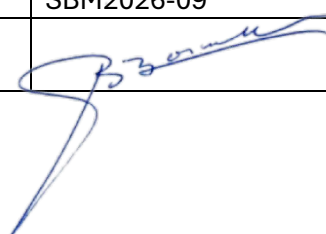




Society of Environmental Toxicology and Chemistry

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Publications Committee

Standard Operating Procedures

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1 Purpose

SETAC produces and oversees two peer reviewed journals and a range of other publications and communications that support its mission, community engagement, and policy relevance.

The SETAC Publications Committee provides strategic oversight to ensure that SETAC publications and Communications:

- Advance SETAC's mission and values
- Maintain scientific credibility, independence, and relevance
- Evolve in response to changes in environmental science, regulation, and scholarly publishing

The Committee operates at a strategic and policy level and does not engage in editorial decision-making.

2 Definitions

ET&C	Environmental Toxicology and Chemistry
IEAM	Integrated Environmental Assessment and Management
SETAC	The Society of Environmental Toxicology and Chemistry
The Board	The SETAC Board of Directors
The Committee	The SETAC Publications Committee
TIP	Technical Issue Paper
SETAC Publications	SETAC Journals ET&C and IEAM, and SETAC Books
SETAC Communications	SETAC Globe, SETAC News, Technical Issue Papers (TIPs), Science Briefs, and other society reports and digital publications.

3 Governance Framework and Guiding Principles

Governance Responsibilities

The Publications Committee operates within the overall governance framework of SETAC. The following responsibilities apply:

- The Board is responsible for advancing SETAC's mission and goals and overseeing organisational performance and strategy execution.
- Publications and communications are core to the achievement of SETAC's mission and goals.
- The Board is responsible for developing and overseeing the execution of strategy to maintain the reputation, impact, and financial viability of the publication and communication portfolio, ensuring continued value for members.
- SETAC staff and Editors-in-Chief have editorial independence and are responsible for the development and delivery of strategies and operational actions required for the successful implementation of the overarching SETAC strategy.

Guiding Principles

The Publications Committee and all parties involved in the governance and management of SETAC publications and communications shall be guided by the following principles:

- All actions must promote SETAC's mission, maintain or enhance SETAC's reputation, ensure financial sustainability and provide clear benefits to members.
- The Board must meet its fiduciary responsibilities; its decisions should be transparent, considered, and evidence-based.
- Editorial independence is sacrosanct.
- Meetings and reporting should be targeted and proportionate.

4 Charge

The Committee is charged with the periodical review of SETAC Publications and Communications Program and advise the Board on publication and communication strategy and policies.

The responsibilities of the committee are:

- Advising the Board on the strategic direction of SETAC's publishing activities and communication initiatives.
- Overseeing the performance, editorial standards, and financial viability of the Society's communication and publishing portfolio.

- Ensuring that guidelines are created to address issues and meet the needs of the Editors-in-Chief and SETAC staff; this includes establishing ‘task and finish’ groups that also provide a network of expertise that the Editors-in-Chief and SETAC staff may draw upon, where appropriate.
- Reviewing the performance of Editors-in-Chief who are candidates for reappointment and recommending candidates to the Board when Editor-in-Chief positions become vacant.
- Promoting editorial independence and ensuring that journal editors have the autonomy to make independent decisions on manuscript selection, peer review, and publication.

5 Scope

The Committee operates at a strategic and policy level and does not engage in editorial decision-making. Therefore, the Publications Committee shall not:

- Review, influence, or discuss individual manuscripts or editorial decisions
- Interfere in peer-review processes
- Set acceptance-rate or impact-factor targets for SETAC Journals
- Override Editors-in-Chief on scientific judgment

These exclusions are foundational to SETAC’s commitment to editorial independence.

The Publications Committee shall not engage in editorial control and day-to-day operations of SETAC Communications. Responsibility for content creation and review of SETAC Communications – non-journal publications- typically resides with SETAC staff and/or task forces, workgroups, or committees

The committee’s responsibilities are further refined as follows:

- Periodically review and recommend the strategic positioning, scope, and differentiation of SETAC Publications
- Advise on emerging scientific areas and whether they are best served by existing or new publishing initiatives
- Assess risks of scope overlap or fragmentation and recommend corrective actions as needed
- Advise on the launch, continuation, or retirement of major publication initiatives.
- Recommend appointment, reappointment, and succession plans for Editors-in-Chief (EiCs)
- Conduct periodic, high-level performance reviews of EiCs based on agreed indicators
- Support smooth editorial transitions and preservation of institutional knowledge
- Review journal-level metrics (e.g., submissions, turnaround times, citation profiles, readership, geographic diversity, finances) and monitor trends.
- Ensure performance discussions are contextualized and not metric-driven
- Oversee publication and communication policies, guidelines and ethics, and ensure alignment with SETAC’s multipartite community and maintain trust across stakeholders
- Advise SETAC leadership on publisher relationships and contracts

6 Committee Membership

The committee is composed of the chair, vice-chair and up to five (5) regular members. The SETAC Journals Editors-in-Chief and the SETAC Publications Manager serve as ex-officio non-voting advisory members of the committee. The SETAC Global Executive Director serves as ex-officio non-voting secretary of the committee.

6.1 *Committee chairs*

- The committee Chair and Vice-Chair are drawn from the members of the Board and appointed by the Board.
- The terms for the Chair and Vice-Chair end simultaneously with the end-of-term as Board Member.
- The responsibilities of the Chair are to:
 - Lead committee meetings;
 - Set meeting agendas;
 - Ensure fulfillment of committee charge;
 - Report outcomes to the Board.
- The responsibilities of the Vice-Chair are to:
 - Assist the Chair;
 - Assume Chair responsibilities when absent;
 - Support committee operations.

6.2 *Regular members*

- The regular members of the committee are recruited from the ranks of the SETAC full membership via open application.
- Committee Members are nominated to the Board by the Chair and the Vice-Chair. Committee Chair and vice Chair.
- The nominations must strive for diversity in terms of Sector (academia, industry, government, NGO), Area of expertise, and Geographic region.
- Committee Members are appointed by the Board.
- Initial terms are staggered at 1, 2, or 3 years to ensure continuity. Subsequent terms are 3 years.
- Members may be reappointed based on performance and Board approval and for a maximum of two consecutive terms.
- Committee members shall:
 - remain informed of relevant programs and initiatives relevant to the scope of the committee.
 - participate in committee meetings, review materials, and contribute to project proposals and reports.

6.3 *Advisory Members*

- The SETAC Journals Editors-in-Chief and the SETAC Publications Manager serve as ex-officio non-voting advisory members of the committee.
- The Chair may appoint additional advisory members, including non-SETAC members, as needed.

6.4 *Committee Secretary*

- The SETAC Global Executive Director, or their designee, serves as Secretary to the Committee.
- The Secretary is responsible for:
 - Administrative support;
 - Meeting Coordination;

- Record keeping;
- Communication and liaison;
- Compliance and governance;
- Follow-up and action tracking;
- Institutional Memory;

7 **Reporting**

The Committee shall provide the Board with:

- Regular updates on committee activities;
- Annual progress reports;

8 **Records and Documentation**

The Committee shall maintain records including:

- Meeting minutes and attendance logs
- Reports submitted to the Board
- Project deliverables and final outcomes

Records shall be retained in accordance with SETAC's records management policies.

9 **Review and Revision**

This SOP shall be reviewed annually, or as needed, to ensure continued relevance and alignment with SETAC's mission and organizational structure. Revisions shall be approved by the Board.

10 **Document Control**

Version	Date	Description	Approved	
1.0	16 Sep 2026	Initial release	SBM2026-09	

1st Draft presented for internal review to editorial staff on 10 February

2nd Draft presented for review to Editors-in-Chief on 25 February

3rd Draft presented for approval to SETAC Board on 17/18 September

Appendix

Delineation of Roles and Responsibilities

The Publication of the SETAC Journals, books, Globe, Information papers, etc. is a process with many

parties involved. Responsible and smooth operations are served by a clear understanding of the roles and responsibilities.

SETAC Board of Directors

Role	Fiduciary and mission-level accountability
Responsibilities	• Owns the publications on behalf of the society • Approves major strategic and financial decisions • Appoints the Chairs of the Publications Committee and EiCs • Ratifies appointments of Editors and Editorial Board members
Does NOT	• Manage publications operationally • Evaluate manuscripts or reviewers

Publications Committee

Role	• Advisor to the Board
Responsibilities	• Periodical review of SETAC Publications and Communications Program and advise the Board on publication and communication strategy and policies.
Does NOT	• Interfere with editorial independence, processes and operations

Global Executive Director

Role	• Facilitates communications between The Board and publishing entities
Responsibilities	• Implements Board decisions • Contracts publisher and EiCs on behalf of the society • Appoints Managing Editors • Coordinates logistical and administrative support for the Publications Committee • Ensures alignment of Journal policies and operations with SETAC bylaws, policies and procedures, • Provide institutional memory and context.
Does NOT	• Interfere with peer review or editorial independence • Substitute the board, EiCs or publications committee in setting strategy

Editors-in-Chief (ET&C and IEAM)

Role	• Scientific and editorial leadership
Responsibilities	• Full authority over peer review and editorial decisions • Address appeals; initiate action if contacted for concerns, complaints or whistle blowers – link to journal and publisher team as appropriate • Review and evolve strategies to ensure ethics, conflict-of-interest, transparency, and data policies across journals, with advice of PAC and EB, and in collaboration with Managing Editors • Evaluate and develop journal direction, scope, vision, initiatives and team, with advice from EB, ME and PAC • Define editorial standards and scientific direction • Appoint, with ratification by the Board, and manage editors and editorial boards

	- Promote and represent the journal - Commission or solicit papers, special series and critical reviews - Work with MEs to ensure that operations support editorial vision, scope, ethical goals and authors' and reviewers' needs, with advice from PAC
Does NOT	- Manage publisher contracts - Override peer review without documented justification - Micromanage operational detail

Editors

Role	Subject area specialists managing submissions and reviews in their field, with advisory role to EiCs
Responsibilities	- Manage the peer review process for assigned manuscripts - Select and invite reviewers - Evaluate reviewer reports - Make editorial recommendations - Ensure reviews are timely and fair - Advise on Journal direction and policy - Promote and represent the journal at meetings and in their networks - Commission or solicit papers, special series and critical reviews
Does NOT	Manage article workflow

Editorial Board Members

Role	Review and advisory role to the editors
Responsibilities	- Provide peer reviews - Advise on Journal direction and policy - Promote Journal in their networks
Does NOT	Make final decision on acceptance rejection

SETAC Managing Editors

Role	Publication management
Responsibilities	- Publisher Contract management - Financial tracking - Article workflow management - Manage changes in S1, with guidance from EiCs and EB, through publisher - Editorial Quality Control & Proofing - Issue Management - Liaison between Board, Committee, Editors, and Publisher - Advise EiCs and EB on the implementation of journal operations and policy issues - Develop and support editor, reviewer and author training on practice and ethics
Does NOT	Interfere in editorial decisions

Publisher

Role	• Production, dissemination, marketing, analytics, and platform support
Responsibilities	• Executes and publishing services under contract • Supports in journal and article promotion as required • Provides data and expertise to support strategic decisions • Supports efforts to maintain policies and standards to ensure ethics, conflict-of-interest, transparency, and data policies across journals, with training, resources and support
Does NOT	• Define journal scope or editorial standards