



Journal of Data and Societal Endeavors (JDSE) Editorial Board Member Agreement Form

1. Scope of work

Editorial board members play a vital role in maintaining the quality and reputation of the JDSE by ensuring that all published research meets rigorous academic and ethical standards. Their responsibilities include, but are not limited to, overseeing the peer review process for assigned manuscripts, selecting and inviting appropriate reviewers, evaluating reviewer feedback, and making recommendations to the Editor-in-Chief regarding manuscript acceptance, revision, or rejection. Board members contribute to strategic discussions on the journal's policies, scope, and direction, while also encouraging high-quality submissions from researchers in their field. Their responsibilities extend to recruiting peer reviewers and fellow editorial board members, facilitating effective communication with authors and reviewers, and promoting the journal within academic and professional networks.

In managing the peer review process, editorial board members identify qualified reviewers, ensure that feedback is constructive and aligned with the journal's quality standards, and monitor reviewer performance to maintain timeliness. They provide independent assessments to resolve conflicting reviews and make well-reasoned recommendations to the Editor-in-Chief. Additionally, they may handle appeals and re-evaluations of editorial decisions and take on management tasks such as leading special issues, contributing to editorial guidelines, or participating in journal outreach initiatives.

Board members are expected to respond promptly to editorial requests and complete manuscript assignments within the designated timeframes. If a delay is unavoidable, they must notify the editorial office as soon as possible to arrange alternatives. Regular participation in editorial board meetings, whether virtual or in person, is essential to shaping the journal's strategic direction and ensuring its continued success.

2. Duration and termination

Editorial board members serve a term of 1 academic year, as determined by the University of Notre Dame registrar calendar, with the possibility of renewal based on performance and mutual agreement. The decision to renew a member's term is made by the Editor-in-Chief and the journal's governing body (namely the Lucy Scholars program), considering the individual's level of engagement, quality of contributions, and adherence to ethical standards. Members may resign at any time by providing written notice to the Editor-in-Chief, though those with ongoing manuscript assignments are expected to fulfill their responsibilities unless alternative arrangements are made.

The journal reserves the right to remove an editorial board member at any time due to inactivity, failure to meet assigned duties, conflicts of interest, breaches of ethical guidelines, or any actions that compromise the integrity of the journal. Dismissal may occur if a member consistently neglects their responsibilities, violates confidentiality or ethical policies, engages in misconduct that undermines the journal's credibility, or remains unresponsive to editorial communications for an extended period. All termination decisions are made by the Editor-in-Chief in consultation with the journal's leadership.

3. Eligibility requirements

To serve as an editorial board member, an individual must meet the following eligibility criteria:

- You must be a currently enrolled University of Notre Dame student (graduate, undergraduate, JD, MBA, MS) (not a Notre Dame faculty member (post-doctoral, research scientist, assistant/teaching/associate professor))
- (If you are an undergraduate student) you are (at least) in the third year of your program.

- You must be in good academic standing (i.e., not on academic probation, suspension, etc.).
- You must have some prior experience with a data science technique in any application resulting in some form of societal good.

Board members are required to maintain their eligibility throughout their tenure. If their qualifications, affiliations, or circumstances change in a way that may impact their ability to serve, they must notify the editorial office. Providing false or misleading information regarding eligibility will result in immediate removal from the editorial board and potential further action.

Falsifying eligibility information, including misrepresenting academic credentials, research experience, or reviewing qualifications, is considered a serious violation of ethical standards. If it is discovered that a reviewer has provided false or misleading information, their service will be terminated immediately, and they may be barred from future participation in the journal (in all processes that are entailed). Additionally, depending on the severity of the misrepresentation, the journal may report misconduct to relevant institutions or organizations.

4. Confidentiality and ethics

Editorial board members are expected to uphold the integrity of the peer review process and maintain the highest ethical standards. In this role, members will have access to unpublished manuscripts, confidential reviewer reports, and editorial discussions. All materials must be treated with the strictest confidentiality, and members must not disclose, share, or discuss manuscript content, data, findings, or author identities with anyone outside the formal review process. Manuscripts under review may contain proprietary research, and unauthorized distribution or use of such information is strictly prohibited. Any ideas, data, or conclusions within a manuscript remain the intellectual property of the authors until official publication, and board members must not use or appropriate any unpublished material for personal research, professional gain, or competitive advantage. Members are also responsible for ensuring that manuscript files and review documents are securely handled and inaccessible to unauthorized individuals.

To ensure fairness and impartiality, editorial board members must disclose any potential conflicts of interest as soon as they arise. If a member has prior knowledge of a manuscript's authorship, has collaborated with the authors, or holds a competing interest that could compromise objectivity, they must notify the editorial board and recuse themselves if necessary. Conflicts of interest may stem from close collaborations, personal relationships with authors, financial or professional interests, or prior involvement in a submitted study. All editorial decisions must be based solely on the scientific merit and quality of the work, free from bias or external influence.

Board members also play a crucial role in promoting ethical publication practices and reporting any suspected cases of plagiarism, data fabrication, or research misconduct. Failure to adhere to these ethical standards may result in removal from the editorial board and, in serious cases, the reporting of misconduct to relevant institutions. Until official publication, all manuscripts, reviews, and related editorial materials remain the property of the JDSE and its publisher. Board members shall not claim ownership of or use any manuscript content for personal research or publication prior to its public release.

By signing this agreement, you acknowledge your commitment to maintaining the highest standards of academic integrity, confidentiality, and professional conduct in the peer review and publication process. You accept the responsibility to provide high-quality evaluations in good faith, uphold ethical obligations, and ensure compliance with eligibility requirements for the duration of your service. Failure to meet these responsibilities may result in removal from the journal's reviewer pool and potential further action within the University of Notre Dame judicial system. Your participation as an editorial board member reflects your dedication to scholarly integrity and the advancement of academic research.

Name: _____

Signature: _____

Date: _____