EDITORIAL STATUTE of the International Review of Social History

Aims and Mission

The *International Review of Social History* (IRSH) is a journal of the International Institute of Social History (IISH), Amsterdam. The journal covers all areas of social history, with a particular focus on Global Labour History. This includes the history of work and labour relations, defined in the broadest possible sense, the history of workers, as well as the history of their struggles, organizations and associated social, cultural and political movements, both in the modern and all pre-modern periods (and across periods). IRSH aims to be truly global in its scope and stresses the need for structural comparisons and the analysis of circulations and connections. It privileges approaches that acknowledge the interrelation of agency and the factors that enable and constrain it. The journal welcomes submissions from all over the world that deal with the social history of work, workers, labour relations, and social movements, explored on a local, regional, national or transnational level, but always with an eye on how it contributes to a better understanding of what constitutes Global Labour History.

Ownership, Copyright and Organization

The IRSH, and the copyright on its title, mission and contents are the property of the IISH. The organization of IRSH consist of an Editorial Committee (EC), an Executive Editor and Editorial Staff, an Advisory Board, and a team of Corresponding Editors.

Publisher

The IRSH is published by Cambridge University Press.

Editorial Responsibility

The Editorial Committee is responsible for the content of the journal, defined as the research articles and all other peer reviewed materials. The Executive Editor is responsible for the book reviews, the annotated bibliography, and other materials that are not peer reviewed.

Composition of the Editorial Committee

The EC consists of a minimum of eight members, including the Chairperson. The position of Chair is to be fulfilled by the Director or the Director of Research of the IISH. The actual number of members of the EC is to be decided by the board. Vacancies on the EC are filled by way of nomination by the EC. The term of office for EC members, excluding the Chair, is five years, and can be renewed once.

Executive Editor and Editorial Staff

The Executive Editor is appointed by the Director and Research Director of the IISH. The Executive Editor is supported by an Editorial Staff consisting of an Editorial Assistant and a Book Review and Bibliography Editor. The Executive Editor is not a member of the EC, but is responsible for the preparation and implementation of editorial procedures and decisions.

Editorial Procedures

New submissions received through the online submission system are first assessed by the Executive Editor to determine if they fit the scope and focus of the journal. When in doubt whether a submission should be taken into further consideration, the Executive Editor consults one or more members of the EC.

After a positive assessment, the Executive Editor will invite two or more relevant expert reviewers via the online peer review system to give their critical assessment of the quality of the submission. Expert reviewers receive an anonymized version of the article and a standardized peer review form. They are asked to make their comment as precise and relevant as possible, leading to a categorization in one of four grades:

- A – Accepted for publication as submitted;
- B – Accepted for publication, on the condition that relatively small revisions are made, the assessment of which lies with the Executive Editor;
- C – Not accepted for publication, but the author is invited to rewrite and resubmit;
- D – Rejected for publication.

The peer review guidelines and process are in compliance with guidelines and guidance for ethical peer reviewing from the publisher, Cambridge University Press, to be found here, based on the guidelines as offered by the Committee on Publication Ethics (COPE).

An EC-meeting is held at least four times a year, in person or via online meeting facilities. Meetings are prepared by the Executive Editor and Editorial Staff, in coordination with the Chair. The Executive Editor and Editorial Assistant are responsible for preparing the agenda and the draft minutes of the meeting. The minutes are assessed and adopted by the EC. During meetings, the EC discusses new submissions to the journal on the basis of the peer review reports solicited by the Executive Editor. On the basis of this discussion, taking into account the comments and decisions advised by the expert reviewers, the EC grades each submission with one out the four possible decisions (A, B, C or D), as described above.

In their comments on submissions, the EC members specify where and why they agree or disagree with the comments and decision advised by the expert reviewers, with special regard to the mission and scope of the journal. On behalf of the EC, and based on the comments by the EC and the expert reviewers, the Executive Editor sends the decision letter to submitting authors. In case the decision of the EC deviates from the advice of the expert reviewers, the Executive Editor gives the arguments why the EC's decision differs from the advice of expert reviewers.

Decision Process Editorial Committee

All decisions, including membership of the Editorial Committee, will be taken by the EC by a simple majority of votes. In case of an equal division of votes, the Chair will tie the knot. Discussing, and deciding on, all matters in between board meetings (e.g. by way of e-mail) is permitted, on the condition that all EC members agree with this procedure.

Advisory Board

IRSH has an Advisory Board of renowned scholars from all parts of the world and from relevant specializations covered by the journal, to advise the EC and the Directors of the IISH on the editorial policy and development of IRSH. Members of the Advisory Board are nominated and appointed by the Editorial Committee and are selected from the global community of scholars working in the field covered by the journal. The term of the scientific advisory board is five years and is renewable. Members of the Advisory Board will advise on expert reviewers or perform peer reviews and may provide solicited and unsolicited advice to the EC. The Executive Editor will ask the Advisory Board's advice on the general editorial policy and development of the journal on an annual basis, including advice on topics and themes to be covered and submissions to be commissioned.

Corresponding Editors

IRSH has a team of Corresponding Editors, selected from all parts of the world and from all relevant specializations covered by the journal, to give the EC and the Executive Editors suggestions for submissions to be commissioned, expert reviewers to be invited, books to be reviewed, and book reviewers to be invited.