



Roles, Responsibilities & Ethics of the Editorial Board

Values of the Editorial Board

1. Serve the editorial needs to the best of the ability.
2. Complete assigned tasks within the prescribed time frame.
3. Offer mutually respectful and constructive review of manuscripts to assist in producing the highest quality publications.
4. Maintain confidentiality and objectivity with regard to manuscripts and the CBJ review process.
5. Help maintain the continuity of the Journal while achieving the highest level of excellence in publication.

Roles and Responsibilities of the Editors

1. Review, edit, and approve the technical content of the journal in their respective field of study
2. Follow-up and expedite the review process in their respective field of study
3. Promote submissions in their respective field of study
4. Help increase the number of submissions:
 - a. Identify key research presented at the annual research conference of the faculty (IRCMF) and suggest articles suitable for publication in CBJ;
 - b. Invite key researchers in their field to submit an article;
 - c. Identify key topics to include in the journal and invite key authors on these topics to submit an article;
5. Write feature articles for the journal
6. Review at least 02 articles each year.
7. Select best reviewer of the year

Roles of the Editorial Advisory Board

1. Guide the Editor-in-Chief in the scope, quality, and the direction of the Journal.
2. Serve as the judges in problematic review cases.
3. Help identifying new directions for promoting research.
4. Spread awareness of the journal in his/her community.

5. Contribute to the Journal with editorial articles on special issues in their respective fields of study.
6. Help selecting the best reviewers / best manuscripts of the year.

Roles and Responsibilities of Editorial Board Members (International)

1. Spread awareness of the journal in their community.
2. Promote and solicit submissions to CBJ from their community.
3. Review, edit, and approve the technical content of the journal in their respective fields of study when requested by the Editor-in-Chief
4. Help selecting reviewers for articles in their respective fields of study and community when requested by the Editor-in-Chief.
5. Suggest books for review (recently published and relevant to the field of study).
6. Identify the areas of knowledge gaps in their respective fields of study and arrange calls for special issues.

Roles and Responsibilities of Guest Editors of Special Editions

1. Identify a theme for the Special Edition in line with an addressable knowledge gap in their respective discipline of expertise.
2. Prepare the 'Call for Papers' in consultation with the Editor-in-Chief
3. Secure an appropriate number of manuscripts through the call for papers
4. Recruit appropriate reviewers and conduct manuscript reviewing in line with the CBJ Review Guidelines
5. Forward the review results to the Editorial Board of CBJ for final decision and further actions.

Roles and Responsibilities of Book Review Editor

1. Contact publishers of scholarly books, and maintain a list of recently published and intellectually worth scholarly books for CBJ review.
2. Receive enquires from prospective book reviewers and provide them with resources (i.e. the list of books available for review in the relevant field and a copy of the selected book) and guidelines for review.
3. Invite identified experts for reviewing selected books and provide them with resources (i.e. a copy of the selected book) and guidelines for review.
4. Edit the book reviews received from reviewers and forward them to the Editorial Board for consideration.
5. Plan the publication of book reviews in consultation with the Editor-in-Chief.