

## Terms of Reference

### Fields: journal of Huddersfield Student Research

#### Purpose

*Fields: journal of Huddersfield student research* is a peer reviewed open access journal developed as part of the University of Huddersfield Teaching and Learning strategy to support and showcase the best of our student work in terms of research across all the five Schools that make up the University of Huddersfield. The journal features work by undergraduate and postgraduate taught students and is multidisciplinary in nature. The journal features articles but also welcomes submissions from practice-based research which can include poems, designs, music scores, drama productions, case studies etc.

#### Roles and Responsibilities

##### Authors

- Authors should be undergraduate or taught postgraduate students at the University of Huddersfield at time of submission.
- Students are encouraged to submit their work to the journal and should be supported in the process by their dissertation tutors.
- Authors should use the journal template to format articles; copy-editing will be undertaken by the *Fields* team.
- **Authors must seek ethical approval and participant consent for their work as appropriate, in advance of submitting their article.**

##### Editors and Editorial Board

- Editors and co-editors will be academic staff at the University of Huddersfield.
- The editorial board will be made up of academic staff at the University of Huddersfield.
- Articles will be sent to peer review by the Managing Editors.

##### Peer reviewers

- Each article will be blind reviewed by at least one reviewer, plus the Managing Editor before a final decision is made.
- Peer reviewers will be, where possible, subject experts in the relevant field(s).
- Peer reviewers will be University of Huddersfield academic staff.
- Members of the editorial board may act as peer reviewers.

### Fields: PGR Edition

#### Purpose

*Fields: PGR Edition* is a peer reviewed open access journal developed as part of the University of Huddersfield Teaching and Learning strategy. The journal features work by postgraduate research students at the University of Huddersfield, namely conference proceedings of the annual University of Huddersfield Postgraduate Researcher conference.

#### Roles and Responsibilities

## Authors

- Authors should be postgraduate research students at the University of Huddersfield at time of submission.
- Authors are responsible for copy-editing their own submissions and should be supported by their supervisor.
- Authors should use the journal template to format articles.
- **Authors must seek ethical approval and participant consent for their work as appropriate, in advance of submitting their article.**

## Editors and Editorial Board

- Editors and co-editors should be academic staff or postgraduate research students at the University of Huddersfield. At least one editor or co-editor should have a PhD or equivalent.
- The editorial board will be made up of academic staff and postgraduate research students at the University of Huddersfield.
- At least two members of the editorial board should have a PhD or equivalent.
- Articles will be sent to peer review by the Managing Editor.

## Peer reviewers

- Each article will be double-blind reviewed.
- Peer reviewers will be subject experts in the relevant field(s).
- First reviewers will be University of Huddersfield academic staff and second reviewers may be academic staff or postgraduate research students, provided they are in at least the second year of their PhD.
- Postgraduate research students should have written and submitted a paper for the University of Huddersfield postgraduate conference to act as peer reviewer.
- Members of the editorial board may act as peer reviewers.