

Plebeian Editorial Board Charter

August 2016

Preamble

Plebeian is the Undergraduate Journal of the Classics Students' Union. It is a publication designed to give University of Toronto undergraduate students writing papers on the Classical world a chance to get their work published. It is an initiative undertaken by the Senate of the Classics Students' Union

Article I: Terms and Definitions

- 1.1 "University" shall refer to the University of Toronto.
- 1.2 "Faculty" shall refer to the Faculty of Arts and Science.
- 1.3 "Department" shall refer to the Department of Classics in the Faculty.
- 1.4 "CLASSU" shall refer to the Classics Students' Union.
- 1.5 "Board Members" shall be defined as those students appointed to a position on the *Plebeian* Editorial Board as described below in Article II.
- 1.6 "Editorial Board" shall refer to the Board Members in addition to all functions of the publication of the journal.
- 1.7 "Senate" shall refer to body of Executive Members of CLASSU.
- 1.8 "Academic Year" shall refer to a twelve (12) month period commencing 1 May and ending 30 April.
- 1.9 "President" and "Vice-President" shall both refer to those positions on the CLASSU Senate.
- 1.10 "Submitter" shall refer to a student who has submitted a paper for acceptance and editing in *Plebeian*.
- 1.11 "Editing Team" shall refer to the Editor-in-Chief, Deputy Editor, and Associate Editors.
- 1.12 "Design Team" shall refer to the Editor-in-Chief, Deputy Editor, and Copy Editors.

Article II: Board Members

2.1 General Responsibilities

- 2.1.1 Each Board Member shall be expected to attend scheduled meetings of the Editorial Board.
- 2.1.2 Each Board Member shall check the agreed upon channels of communications with appropriate regularity.
- 2.1.3 Each Board Member shall assist the Editor-in-Chief in carrying out decisions and duties in addition to any more duties outlined below.

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2.1.4 Each Board Member must be familiar with the *Plebeian* Editor's Guide, agreed-upon timeline, and *Chicago Manual of Style* Citation Guide.

2.1.5 Each Board Member is responsible for ensuring a smooth publishing process

2.2 Appointment Length

2.2.1 Each Board Member is appointed for the Academic Year in which they were hired, except for the Editor-in-Chief, who is appointed for the upcoming Academic Year.

2.2.2 Board Members may reapply for a position for the subsequent Academic Year, but are not guaranteed priority

2.3 Positions on the Editorial Board

2.3.1 One (1) Editor-in-Chief shall serve on the Editorial Board, with the below Responsibilities:

- a) Oversight over the entire publication process of *Plebeian*, including ensuring that Board Members are properly carrying out their responsibilities
- b) Setting deadlines for Assistant and Associate Editor applications and paper submissions
- c) Hiring the Deputy Editor, Associate Editors, and a successor Editor-in-Chief
- d) Establishing, with appropriate input from the Deputy Editor, Conference Liaison, President, and Vice-President, a timeline for submissions, drafts, the conference, and journal launch
- e) Meeting with the Editing Team throughout the process to ensure that the process is upheld
- f) Checking over the quality of edits made by individual editing pairs to ensure proper quality
- g) Settling any disputes between Board Members, Submitters, and other CLASSU members
- h) Appointment of, with the Deputy Editor, replacement of Board Members as necessary
- i) Design of the layout and formatting of the journal
- j) Delivery of two finished PDFs with the appropriate markings to the President and Vice-President within the set timelines for printing.
- k) Ensuring that all paper submissions are anonymous when presented to the Editing Team
- l) Reading and ranking of all paper submissions and breaking ties in the event of one
- m) Having all of the same duties as Copy Editors in addition to those above
- n) Promoting and advertising the calls for papers and editors in conjunction with the President and Vice-President

2.3.2 One (1) Deputy Editor shall serve on the Editorial Board, with the below Responsibilities:

- a) Serving as the second-in-command of the Editorial Board, with the duty of relieving the Editor-in-Chief if it becomes necessary
- b) Acting as a consultant for the Editor-in-Chief in regards to design, deadlines, and meetings
- c) Setting deadlines for Associate Editor applications and paper submissions
- d) Hiring Associate Editors
- e) Appointment of, with the Editor-in-Chief, replacement Board Members as necessary
- f) Having all of the same duties as Associate Editors in addition to those above
- g) Having all of the same duties as Copy Editors in addition to those above

2.3.3 Seven (7) Associate Editors shall serve on the Editorial Board, with the below Responsibilities:

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- a) Reading and ranking of all paper submissions
- b) Giving input on editorial decisions presented to the Editing Team
- c) Editing two (2) papers with a partnered Editing Team member
- d) Observing deadlines for returning drafts to Submitters
- e) Meeting with the authors of the two (2) assigned papers at least once

2.3.4 Two (2) Copy Editors shall serve on the Editorial Board, with the below Responsibilities:

- a) Reviewing final paper drafts for grammatical, typographical, and other errors
- b) Assembling the various papers into a single document
- c) Assisting in design of the journal
- d) Creating the auxiliary information for the journal (table of contents, acknowledgements, etc.)

2.3.5 One (1) Conference Liaison shall serve on the Editorial Board, with the below Responsibilities:

- a) Co-ordinating with the Editor-in-Chief on scheduling the date of the conference
- b) Co-ordinating with the Editor-in-Chief on scheduling the talks at the conference
- c) Ensuring permissions for filming have been granted
- d) Booking venue(s), catering, etc.

2.3.6 The President and Vice-President shall serve on the Editorial Board, *ex officio*, with the below Responsibilities:

- a) Oversight over the Editor-in-Chief and their duties if there is an issue
- b) Settling any disputes between the Editor-in-Chief and Board Members, Submitters, or other CLASSU members
- c) Hiring the Editor-in-Chief and Deputy Editor
- d) Establishing, with appropriate input from the Editor-in-Chief, Deputy Editor, Conference Liaison, a timeline for submissions, drafts, the conference, and journal launch
- e) Delivery of two finished PDFs with the appropriate markings to Coach House Press
- f) Promoting and advertising the calls for papers and editors in conjunction with the Editor-in-Chief

2.4 Conflict Resolution

2.4.1 If there is a problem among the Assistant and Associate Editors with their Submitters/each other or the Assistant and Copy Editors, the Editor-in-Chief is the authority to report any issues to.

2.4.2 If the problem is with the Editor-in-Chief, then the issue should be brought to the President or Vice-President.

2.4.3 If there is any conflict in terms of reporting issues with a particular person (i.e. that person is also the authority to report them to), then a complaint can be made to the CLASSU Senate.

Article III: Selection Procedures

3.1 Eligibility for Application to the Board and Submissions to the Journal

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3.1.1 Membership on the Editorial Team is open to any Faculty student with relevant experience in Classical Studies. Preference shall be given to members of CLASSU as defined in the CLASSU Constitution.

3.1.2 Any Faculty student, or any non-faculty student taking a Department of Classics course, aside from the Editor-in-Chief, may submit a paper to be considered for publication. No preference shall be given to members of CLASSU as defined in the CLASSU Constitution. If any Board Member submits a paper for consideration, they cannot disclose which paper is theirs when it comes time for the Board to select the successful papers.

3.1.3 Membership on the CLASSU Senate is not necessary to fill any Editing Team position. Senate members may hold the positions of Conference Liaison and/or Copy Editor in addition to a position as Associate Editor. Any member of the CLASSU Senate may hold the position of Editor-in-Chief or Deputy Editor concurrently with their CLASSU position.

3.1.4 Applicants must physically be in Toronto for the majority of the fall-winter term.

3.1.5 Applicants for Editorial Board Membership must provide a writing sample to prove their strong grasp of English prose in addition to a CV and the application form.

3.1.6 Applicants for the Editor-in-Chief position must have served on the Editorial Board in some capacity in previous years and have demonstrated good leadership skills. If there is no such candidate, or the hiring committee was presented with a more suitable external candidate, then someone without experience on the *Plebeian* Editorial Board may serve as Editor-in-Chief.

3.2 Hiring/Selection Process

3.2.1 A call for applicants shall be made with at least two weeks' notice (for editors and papers).

3.2.2 All applicants for an Editing Team position shall receive an interview opportunity that is mutually convenient for them and the hiring committee for that position. The hiring committees shall be convened in this manner:

- a) For the Editor-in-Chief: March/April after the CLASSU Spring Election, the Incoming President and Vice-President and Outgoing Editor-in-Chief shall select the new Editor-in-Chief.
- b) For the Deputy Editor: September after the CLASSU Fall Election, the Editor-in-Chief, the President and Vice-President shall select the Deputy Editor.
- c) For the Associate Editors: in late November/the Fall exam period, the Editor-in-Chief and Deputy Editor shall select the Associate Editors.

3.2.3 The positions of Conference Liaison and Copy Editors shall be filled by the Senate.

3.2.4 The President and Vice-President sit on the Editorial Board *ex officio*.

3.2.5 Conflicts-of-Interest may arise when the President or Vice-President applies for the position of Editor-in-Chief or Deputy Editor. In such cases, the Senate will collectively appoint replacements on the hiring committees.

3.2.6 If the Editor-in-Chief is also the President or Vice-President, then they will select a Senator in their stead for that hiring cycle.

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3.2.7 Complaints about the hiring process can be made to the Senate as a whole at a regular Senate meeting.

3.2.8 All applicants/submitters shall be informed of their status within ten days of the application/submission deadline.

3.3 Paper Selection

3.3.1 The Editor-in-Chief shall ensure that all papers submitted to the Deputy Editor and Associate Editors after the call for papers deadline has passed shall contain no personal identification on them to ensure a fair selection process.

3.3.2 The Editing Team shall select the successful papers through an internal discussion and judge them based on the content, topic, style, and polished quality of the papers.

3.3.3 The Editor-in-Chief shall notify successful Submitters and receive a written confirmation of their agreement to adhere to the policies and deadlines. The Editor-in-Chief shall then notify those who were unsuccessful once all successful Submitters have confirmed their agreement.

3.4 Resignations and Dismissals

3.4.1 A Board Member may voluntarily resign their duties by informing the Editor-in-Chief in writing. The resignation is effective immediately upon receipt. Due to the intensive nature of the positions on the Editorial Board, if the resigned individual changes their mind, they may not automatically get their position back if it has been filled and work initiated. The Editor-in-Chief and Deputy Editor will fill the position by a process of their devising.

3.4.2 If the Editor-in-Chief position is vacated, the Deputy Editor shall fill that position, and collaborate with the outgoing Editor-in-Chief (if appropriate), President, and Vice-President to fill the Deputy Editor position. If the Deputy Editor position is vacated, or the Deputy Editor becomes the Editor-in-Chief, the (new) Editor-in-Chief shall fill it with a candidate of their choice, who does not necessarily have to be on the Editorial Board, in consultation with the President and Vice-President. All other vacancies caused by resignations of Editing Team shall be dealt with by the Editor-in-Chief and Deputy Editor.

3.4.3 The Editor-in-Chief has the power to dismiss Editing Team members under the following conditions:

- a) If any Editing Team Member fails to fulfill the Responsibilities of their position to their best ability; or,
- b) If any Editing Team Member abuses their position for personal reasons; or,
- c) If any Editing Team Member fails to act in good faith; or,
- d) If any Editing Team Member misses any meeting without explanation

3.4.4 If any Editing Team Member feels that they were wrongly dismissed, they may petition the President and Vice-President for a hearing, or the Senate if one or both is on the Editing Team.

3.4.5 If a non-Editing Team Member meets any of the conditions in 3.4.3 a) to d), then the Editor-in-Chief may petition the CLASSU Senate to have them removed from the Editorial Board. The Senate should follow this advice unless there is insufficient evidence for the grounds of dismissal.

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Article IV: Finance and Governance

4.1 Financial Responsibility

4.1.1 The President and Vice-President are responsible for securing funding for *Plebeian*.

4.1.2 All monies related to publication shall be received and paid out through the CLASSU account.

4.1.3 The Editor-in-Chief should assist the President and Vice-President in finding revenue sources, but is not responsible for funding the journal.

4.2 Financing

4.2.1 The Arts and Science Students' Union has a line item of \$600 for Course Union Journals.

4.2.2 The President and Vice-President have ultimate say over how many journals will be printed given their duty to find funding. The Editor-in-Chief is in charge of design (including cover, paper stock, and number of pages), however the President and Vice-President then allot the number of journals which can be printed.

4.3 Oversight

4.3.1 *Plebeian* is the journal of CLASSU and as such, the Senate has ultimate oversight of and responsibility for it, even in cases where the Editor-in-Chief has been appointed from outside of the Senate. The Senate has ultimate responsibility over the governance of the Editorial Board given their financial responsibility over and for *Plebeian*.

4.3.2 The Senate delegates decision-making capacity to the Editor-in-Chief on matters of timelines for draft revisions, meetings of the Editorial Board, layout of the journal, criteria for paper selection, and hiring of the Associate Editors.

4.4 Changes and Challenges to the Governance Structure

4.4.1 The Senate has the authority to change the governance structure of the Editorial Board by a simple vote at a Senate meeting in accordance with its constitution. This can include the removal of the Editor-in-Chief given that the Senate initiates proceedings the same as those of impeachment of a CLASSU executive member.

4.4.2 All authority not laid out in this document rests with the Senate. All functions of the President and Vice-President in this document shall be considered as Fluid Responsibilities for their CLASSU positions.