

Routledge, Taylor & Francis Key Resources for Editors

Editor Code of Conduct

The Editor of a journal plays a vital role in advancing knowledge within fields of research. To support this role, our [Journal](#)

[Editor Code of Conduct](#) sets out the principles for all Taylor & Francis/Routledge Editors who have responsibility for decisions on journal content to help ensure our journals publish quality, trustworthy content.



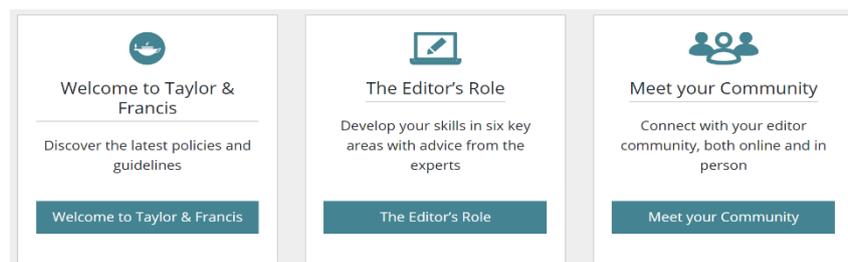
Editor Resources Website

Through our [Editor Resources website](#), we aim to keep editors up-to-date with our latest policies and guidelines, explore the Editor's role, and connect them with the wider editor community.

EDITOR RESOURCES
Supporting Taylor & Francis journal editors

Editors can find a range of resources, under three main sections:

- [Welcome to Taylor & Francis](#): a resource hub on our policies, processes and systems
- [The Editor's Role](#): advice from the experts on how to manage and develop journals—exploring topics such as [editorial boards](#), [peer review](#), and [research metrics](#)
- [Meet your Community](#): information on virtual and in-person events to help editors network with the editor community



Author Services

Our [Author Services](#) website is designed to help authors and the editors guiding them through the publishing process.

There are plenty of resources for all types of author queries, including guidance on:

- [Sharing your work](#)
- [Permissions required for reuse of images and other materials](#)



- [Open Access](#)
- [Enhancing your article with multimedia or other supplemental materials](#)
- [Data sharing policies](#)

Editorial Policies

Our Taylor & Francis [Editorial Policies](#) are designed to support the editor role, by outlining the ethical standards our authors should meet when submitting work to Taylor & Francis/Routledge journals.



Authors should refer to these policies before submitting their article, to ensure they've followed requirements around areas such as:

- Authorship
- Research ethics and consent
- Competing interests

NCA Key Resources for Editors

NCA Manual for Journal Editors

The *NCA Manual for Journal Editors* is sent to all editors-elect upon their selection. The manual includes critical information for journal editors, including roles and responsibilities, journal timelines, and guiding principles.

Editor Stipends

NCA provides stipends to journal editors that vary from journal to journal. Editors may use this financial support in any way they choose.

Annual Editors Workshop

Each year, at NCA's Annual Convention, journal editors gather for a workshop aimed at addressing some of their most pressing challenges.

Routledge, Taylor & Francis Roles and Responsibilities

Editorial:

- **Sophie Wade** (sophie.wade@tandf.co.uk), Portfolio Manager. Sophie is responsible for all day-to-day publishing issues relating to the NCA journals and is the first point of contact for editors (currently on maternity leave).

- **Fiona Richmond** (fiona.richmond@tandf.co.uk), Head of Portfolio. Fiona is the Head of Portfolio for Media, Communication and Cultural Studies journals at Routledge, Taylor & Francis and is liaison to the National Office and Publications Council.

ScholarOne:

- **Victoria Kennelly** (victoria.kennelly@tandf.co.uk), Editorial Systems Manager. Victoria is responsible for the NCA ScholarOne Manuscript sites, which are used to manage submissions and the peer review process. Victoria and will be the editor's point of contact for training and queries about the configuration of the site.
- **Peer Review Systems Helpdesk** (journalshelpdesk@taylorandfrancis.com). Editors can contact the helpdesk for any day-to-day questions about specific papers or queries from reviewers or authors.

Production

- **Matthew Atkins** (matthew.atkins@tandf.co.uk), Production Supervisor. Matt oversees the production process for the journal and is on hand to answer any unusual or urgent production queries.

NCA Roles and Responsibilities

NCA Journal Governance

- **The NCA Publications Council** is responsible for supporting the Association's publishing program, including recommending editors to the Legislative Assembly for the Association's Journals and filling Journal editor vacancies as necessary. Contact with the Publications Council should begin with the current Chair, Kevin Barge (kbarge@tamu.edu).

NCA Staff Support

- **Wendy Fernando**, Director of External Affairs and Publications, serves as NCA Publisher, oversees the publishing partnership with Taylor & Francis, and serves as staff liaison to the Publications Council. In addition, Wendy oversees the media relations and social media work that helps promote research published in the journals. Contact Wendy at wfernando@natcom.org with any concerns about editing a journal.