ROLES OF THE EDITORIAL TEAM, EDITORIAL BOARD AND PUBLICATION'S COMMITTEE OF THE OCCUPATIONAL THERAPY ASSOCIATION OF SOUTHERN AFRICA (OTASA):

The editorial team of the South African Journal of Occupational Therapy (SAJOT) consists of various team members, each with a distinctive but collaborative role in ensuring the publication of correct, consistent, accurate and complete manuscripts.

1. The Editor-in-Chief

The Editor-in-Chief is responsible for:

- the academic quality of the Journal and for ensuring that it represents the full breadth of occupational therapy, reflecting the interests and objectives of the association and the profession;
- ensuring that content of SAJOT is accurate, credible, authoritative, relevant to the Journal's scope and mission, readable, and comprehensible.
- setting and communicating Journal policies regarding authorship, conflict of interest, ethical conduct of research, and academic misconduct, with support from the Publisher (OTASA);
- recognising that scientific and editorial ethics are founded upon integrity, competence, and a responsibility to protect the communal and public interest. The Editor shall strive to advance the reporting of science in ways that ensure the highest standards of reliability, accessibility, openness, and integrity of the scientific enterprise. The Editor shall promote the broader ethical and communal interests of science in the public domain;
- selecting manuscripts that are original and important contributions to knowledge. Published manuscripts are expected to present valid and reproducible results in sufficient detail for readers to assess the validity of the inferences drawn. Published manuscripts are expected to refer appropriately to previous work;
- selecting all materials for publication in SAJOT, including articles, commentaries, editorials, and reviews. The Editor may use the expertise of the Editorial Committee, other peer reviewers, and editorial staff in critiquing and selecting manuscripts for publication. The Editor may delegate manuscript selection to editorial Committee members or other members of the editorial team. However, the Editor remains the final arbiter for all material published in the SAJOT;
- ensuring that manuscripts of studies submitted in the 'scientific article' category have the appropriate ethical clearance from a recognised institution. ensuring that peer review and other related publication assignments are undertaken by qualified specialists, and that these specialists disclose relevant conflicts of interest to the Editor as part of the regular review process;
- clearly defining and implementing SAJOTs ethical standards, in collaboration with the Publisher. The Editor is not responsible, however, for investigating, judging, or punishing the author for ethical lapses, other than deciding if authors should be barred from submission to the Journal when academic
misconduct has been documented. The Editor shall establish the Journal’s policy on notifying an author’s institution of failure to comply with the Journal’s ethical standards. The Editor is also responsible for working with the Publisher to inform readers and all appropriate parties of work formally found to be plagiarised, fabricated, or falsified;

- establishing procedures to help maintain Journal quality, identify errors and problems, detect trends that reflect deterioration in quality, and in collaboration with the Publications Committee, implement corrective actions as needed. The Editor-in-Chief, supported by the Publisher, shall monitor the number and types of errors that appear in the Journal;
- preparing manuscripts for publication in terms of language editing, references, lay-out and proofreading.

In addition, the editor-in-chief acts professionally, without prejudice or conflict of interest. The Editor will not allow his/her editorial judgment to be influenced by political, commercial and other considerations that are beyond the scope of each scientific report and analysis of possible impacts and applications.

The Editor will not disclose confidential information unless authorised by the source of that information, or if there are allegations of misconduct that require access to that confidential information, or if required by law to disclose that information.

The Editor shall refrain from using confidential information for personal gain, and shall take reasonable steps to ensure that such information is not used for the advantage of other parties.

2. The Managing Editor:

The role of the Managing Editor is to:

- oversee and coordinate the publication’s editorial activities;
- create and enforce deadlines. This shall include monitoring acceptance and rejection rates of specific types of manuscripts, managing the inventory of accepted manuscripts, tracking reviewer performance, and turn-around times for every stage from manuscript receipt to publication;
- together with the Editor-in-Chief, enforce policies, perform the various copy-edit tasks and approve articles for print or final copy;
- monitor that all new submissions conform to all the requirements as set out in the journal’s ‘Guide to Authors’;
- on matters of controversy, to decide whether or not to run controversial pieces. The level below the Editor-in-chief is usually the managing editor;
- where possible to spread the reviewer workload by checking which reviewers are used frequently locally and internationally and which are not responding to requests on a regular basis, and to follow up;
- upload each issue of the Journal onto the various data bases and the SAJOT website;
• prepare manuscripts for publication in terms of language editing, references, layout and proofreading

3. The Assistant Editors:

The role of the Assistant editors is to:

• assist with periodical updating of and expanding the reviewer database
• source and enrol experienced and capable reviewers
• assist with copy-editing

• assist with tasks allocated to them by the Editor-in-Chief or the Managing Editor.
• manage articles assigned to them by the Editor-in-Chief, i.e. appoint reviewers, follow up on reviews, compile review reports, remind reviewers when reports are late, decide when to replace a reviewer who is not fulfilling his/her mandate, inform the Editor-in Chief when the article is ready for publication.

ROLE OF THE EDITORIAL BOARD:

The Editorial Board is a panel of experts in research and publishing who are appointed by OTASA.

Sourcing peer reviewers: This is an integral part of being an editorial board member.

Journal ambassadors: Board members should act as ambassadors for the journal, sourcing potential authors, reviewers, readers and potential subscribers in their region and encourage their students and colleagues to read and cite articles in the journal.

Editorial strategy advisors: Board members are involved in the development of the journal and should provide input and advice into the future strategy of the journal, considering topics such as:

• What they see as the direction for the journal - is it meeting the needs of the scholarly community?
• Competitor comparisons—what are other similar journals doing well?
• Ideas and innovations—what is the future of scholarly publishing?
• Reviewing the annual report of the Editor in Chief and deciding on ways to solve identified problems.
• Bringing public attention to the scientific content of the SAJOT through dissemination of information to the media, working in collaboration with the Publisher, the Occupational Therapy Association of Southern Africa (OTASA).

ROLE OF THE PUBLICATIONS COMMITTEE:

The publications committee consists of the Editor-in-Chief, the Editor of the OTASA newsletter (FOCUS), the Managing Editor, the Assistant Editors and the chairperson of the publications committee.
The Chairperson of the Publications Committee conducts at least three meetings annually during which the chairperson will provide the Committee with an update on both publications, identify and discuss areas in need of performance improvement; and explore ideas for editorial development and potential enhancements to the publications.

The Chairperson may consult with the Publisher and the Editorial Board on any issue raised by the Editorial committee.