



Current Editorial Team

Executive Editor: Audrey Murrell, Ph.D., University of Pittsburgh

Managing Editor: Amelia J. Dietrich, Ph.D., The Forum on Education Abroad

Editorial Assistant: Tiffany Lachelle Smith, University of Minnesota

Current Editorial Board

Christine Anderson, University of Minnesota

Kendall Brostuen, Brown University

Eduardo Contreras, University of Portland

Nick Gozik, Elon University

Allison Hodgkins, World Affairs Council of Maine

Jacqueline McLaughlin, Penn State University Lehigh Valley

Amy Muse, University of St. Thomas

Mark Odenwelder, Book Review Editor

Aroline Seibert Hanson, Arcadia University

Taylor Woodman, University of Maryland

Michael Woolf, CAPA

Terms and Responsibilities of Editorial Board Members

Editorial board members actively contribute to the development and good management of *Frontiers*. They are appointed by the Editor for a fixed term of three (3) years, renewable by the Editor.

Criteria for Editorial Board includes:

- Research interests in common with the mission & scope of *Frontiers*
- Record of published research in scholarly journals, including serving as lead author
- Actively engaged within the academic and professional community relevant the mission and scope of *Frontiers*
- Some experience with reviewing manuscripts, professional reports, or the publication process
- Have a willingness to actively support the academic process of peer reviewing

Expected functions and duties of Editorial Board members include:

- Participate in an annual meeting of the Editorial Board (usually at The Forum's Annual Conference) and additional, occasional conference calls throughout the year as needed
- Act as ambassadors for and supporting and promoting the journal



- Seek out the best authors and best work (e.g., from meeting abstracts) and actively encouraging submissions
- Serve as a reviewer on submissions to the journal (expected 3-4 per year)
- Evaluate proposals and special projects as needed
- Be available for commissions to write editorials, reviews, and commentaries on papers in one's area of specialization
- Recruit and nominate manuscript reviewers

Editors, editorial staff and Editorial Board members and [peer reviewers](#) are required to comply with *Frontiers'* [Conflict of Interest Policy](#).

Recruitment and Selection of Editorial Board Members

Editorial Board members must be peers whose judgement is highly regarded within the journal's main discipline; or their decisions may not be regarded as valid. Publication number and academic aptitude are the important factors for editorial board membership. Potential candidates might be recruited from authors or peer reviewers that have been engaged with *Frontiers* as authors, reviewers, board members or previous editors. Potential candidates can be suggested by current board members, by the Editor or the Managing Editor. The process of recruiting potential board members involves sharing with potential candidates a brief description of the role, outlining the responsibilities, and clearly stating that this is a voluntary position with no remuneration related to the post. Potential candidates are asked to submit a letter confirming their interest in serving as a board member, a signed statement indicating no conflict of interest, and an academic CV or comparable resume. They will undergo an interview by the Editor and Managing Editor before appointment to the Editorial Board.

Editorial Team Roles and Responsibilities

Editors are ultimately accountable for the quality of their journal's content. Editors are responsible for identifying important 'hot topics,' sourcing high quality manuscripts, handling day-to-day paperwork, and organizing the flow of manuscripts (i.e., from author to referees and back and finally to the publisher). The two most important attributes of a good editor are (1) having a detailed knowledge of the subject area and (2) being organized. The editorial team is composed of the Editor, Managing Editor, and the Editorial Assistant.

Editor

The Editor is the chief responsible person for the journal and is responsible for raising the journal's profile within the community and ensuring that content published meets the editorial strategy and policies of the journal, as stated in the journal's aim and scope. The Editor is a highly experienced researcher who has a larger vision within disciplines relevant to the mission



of *Frontiers*. The Editor is expected to participate in defining and adjusting the journal's evolving mission and to coordinate the activities and input of the Editorial Board. The Editor is actively engaged in the review process having the final decisions on all outcomes of articles, issues, and submission to the journal. The details of the Editor's roles and responsibilities are outlined within the detailed position description (attached).

Managing Editor

The Managing Editor assists and supports the Editor and manages the ongoing operations and activities of *Frontiers*. These responsibilities include:

- coordinates peer review process
- commissions articles, essays, and special issues
- serves as the primary point of contact and liaison with authors
- supports communication with reviewers and board members
- oversees policies and procedures of the journal
- carries out heavy developmental/technical and copyediting of manuscripts
- leads marketing and promotional strategy for the journal
- manages budget considerations

Editorial Assistant

The Editorial Assistant reports directly to the Managing Editor and provides office support for the activities of *Frontiers*. This includes supporting the journal submission process, assisting in updating website and other external publications, assisting with the technical processes of the journal and other duties related to the effectiveness of the journal, its mission, and activities.

Policies & Procedures

All members of the *Frontiers* Editorial Team are responsible for familiarizing themselves with [the policies of the journal](#).

Frontiers is published by The Forum on Education Abroad, a 501(c)(3) non-profit professional association recognized as the Standards Development Organization (SDO) for education abroad. The Forum supports *Frontiers* as a platinum open-access journal by providing financial, staffing, and promotional support for the publication. Under the [Statement on Editorial Independence](#), Forum leadership is not involved in editorial decision-making for *Frontiers*.



Frontiers Editor – Position Description

The Editor is responsible for driving the strategic direction of Frontiers in collaboration with the Managing Editor and the Editorial Board. They serve as the chief spokesperson of the journal and are responsible for raising the journal's profile within the community and ensuring that content published meets the editorial strategy and policies of the journal, as stated in the journal's aim and scope. The roles and responsibilities of the Editor include:

- Represent the journal at the Forum annual meeting and other related activities on behalf of Frontiers
- Drive the evolution of the journal, executing the goals defined in the journal's development plan.
- Implement strategies for increasing the number of high-quality submissions, usage, citations, and other measures of success for the journal, in line with the publishing process and requirements.
- Raise the profile of the journal through active promotion and soliciting high-quality papers for publication, special issues, and other related publications.
- Act as the senior authority on all matters of editorial policy, decisions, and scope, acting with impartiality, confidentiality, and fairness.
- Attend and chair all Editorial Board meetings and seek their input on matters of strategy, direction, and policy for *Frontiers*.
- Select and invite appropriately qualified individuals to serve as special issues editors while ensuring there is adequate subject representation and diversity.
- Provide policy advice to Managing Editor, arbitrate over disputed decisions and make final decisions in cases of disputes or disagreement by authors/contributors.
- Oversee and address issues concerning research and publication misconduct according to the guidelines of the Frontiers.
- Oversee the process of peer review process that includes:
 - Assist in the selection of appropriate reviewers
 - Make decisions on the basis of the received reviews and their own opinion
 - Communicate decisions on the acceptability of the paper for publication to authors.
 - Make final decisions in areas of disagreement or dispute