EACE Editorial & Publication Committee (EPC)

1. Introduction

The purpose of the Editorial & Publication Committee (EPC) is to establish and maintain a high standard, original and quality journal papers in the area of Civil Engineering through technical & peer-review process. The Committee is responsible to referee submitted manuscripts through careful consideration using EACE guideline and assigning experience & knowledgeable professionals in the field of research or practice, monitor the review process, resolve differences among reviewers and authors and handle editorial works.

1.1 Organization

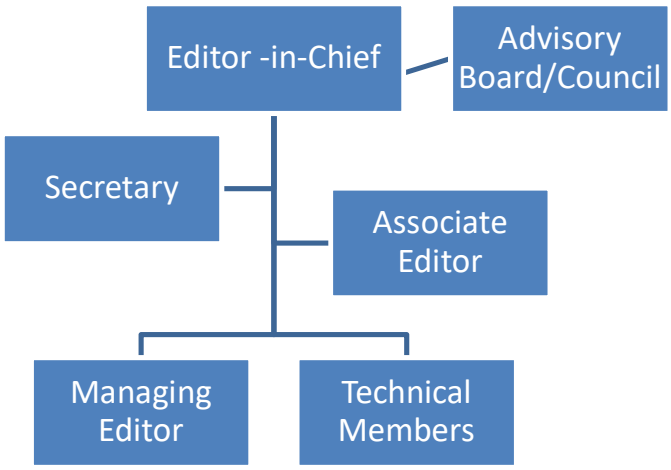


Figure 1 Organizational Chart

1.2 Roles & Responsibilities

The roles & responsibilities of the Editorial & Publication Committee (EPC) members is crucial in identifying the tasks of each member; ensuring efficiency; and enhancing productivity. Accordingly, the roles & responsibilities of each member is outlined below:

1. Editor-in-Chief
    a. Leads the committee & manages the operation of the journal publication process
    b. Represents EPC in the meetings and communications with the EACE Executive Committee.
    c. Makes regular communications with the EPC, Advisory Board & chairs meetings
    d. Represents the EPC in external relations (like MoE)
    e. Makes final decisions in collaboration with Managing Editor & Associate Editor (or EPC members) with respect to journal topics, selection, content, quality/ standard, originality, plagiarism, code of ethics, etc.

2. Associate Editor
    a. Chairs & represents the EPC in the absence of the Editor-in-Chief
    b. Follows-up the status of publications & assists the Editor-in-Chief & Managing Editor
    c. Ensures publication quality assurance & design strategies to enhance the journal publication
    d. Facilitate communication & build relations with technical members & authors
3. Managing Editor
    a. Follows-up the routine publication process starting from call for papers to printing and digitalisation
    b. Manages communications with Authors and Reviewers, in close agreement with the Secretary.
    c. Manages staffing & scheduling of Reviewers & EPC members support
    d. Edits the contents to enhance the quality and develops/revises guideline when necessary
4. Secretary
    a. Takes minutes during meetings
    b. Sets-up meetings (in-person & virtual) & sends reminders (email, phone call & social media) with EPC members, Authors and Reviewers
    c. Coordinates with EACE Manager and initiates a call for papers
    d. Follows-up on all activities and organizes the documentation process
5. Technical Members
    a. Identify, recommend and correspond with potential reviewers & experts in technical areas (Structural, Water, Infrastructure, Construction Management, Geotechnical, Road & Transport, etc.)
    b. Assist the Editor-in-Chief, Managing Editor & Associate Editor
    c. Provide feedback based on Reviewers' suggestions
    d. Capture data on the performance of technical reviewers & timely feedback
6. Advisory Council/Board
    a. Provide feedback from prior experience and/or lessons learned
    b. Advise the EPC on the journal's way forward/direction
    c. Provide content in the form of short articles
    d. Nominate and/or suggest EPC members
7. Technical Reviewers
    a. Provide expert & timely review of assigned manuscripts in their technical areas
    b. Recommend potential experts or reviewers for the EPC committee

1.3 Assumptions

1. Editors – The assumption is that the Managing Editor with the support of the Associate Editor & Editor-in-Chief will conduct the editorial work. However, if the load will be much, Technical Members will provide support.
2. Technical Reviewers:
    a. Technical Reviewers will be assigned based on discussions with Technical Members, prior reviewers, and merit/expert-based selection through snow-balling method when manuscripts are submitted.
    b. Technical Reviewers will be acknowledged in the journal publication and EACE events.

2. Peer-Review Process - Work Flow

EACE's Editorial Committee objective is to review, edit and select reputable research studies for publication in various disciplines of Civil Engineering & Construction. In addition, the Committee evaluates papers for awards on a bi-annual basis. The publication is scheduled twice a year (December & June of every year in Gregorian calendar) with one volume consisting of 5 journal manuscripts. Thus, in order to accomplish the objective, the following peer-review procedure or work flow shall be followed:

1. **Call for Paper** - The Secretary shall advertise for a call 2 months before the publication period (2 Months).
    a. The Secretary shall communicate & use different methods (EACE Website, posted at universities, etc.) to acquire journal manuscripts & send reminders with the support of other EPC members. The submission will be made through EACE website and EACE email.
    b. Manuscripts are submitted from corresponding authors
    c. The Secretary shall direct it to the Managing Editor.
2. **Editorial Office Assessment** - The Managing Editor will consult with the EPC members to
    a. 1st Technical Review (1.5 Month)
        i. **Appraisal** - Review the journal abstract, relevance & requirements are met by EPC members for a decision to send it for a review or not (1 week). This is for a 'Go' or 'No Go' decision either to assign technical reviewers or decline the manuscript on the get-go.
        ii. **1st Reviewer Assignment** – If not approved/appraised, the Managing Editor will communicate the decision to the authors. If approved, the Managing Editor will assign three (3) Technical Reviewers/Experts with the help of EPC Technical Members. The Technical reviewers shall evaluate the manuscript for validity, significance & originality of the work using EACE's evaluation format/guideline (4 weeks).
        iii. **Editors Response to Authors** - Once the feedback is received from technical reviewers, under the direction of the Managing Editor, final review, responses and/or decisions are communicated to corresponding authors (1 week)
    b. 2nd Technical Review (1.5 Month)
        i. **Authors Response to Editors -** Reviewers will be given time to address comments and return finalized manuscript (4 weeks)
        ii. **2nd Reviewer Assignment** - Revised manuscripts will be checked by the EPC members if the corresponding authors have addressed the comments. If it requires detail review, it will be sent to the Technical Reviewers who reviewed the manuscript once again (2 weeks)
    c. **Production Preparation** - Finalize the manuscript and prepare for production of publication - editorial works with the assumption that all five papers are finalized and arrive within the given time frame (4 weeks)
    d. **Publication** - the journal manuscripts will be sent for printing (2 weeks).

Figure 2 shows the peer-review timeline.

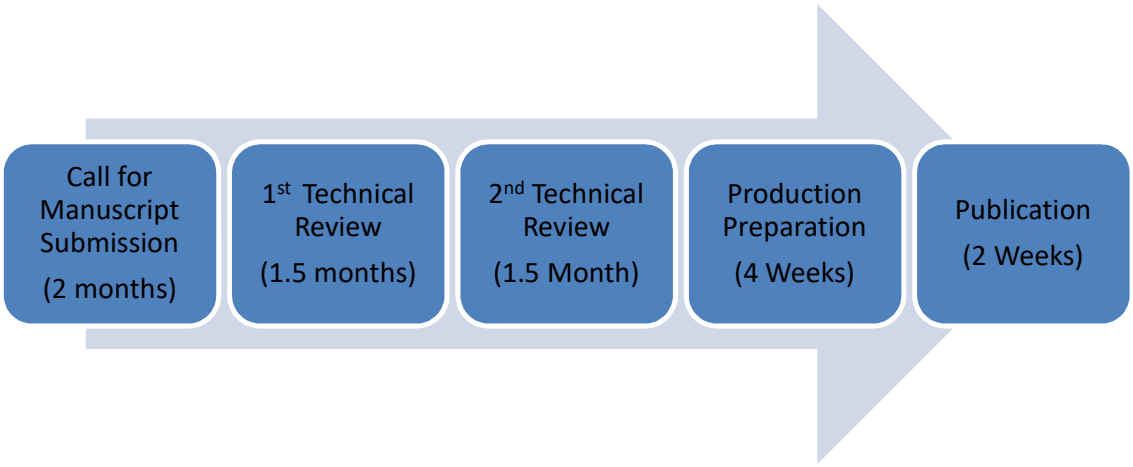


Figure 2 Peer Review Timeline

Notes:

1. The Appraisal process is expected to avoid wasting Technical Reviewers' time for poor quality paper. However, a criterion has to be developed for consistency.
2. All communications from the EPC to corresponding authors or technical reviewers shall be using the EACE website or EACE or designated email.
3. Based on the responses received from authors, a second review may be initiated if there are comments & feedbacks that are not well addressed.
4. The peer review process will be double-blinded. This means that the reviewers do not know the names of the authors and the authors do not know who reviewed their manuscript.
5. The full journal publication process is assumed to take 6.5 months (Jan – June) for the 1st round. This process will be repeated from July to December for 2nd round so that two (2) journals are published per year.
6. Bi-weekly meetings will be held as regular meeting time (1st & 15th Monday of the Month).
7. EPC members shall provide constructive suggestions to authors regardless of reviewers' comments & suggestions on the content, structure, areas for improvement, etc.

A detailed flow chart of the peer review is illustrated in Figure 3.

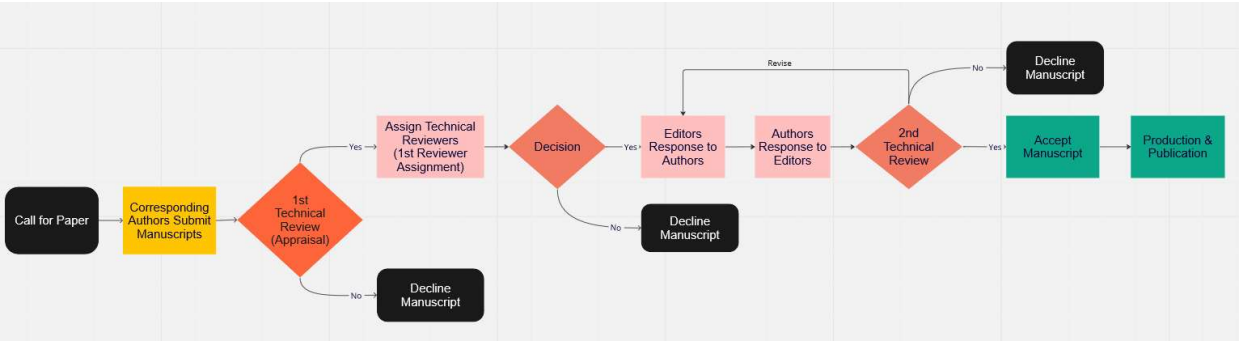


Figure 3 Peer-Review Flow Chart