



Australian Journal of Emergency Management

Editorial policy

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Endorsed by the AJEM Editorial Advisory Board, 4 April 2024.

1. Purpose

The *Australian Journal of Emergency Management* (AJEM) supports a disaster resilient Australasia. AJEM has published research, reports and relevant information related to emergency and disaster issues across society, all levels of government, community, business and non-government sectors since 1986. The purpose of the publication is to create a world-class journal to advance disaster resilience and emergency management research, evidence, knowledge and practice, reflecting a system-wide perspective.

AJEM is for researchers, policymakers and practitioners across diverse sectors with an interest in emergency management, disaster resilience, disaster risk reduction, risk analysis and mitigation, emergency response and recovery, policy and program development and delivery, planning for natural hazards and community engagement, among others.

2. Aim

To advance the knowledge and practice of all sectors and with a role or interest in strengthening disaster resilience and emergency management in Australasia, through the dissemination of high-quality research and information from the academic and practitioner communities.

AJEM does this by:

- publishing high-quality research from Australasia and internationally
- attracting practitioners looking for information and current thinking on disaster resilience and emergency management research and practice
- facilitating discourse to enhance capability

- stimulating discussion about innovative disaster resilience and emergency management policy and practice
- being a pathway for practitioners to report and describe events, trends and issues relevant to risk reduction and resilience
- publishing current trends in disaster resilience and emergency management.

3. Scope and inclusions

The journal is both scholarly and practical in its orientation.

AJEM publishes peer-reviewed research papers, and non peer-reviewed reports, news and views, viewpoints, opinions and book reviews. Research papers constitute original research and should be methodologically sound, theoretically informed and of relevance to the AJEM audience.

AJEM publishes contributions in the areas of:

- emergency management
- disaster resilience
- disaster science
- disaster risk reduction
- risk analysis and mitigation
- prevention, preparedness, response and recovery
- disaster and emergency management policy and governance
- community engagement.

AJEM welcomes cross-cutting, interdisciplinary and innovative articles addressing multi-faceted aspects of emergency management including, but not limited to, compounding and cascading disasters, disasters associated with climate change, emerging risks, behavioural and practice change, lessons learning, policy reform, public-private partnerships, sectoral collaborations and hazard futures. AJEM recognises the complexity of practices, sectors, disciplines and approaches to emergency and disaster management and the Editorial Committee will consider all submissions.

AJEM is not a vehicle for the advocacy of political or politically ideological matters or business interests and will not publish articles promoting a named product or service of an individual or firm.

Display and classified advertising may be accepted for publication with agreement from the publisher. The publisher reserves the right to insert the word 'Advertisement' above or below any copy.

4. Sector relevance and readership

AJEM is well regarded within the national and international community for scholarly research papers and practice articles underpinned by evidence, and dialogue about issues at the forefront of disaster resilience or emergency management.

AJEM articles feature extensive analysis, considered views, lessons learnt and insights into current and future issues from researchers and practitioners. AJEM's practitioner-based audience is well placed to implement research findings, and the open access publication supports accessibility of new and emerging knowledge.

Subscribers are from emergency services and disaster management; all levels of government; academia; non-government, not-for-profit, business sectors and community-based organisations, across Australasia and internationally.

In 2023, AJEM recorded an audience of almost 4,500 subscribers. The online version of AJEM recorded more than 485,500 pageviews in 2023, and just over 14,300 downloads.

AJEM is a publication of the Australian Institute for Disaster Resilience (AIDR) and is funded by the Australian Government.

5. Frequency of publication and open access

AJEM is published and distributed in accordance with the Editorial Policy and approved by the Editor-in-Chief. AJEM is published quarterly (January, April, July and October).

All editions are available in HTML open access and downloadable PDF per article and per edition.

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6. Editorial governance

a. Editorial Committee

The Editorial Committee has editorial content responsibility for the publication. The committee meets 8 times a year to administer and manage the production of editions. Membership is voluntary and at the invitation of the publisher.

Editorial Committee members represent:

- Australian Institute for Disaster Resilience
- Australian Government National Emergency Management Agency
- Fire and Emergency New Zealand
- Natural Hazards Research Australia
- AFAC
- Editor-in-Chief
- Managing Editor

b. Editorial Advisory Board

The Editorial Advisory Board provides advice to the publisher and provides recommendations on matters regarding AJEM and its purpose and function. The board meets at least 2 times a year. Membership is voluntary and at the invitation of the publisher. The Chair of the board holds personal expertise and knowledge

in emergency management or disaster resilience principles and issues. Members of the board are chosen for contributions to their disciplines.

The Editorial Advisory Board's role is to:

- establish and maintain a direction for AJEM and review its aims and purpose as required
- review and advise on AJEM direction, coverage and balance of content
- manage issues affecting the viability of AJEM (e.g. format, distribution)
- advise on legal and procedural arrangements appropriate to the function of AJEM
- advise on future enhancements and developments.

The current Editorial Advisory Board membership is [listed online](#).

7. Publication requirements - general

Permission to publish

Authors should ensure they have the appropriate permissions from their organisation to publish. The Editorial Committee may contact the author's organisation for clarity about the submission or confirm permission for content to be published.

Authors must obtain the necessary permissions to include material that is owned and held in copyright by a third party (e.g. proprietary text, illustrations, tables). Photos that can reveal the identity of people must have received the permission of those people to use the image in AJEM.

Artificial Intelligence (AI) generated content

Authors who use AI tools to produce their article, either in text, images and figures, or in the collection and analysis of data, must be transparent in disclosing how the AI tool was used and which tool was used. Authors are fully responsible for the content of their article, including that which is produced by an AI tool, and are thus liable for any breach of publication ethics.

Conflict of interest

Authors must disclose:

- all sources of funding for the research supporting any article offered to AJEM for publication.
- any personal or professional relationships with other people or organisations that could, or could be seen to, inappropriately influence (bias) their work.

Decision to publish

All articles submitted will be considered for publication in the AJEM, however, the Editor-in-Chief and the Editorial Committee reserve the right to edit or to reject unsuitable material. Final decision to publish lies with the Australian Institute for Disaster Resilience as the AJEM publisher.

Grievance procedure

This procedure controls the means to address grievances by authors whose submission, articles, letters or other material are rejected for publication:

1. The grievance must be submitted in writing to the Chair of the Editorial Committee within 7 days of notice that a submission has been rejected for publication.
2. The grievance will be considered by the Editorial Committee with the exception that any member of the committee may not participate in the consideration of the grievance if they have a conflict of interest. A majority vote of the remaining members of the committee is required to resolve the grievance.
3. If the required number of votes cannot be obtained, the grievance will be submitted to the Editor-in-Chief for resolution. An independent ad hoc committee consisting of not less than 3 members of the Editorial Committee will vote on the grievance.
4. The grievance will be acted within 30 days from receipt. The decision will be in writing and will be final.

Article processing charges

AJEM does not charge publication fees.

8. Publication requirements – research papers

Authorship

Authors of research papers should ensure that practices and policies of research authorship set by their organisation and by the [Australian Code for the Responsible Conduct of Research](#) are followed. This includes appropriate and fair attribution of authorship, accountability for outputs and acknowledging contributions other than authorship.

All authors must approve the research output before its submission for publication and, in doing so, agree to be accountable for it. The corresponding author must keep written records that confirm that approval has been obtained from all authors.

Authors listed on research papers must meet all the following criteria:

- They have made a significant contribution to the work (e.g. conception, study design, execution, data collection, analysis and interpretation).
- They have drafted or written, or substantially revised or reviewed the paper.
- They have agreed that the paper will be submitted to AJEM.
- They have reviewed and agreed on all versions of the article before submission, during revision, the final version accepted for publication and any significant changes made at the proofing stage.

- They agree to take responsibility and be accountable for the contents of the paper and to share responsibility to resolve any questions raised about the accuracy or integrity of the published work.

Peer review process

Peer reviewing of research papers plays a critical part in determining the scholarly standing of AJEM. Peer review serves 2 functions – a filter to ensure research is properly verified before being published; and it improves the quality of the research (in that rigorous review by expert others determines the scholarly merit of the work and highlights points for revision).

AJEM follows a double-blind refereeing process where the reviewers are not provided with the author's details and any feedback to the author(s) has reviewer details withheld.

Referral of possible misconduct

In cases where research misconduct or dishonesty in research submitted for peer review is suspected or alleged, the Editorial Committee reserves the right to forward any submitted research paper to the contributor's associated organisation or other appropriate authority for investigation. The Editorial Committee will ensure that misconduct is appropriately pursued but will not undertake the actual investigation or make determinations of misconduct.

Ethics approval

Research involving human participants, animals or clinical trials must have been approved by the author's institutional ethics committee or other authoritative review board. Informed consent must be obtained from all human participants. Authors must include in the Methods section a brief statement identifying the institutional or licensing committee approving the research, and the approval number.

Retraction process

A retraction covers a single article. Guided by COPE Guidelines, the Australian Journal of Emergency Management adopts the following retraction process:

- Published content requiring potential retraction is notified to the publisher (AIDR).
- The institution (university, organisation) must make clear the details of the concern, the process they completed to review their concern and the rectification action they request.
- The Editorial Committee will make a final decision of what actions will be taken.
- AIDR will notify the author(s) of the committee decision and action(s) to be taken.

- A retraction notice (a watermarked 'RETRACTED') is posted on the AJEM website page of the article as well as the single-article PDF and the edition PDF. RETRACTED is also added to PDF tables of content.
- Published articles will be retained online to maintain the scientific record.

9. Copyright

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