



## **CSAM-SMCA Committee Terms of Reference**

**Committee Name:** CSAM-SMCA Journal Editorial Board

### **Purpose:**

Initiated in 2009 and expanded to a quarterly scientific journal in 2014, the Canadian Journal of Addiction (CJA), the official publication of CSAM-SMCA, is Canada's only peer-reviewed journal devoted to encouraging and disseminating research that helps addiction medicine clinicians, primary care providers, psychiatrists, clinical psychologists, pharmacists, and other health care practitioners understand, prevent, assess, and treat substance use disorders. The journal publishes basic, applied, and clinical research and reviews of all aspects of addiction of relevance to Canadian practice.

### **Mandate:**

The independent Editorial Board of the Journal determines its content through Author's Guidelines and a Peer Review process. Individuals on the CSAM-SMCA Board of Directors are automatically considered reviewers for the CJA.

### **Membership:**

The Editorial Board consists of the Editor in Chief; Associate Editors (currently up to 6); and Board Members (currently up to 30).

The CSAM-SMCA Board appoints the Editor in Chief, who Chairs the Editorial Board.

The Editor in Chief appoints and approves the Associate Editors and Editorial Board Members.

**Terms:** Associate Editor - 3 years, renewable, with ongoing feedback and review of appointment as necessary.

- Editorial Board Member - 1 year, renewable, based on annual review of member participation in Journal activities.

**Chair:**

The Chair will be a Board member determined by the Board of Directors.

The Chair shall:

1. Call meetings of the committee.
2. Chair meetings of the committee.
3. Designate another committee member to chair the committee in the Chair's absence.
4. Report to the Board on the work of the committee.

**Meeting Arrangements:**

The CSAM-SMCA Journal Committee consists of the Senior Editorial Team (Editor in Chief and Associate Editors), which meets at least once every two months by videoconference. They also meet "in person" during the annual CSAM-SMCA Scientific Meeting, along with the members of the Editorial Board.

**Committee Reporting Process:**

The Editor in Chief, on behalf of the Committee, reports to CSAM-SMCA's Board at designated meetings and provides an Annual Report regarding the following administrative matters:

- Budget support
- Staffing recommendations
- Relationships with the Publisher as per the publishing contract
- Liaison with the office of CSAM-SMCA
- Metrics in regard to the Journal's national and international profiles
- Collaboration with the other educational products of CSAM-SMCA such as Social Media and Conference Committees

**Minutes:**

The staff supporting the committee shall take minutes at the committee meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the organization's practice.

(January 2021)