The Journal of Sport for Development (JSFD) is a peer-reviewed, open-access journal. JSFD’s mission is to advance, examine, and disseminate evidence and best practices for programs and interventions that use sport to promote development, health, and/or peace. JSFD is guided by leadership from the JSFD editors and editorial board.

Overview

Editors and deputy editors lead all aspects of JSFD to ensure growth as a journal and progress toward achieving its mission. Editors take more of an active leadership role and deputy editors provide leadership on a more limited basis. Deputy editors report directly to the JSFD editors.

Responsibilities: Editors

- Set the strategic direction of JSFD to fulfill its mission.
- Communicate with all JSFD personnel (both internal and external; e.g., ad hoc reviewers, editorial board members, deputy editors, advisory board members) regarding their roles and JSFD more broadly.
- Carry out annual performance reviews of editorial board members and discuss term limitations/extensions.
- Identify and communicate with new reviewers, editorial board members, advisory board members, and other JSFD personnel.
- Establish and define policies on conflicts of interest for all involved in the publication process.
- Provide guidelines to authors for preparing and submitting manuscripts.
- Establish and oversee a process for reconsidering editorial decisions.
- Describe, implement, and regularly review policies for handling ethical issues and allegations or findings of misconduct by authors and anyone in the peer review process.
- Maintain JSFD’s internal integrity (e.g., correcting errors, clearly identifying and differentiating types of content, corrections, retractions, identifying published material with proper references).
- Develop mechanisms, in cooperation with the managing editor and other JSFD personnel, to ensure timely publication of accepted manuscripts.
- Create mechanisms to determine the efficacy and impact of JSFD personnel and JSFD more broadly.

Shared Responsibilities: Editors and Deputy Editors

- Guide JSFD in its growth as a journal and progress toward achieving its mission.
• Ensure prompt and comprehensive responses to all inquiries and manuscript submissions forwarded by the managing editor, along with all inquiries received directly.
• Attract new and established authors and manuscript submissions.
• Treat all authors and reviewers with fairness, courtesy, objectivity, honesty, and transparency.
• Protect the confidentiality of all authors and reviewers.
• Screen manuscripts promptly (five days maximum) to determine whether they should be sent out for review.
• Assign manuscripts to editorial board members and ad hoc reviewers, seeking alignment with areas of interest and expertise.
• Ensure a high quality, rigorous, and respectful review process for all manuscripts.
• Provide high quality and robust feedback, as necessary (in text form and/or as tracked changes within the manuscript), that supplements feedback from editorial board members and ad hoc reviewers.
• Make editorial decisions promptly (five days maximum) based on, but not limited to, recommendations from the editorial board members and ad hoc reviewers.
• Work closely with the managing editor to ensure the efficient and effective handling of manuscripts through to publication.
• Identify gaps in JSFD content (e.g., disciplines, thematic areas, geographies) and actively work toward addressing these gaps.
• Solicit articles and special issues which advance JSFD’s mission.
• Oversee the ethics and integrity of JSFD authors, reviewers, and manuscripts, as outlined in JSFD’s ethics policy on this page and JSFD’s Reviewer Guidelines.
• Provide constructive feedback on the quality of editorial board members and ad hoc reviewers, including but not limited to contributions on the reviewer rating system.
• Enhance the productivity and performance of JSFD (e.g., increase submission rates, visibility of JSFD to potential contributors and readers, etc.).

**Review Process and Term Logistics**

Editors and deputy editors specifically, and JSFD overall, will be reviewed by the editorial board on an annual basis to ensure that JSFD leaders are advancing JSFD and continuously meeting or exceeding the expectations and responsibilities of their respective roles. The term for editors and deputy editors shall last three years, with the possibility of extending the term for an additional three years.

Please send any questions to jsfdeditors@gmail.com.

*Effective January 31, 2019*