

# ***Early Theatre* Editorial Advisory Board Terms of Reference**

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Effective July 2022

*Early Theatre* advisory board members will serve for one 5-year term, optionally renewable by mutual agreement for a maximum of one additional term.

New appointments to the advisory board are made by the general editor, in consultation with other members of the editorial team. Past editors of the journal are automatically invited to join the advisory board. Contributing editors of Issues in Review and guest editors of special issues/volumes are also invited to join the advisory board for a three-year term following acceptance of their IR section/issue/volume. *Early Theatre* reserves at least one seat on the advisory board for an early career researcher.

All advisory board members agree to abide by the journal's principles and guidelines, and members who are unable or unwilling to do so will be asked to step down by the general editor.

Advisory board member responsibilities include the following:

- Attend an online advisory board meeting once per year
- Advise the editors on policy and practice (eg. EDI, communications and outreach plans, budgets and hiring, new directions and developments/forthcoming projects)
- Help the editorial team identify suitable external peer reviewers, when called upon

- Provide peer review of submissions (usually twice per 5 year term; in this role advisory members may serve as subject specialists or as general readers, including in cases of split decisions by external peer reviewers)
  
- At least one of the following:
  - serve on journal prize committees (two members per prize category; prizes run bi-annually -- review eligible content and make recommendations to the editors)
  - serve as co-chair, with an editor, for one advisory board subcommittee (eg. outreach, marketing, prizes, EDI, digital initiatives)
  - actively solicit manuscript submissions to the journal (reach out to at least 5 scholars per year, particularly those working in EDI focused subfields and/or with lived experience; conferences offer an ideal opportunity for outreach, in that after hearing a promising paper a board member can easily encourage the panelist to submit their work to ET. The editing team is preparing an email template that we will make available to all board members to facilitate follow-up with potential contributors.)
  - other work not listed above but which advisory board members might wish to contribute to the journal. Please reach out directly to the general editor with your ideas; the editorial team will then coordinate efforts to prevent unnecessary duplication of effort and to ensure no individual is unfairly burdened.