

Publishing Panel

1. Terms of Reference

Purpose: Reporting to the Building Communities Committee, the Publishing Panel is responsible for supporting the organisational objectives and overseeing the delivery of the operational aspects of the journals programme:

- 1. Through a better understanding of the diversity of our members, we will enable them to strengthen their existing relationships and gain access to new communities, unlocking the potential for international collaboration and global knowledge exchange.*
- 2. By harnessing local knowledge for worldwide impact, we will advance understanding of microbiology and champion the contribution made by microbiology, our members and their work in addressing global challenges.*
- 3. By recognising global differences in accessing opportunities at the Microbiology Society, we will build on existing strong financial and governance foundations to reinforce long-term sustainability and resilience through diversifying income streams, increasing efficiency and ensuring robust mechanisms for decision-making, monitoring and evaluation.*

The Panel, by using its knowledge and expertise, will ensure the delivery of publishing programmes that support the strategic aims of the Society, serve the needs of the membership and the wider research community, and maintain the commercial health of the journals by capitalising on opportunities to create journal content. The Panel will collaborate with staff to ensure that the activities delivered are in line with the agreed strategy and budget.

The Society is committed to creating an inclusive culture that supports equality and diversity and fully reflects both its membership and the global microbiology community across all protected characteristics. The Society seeks to actively encourage all practices that reflect a diverse society.

By participating in panel meetings, all members agree to respect other members' opinions and give all present a chance to contribute. The co-Chair/Chair is responsible for running the meeting, please support them to keep to time. Certain topics discussed will be confidential, therefore members are asked to be mindful not to repeat such information outside of the meeting.

2. Duties

The Publishing Panel will advise, oversee and support the implementation of the following objectives:

1. Oversight and execution of the strategic publishing plan, in line with Society strategy, as approved by Advisory Council.
2. Successful delivery of existing journals to the highest editorial and operational standards, in line with ethical guidelines provided by bodies including the Committee on Publication Ethics.
3. Proactive promotion of Society journals, encouraging members and other microbiologists to submit articles, undertake peer review, and read and share published content.
4. Maintain close collaboration with other Panels, Committees and professional areas of the Society on areas of common interest and how we can capitalise on opportunities to create journal content through other Society activities such as conferences and events.

3. Meeting schedule

The Publishing Panel will meet three times a year, in February, June and October. In addition, it will communicate between meetings by email and other methods to ensure the successful delivery of the Society's publishing portfolio. Extraordinary meetings of the Panel may be convened *ad hoc* as required, for example, if approval or input is required on a major change to the publishing process.

The Publishing Panel can identify matters to be raised for discussion at Advisory Council, in addition to Building Communities Committee.

4. Membership

The membership requires a balanced portfolio of skills and knowledge to be able to fully support and engage with the remit of the Panel. The Panel is comprised of:

- A Chair; the co-Chair of the Building Communities Committee
- Chair-Elect of the Publishing Panel; sought from the membership by an open call for applications and approved by Advisory Council and the Trustee Board at least a year before the end of the current co-Chair's term.

- The Editors-in-Chief or representative of all Society journals, who serve for the duration of their term(s) as Editor-in-Chief
- The Deputy Editors-in-Chief, or representative of all Society journals, who serve for the duration of their term(s) as Deputy Editor-in-Chief
- A representative from the Early Career Forum Executive Committee, who serves for two years
- Up to two co-opted members who do not have to be members of the Society but who should be chosen to include an appropriate range of skills and expertise not found among the membership; an important role of co-opted members is to provide constructive challenge
- Ad hoc advisors can be requested to attend certain meetings to address specific knowledge requirements or assist in certain projects

Where a journal has two Editors-in-Chief, both are entitled to attend Panel meetings; in the case of a vote, only one vote may be cast per journal. Each journal must be represented in person by either an Editor-in-Chief or the relevant Deputy Editor-in-Chief.

Unless otherwise stated, the term of office for all positions is three years.

The following report into the Publishing Panel:

- **Editorial Boards for**
 - *Microbiology*
 - *Journal of General Virology*
 - *Journal of Medical Microbiology*
 - *Microbial Genomics*
 - *Access Microbiology*
 - *Microbiology Horizons*
 - *Microbiology Outlooks*
- The Editorial Board of *International Journal of Systematic and Evolutionary Microbiology* is not a formal sub-group of the Panel, as the journal is not owned by the Society, but key decisions and updates will be reported back for information.
- The Editors-in-Chief and Deputy Editors-in-Chief are appointed by Advisory Council.

Quorum:

So far as possible, the Chair should only allow meetings to be convened if at least one representative from each journal is present.

The panel is supported by the Publisher and Head of Scientific Programmes.

Other members of staff attend meetings as appropriate.