



***Shakespeare Bulletin* Editorial and Advisory Board Terms of Reference**

Board Structure

The *Shakespeare Bulletin* board is made up of four groups.

1. Editorial team
2. Advisory Board
3. Editorial Board
4. Emeritus Board

Editorial Team

The Editorial Team consists of the General Editor, the Book Reviews Editor, the Performance Reviews Editors, and the Assistant Editor (where one is appointed). Johns Hopkins University Press forms a contract with the General Editor's home institution for the General Editor to deliver four quarterly issues of *Shakespeare Bulletin* per year, with the support of the Editorial Team.

The General Editor is appointed for a non-defined period of time, and oversees the appointment of their successor. Future candidates for this position will be recruited via general advertisement, followed by shortlisting and interview overseen by a panel formed by the outgoing General Editor and constituting members of the Editorial Team and Editorial Board. JHUP has the right to approve any new editor. The General Editor may be required to step down following a majority decision by the Editorial and Advisory Boards; any such action would be subject to the approval of JHUP.

The Reviews Editors are appointed for an initial and renewable term of three years. Applications for this position are solicited through general advertisement, and shortlisting and interviews will be conducted by panel chaired by the General Editor and consisting of other members of the Editorial Team and Editorial Board. Outgoing editors are required to complete a handover process with their successor.

The Assistant Editor is a paid position, employed directly by the General Editor or the General Editor's home institution, and will be subject to the employment conditions of the employer. The Assistant Editor contributes to the copy-editing and administration of the journal and its social media presence.

Advisory Board

Individuals are appointed to the Advisory Board for a non-defined period of time. New appointments to the Board are made by the General Editor.

Members of the Advisory Board are long-standing friends to *Shakespeare Bulletin* who remain willing to contribute to the journal's peer review, policy-making, and decision-making processes, as requested by the General Editor.

Past editors of the journal are automatically invited to join the Advisory Board at the end of their tenure.

All Board members agree to abide by the journal's principles and guidelines. Members who bring the journal into disrepute may be asked by the General Editor to step down from the Board.

Editorial Board

Individuals are appointed to the Editorial Board for a period of at least three years (renewable by mutual agreement). New appointments to the Board are made by the General Editor. Members of the Advisory Board may be invited to join the Editorial Board for a period before returning to the Advisory Board.

Members of the Editorial Board are drawn from all constituencies with a stake in *Shakespeare Bulletin's* areas of interest, and from all career stages. They are actively involved in shaping the journal's mission and output. Board members contribute in some or all of the following ways:

- Peer review of up to three article submissions per year.
- Editing special issues.
- Soliciting article and special issue proposals.
- Participating in *Shakespeare Bulletin*-sponsored events.
- Participating in Editorial Board meetings

Editors of special issues will be invited to contribute to the work of the editorial board, usually serving for a period of three years from the point of acceptance of their special issue.

All Board members agree to abide by the journal's principles and guidelines. Members who bring the journal into disrepute may be asked by the General Editor to step down from the Board.

Emeritus Board

Members of the Editorial Boards who wish to retain a connection to the journal but do not wish to play an active role in the journal may request, or be invited, to join the Emeritus Board. Emeritus Board members will not usually be approached to contribute to the journal except where an article submission would particularly benefit from their expertise.

The names of all Board members will be included on the journal's website, along with these terms of reference.