

# EDITORIAL BOARD GUIDELINES

## International Journal of Ayurveda

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## INTRODUCTION

These guidelines establish the framework for Editorial Board membership, responsibilities, and procedures for the International Journal of Ayurveda. All Editorial Board members are expected to familiarize themselves with and adhere to these guidelines throughout their tenure.

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## EDITORIAL BOARD STRUCTURE

### Hierarchical Organization

#### Editor-in-Chief

- **Overall responsibility** for journal operations and strategic direction
- **Final authority** on editorial decisions and policy implementation
- **External representation** of the journal in academic and professional forums
- **Board member appointment** and performance evaluation

#### Associate Editors

- **Regional oversight** for specific geographical areas or specialties
- **Manuscript handling** within designated areas of expertise
- **Reviewer coordination** and quality assurance
- **Special issue development** and guest editor coordination

#### Editorial Board Members

- **Expert manuscript evaluation** in areas of specialization

- **Peer reviewer recommendations** from professional networks
- **Journal policy input** and strategic guidance
- **Academic community liaison** and outreach activities

#### **International Advisory Board**

- **Strategic consultation** on journal development
  - **Global perspective** on traditional medicine research trends
  - **Institutional partnership** development and maintenance
  - **International standards** compliance and best practices
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## **APPOINTMENT CRITERIA**

### **Minimum Qualifications**

#### **Academic Credentials**

- **Advanced degree** (PhD, MD, BAMS, or equivalent) in relevant field
- **Minimum 10 years** professional experience in research or clinical practice
- **Active research portfolio** with peer-reviewed publications
- **Institutional affiliation** with recognized academic or clinical organization

#### **Professional Standing**

- **Demonstrated expertise** in Ayurveda or related traditional medicine fields
- **Publication record** in reputable peer-reviewed journals
- **Professional recognition** through awards, fellowships, or leadership positions
- **Ethical reputation** and commitment to academic integrity

#### **Editorial Experience (Preferred)**

- **Previous editorial service** with academic journals or publications
- **Peer review experience** with established journals
- **Grant review** or academic committee participation
- **Mentorship track record** with students or junior researchers

#### **Diversity Considerations**

- **Geographic representation** from multiple countries and regions
  - **Gender balance** across all editorial positions
  - **Career stage diversity** including senior and mid-career professionals
  - **Specialty coverage** across all major areas of Ayurvedic research
  - **Cultural sensitivity** and traditional knowledge system representation
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## **APPOINTMENT PROCESS**

## Nomination Procedures

1. **Self-nomination** through formal application
2. **Peer recommendation** by current board members
3. **Institutional nomination** by academic organizations
4. **Editor identification** of potential candidates

## Selection Process

1. **Application review** by Editor-in-Chief and senior editors
2. **Qualification verification** and reference checking
3. **Board consultation** on candidate suitability
4. **Formal invitation** and acceptance procedures
5. **Official appointment** and announcement

## Appointment Terms

- **Initial term:** 3 years from appointment date
  - **Renewal process:** Mutual agreement based on performance review
  - **Maximum service:** No limit with satisfactory performance
  - **Voluntary resignation:** 30-day notice required
  - **Performance-based renewal:** Annual performance evaluation
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# ROLES & RESPONSIBILITIES

## Core Editorial Functions

### Manuscript Review

- **Quality assessment** of submitted manuscripts
- **Scientific rigor evaluation** and methodological review
- **Recommendation provision** for editorial decisions
- **Reviewer identification** and recommendation
- **Review quality monitoring** and feedback provision

### Editorial Decision Making

- **Accept/reject recommendations** based on scientific merit
- **Revision requirement** identification and specification
- **Editorial comment** provision for author guidance
- **Appeal consideration** and resolution
- **Policy compliance** verification and enforcement

### Peer Review Coordination

- **Reviewer identification** from professional networks
- **Review invitation** and coordination

- **Review quality assessment** and feedback
- **Reviewer training** and guideline communication
- **Review timeline monitoring** and follow-up

## Strategic Responsibilities

### Journal Development

- **Policy input** on editorial guidelines and procedures
- **Quality standard** establishment and maintenance
- **Best practice** identification and implementation
- **Innovation suggestion** for journal improvement
- **Strategic planning** participation and contribution

### Academic Community Engagement

- **Conference representation** and journal promotion
- **Professional network** utilization for journal development
- **Author recruitment** and submission encouragement
- **Collaboration facilitation** between researchers
- **Mentorship provision** to early-career researchers

### Special Projects

- **Special issue** development and guest editing
- **Editorial writing** for journal commentary
- **Workshop organization** for author and reviewer training
- **Research collaboration** facilitation and coordination
- **Grant application** support and development

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## TIME COMMITMENTS

### Regular Activities

#### Manuscript Handling

- **2-4 manuscripts** per quarter for review and recommendation
- **1-2 weeks** maximum response time for initial assessment
- **Detailed evaluation** requiring 2-4 hours per manuscript
- **Follow-up communication** with authors and reviewers as needed

#### Editorial Meetings

- **Quarterly board meetings** (virtual, 1-2 hours duration)
- **Annual strategic planning** session (half-day commitment)
- **Special meetings** as required for urgent issues
- **Committee participation** for specific projects or initiatives

## Professional Development

- **Editorial training** participation (2-4 hours annually)
- **Best practice workshops** attendance (optional but encouraged)
- **Conference participation** for journal representation
- **Continuing education** in editorial practices and standards

## Estimated Annual Commitment

- **Manuscript review:** 20-30 hours annually
  - **Editorial meetings:** 8-12 hours annually
  - **Professional development:** 4-8 hours annually
  - **Special projects:** 5-15 hours annually (variable)
  - **Total estimated commitment:** 40-65 hours annually
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# PERFORMANCE EXPECTATIONS

## Quality Standards

### Review Excellence

- **Thorough evaluation** of all assigned manuscripts
- **Constructive feedback** provision to authors
- **Timely completion** of all review assignments
- **Professional communication** with all stakeholders
- **Continuous improvement** in review quality and efficiency

### Professional Conduct

- **Ethical behavior** in all editorial activities
- **Confidentiality maintenance** for all manuscripts and processes
- **Conflict of interest** declaration and management
- **Respectful interaction** with authors, reviewers, and colleagues
- **Journal policy** adherence and promotion

### Engagement Level

- **Active participation** in board meetings and discussions
- **Responsive communication** to editorial team and colleagues
- **Proactive contribution** to journal development and improvement
- **Professional network** utilization for journal benefit
- **Mentorship provision** to junior colleagues and researchers

## Performance Evaluation

### Annual Review Process

- **Self-assessment** completion and submission
- **Peer feedback** collection from editorial team
- **Performance metrics** review (review completion rates, quality scores)
- **Goal setting** for upcoming year
- **Development planning** and support identification

### Performance Indicators

- **Review completion rate:** Target 95% within deadlines
- **Review quality scores:** Consistently high ratings from authors and editors
- **Meeting attendance:** Minimum 75% participation rate
- **Professional development:** Active engagement in training opportunities
- **Contribution quality:** Positive impact on journal operations and reputation

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## SUPPORT & RESOURCES

### Editorial Training

#### Initial Orientation

- **Journal overview** and mission understanding
- **Editorial process** training and workflow familiarization
- **Technology platform** training for manuscript management
- **Policy and guideline** review and discussion
- **Mentorship assignment** with experienced board member

#### Ongoing Development

- **Best practice workshops** and training sessions
- **Industry conference** attendance support
- **Professional development** opportunities and funding
- **Peer learning** sessions with other board members
- **Expert consultation** access for complex issues

### Administrative Support

#### Technical Assistance

- **Platform training** for editorial management systems
- **Technical support** for system issues and problems
- **Document templates** and standardized forms
- **Communication tools** and collaboration platforms
- **Data access** and reporting capabilities

#### Coordination Services

- **Meeting scheduling** and agenda preparation

- **Communication facilitation** between board members
  - **Document distribution** and information sharing
  - **Travel coordination** for meetings and conferences
  - **Expense reimbursement** processing and support
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## CONFIDENTIALITY REQUIREMENTS

### Manuscript Confidentiality

- **Submission content** must remain confidential until publication
- **Author identity** protection during blind review processes
- **Reviewer identity** protection and anonymity maintenance
- **Editorial discussions** confidentiality and discretion
- **Unpublished data** protection and non-disclosure

### Editorial Process Confidentiality

- **Decision rationales** and internal discussions
- **Board deliberations** and strategic planning
- **Financial information** and business operations
- **Personnel matters** and performance evaluations
- **Legal issues** and dispute resolution

### Data Protection

- **Personal information** protection for all stakeholders
  - **Research data** security and appropriate handling
  - **Communication records** confidentiality and archival
  - **System access** security and password protection
  - **Document handling** secure storage and transmission
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## CONFLICT OF INTEREST MANAGEMENT

### Identification Requirements

- **Financial interests** in pharmaceutical companies or related businesses
- **Professional relationships** with authors or competing journals
- **Institutional conflicts** with author affiliations
- **Personal relationships** that might bias judgment
- **Competitive research** interests or collaborations

### Declaration Procedures

- **Annual disclosure** statements required from all board members

- **Case-by-case declarations** for specific manuscript assignments
- **Update requirements** when circumstances change
- **Documentation maintenance** for transparency and accountability
- **Public disclosure** requirements for significant conflicts

## Management Strategies

- **Recusal procedures** for conflicted manuscripts
- **Alternative reviewer** assignment when conflicts exist
- **Transparent disclosure** in published materials when appropriate
- **Regular monitoring** and conflict review processes
- **Training provision** on conflict identification and management

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# COMMUNICATION PROTOCOLS

## Internal Communication

### Editorial Team Communication

- **Regular updates** on manuscript status and decisions
- **Policy clarifications** and guideline interpretations
- **Issue identification** and problem-solving collaboration
- **Best practice sharing** and process improvement suggestions
- **Strategic input** and development recommendations

### Board Member Communication

- **Quarterly newsletters** with journal updates and achievements
- **Meeting minutes** distribution and action item tracking
- **Policy updates** and guideline revisions
- **Training opportunities** and professional development notices
- **Recognition programs** and achievement celebrations

## External Communication

### Author Communication

- **Professional correspondence** maintaining journal standards
- **Constructive feedback** provision for manuscript improvement
- **Clear explanations** of editorial decisions and requirements
- **Timely responses** to author inquiries and concerns
- **Encouraging tone** while maintaining academic rigor

### Professional Network Communication

- **Journal promotion** at conferences and professional meetings
- **Collaboration facilitation** between researchers and institutions



- **Reviewer recruitment** from professional networks
  - **Best practice sharing** with other editorial boards
  - **Industry representation** in traditional medicine forums
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## RESIGNATION & TERMINATION

### Voluntary Resignation

- **30-day notice** required for planned resignation
- **Completion requirements** for ongoing assignments
- **Transition planning** and knowledge transfer
- **Exit interview** and feedback provision
- **Alumni relationship** maintenance and engagement

### Performance-Based Termination

- **Performance improvement** plans and support provision
- **Due process** and fair evaluation procedures
- **Appeal mechanisms** and review processes
- **Professional transition** and relationship maintenance
- **Confidentiality obligations** continuing post-termination

### Transition Procedures

- **Manuscript reassignment** to other board members
  - **Knowledge transfer** and documentation completion
  - **Access revocation** and security compliance
  - **Relationship maintenance** and future collaboration opportunities
  - **Recognition provision** for service contributions
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## RECOGNITION & REWARDS

### Annual Recognition

- **Service certificates** for outstanding contribution
- **Public acknowledgment** in journal publications
- **Conference recognition** and speaking opportunities
- **Professional development** support and funding
- **Alumni network** participation and engagement

### Professional Benefits

- **CV enhancement** through editorial service
- **Network expansion** through board participation

- **Skill development** in editorial and leadership areas
  - **Industry recognition** and reputation building
  - **Career advancement** support and opportunities
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## CONTACT INFORMATION

### Editorial Office Support

**Email:** editor@internationaljournalofayurveda.org

**Response Time:** Within 24 hours for urgent matters

### Technical Support

**Email:** editor@internationaljournalofayurveda.org

**Response Time:** Within 48 hours for technical issues

### Administrative Coordination

**Email:** editor@internationaljournalofayurveda.org

**Response Time:** Within 24 hours for scheduling and coordination

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## DOCUMENT UPDATES

These guidelines are reviewed annually and updated as necessary to reflect best practices, policy changes, and operational improvements. All board members will be notified of any modifications and provided with updated documentation.

**Next Review Date:** September 2026

**Amendment Process:** Board consultation and approval required

**Distribution:** All current and new board members

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*These guidelines ensure consistent, high-quality editorial practices while providing clear expectations and support for all Editorial Board members of the International Journal of Ayurveda.*

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