

Responsibilities of the Editor

1. The editor's primary responsibility is to maintain the quality and academic integrity of the journal. The editor will determine which of the articles submitted to *Classics Ireland* will be published. The decision shall be made based on the academic merit of the manuscript received, the policies of the journal's editorial board, and the recommendations of the reviewers.
2. The editor shall assess manuscripts for their intellectual content without regard to the race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.
3. Information concerning a submitted manuscript should only be revealed to the corresponding author, reviewers, editorial board members, or the publisher (the Classical Association of Ireland) as is required or otherwise appropriate.
4. The editor shall ensure that the reviewers remain anonymous to the authors during the peer-review process and that the authors remain anonymous to the reviewers until the peer-review process is completed.
5. The editor shall make sure that the journal is published annually.

Responsibilities of the Editorial Board

1. The Editorial Board will consist of the editor of *Classics Ireland*, Irish university representatives on the Central Council of the Classical Association of Ireland, two external academics serving for 5 year terms, a Classical Association of Ireland – Teachers representative, and the chairperson of the Central Council of the Classical Association of Ireland.
2. The primary function of the Editorial Board is to maintaining the quality and integrity of *Classics Ireland* and other CAI publication, identify areas for improvement, and plan for the future direction of the journal.
3. The Editorial Board will meet bi-annually to discuss the content, quality, improvement, and future direction of the journal.
4. If required, the Editorial Board will advise the editor regarding potential conflicts of interest in the submission, peer-review, or publication process.
5. Editorial Board members may recommend special issue proposals or submissions to the editor.
6. If a special issue proposal is submitted to the journal, the Editorial Board should review the proposal for suitability with the scope of the journal, timeliness and assessing the scope and the importance of the topic as well as its relevance to current research in the concerned field.
7. Once a special issue volume has been submitted members of the Editorial Board may be requested to provide feedback on the academic integrity of individual submissions within the volume.

Responsibilities of the Advisory Editors

1. Advisory Editors will be selected by the Editorial Board for a period of five years.
2. They will assist the editor in the peer-review process as requested. Associate Editors may be asked to adjudicate impartially potential disagreements between reviewers and authors.
3. Associate Editors will promote the journal *Classics Ireland* internationally by providing suggestions for special issue proposals.
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