

Impact Connector – Editorial Policies and Procedures

❖ Aim and scope

Impact Connector is a quality assured, periodic, online publication produced 2-3 times a year by NZAIA in support of the practice of Impact Assessment in New Zealand and the Pacific Islands. Its aim is to open up and encourage ongoing discussion and debates in the pursuit of better practice.

Each issue of Impact Connector consists of short papers of 3-5 pages in length that consider particular aspects of IA practice. Consistent with the aims of NZAIA, Impact Connector provides a platform for discussion of issues arising in the practice of impact assessment. Our emphasis in these papers is on communicating ideas and experiences in impact assessment and exploring questions relevant to current practice.

Impact Connector is open access on the NZAIA website. In producing this publication, we note that NZAIA is an education-oriented group seeking to improve professional practice across a diverse number of professional interests.

❖ Editor responsibilities

Each issue of Impact Connector has a coordinating editor or editors, who organise and edit the papers in the issue according to the theme of the issue. NZAIA welcomes proposals to prepare and edit an issue of Impact Connector – if you are interested please contact admin@nzaia.org.nz

The issue editor is responsible for managing the content and quality of the issue (including the paper review processes), while liaising with the Core Group of NZAIA as a member of the Core Group or through a designated person in the Core Group (when the editor is not a member of the Core Group). Papers are reviewed by the issue editor/s and at least one member of the Core Group of NZAIA.

The issue editor is encouraged to author or co author a paper in the issue and to write an overview paper that usually will be the introductory paper for this issue, identifying key themes and summarising and commenting on the overall content. This paper is not usually subject to additional review.

The issue editor will be responsible for:

- Proposing the theme and title of the issue and agreeing these with the Core Group
- Supporting authors to develop their paper, while maintaining and improving the quality of work published in Impact Connector
- Reviewing and commenting on articles as they are produced, including early drafts
- Ensuring all articles are peer reviewed by a Core Group member, and by an external person where their expertise can assist
- Providing copies of completed papers to the production person in Word (not pdf) including any graphics or photos in a suitable format.
- Ensuring NZAIA maintains a reputation for ethical standards and fair processes in producing an issue
- Being alert to any questions of originality, correct citation, copyright, or competing interests

- Carrying out a final check of the issue published as Impact Connector and alerting the production team of any problems.

❖ **Authorship**

Listing authors' names on an article gives credit to those who have significantly contributed to the work and ensures transparency for who is responsible for the content. All authors listed on an article must make a significant contribution to the work and have agreed on publication of the final version in Impact Connector.

Authors agree to work with the issue editor and to take responsibility and be accountable for the contents of the article, authorship, and the accuracy and integrity of the published version.

It is the collective responsibility of all the individuals who have conducted the work to determine who should be listed as authors, and the order in which authors should be listed.

The issue editor will not decide on order of authorship and cannot arbitrate authorship disputes. Where unresolved disputes between the authors arise, the paper will not be published.

❖ **Citations and Plagiarism**

All articles must cite relevant, timely, and use verified data and literature.

Authors must avoid excessive and inappropriate self-citation or any prearrangements to cite each other's work.

NZAIA takes the issue of plagiarism seriously. Trust and integrity are highly valued by readers of Impact Connector. All words and data must be the author/s' unless acknowledged otherwise.

Plagiarism applies to data, images, words or ideas taken from any materials in electronic or print formats without sufficient attribution.

Citation of published literature should use Author and date in the text in brackets with the full citation in a list of references. Full quotes must be identified and the page number where it can be found is to be provided. If in doubt, authors should follow the citation style of the IAIA journal *Impact Assessment and Project Appraisal*.

Footnotes should be used sparingly for additional material or references to unpublished material or internet links, which should be tested and provided in full.

❖ **Production team**

The production team are responsible for publication of the papers in an issue on the NZAIA website. They will allocate the issue number in the series, liaise with the editor and Core Group regarding content and titles. In addition they will publish the papers on line, including developing the issue home page, copy editing the papers, publishing each paper on line and in pdf, and publishing the whole issue as a pdf file.

❖ Disclaimer

The views of authors do not necessarily reflect the views of the NZAIA Core Group or the members of the organisation. Impact Connector is not an academic publication so does not provide a platform for formal rebuttals or rejoinders. We encourage use of the NZAIA Facebook page and LinkedIn page by members who wish to advance and debate relevant ideas and information. We also note the organisation provides opportunities to continue discussion and debate through our conferences, workshops and activities of associated organisations such as the EIANZ and IAIA and SPREP. We encourage the use of academic journals such as *Impact Assessment and Project Appraisal* for more formal publication of theory, research and case studies in impact assessment, in addition to the use of discipline-specific journals.