



Mulhouse, 1 January 2018

Structure of EPL Editorial Board and Editorial Process – Co-Editors (CE)

The EPL Editorial Board in all its components is committed to the editorial model where peer review is handled by experienced scientists forming the Editorial Board (EB). This gives EPL a distinct advantage over similar journals by increasing its reputation and visibility without affecting its top scientific quality. EPL relies very much on the outstanding competence, experience and action of its Co-Editors (CE) and Deputy Editors (DE).

The number of physics letters produced world-wide largely exceeds what high-impact factor letter journals can publish. It is therefore important to attract the best letters by all suitable means (promotion, strong selection, etc.). By definition an outstanding letter manuscript, either in experimental or theoretical physics, needs either to:

- change a paradigm; or
- open a novel significant research area in physics; or
- present a substantial progress in a relevant field of physics; or
- make a valuable contribution in a field of broad general interest, closely related to physics.

A. Structure of the EPL Editorial Board

The Editorial Board is composed of an Editor-in-Chief, 2 Deputy Editors and a variable number of Co-Editors (larger typically than 60), chosen to cover all fields of PACS categories published by EPL.

B. Selection Procedures

Nominations of EB members are accepted in many areas or specialties within physics to ensure the full coverage of topics for the journal. Candidates are expected to have extensive experience in the peer review process of publications fulfilling the international academic standards of scientific journals. In addition to the high academic standing of the new EB members, an adequate coverage of sub-discipline expertise, and a balanced distribution of the professional institutions will be considered. In particular no more than two EB members, including the Editor-in-Chief (EiC), are supposed to belong to the same institution. New EB members will normally be selected early in the new year for a three-year term. The time of membership can be extended by up to four more years upon mutual agreement in order to permit the retention of scarce skills.

Membership is by appointment by the EPS Executive Committee.

C. Editorial Process

The editorial process is done in two steps: the technical pre-screening of the submitted manuscripts done at the Editorial Office and the handling of the pre-screened manuscripts by the CEs.





- a) The technical pre-screening by the EO assesses the correct format and proper English writing
- b) the adequate and reasonable subject fitting within the EPL scopes
- c) the originality of the work (no plagiarism, no double submission)

A non-compliance with a) and b) implies rejection of the manuscript; non-compliance with (c) implies rejection with information to the Editor-in-Chief of the other journals involved.

CEs (eventually proposed by the authors) receive the pre-screened manuscripts and evaluate whether they meet the requirements and decide whether to:

- a) accept the manuscript without further review by referees (eventually suggesting minor revision): in this case the paper is automatically an Editor's Choice and the name of the accepting CE will appear under the title (or abstract) of the published letter.
- b) accept the manuscript after consulting two referees. In case of difficulty the CE may act as additional referee or call on external adjudicator). For highly praising reports the CE can promote the paper to an Editor's Choice, even if a revision is needed. In this case the name of the accepting CE will not appear below the title of the published letter
- c) return the manuscript for revision if suggested by the referees; only one revision round is allowed.
- d) return the manuscript if scientific English needs to be fixed (only one revision round allowed).
- e) reject the manuscript on the basis of referees' reports and/or of his/her own judgement if the manuscript doesn't fulfil the acceptance rules. If suitable, the manuscript can be transferred to a Partner Journal (PJ).

Moreover

- f) Invited Perspectives are directly reviewed by the inviting Editor (the EiC, CE, or DE). Perspectives and Editors' Choice form the Premium collection. This collection can also include OA papers of relevant quality.
- g) Appeals, if not directly refused by the EiC, will be assigned to and dealt with by a DE, possibly after consulting the respective CE.

D. Duties and Responsibilities

EB members are expected to:

1. conduct business in accordance with the EPL guidelines.





2. return review comments, timely and in accordance with the journal requirements to provide constructive feedback.
3. positively promote the journal (see Section D).
4. regularly attend Editorial Board meetings.
5. represent and publicise the journal through professional networks and conferences.
6. encourage submissions to EPL from colleagues and collaborators and to consider submitting some of their own articles to the journal.
7. suggest suitable themes or topics for articles to be included in special issues of the journal.

Moreover

8. On the recommendation of the EiC, EB membership can be terminated by the EPS Executive Committee on grounds of misconduct, failure to fulfil expected obligations, unprofessional behaviour or by mutual agreement.
9. When EB members feel there may be a conflict of interest in reviewing a piece of work, they should declare this to the EiC.
10. In addition to Editorial Board meetings, business can be transacted by post, email, telephone or fax.

E. Benefits

During the term of office (three years) EB members will have free access to the online journal and can receive free printed copies on request.

Co-Editors will receive free individual membership to EPS during their term.

Co-Editors may claim for travel and lodging expenses for EB meetings.

Co-Editors, who submit to EPL papers that are accepted, will have the option of publishing on an Open Access basis and the fee will be waived (at present € 1400).

The name and affiliation of EB members will be printed on the journal websites, inside the cover of the printed issues and on relevant marketing material.

