work was first published in DJIM. The DJIM Editorial Co-chairs must be notified of any re-publication of a work first published in DJIM.

Contracts

Communication of contracts

Members of the DJIM Executive must be able to communicate with other external individuals, groups, and institutions about any contracts that are either under negotiation or have previously been signed.

Signing and distribution of contracts

During contract negotiations, DJIM Co-chairs must provide each member of the Executive a copy of the contract for review. Executive members are responsible for sharing opinions and ideas before the group votes on a contract. Acceptance or rejection of the contract occurs with a two-thirds vote from all current Executive members.

Policies

Revisiting policies

The policies must be reviewed annually each summer by the Executive to determine if the

policies are still applicable to the Journal and to implement policy revisions as necessary.

Policy implementation

The Executive will implement policies after holding a preamble and opening the floor for group

discussion. Voting in policy revisions will require two-thirds agreement from all current

Executive members.

Policy distribution

DJIM Technical Co-chairs will make DJIM's policies publicly available on the Journal's

website. All prospective DJIM Executive members should review DJIM's policies prior to

application, and all new DJIM Executive members are required to read and understand DJIM's

policies before assuming their role on the Executive.