

**TERMS OF REFERENCE
EDITORIAL BOARD AND SECRETARIAT OF THE
MALAYSIAN JOURNAL OF VETERINARY RESEARCH**

The Malaysian Journal of Veterinary Research (MJVR) is the official journal of the Department of Veterinary Services, Malaysia. The *MJVR* aims to advance the veterinary science by publishing and promoting high quality refereed scientific and clinical articles. The *MJVR* publishes original articles, case report, short communications, clinical updates, diagnostic challenges, reviews and veterinary history articles. The MJVR also serves as a platform for sharing information among researchers in the DVS as well as other organisations and foreign scientists to upgrade existing knowledge in the field of veterinary medicine and animal sciences. All articles are peer reviewed. English is the official language of the journal. Only manuscripts with substantial scientific merit will be reviewed for originality, significance, relevance and quality.

1 MANAGEMENT

- 1.1 The management of MJVR consist minimum of ten (10) members as follows;
- i. Editorial board
 - One advisor
 - One chief editor
 - Five editors
 - ii. Secretariat – five members
- 1.2 Members will be appointed by the Director General of Department of Veterinary Services Malaysia for a three-year renewable term.

2 Roles and Responsibilities

2.1 The MJVR Editorial Board is responsible for;

- 2.1.1 Ensuring the regular and timely production of the journal in order to extend knowledge, improve practices and facilitate communication in the field of veterinary research.
- 2.1.2 Ensuring that submissions to MJVR are dealt with fairly and objectively.
- 2.1.3 Screening submissions for publication.
- 2.1.4 Ensuring that each paper is reviewed by peers in line with guidelines.
- 2.1.5 Monitoring the quality of submissions and proposing measures for improvement.
- 2.1.6 Maintaining the integrity and confidentiality of the authors' work while it is being reviewed and prepared for publication.
- 2.1.7 Identifying and inviting peer reviewers.

2.1.8 Communicating with authors pertaining to their submissions and their feedback.

2.2 Secretariat

2.2.1 Managing papers for publication: Conducting plagiarism check, and communicating with authors and reviewers in line with guidelines from the Editorial Board, communicating with publishing agents and any other parties involved.

2.2.2 Promoting the journal within the department by e-blasting and other agencies by registering, subscribing and tracking with search engines and journal links such as google scholar, mycite and others.

2.2.3 Tracking and maintaining renewal of publication contracts, subscriptions and licenses. Keep in record all contracts, licenses, subscriptions with respect to terms, conditions, usernames and passwords.

2.2.4 Distributing and making available all published journals and papers in hard or soft copies, according to the designated list as advised by the Editorial Board.

2.2.5 Monitoring appearance, content and navigation engine of websites carrying the journal or links to it. Reports of website traffic and accesses are to be kept on a frequency determined by the Editorial Board for analysis to better understand the needs and expectations of the audience.

2.2.6 Evaluate performance of the journal by monitoring the citation metrics and usage statistics.

3 MEETINGS

3.1 Frequency of Meetings

The Publication Committee will be convened at least two times per year, at least once a year for a Face to Face meeting, with additional communications carried out electronically as far as possible. The Chairperson may convene additional meetings as s/he deems necessary.

3.2 Chairperson and Quorum

3.2.1 Meetings will be chaired by the Editor-in-Chief. In the absence of the Editor-in-Chief at a particular meeting, the appointed Editor will elect a chair to officiate.

3.2.2 A quorum for the meeting is at least half the members of the committee including editors and publisher representative.

3.3 Agenda and Papers

3.3.1 Notice of the meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be circulated to each member of the Committee, a minimum of seven (7) calendar days before the date of the meetings.

3.3.2 Supporting papers when necessary, can be uploaded to the drop box at the same time or as soon as practicable.

3.4 Minutes

3.4.1 The Minute Secretary will ensure that the discussions and resolutions of all meetings of the Committee, including recording the names of those present and in attendance, are minuted.

3.4.2 The minutes will be circulated to all Committee members, and others in attendance, as close to four (4) calendar weeks after the meeting takes place

3.5 Decision Making

3.5.1 Where possible a general consensus identified by the Chair of the meeting will be sufficient to consider a matter passed, rejected or deferred.

3.5.2 Where consensus is not possible, all decisions will be made by a vote, with each Committee member holding one (1) vote. Where equity of votes occurs, the Chair may cast an additional vote to finalise the decision, or may defer the decision for later action.

4 OTHER MATTERS

4.1 The Committee will, at least once a year, review its own performance, membership and Terms of Reference so that it is operating effectively.