



Editorial Board Terms of Reference Youth Voice Journal

A. Function

The Editorial Board is established to act as a strategic body that supports the Editor-in-Chief, [Dr. Theo Gavrielides](#), and the publisher, RJ4ALL Publications, to achieve the Journal's aims.

Editorial Board members work actively to:

- help steer the direction of the Journal to maximise its impact in the field and ensure it publishes high quality, timely and relevant papers
- solicit manuscripts and actively encourage colleagues/networks to submit to the Journal
- review papers (when invited by the Editor) and identify suitable reviewers (when appropriate)
- promote the journal extensively (both within their own institutions and externally, and at conferences or events) and externally and act as ambassadors for the Journal
- write papers for the Journal (members are expected to submit at least one paper a year)
- put forward suggestions and ideas for Special Issues
- act as Guest Editors on Special Issues

B. Membership

The Publisher and the Editor are jointly responsible for the Board's membership. Members are recruited on the basis of their skills and expertise and the strategic direction of the Journal. Once appointed, members will be supported by the Editor to deliver their role. Assessment and refresh of the members will take place annually in partnership with the Publisher.

C. Meetings and communications

The Editorial Board will communicate electronically. Members are expected to attend at least web conference meeting annually, convened by the Editor and the Publisher.

D. Current Board composition

A full list of the Editorial Board members can be found <https://youthvoicejournal.com/board/>

E. Vacancies & Applications

The Editor considers applications to join the Editorial Board on an ongoing basis. Interested individuals with expertise in the subject fields of the Journal should email RJ4AllPublications@gmail.com with the following:

- their CV listing relevant publications and experience
- a short cover letter explaining the reasons for joining the Editorial Board.

