Caribbean Journal of Criminology Code of Conduct for Editors

The CJC Policy for Editor (s) serves as a code of conduct for anyone who is serving as Editor for the whole journal or an Issue. The policy is geared at ensuring the Editor(s) maintain and pursue the highest quality in journal publishing.

The policy is informed by the review of other policies for the conduct of Editors of academic journals. The policy has also received input and reviews from practicing Editors.

It is the expectation that the Editor(s) will strive to be accountable for published material along with the following outlined below.

Submission of Manuscripts

1. The Editor will ensure that authors receive correspondence on the receipt of their submitted manuscripts in a timely fashion.
2. Before dispatching to peer reviewers, the Editor will seek to ensure that all manuscripts from authors meet CJC submission guidelines.
3. The Editor(s) reserve the right to reject manuscripts that do not meet the CJC submission guidelines.
4. Where submission guidelines are additional as in the case of CJC Vol.2. Issue 2 which is a Guest Edited Special Issue focused on international research partnerships, The Editor may accept a manuscript for peer review if it meets the regular submission guidelines but does not meet the additional submissions requirements for the Special Issue.
5. The Editor (s) should seek to ensure that all data (e.g. author information, technical information) remains confidential while the manuscript undergoes the submission and review processes.
6. Steps will be applied to facilitate a double blind review of manuscripts at the review of submission guidelines when the Editor(s) and author(s) are from the same department or units in a University.

Peer Review process

1. The Editor (s) should ensure that the peer review process is double-blind and manuscripts are sent to at least two reviewers.
2. Peer reviewers should receive the CJC Reviewer Checklist to enable comprehensive feedback on manuscripts and for their understanding of peer expectations.
3. The Editor (s) should consult the CJC Peer Reviewer database in the selection of peer reviewers but they are not limited to it.
4. The Editor has the responsibility for ensuring that the peer reviewer database is updated to reflect expertise in subject matter that is topical in CJC submissions.

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5. Reviewing and updating the peer reviewer database includes the conduct of checks on the credentials of peer reviewers (i.e. institutional representation, expertise claims).
6. It is the responsibility of the Editor to address conflicts of interest such as the non-declaration of funders of research and other misconduct brought to their attention by the peer reviewer(s).

Peer Review Reports

1. The Editor (s) should ensure that authors receive a comprehensive review of their paper in line with the expertise of the peer reviewers and the CJC Checklist for Peer Reviewers.
2. The Editor (s) should ensure that the anonymity of peer reviewers is maintained when sharing compiled peer review reports. It is the responsibility of the Editor to take steps such as the removal of micro-data that link reviewers' credentials to assist with preserving anonymity.

Relationship with Authors

1. The Editor should ensure that written consent is received from all authors to publish their articles in the journal.
2. The Editor(s) should review and update regularly (if needed) the author publisher consent form used by the journal.

Relationship with Publisher and Content Distributors

1. Coordinate and monitor the journal's adherence to agreements with third parties such as UWI Press and relevant University policies.

Relationship with the Editorial Board

1. Editorial Board members are written to and informed of all expectations of them and roles they could play in the development of the journal. Roles include contributing commentaries or editorials in their area of discipline and promoting the journal.
2. Editorial Board members receive updates through meetings or emails about the progress of the journal and complimentary copies of Issues.
3. The composition of the Editorial Board is reviewed periodically.

Quality Assurance

The Editor (s) should also

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1. Seek to ensure that they update themselves regularly with matters relevant to publishing and managing a journal.
2. Seek to review journal processes and systems and their alignment with quality publishing. E.g. submission guidelines, use of the Open Journal Software.
3. Coordinate and lead assessments and reviews of the journal to cater to readers and authors.
4. Collaborate with the publisher to develop innovations that boost readership, protect journal integrity and its representation.
5. Be supportive of ways that diminish potential or actual misconduct and anticipated harm to the journal, readers and authors.
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Dispute Resolution

The Editor(s)

1. Willingly publish corrections and or apologies arising from the publishing of content in the journal

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