

Automotive Innovation

Management Measures for the Editorial Board

The Editorial Board (herein after referred to as “the Board”) is the core part of journal organization. The Board plays a key role in academic guidance, improvement of quality, article selection and the integration of expert resources of the journal. In order to fully develop the functions of the Board, standardize its operation, make *Automotive Innovation* to be a world-class English academic journal with better serve the automobile industry, the Editorial Office formulated this Measures based on *the Management Regulations on Press and Publications* issued by the GAPP (the General Administration of Press and Publication), *the Management Regulations on Science and Technology Journals* issued by the MOST (the Ministry of Science and Technology), while taking into consideration the feasibility of this journal.

I. General Provisions

- 1. *Automotive Innovation* (here in after referred to as the Journal) is an academic journal operated under the administration of the CAST(China Association for Science and Technology) and published with China SAE (the China Society of Automotive Engineers), Springer is responsible for the typography and global distribution. The journal covers the principles, methodologies and cutting-edge technologies in automotive research, aiming to create an international academic exchange platform for engineers and researchers in automotive-related industries. *Automotive Innovation* is an English journal.**
- 2. The Board is an organization composed by automotive experts, providing academic guidance for the Journal.**
- 3. The Board is led by China SAE, members of the Board are appointed by China SAE or the Editors-in Chief. Editorial Office of the Journal coordinates the organization under command of the Board.**
- 4. The Board is composed by experts in automotive-related industries. The Board upholds the principles that academic publications aim to serve the society and the authors, contribute to the thriving of innovation, development and research of the automotive-related fields, to promote technology exchange in automotive manufacturing, provide guidance and support for the Editorial Office, targeting to make *Automotive Innovation* to be a world-class automotive top-level journal.**
- 5. The Board is persistent on academic democracy and organizational integrity and openness, implementing activities in line with the demand of science development and technology application.**

II. Organizational Structure of the Board

6. Organizational principles of the board

- (1) Members of the Board are obliged to moral code and the law, willing to contribute, have great influence in automotive-related industry and a good command of English.
- (2) The Board comprises editor-in-chief, executive editor-in-chief, associate editor-in-chief and editorial board members.
- (3) Staff settings of the Board: 2 editors-in-chief, 1 executive editor-in-chief, a certain number of associate editors-in-chief and editorial board members, the specific number is determined by actual work requirements, total number of the Board is below 200 by principle, proportion of international editorial board members (including experts from Hong Kong, Macao and Taiwan as well as foreign experts) should be above 50%.
- (4) No standing committee for the Editorial Board.
- (5) Composition of the Board members should take into consideration the rationality of age structure, the pervasiveness of regional distribution and balance of academic (specialty) coverage, it should embody the combination of the old, the middle-aged and the young, special attention should go to selecting middle-aged and young experts that are active in academic research, outstanding in professional skills and passionate about periodical work to join the Board. Regional distribution of the Board should be as wide as possible. Balance of the number of members with specialty in different subjects (or different professions in one subject) should receive extra attention. Members of the same subject(profession) from the same organization should not be more than 2 persons.

7. Main functions of the Board

- (1) Examine and discuss policies in running the Journal and key work plan and summary proposed by the Editorial Office.
- (2) Provide guidance and support for the Editorial Office on editing, publishing and issuing of the journal.
- (3) Assist the Editorial Office in solicit contributions and review, help to improve quality and amplify influence of the Journal.
- (4) Assist the Editorial Office in organizing and hosting international academic conferences, carrying out academic exchange activities, invigorating academic ideas, improving automotive technology, promoting the development and application of this discipline and the integration and innovation of automobile-relative subjects.
- (5) Assist the Editorial Office in distribution, evaluation and incentives of outstanding academic papers published on the Journal.

III. Rights and Obligations of the Board Members

8. Rights of the Board Members

- (1) The right to recommend reviewers;
- (2) The right to invite influential experts to join the Board;
- (3) The right to free urgent publishing once a year;
- (4) Articles written by the Board members will be published and distributed first;
- (5) Priority in recommendation of running for member of China SAE and relating talent selection activities;
- (6) Introduction, research result, technical perspectives of the Board members will be demonstrated on

the website of the Journal and distributed on the platform of members of China SAE to amplify influence internationally;

- (7) Members of the Board will have the opportunity to be recommended to take part in research subjects of China SAE.
- (8) Members of the Board will have the opportunity to be recommended to speak at important international conferences organized by China SAE.

9. Obligations of the Board Members

Basic obligations of all members of the Board:

- (1) Supervise the implementation of the aim and editorial policy of the publication, check the quality of the publication;
- (2) Provide constructive suggestions, evaluate major decisions of the Journal;
- (3) Complete manuscript submission and invitation entrusted by the Editorial Office;
- (4) Undertake part of the review work;
- (5) Actively promote the Journal, amplify its influence and protect its reputation;
- (6) Actively participate in meetings and activities organized by the Board.

In addition to the basic obligations mentioned above, editor in chief, executive editor-in-chief, associate editor-in-chief and members of the Board are bound to the following obligations.

1) Obligations of Editor in Chief

- Control the direction of the Journal, actively provide suggestions for selecting paper projects;
- Propose directive suggestion or revolutionary solutions for editorial works, constantly raise social effect of the Journal;
- Convoke and attend meetings of the Board;

2) Obligations of Executive Editor-in-Chief

- Take charge of editing and publishing of the Journal, implement journal policies and relevant plans;
- Control the quality of the articles, conduct final review on the articles and sample inspection of the Journal;
- Improve professional qualities of editors through various means;
- Formulate topic selection and issuing plan, organize the implementation of these plans;
- Report to the Board about the annual development and future plan of the Journal;
- Organize editors to publish on time and maintain high quality;
- Comment on important articles;
- Solve major problems in the publishing process.

3) Obligations of Associate Editor-in-Chief:

- Preliminary paper screening. Select from the assigned articles based on originality, creativity, whether or not the author's view is correct and coincides with present trend, whether or not the approach of analysis is appropriate, make preliminary decision about the articles, whether to reject, largely revise or involve peer review.
- Make decisions about major revision by the author, whether the revision is accurate and reasonable, then decide again whether the article is good for peer review.

- Invite experts for review. If the paper is ready for peer review based on preliminary judgement, at least two experts must be invited.
- Provide preliminary acceptance suggestions on the paper, as key references for executive editor-in-chief on whether to accept this paper. Provide reasons and advises for acceptance of the paper on basis of opinions of external experts: accept after revision, reject, accept but requires minor revision.

4) Members of the Board

- Write or contribute at least one article annually with quality guaranteed;
- Fulfill the editing task assigned by the Editorial Office conscientiously and in time;
- Attend Board meetings and activities at least once every two years;
- Assist the Editorial Office on promotion of the Journal;
- Give feedback on the Journal;
- Share operational experiences of overseas journals;

IV. Admission and Exit of the Board

10. Basic requirements of admission into the Board

- (1) Candidates must be patriotic, law-abiding, good style of study, impartial, precise in research;
- (2) Candidates must have outstanding ability in academic research and editing while being representative.
- (3) Candidates must be passionate about journal publication, show concern and support for publishing and issuing of the Journal, undertake a certain amount of writing and editing work and actively participate in activities of the Board;
- (4) Candidates must show great academic attainment and be experienced in scientific research practices, have a firm grasp of the latest research work of relevant fields covered in the Journal;
- (5) Candidates must be widely known in fields related to the Journal, awarded technical titles as researcher or titles equivalent to this level, receive qualification as doctoral supervisor and have a good command of English;
- (6) Age below 70 (with academicians and experts in the Editorial Office excluded);
- (7) Members of the Board from Hong Kong, Macao and Taiwan should be patriotic, foreign members of the Board are supposed to be friendly with our nation, with high academic position and willing to contribute to academic exchange and amplify the influence of the Journal both home and abroad.

11. Admission to the Board

- (1) The Board applies appointment system, employment terms of the Board is 2 years, members of the Board can serve consecutive terms, letter of appointment is issued by the Editorial Office on behalf of the organizer, China SAE.
- (2) Members of the first Board are recommended by China SAE, editor in chief of the journal and industry professionals, formulated after verified by leaders of China SAE and the editor in chief and appointed by China SAE.
- (3) There are two ways of admission: application or recommendation by members of the Board. Experts accord with principles and requirements proposed by the Board inclined to join the Board through either way mentioned should submit information sheet to the Editorial Office, editor in chief and executive editor-in-chief of the Journal will have a vote, admittance application of new members is

considered approved with at least two supportive votes, letter of appointment is then issued by the Editorial Office on behalf of China SAE.

12. Exit of the Board

- (1) Board members unable to fulfill their obligations for various reasons are entitled to apply for exit. Sign the application and then send to the Editorial Office by email, exit takes effect at receiving official reply from the Editorial Office, the letter of appointment is hence expired.
- (2) The following circumstances happen within the two-year appointment term will lead to automatic exit once the appointment term is due;
 - The Editorial Office conducts annual census on the contribution of members of the Board, members with no contribution during the two-year appointment term will exit the Board automatically.
 - Members with no solicitation or contribution;
 - Members unable to fulfill his/her duty assigned by the Editorial Office;
 - Not present at any Board meeting or activity;
- (3) Members of the Board that violate professional rules or the law or any other organizational principles of the Board will be expelled from the Board immediately, the Editorial Office will release the official statement of exit on the Journal website, the letter of appointment is hence automatically expired.

V. Operation Mode of the Board

13. The Board applies collective leadership and the division of responsibility system, major issues are decided through collective discussion. Decision-making of important subjects are effective with the approval of over half of the members of the Board; for general academic issues, editor-in-chief or executive editor-in-chief are entitled to make the call.

14. The Board meeting is held once a year, incorporating with international academic conferences. The meeting mainly covers annual work report of the Journal, award outstanding members of the Board, discuss and approve major decisions of the Journal, discuss ways to improve the Journal and propose suggestions on future development of the Journal, determine the target and key tasks of the next year, research and share successful experiences of extraordinary overseas journals.

15. Study the advises proposed by Board members, authors and readers from all over the country.

VI. Supplementary Provisions

16. Revision of this Measures is due once four years in principle. Executive editor-in-chief is responsible for drawing up the suggestions for revision, then submitted for approval by the Board after reviewed by editors in chief.

17. All rights of this Measures are reserved to the Editorial Office of *Automotive Innovation*.

18. This Measures goes into effect upon release.