

EDITORIAL BOARD MEMBER RESPONSIBILITIES

Members of the Editorial Board of *ChemJMold* are experts in all fields of chemistry. Editorial Board member is a voluntary position with no remuneration related to the position. Editorial Board generally undergoes a complete revision every three years, with members joining, stepping down or continuing for another term.

Responsibilities include, but are not limited to:

- Editors and Editorial Board members are responsible for everything published in *ChemJMold*.
- Editors and Editorial Board members are responsible for monitoring and ensuring the fairness, timeliness, thoroughness, and civility of the peer-review editorial process.
- Editors/ Editorial Board members decide to accept or reject a paper for publication only based on the paper's importance, originality, and clarity, and the manuscript's relevance to the Journal.
- Editors/ Editorial Board members must evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.
- Editorial Board members should complete assigned reviews in a timely fashion. Offer mutual respectful and constructive review of manuscripts to assist in providing the highest quality papers.
- Editorial Board members should recruit new reviewers for the Journal.
- Editorial Board members must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.
- Editorial Board members should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers. It is the obligation of the Editorial Board member to ask a co-editor or other member of the Editorial Board instead to review and consider the manuscript.
- Editorial Board members should act as an official representative for the *Chemistry Journal of Moldova*. Editorial Board members should represent and promote the Journal at academic meetings and conferences.
- Every Editorial Board member should ensure submission of at least one manuscript in a year.

Resources

COPE Code of Conduct and Best Practice Guidelines for Journal Editors.

<http://publicationethics.org/>

Chemistry Journal of Moldova. Ethical Standards and Procedures. <http://www.cjm.asm.md/>
