

I. Staff structure

A. Editors

i. Membership

Two undergraduate students will serve as editors of the journal. One student will be a third-year student, and one student will be a fourth-year student.

ii. Selection

Prior to the graduation of the fourth-year editor, the third-year editor will select a second-year student who is a member of the Editorial Board to become an editor in the subsequent academic year. The second-year student will attend meetings with the editors in order to become familiar with the management of the journal.

B. Editorial board

i. Membership

The Editorial Board will consist of approximately fourteen to sixteen undergraduate students who have completed at least one year of undergraduate education. Members of the Editorial Board will serve on one of three committees: Faculty Review, Article & Interview, or Publicity.

ii. Selection

Editorial Board members will be selected by the editors through an interview process that will take place in August of each year. Interested students may be nominated by UAB faculty members or may contact the editors directly. Applicants will provide a curriculum vitae and a statement of interest. An optional sample of scientific or popular writing may also be included. Students chosen to serve on the Editorial Board should display interest in both scientific research and science communication.

iii. Mutability of Editorial Board structure

The number of students serving on the Editorial Board and the number, size, and purpose of the committees within the Editorial Board will be left to the discretion of the editors.

II. Responsibilities

A. Editors

i. Recruitment and selection of Editorial Board members

The editors will be responsible for recruiting new members to the Editorial Board each year in order to maintain its desired size.

ii. Maintenance of *Inquiro* e-mail account and website

The editors will be responsible for the maintenance of the official *Inquiro* e-mail account (inquiro@uab.edu) and the official *Inquiro* website (www.uab.edu/inquiro). The e-mail account should be checked frequently and any communication through it should be timely and professional. The website will include the following: a digital archive of previous issues of the journal; a set of manuscript guidelines for authors; any and all information that would be of interest to a student wishing to submit a research article or narrative or to submit cover art; secure and private forms for the submission of articles, faculty reviews, and mentor approvals; and contact information for the editors.

iii. Oversight of Editorial Board and committees

The editors will be responsible for assigning and communicating tasks and deadlines to members of the Editorial Board, reviewing those assignments to ensure that they have been completed on time and to the expected standard, and communicating promptly with Board members to answer questions and provide feedback about assignments. If a member of the Editorial Board fails to fulfill his or her responsibilities, the editors will be responsible for warning the Board member of any potential consequences and for explaining why the work was unsatisfactory and how it could be improved.

iv. Accountability to the Office of the Vice Provost of Student and Faculty Success

The editors will be responsible for communicating with the Office of the Vice Provost of Student and Faculty Success as needed or requested by that office, and for ensuring that the journal's operation is in compliance with the wishes of that office.

v. Solicitation of research manuscripts and narratives

The solicitation of submissions of research articles and narratives is the responsibility of the members of the Editorial Board and of the editors.

vi. Coordination of manuscript reviews and revisions

The editors will be responsible for soliciting faculty reviews of research article submissions and/or for delegating this responsibility to members of the Faculty Review committee. The editors will be responsible for communicating the conclusions of the review process to the student author(s), requesting any necessary revisions, and ensuring that each submission is complete and of acceptable quality prior to publication.

vii. Solicitation and coordination of cover art submissions

The editors will be responsible for soliciting submissions of cover art for the journal, selecting a winning entry, communicating the results of the contest to the entrants, and awarding a suitable monetary prize to the winner.

viii. Communication with UAB Printing Office

The editors will be responsible for delivering final drafts of all journal content to the UAB Printing Office sufficiently in advance of the desired publication date to allow for that office to design and proof the journal layout. The editors will also be responsible for reviewing proofs of the layout and returning them to the UAB Printing Office in a timely manner and for ensuring that the UAB Printing Office receives payment of any and all design and printing fees.

ix. Distribution of physical journals

The editors will be responsible for ensuring that physical copies of each new issue of the journal are distributed in the following manner: at least two copies to each editor and member of the Editorial Board; at least three copies to each author of a research article or narrative appearing in the issue; at least one copy to each person interviewed for an article appearing in the issue; and at least ten copies retained for archiving purposes. The remaining copies should be distributed in a way that will maximize their availability and prominence to all members of the UAB community.

A. Editorial board members

i. Solicitation of research manuscripts and narratives

Members of the Editorial Board will be responsible for soliciting submissions of research articles and narratives.

ii. Writing and editing of science news articles and interviews

Each member of the Editorial Board will be responsible for writing at least one science news article or interview per issue, ensuring that the piece is completed in a timely and professional manner and in accordance with the guidelines available in the Editorial Board Handbook, and completing revisions to the piece suggested by the editors or by anonymous peer reviewers within the Editorial Board. Each member of the Editorial Board will be responsible for reviewing and suggesting edits to at least one article or interview following an initial round of revisions completed by the Article & Interview Committee.

iii. Committee service

a. Faculty Review

The Faculty Review committee will be responsible for coordinating reviews of all submitted scientific manuscripts by expert faculty members and ensuring that these reviews are completed in a thorough and timely manner.

b. Article & Interview

Members of the Article & Interview committee will be responsible for helping to select topics for the articles and interviews to be written by the Editorial Board as well as for providing a thorough initial review of the completed pieces and suggesting revisions to them.

c. Publicity

The Publicity committee will be responsible for promoting awareness of the journal to potential contributors and readers as well as for helping to maintain the journal's website and social media accounts.

II. Removal and resignation of staff

Members of the Editorial Board may be asked by the editors to resign their positions on the Board at any time. Such action will be taken only as a consequence of substantial and persistent failures on the part of a Board member to fulfill his or her responsibilities, despite previous warnings by the editors. In communicating this action to a Board member, the editors will provide a professional and clear explanation of the reasons for removal. Members of the Editorial Board may voluntarily resign their positions at any time and for any reason.