Affiliation with The University of Glasgow

Foreword

At the Student Strategy and Security Journal (3SJ), we value all the journal's participants, be they article contributors or article reviewers, as unique individuals. We welcome the variety of experiences and opinions people bring to the journal, as different world views create a melting pot of diverse arguments and 'takes' on global security issues. As such, we believe everyone should be treated equally regardless of race, national origin, citizenship, sex, gender identification, sexual orientation, religion, age, and disability; all of which tend to influence personal opinions on security matters, be that locally, nationally, or internationally.

The right to free expression shapes both university life and wider society as an accepted norm, thus we hope to provide a platform for free expression around what individuals regard as security issues. The purpose of this document is to outline how editorial decisions are made, and how 3SJ upholds the University of Glasgow's commitments to Equality, Diversity, and Free Speech through our publishings.

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Mission statement

The Student Strategy and Security Journal (3SJ) is a student-led, academic-level journal and platform for works and strategy, security, and related topics established in March 2020, Glasgow, UK.

Founded by MSc students at the University of Glasgow, 3SJ publishes high-quality articles as well as a digital academic journal, covering topics of strategy, security, international relations, and geopolitics.

Our two main strategic pillars are:

1) Student leadership

We are committed to providing a platform for students to publish peer-reviewed academic papers.

2) Academic Excellence

We publish high-quality papers that meet rigorous scientific standards of research.

Roles and Responsibilities

1.   Editor-in-Chief (Emelie Lindelöw)

Firstly, the Editor-in-Chief ensures that the journal stays on course and that its actions are in keeping with the strategic pillars. They are the last line of quality control for the journal and need to be certain that all journal publications are at the highest standards. Secondly, the Editor-in-Chief serves as the facilitator to ensure that agenda items and deliverables are clearly defined and understood by everyone on the team. Thirdly, the Editor-in-Chief is also an editor meaning that they should also be reviewing the work of the contributors and the peer reviewers. Lastly, the Editor-in-Chief is the face and liaison to the University. While any board member can and should be in communication with faculty and other student organizations, the Editor-in-Chief should take the lead in matters.

2.   Editors - (Fabiana Natale & Charlotte McCann)

Editors on the Board work closely between them and in concert with the Editor-in-Chief, who provides strategic guidance, overall supervision, and conflict management, keeping the team on track. Therefore, Editors are not properly subordinated to the Editor-in-Chief, rather they are teammates working toward the same objective: a cohesive, efficient, and smooth direction of the Journal, taking the lead in designing its strategy, assuring its quality, and managing reviewers. Editors, therefore, are in charge of managing reviewers and controlling the processes at every stage, from the call for papers to the feedback following any single round of review. Namely, the Editors:

a) conduct the first screening of papers submitted to the Journal, so to ensure an initial quality threshold and compile a pool of shortlisted papers;

b) assign papers to the reviewer, possibly implementing any necessary procedure to ensure a fair allocation process;

c) control quality of the process through communication with reviewers during

the review rounds, using standardised feedback sheets to keep track of the process;

d) approve the final product and get involved in the process as in-depth as needed.

3.   Digital Manager - (Ioana Bogdan)

The Digital Manager is responsible for the management of the official website on the back-end, using WordPress to ensure the correct functioning of the website and taking charge of the content creation (i.e. articles and journal editions) on the website. They are also responsible for communication with external stakeholders and general audience, by managing the Gmail account and social media channels, including LinkedIn and Facebook, designing and delivering social media contents and marketing products online, e.g. promotion posts.

5.   Reviewers

After a recent expansion the journal has a team of peer-reviewers who are in charge of editing the articles. They are not part of the board but are an integral part of the journal. Reviewers edit the articles and collaborate with authors to guide them towards the final product, coordinated by the supervising Editors.

Editorial Tenets

1) General duties and responsibilities
- The responsibilities of any member of 3SJ is to work towards constantly improving the journal's operating processes by creating an iterative environment that seeks feedback from authors, readers, colleagues, and board members.
- Staff members of 3SJ must remain up to date on current events and the publications of other journals as best as possible.
- Research the practices and policies from other journals to contribute to 3SJ policies and procedures.
- Ensure that all content edited and published by 3SJ supports the values of the journal that we indirectly represent. 3SJ is committed to allowing expression of ideas and thought, but we will not condone hatred, sexism, racism, or anything that degrades equal opportunity for all.

2) Duty to the readers

- 3SJ has the responsibility to its readers to ensure that everything published has been reviewed to the highest possible standard with multiple levels of checks to ensure a high level of scholarship.
- Works published by 3SJ that have previously been used as academic work will be properly annotated to designate from independent work.
- 3SJ aims to be as transparent as possible throughout the editing and publishing process. We want a collaborative process that encourages the best work out of our contributors. We also aim to find the right balance of providing an open platform for scholars to contribute while maintaining high standards of scholastic rigour.

3) Relations with our authors
- The editorial expectations and instructions will be clearly published on the 3SJ website and on associated social media sites to ensure the smoothest possible submission process.
- Feedback will be a dialogue. 3SJ is not here to tell authors what or how to write, but we will draw the line if the editors believe content does not meet standards. With that in mind, editors will discuss content changes with a mutually amicable ending in mind.
- Authors will receive their own bio and should provide their own bio line. See example on the Authors page.
- 3SJ aims to always respect the authors and their work. Feedback will be critical both positively and negatively.
- Misconduct will not be tolerated. Depending on the seriousness of the infraction, steps will be taken as appropriate.

4) Editorial Board Role
- All board members must actively contribute not just to the review and editing process, but in brainstorming ideas on how to expand the reach of the journal and in better ways to manage and operate the journal.
- All board members are ambassadors of the journal and subsequently are responsible for its promotion and for the quality of all published content.
- Authors must be actively sought for the quality of their work and their relevance to the journal.
- Board members must seek opportunities to write editorials, reviews, and commentaries on papers in their areas of interests according to their specialties.
- Attend and contribute to board meetings.

5) Editorial and peer-review processes

- The peer-review process must be systematic and a reviewer's work must seamlessly allow the transition to the next reviewer.
- Editors and reviewers are required to actively seek peer-review and editing best practices to expand their knowledge base from professionals in the field.
- Contribute to a 3SJ peer-review best practices that will be updated after every edition.

6) Quality Control
- Images and text will be checked for copyright infringement or plagiarism.
- Images and text must be relevant to the fields of International Relations, Strategy, and Security. Though works do not need to be firmly in those fields, they should be related with a clear link to their relevance.

7) Data Protection
- 3SJ will not redistribute contributors' works or pass them along beyond the 3SJ website and its social media accounts without the expressed consent of the authors.

8) Academic Integrity
- All published works must be written ethically in terms of research practices but also content.

9) Commercial Considerations
- 3SJ is a non-profit, student-run journal. Any funds received will be used specifically to run the journal and there is no intention to make profits off of the published works.
- Published works are chosen purely by merit with no influence from monetary considerations.

10) Conflicts of Interest
- Items published by the 3SJ board will be edited without that board member and will be annotated to avoid any potential conflicts of interest.
- 3SJ aims to remove all avoidable sources of bias from the selection, editing, and publication process. We acknowledge that we have inherent and subconscious biases.

References:
https://publicationethics.org/files/u2/Best_Practice.pdf

Non-discrimination Statement

The Student Strategy & Security Journal (3SJ) is committed to the principle of equal opportunity and equal treatment of Contributors and Staff. We are united in our pursuit of excellent academic scholarship, free of prejudice and partiality. The Journal respects all individuals, without discrimination based on gender, religion, national and ethnic origin, race, physical disability, marital or parental status, sexual orientation, age, or political affiliation. Anyone who experiences discrimination is urged to contact the Board.

Author's opinion and the Board's stance

The author of each article appearing in the Students' Strategy and Security Journal (3SJ), both in the Academic Journal (paperback, PDF, or any other format), and the Official Website, is solely responsible for the content thereof. The views and conclusions expressed by Contributors and Interviewees do not necessarily reflect those of The Student Strategy and Security Journal (3SJ) or its Board.

Plagiarism and Double Submission

Plagiarism will not be tolerated. We as a journal adhere to the highest academic standards in this regard; accordingly, we run checks through sources and quotations, in order to assess originality of the submitted work. We only accept pieces that have never been published before (we do, however, accept pieces that have been submitted as part of university coursework).

Once published on 3SJ, the Contributor will clearly retain rights on their intellectual product. That said, re-submission of an article published on 3SJ to another academic journal, website, blog, or other media, is not forbidden, but advised against and in any case must be done with the prior consent of 3SJ. This is because all articles published in our digital journal are peer-reviewed and go through extensive editorial work by Editors and Reviewers at 3SJ. In the case of a re-submission of an article published on 3SJ, such a concession must clearly be stated in the second publication.