

## Overview

### Mission

The *Alberta Academic Review (AAR)* is a scholarly journal publishing comprehensive and thought-provoking multidisciplinary research. We provide all participants with a supportive and educational peer review process. Our mission is to foster an academic environment where early career authors are encouraged to submit their work, novice and seasoned editors can hone their skills, and peer reviewers can engage meaningfully with emerging research in their respective fields.

### Aim

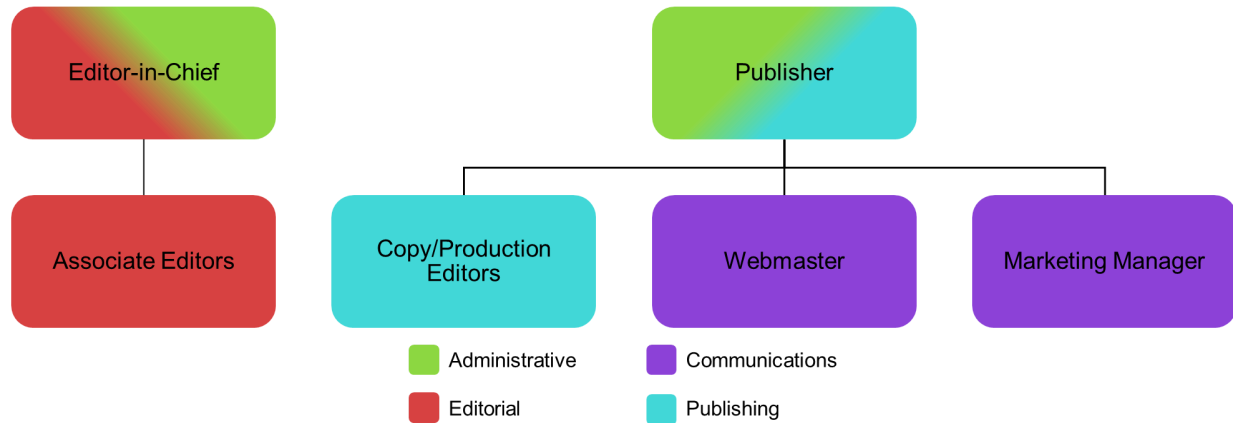
The *Alberta Academic Review* aims to facilitate the dissemination of new ideas, innovative conceptual frameworks, and fresh perspectives. We endeavour to create a platform for authors to publish diverse, insightful academic work that excites and inspires. By providing comprehensive guidelines, we also strive to empower students to deepen their understanding of the peer review process. Furthermore, as a diamond open-access journal published by the University of Alberta Library, we seek to engage the general public, inviting them to explore the academic work produced by students.

### Scope

Established in 2016 and incorporated in 2017, the *Alberta Academic Review* is an independent, multidisciplinary forum for academic publishing, discussion, and debate. We publish undergraduate and graduate work, primarily focusing on contributions from students in Alberta and previously unpublished authors. We accept manuscripts from areas such as, but not limited to: arts and humanities, life and natural sciences, law, education, and engineering. Our preferred submission types are reviews, letters and articles but we will consider other forms on an ongoing basis. All submissions undergo a rigorous double-anonymous peer review process to ensure the highest standards of scholarly excellence.

## Organizational Structure

The *Alberta Academic Review* is headed by the Publisher and Editor-in-Chief, who are jointly responsible for its overall leadership and development. The *AAR*'s operations are divided into four specialized teams:



1. **Administrative Team:** Headed by the Publisher, with some responsibilities shared with the Editor-in-Chief, the team focuses on providing overarching leadership and developing strategic initiatives for the *AAR*.
2. **Editorial Team:** Headed by the Editor-in-Chief, this team includes the Editor-in-Chief and Associate Editors and oversees the editorial process.
3. **Publishing Team:** Headed by the Publisher, this team includes the Publisher and Copy/Production Editors. It is responsible for producing and disseminating the journal's content.
4. **Communications Team:** This team includes the Webmaster and Marketing Manager. It focuses on maintaining the website and social media accounts, monitoring related analytics, and providing technical support for users of Open Journal Systems (OJS).

### Publisher

- Coordinate with the Editor-in-Chief on publication schedules, strategic planning, and journal development.
- Represent the journal in business and administrative matters.
- Manage day-to-day operations, human resources, and chair semimonthly journal-wide staff meetings.
- Chief Executive responsible for the publishing process and dissemination of content.
- Oversee financial operations, including budgeting, accounting, and reporting.
- Maintain relationships with stakeholders such as the Golden Key Society and the University of Alberta Library.
- Ensure compliance with legal and ethical standards for academic publishing.

### **Editor-in-Chief**

- Coordinate with the Publisher on strategic planning and journal development.
- Represent the journal in academic conferences, seminars, and scholarly forums.
- Chief Executive responsible for the overall editorial direction and content quality.
- Maintain and ensure adherence to the journal's editorial standards.
- Conduct the initial, preliminary editorial assessment of all submissions to determine their suitability for peer review.
- Assign an appropriate Associate Editor to manage each submission.
- Chair Editorial Team meetings to discuss submissions and make editorial decisions.
- Issue final editorial decisions following appraisal of all commentary collected and prepared by the assigned Associate Editor during the review process.
- Responsible for notifying authors of a final editorial decision: acceptance, acceptance with revisions, revise and resubmit, or rejection.
- Build and maintain relationships with authors, reviewers, and contributors; provide guidance on manuscript preparation and the peer review process.
- Note: the Editor-in-Chief cannot be terminated for any editorial decision.

### **Associate Editors**

- Subject matter experts who oversee submissions in their given academic area. Must understand the publication requirements in their areas of expertise.
- Assist in maintaining the journal's editorial standards; assess manuscripts for adherence to journal guidelines.
- Coordinate peer-review process to ensure rigorous evaluation of submissions:
  - Select, invite, and follow up with peer reviewers based on their expertise and the manuscript's subject matter.
  - Ensure that reviewers provide timely, constructive, and thorough comments.
- Provide their assessment in conjunction with reviewer feedback to inform the editorial decision.
- Compile all gathered feedback and make a recommendation to the Editor-in-Chief regarding editorial decisions.
- Communicate feedback to authors to improve the quality of submissions and provide guidance regarding the nature and scope of suggested revisions.
- Act as a liaison between reviewers and authors, facilitating communication and addressing queries.
- Responsible for the following correspondences with authors: notification that the manuscript is accepted for peer review, acceptances with revisions, request for resubmission, and acknowledgement of resubmission.

**Copy/Production Editors**

- Manage the preparation of manuscripts from final submission to publication.
- Copyedit manuscripts for grammar, style, clarity, and logical flow.
- Coordinate the publishing process with editors and authors to finalize content; communicate with authors to clarify any editorial changes or corrections.
- Format articles according to the journal's style guide, adapting to the discipline if necessary.
- Prepare final proofs for publication: compile submissions, design layout, and ensure consistency in visual presentation.
- Prepare the final files for publication.

**Marketing Manager**

- Promote the journal's reputation and visibility; engage with faculty and students to encourage submissions to the journal.
- Develop and maintain a consistent brand identity.
- Develop, implement, and track the effectiveness of promotional strategies across various channels.
- Maintain social media pages/accounts and monitor related analytics.
- Align marketing efforts with publication schedules and special issues; promote newly published articles and calls for submissions.
- Provide regular reports on marketing activities and outcomes to the Publisher.
- Design journal covers and graphical elements.

**Webmaster**

- Manage the website and digital infrastructure: ensure all content is current and accurate and perform routine maintenance tasks.
- Manage the online submission system and provide technical support to users of Open Journal Systems (OJS).
- Ensure a double-anonymous review process by anonymizing submissions for the Editor-in-Chief before their initial editorial assessment.
- Prepare and upload the final files to the publishing platform and website.
- Maintain privacy policies and ensure compliance with data protection regulations.
- Optimize website content for search engines (SEO) to increase discoverability and implement SEO best practices.
- Use web analytics tools to monitor traffic, user behaviour, and other vital metrics.