

## **EUROPEAN JOURNAL OF TOURISM, HOSPITALITY AND RECREATION**

### **Editorial Statute**

(Approved by the Scientific Council of GITUR, on 21<sup>st</sup> March 2012)

#### **Article 1**

##### **Scope**

The European Journal of Tourism, Hospitality and Recreation, hereinafter referred to as EJTHR, is a scientific publication which covers all relevant domains of knowledge in tourism activity.

#### **Article 2**

##### **Property**

The EJTHR is owned by the Polytechnic Institute of Leiria (IPL), under the supervision of GITUR – Tourism Research Group, which has the prerogative to appoint and dismiss its editor-in-chief, according to the precepts laid down in this statute.

#### **Article 3**

##### **Mission**

The EJTHR's mission is to support the scientific activity in the tourism sector, publishing articles of recognized academic and scientific merit, assessed independently and anonymously by reputable international experts. To fulfill this mission, EJTHR should position itself as a scientific publication of high quality and reliability worldwide in the fields of tourism, hospitality and leisure.

#### **Article 4**

##### **Goals**

The main goals of EJTHR are:

- To share the results of applied research in the fields of tourism, hospitality, entertainment and restaurant/catering services among tourism professionals;
- To stimulate the discussion on emerging issues in research areas of tourism, hospitality, entertainment and restaurant/catering services;
- To assist the creation of research networks in the fields tourism, hospitality, entertainment and restaurant/catering services;
- To contribute with expert advice in key areas of research, in order to support the tourism industry.

#### **Article 5**

##### **Periodicity**

The EJTHR is published regularly, three times a year, in March, July and November, and special thematic issues may also be published, if its strategic relevance is warranted.

#### **Article 6**

##### **Organizational structure**

The organizational structure of the EJTHR consists of an Editorial Board, which includes the members of the Direction Board, the Advisory Board and the Associate Editors.

#### **Article 7**

##### **Editorial Board**

The Editorial Board is the body responsible for publishing the EJTHR, and their functions and responsibilities are those expressed in this statute.

## **Article 8**

### **Structure of the Editorial Board**

The Editorial Board comprises the following members:

Members of the Direction Board

Editor-in-chief

Co-editors-in-chief

Coordinator

Executive editors

Assistant editors

Internet assistants

Members of the Advisory Board

Associate Editors

## **Article 9**

### **Meetings of the Direction Board**

The Direction Board meets three times a year, one month after the publication of each regular issue, and has the following functions:

a) Evaluate the editorial process related to the current issues;

b) Plan the publication of the subsequent issue;

c) Ratify the admission or dismissal of members of the Advisory Board and Associate Editors;

All members of the Direction Board have equal voting rights, and the decisions are taken by simple majority.

## **Article 10**

### **Appointment and dismissal of the Editor-in-Chief**

The Editor-in-Chief is appointed by the Scientific Council of GITUR by secret ballot on a proposal by the GITUR Director, and for a term of three years.

The Editor-in-Chief may be dismissed by the Scientific Council of GITUR by simple majority if the proposal is submitted by the GITUR Director, or by a qualified majority of 2/3 of votes if the proposal is submitted by any GITUR member.

## **Article 11**

### **Responsibilities of the Editor-in-Chief**

The Editor-in-Chief shall appoint the remaining members of the Editorial Board, informing the GITUR Director on the composition of this body or on changes in its composition.

## **Article 12**

### **Roles of members of the Direction Board**

Roles of the editor-in-chief:

a) To define the editorial policy of the EJTHR in accordance with the guidelines issued by GITUR;

b) To invite researchers with relevant curriculum to join the Advisory Board and the Editorial Board;

c) To ensure the supervision of the entire editorial process and the coordination of all members, either directly or by delegation to other members;

d) To execute editorial tasks in accordance with the editorial flowchart;

e) To respond to criminal or civil court for all the acts imputed to the EJTHR;

f) To prepare an annual report on the journal and send it to all the members of the Editorial Board, Advisory Board and Associate Editors.

Roles of the co-editors-in-chief:

a) To assist the editor-in-chief in the definition of the editorial policy of the EJTHR;

b) To assist the editor-in-chief in all editorial process;

c) To assist the editor-in-chief in the identification of experts with the suitable profile to join the Editorial Board and the Advisory Board;

d) To manage the communication flow among the Editorial Board, the Advisory Board and the Associate Editors;

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- e) To participate in the selection process of reviewers for each article;
- f) To act as liaison between authors and reviewers;
- g) To execute editorial tasks in accordance with the editorial flowchart.

Roles of the editorial coordinator:

- a) To verify the linguistic and APA style conformity of the articles;
- b) To inform the authors in case of non-linguistic or APA style conformity, requesting improvements, according to a checklist;
- c) To monitor the execution of all tasks according to the editorial flowchart and inform the editor-in-chief about any shortcomings regarding the Editorial Board;
- d) To execute editorial tasks in accordance with the editorial flowchart.

Roles of the executive editors:

- a) To assist the editor-in-chief and co-editor-in-chief in all the tasks considered relevant, at their request;
- b) To execute all tasks assigned to them, in accordance with the editorial flowchart.

Roles of the assistant editors:

- a) To participate in specific areas of the editorial flowchart, namely: linguistic review, design, marketing;
- b) To execute all tasks assigned to them, in accordance with the editorial flowchart.

Roles of the internet assistant editors:

- a) To implement an Internet strategy according to the editorial policy of the journal, trying to position it in research networks and online distribution networks;
- b) To carry out the regular updating of the website of the EJTHR, in terms of articles of each new number, as well as in terms of updating new issues on the website of promotional activities, including scientific conferences sponsored by the EJTHR.
- c) To assist the editorial and commercial policies of the EJTHR, through the activation of mailing lists or other appropriate means.

### **Article 13**

#### **Advisory Board**

Members of the Advisory Board are PhD experts in at least one specific area of knowledge in Tourism, who express their readiness to review articles, at the request of the Editors;

### **Article 14**

#### **Associate Editors**

Associate editors are invited PhD scholars with high reputation in at least one specific domain of tourism research, who accept to cooperate with the Editorial Board.

Furthermore, associate editors are experts in tourism of a specific country or region.

Their role includes the same tasks as the members of the Advisory Board, but they are additionally charged with the following responsibilities:

- a) To suggest new members to the Advisory Board.
- b) To assist the Direction Board when selecting the members of the Advisory Board who have the more appropriate profile to evaluate papers originating from universities of the country or region they represent, when requested;
- c) To represent the EJTHR in their countries, supporting the promotion of the EJTHR;
- d) To be partners of the EJTHR in the organization of scientific meetings held by the EJTHR in their countries.

### **Article 15**

#### **Dismissal of members of the Advisory Board and Associate Editors**

By decision of the Direction Board, the members of the Advisory Board and Associate Editors may lose their membership when they do not consistently express readiness to meet the demands of the Direction Board or show carelessness or negligence in carrying out their duties. The decision to dismiss a member of the Advisory Board or an Associate Member shall be taken at a meeting of the Direction Board by a majority of members.

Anyone affected by such decision must be informed in writing immediately after the decision.