Standardization of Editorial Titles and Positions for DLSUPH Journals

Academic journals employ editors that run and manage the publishing activities. The title "Editor" may mean differently depending on the journal. The purpose of this document is to standardize the description and functions of the editorial titles and positions for DLSUPH journals. The information below are derived from PKP School for Publishers and Editors (http://pkpschool.sfu.ca/becoming-an-editor/module-1/unit-5-editorial-titles-and-positions/)

1. **Editor-in-Chief (EIC)**
   1.1. The EIC is a senior editor with overall responsibility for the content of the journal and its editorial strategy.
   1.2. The EIC makes the final decision on all matters pertaining to editorial policies.
   1.3. The EIC receives a 3 – unit deloading for every published issue.
   1.4. The EIC is appointed by the University Chancellor upon the recommendation of the Vice Chancellor for Research and Innovation.
   1.5. DLSUPH journals can have two Editors-in-Chief, wherein the deloading will be shared.
2. **Associate Editor (AE)**
   2.1. The AE works closely with the EIC to help make decisions, sometimes with overall responsibility for specific sections of the journal.
   2.2. The AE may be asked to facilitate the peer review of received manuscripts.
   2.3. There is no limit on the number of AEs a DLSUPH journal can have.
   2.4. AEs will not receive any compensation for their services to the journal.
   2.5. AEs are appointed by DLSUPH upon the recommendation of the EIC.
3. **Managing Editor (ME)**
   3.1. The ME is responsible for running the day-to-day operations of the journal.
   3.2. Some of the tasks of the ME may include, but are not limited to: communicating with authors, referees, editors, and the publisher; assist the editors in clerical tasks, among others.
   3.3. Each DLSUPH journal will only employ one ME.
   3.4. The ME will receive P 12,000.00 for every issue published.
   3.5. The ME is appointed by DLSUPH upon the recommendation of the EIC.