

GUIDE FOR EDITORIAL BOARD MEMBERS

Pollution and Diseases — International Scientific Journal

<https://pollution-diseases.org>

This guide outlines the responsibilities, expectations, and procedures for members of the Editorial Board of *Pollution and Diseases*. Editorial Board members play a central role in ensuring the quality, integrity, and scientific value of the journal's content.

1. Role and Mission of the Editorial Board

Editorial Board members support the journal in:

- maintaining high scientific standards;
- promoting ethical and responsible publishing practices;
- advising on journal strategy and development;
- ensuring diversity of expertise and geographic representation;
- participating in peer review and editorial decision-making;
- attracting high-quality submissions;
- promoting the journal within the scientific community.

Board members represent the journal's values of transparency, inclusivity, methodological rigor, and commitment to timely scientific communication.

2. Responsibilities of Editorial Board Members

2.1. Providing Expert Guidance

Board members advise the Editor-in-Chief on:

- journal scope and priorities;
- emerging scientific trends;
- potential thematic issues or special collections;
- interdisciplinary research opportunities.

2.2. Peer Review Participation

Board members are expected, when requested, to:

- review manuscripts in their area of expertise;
- provide timely, constructive, and unbiased evaluations;
- adhere to confidentiality and ethical guidelines;
- follow COPE Ethical Guidelines for Peer Reviewers.

The typical expectation is **2–6 reviews per year**, depending on availability and expertise.

2.3. Editorial Oversight (Optional Assignments)

Some board members may be asked to serve as handling editors for specific submissions.

Responsibilities include:

- selecting appropriate reviewers;
- evaluating reviewer reports;
- recommending acceptance, revision, or rejection;
- ensuring ethical compliance.

Assignments depend on expertise and willingness.

2.4. Promotion of the Journal

Board members may:

- encourage colleagues to submit manuscripts;
- disseminate published research through academic networks;
- represent the journal at conferences and scientific events;
- recommend suitable manuscripts or special issues.

3. Ethical Responsibilities

Editorial Board members must follow COPE Core Practices, including:

3.1. Avoiding Conflicts of Interest

Board members must not be involved in decision-making for manuscripts where they:

- have collaborated with the authors recently;
- share an institutional affiliation;
- have financial, personal, or academic conflicts.

Conflicts must be declared immediately.

3.2. Confidentiality

Board members must treat all unpublished manuscripts and editorial communications as strictly confidential.

3.3. Objectivity and Fairness

Editorial decisions must be based solely on:

- scientific merit,
- methodological rigor,
- relevance to the journal's scope.

3.4. No Influence from External Parties

Board members must not allow political, ideological, institutional, or personal interests to influence editorial decisions.

4. Communication with Authors and Reviewers

4.1. Through the Editorial System Only

All communication must occur within the official editorial platform (e.g., OJS).

Direct contact with authors or reviewers outside the system is not permitted.

4.2. Professional Tone

All correspondence must be professional, constructive, and respectful.

5. Participation in Journal Development

Board members may be invited to contribute to:

- strategic planning sessions,
- updates of editorial policies,
- thematic initiatives (e.g., special issues),
- annual reports,
- reviews of journal performance.

Participation is voluntary but strongly encouraged.

6. Appointment and Term

6.1. Appointment Criteria

Members are selected based on:

- scientific expertise,
- publication record,
- experience with peer review,
- ethical reputation,
- geographical and disciplinary diversity.

6.2. Term Length

Standard appointments last **2–3 years** and may be renewed.

6.3. Resignation or Removal

Members may resign at any time.

The journal may remove members due to:

- inactivity,
- ethical concerns,
- repeated refusal of review assignments,
- breach of confidentiality or conduct.

7. Benefits of Editorial Board Membership

Board members:

- contribute to shaping an emerging interdisciplinary field;

- gain recognition for editorial expertise;
- may list their role on CVs, websites, and ORCID profiles;
- receive priority consideration for special editorial projects;
- may be invited to join the senior editorial team based on performance.

8. Expectations of Engagement

Board members are expected to remain engaged by:

- responding promptly to editorial communications;
- updating their areas of expertise;
- maintaining accurate contact information;
- providing feedback on journal policy improvements.

At the same time, the journal respects personal workload, academic responsibilities, and regional constraints.

9. Handling Special Situations

9.1. If Board Members Submit to the Journal

Editorial Board members may publish in the journal.

In these cases:

- they are treated like any other authors,
- another editor (without conflict) handles the manuscript,
- double-blind review is strictly maintained.

9.2. Disputes or Ethical Concerns

Any concerns should be reported directly to the Editor-in-Chief.

Matters are handled confidentially, according to COPE guidelines.

10. Statement of Commitment

By joining the Editorial Board, members agree to:

- uphold the journal's ethical standards,
- support diversity and inclusivity,
- maintain confidentiality,
- promote transparent and responsible publishing,
- contribute to the advancement of interdisciplinary research on pollution and disease.

Conclusion

Editorial Board members are essential to the success and credibility of *Pollution and Diseases*. The journal deeply appreciates the expertise, time, and commitment of each member and strives to maintain an inclusive, professional, and intellectually stimulating editorial environment.