

## Issue Editor Agreement Form

I, <first name><last name>, agree to edit the issue titled <title of article> for publication in the *Fibreculture Journal*.

I agree to:

- ☀ the development of a timeline and plan for the necessary progress of the issue before a call for papers is circulated.
- ☀ undertake all the actual editorial duties for this issue, from the assessment of submissions, to working with authors, to the editing of final copy and publishing.
- ☀ work with a managing editor, if I am a Guest Editor, appointed from the FCJ editorial committee.
- ☀ if I am a Guest Editor, to report to the managing editor/if I am an “in-house editor, to report to the executive editor on: ongoing progress of the issue, titles of article submissions to the issue, the refereeing process (including, confidentially, names of referees, so that the journal does not end up using the same referees too often across issues), the editing process.
- ☀ send copies of submissions for the issue to the managing editor/executive editor, both in their initial and final forms.
- ☀ make sure that all submissions are double blind peer refereed by experts in the fields involved, reporting any conflicts of interest to the managing editor.
- ☀ negotiate revisions by authors in the light of the referees’ comments. They also negotiate a timeline for revisions and report to the managing editor on this.
- ☀ provide appropriate metadata for each issue, and each article, to the Journal Management Team (for example, appropriate tags or descriptors).
- ☀ obtain permissions and choices of license from the authors (using the appropriate form).

☀ *participate in online discussion moderated by the journal for a specified period (usually one to two weeks) if this has been agreed to.*

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signature.

Email the filled-in form to <fibreculturejournal@gmail.com>.

Or, you can fax the form, marking it ATT; Andrew Murphie, to (612)93856812.

Or you can snailmail this form to:

Andrew Murphie

Editor

*The Fibreculture Journal*

c/- The School of English, Media and Performing Arts

Faculty of Arts and Social Sciences

The University of New South Wales

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Australia