



JMVH Editorial Board Terms of Reference

1. Purpose

The JMVH Editorial Board is established by the Board of Directors of Australasian Military Medicine Association Ltd to oversee the editorial direction, academic integrity, and publication management of the Journal of Military and Veterans' Health.

The Editorial Board exists to:

- Ensure the quality, integrity, relevance, and professionalism of all published journal content
- Oversee the editorial and peer review process
- Support the timely publication and delivery of quarterly editions of JMVH
- Maintain the reputation and scholarly standards of the journal
- Support JMVH's mission as a professional and scientific publication in military and veterans' health

The Editorial Board operates in an advisory and editorial governance capacity and reports to the AMMA Board.

2. Responsibilities and Authority

2.1 Responsibilities

The Editorial Board is responsible for:

Editorial Oversight

- Oversight of all editorial content published in JMVH
- Maintaining scientific, academic, and professional publication standards
- Supporting editorial independence and integrity
- Ensuring content aligns with the aims and scope of the journal

Publication Management

- Supporting the on-time delivery of quarterly journal editions
- Monitoring publication schedules and editorial workflows
- Assisting with planning future editions and content priorities
- Reviewing editorial processes and publication quality standards

Peer Review and Content Quality

- Supporting the peer review framework and editorial review processes
- Advising on reviewer selection and editorial best practice
- Supporting ethical publication standards and management of conflicts of interest



- Assisting with resolution of publication ethics matters where required

Strategic Development

- Advising on journal growth, reputation, indexing, and visibility opportunities
- Supporting engagement with authors, reviewers, and the broader military and veterans' health community
- Recommending improvements to editorial policy and publication processes

2.2 Authority

The Editorial Board may:

- Make editorial recommendations regarding journal content and publication matters
- Recommend editorial policies and standards to the Board
- Provide advice regarding publication ethics and editorial governance
- Recommend acceptance, revision, or rejection of submitted content through established editorial processes

Unless expressly delegated by the Board, the Editorial Board does not have authority to:

- Commit AMMA to expenditure or contractual arrangements
- Independently approve budgets
- Override Board governance decisions
- Make decisions outside the editorial and publication scope of JMVH

Final governance oversight of JMVH remains with the AMMA Board.

2.3 Matters Outside Scope

The Editorial Board is not responsible for:

- Day-to-day operational management outside editorial functions
- Financial management or accounting functions
- Employment matters relating to staff or contractors
- Broader AMMA operational or governance matters unrelated to JMVH

3. Composition

Membership

The Editorial Board shall comprise:

- The Editor-in-Chief
- The Deputy Editor
- Additional Editorial Board members appointed by the Board or Editor-in-Chief as appropriate

The Editor-in-Chief:

- Must be a Director of the AMMA Board
- Provides leadership for the Editorial Board and editorial direction of the journal



Additional members may include:

- Subject matter experts
- Academic or clinical representatives
- Editorial advisers
- Peer review or publication specialists

Chair

The Editor-in-Chief shall serve as Chair of the Editorial Board.

Appointment and Terms

- Editorial Board members are appointed by the AMMA Board or under authority delegated by the Board
- Terms of appointment shall be determined by the Board
- Members may be reappointed
- The Board may remove or replace members at any time

4. Meetings

Frequency

The Editorial Board shall meet:

- As required to support publication timelines and editorial operations
- At least quarterly, aligned where practicable with journal publication cycles

Method

Meetings may be conducted:

- In person
- Via videoconference or teleconference
- By electronic correspondence or other approved communication methods

Quorum

A quorum shall consist of:

- The Editor-in-Chief or Deputy Editor; and
- At least two additional Editorial Board members

Decision Making

The Editorial Board will generally operate by consensus.

Where decisions are required:

- Decisions shall be made by majority agreement of members present
- The Editor-in-Chief shall have a casting vote if required

Secretariat and Minutes

Administrative support may be provided by the Management Company or delegated editorial support personnel, including:



- Meeting coordination
- Distribution of agendas and papers
- Recording and retention of meeting minutes and editorial actions

5. Reporting

The Editorial Board shall report to the AMMA Board through:

- Updates from the Editor-in-Chief
- Reports regarding publication status and delivery timelines
- Notification of significant editorial, ethical, reputational, or operational matters
- Recommendations regarding journal strategy, policy, or development

6. Resources

AMMA shall provide reasonable support to enable the Editorial Board to fulfil its responsibilities, including:

- Administrative and publication support
- Access to editorial systems and publication platforms
- Support from the Management Company
- Access to relevant legal or professional advice where required

7. Deliverables

The Editorial Board's outputs may include:

- Publication of quarterly editions of JMVH
- Editorial oversight reports and recommendations
- Peer review and publication quality management
- Editorial policies and publication guidance
- Recommendations regarding journal strategy and development

8. Review of Terms of Reference

These Terms of Reference shall be:

- Reviewed at least every two (2) years, or earlier if required
- Reviewed by the Editorial Board and recommended to the Board for approval
- Approved by the AMMA Board