

## **Terms of Reference**

### **ASE Publications Committee**

#### **Purpose**

The ASE Publications Committee is a Special Interest Group of the Association for Science Education and is accountable to the Trustees of the ASE, via the Education Group, which is the main Executive Committee of the Association for Science Education (ASE). The main purpose of the Publications Committee is to support and guide the science education publishing activities and outputs of the ASE and to ensure they align to the Association's strategic plan and charitable objectives of promoting excellence in science education.

#### **Composition of the Publications Committee**

The Committee shall consist of no more than 12 members. Membership of the Committee should reflect the diversity of membership (e.g. from primary, secondary, research, academia, state, independent, from different regions/nations etc.) Members should demonstrate some interest or experience in publishing, writing or reviewing. The Committee shall include the editors of Primary Science, School Science Review (SSR), the Science Teacher Education (STE) Hub and the Journal of Emergent Science (JES).

Members shall be recruited from a broad range of backgrounds, skills, and experiences, with active consideration given to achieving diversity across protected characteristics and lived experience, to ensure the Committee reflects the wider membership.

The CEO will designate a member of staff to act as secretary to the Committee.

The CEO and Chair may attend and participate in Committee meetings with advance notice given to the Chair of the Committee.

All Standard Clauses of Committees/Groups shall apply to the Committee.

#### **Responsibilities of the Committee**

The Publications Committee shall be responsible for:

- Formulating recommendations and objectives that help shape the short-, medium- and long-term activity of the Association as it affects all publications (including journals, ASE texts and key resources) – online, in print including digital and downloadable materials.
- Providing insights and advice to the publications team on publication priorities – e.g. themes, topics, based on the needs of members and in anticipation of those needs.
- Oversee processes and procedures that pertain to key ASE's publications (ie Journals, Texts and Resources) and contribute to the development of the organisation's publishing policies – e.g. policies around plagiarism, referencing, sustainable publishing practices, the use of AI in relation to ASE publications, Open Source etc.
- Oversight of performance of ASE's journals and online / downloadable resources.
- Support the implementation of ASE strategy through contact and consultation with editors, reviewers and other specialist groups and committees.

- Ensures processes are in place to ensure all ASE publications are of the highest quality, promote excellence in science education, are trustworthy, peer reviewed, accurate, relevant and appropriate.
- Undertake periodic evaluations of the processes of review, quality assurance and publication to ensure these processes are reliable, transparent and efficient.
- Overseeing the quality assurance process for all publications produced and approved by ASE, including the onward review of existing resources going forward.
- Supporting the development of our digital publications and resources, including digital content published across our journals, on the Science Teacher Education (STE) Hub and in archive collections.
- Supporting the ASE Communications Team in the promotion and publication of new and existing material.
- Contribute to ASE's understanding of competitors in the science education sector.
- Communicate its work to the organisation with full transparency.
- Identifying and responding to opportunities as they arise, seeking approval from the ASE for any activity outside the agreed strategic plan.
- Identifying and recommending to the Trustees suitable candidates for membership of the Committee and managing the appointment process.
- In addition, the Publications Committee will respond in a timely fashion to requests for expertise with reference to projects and policy.
- Overseeing the development of the ASE's Book of the Year (BOTY) awards and developing the scope of the awards going forward.
- To provide expert advice and insight, to support the development and delivery of a high quality, evidence-based ASE quality assurance mark (ASE Evaluated).

All members of the Committee are expected to abide by the ASE Code of Conduct and other policies including but not limited to the Equality Diversity and Inclusion Policy, Conflicts of Interest Policy (all policies can be found on our [Website](#)).

### **Committee Proceedings**

There will be three meetings of the Committee per year – usually held online.

A quorum of the Committee shall be four.

Decisions made by the Committee shall be by simple majority verdict unless otherwise specified in these terms of reference. All Committee Members (excluding coopted members) shall have equal voting rights. In the event of there being a tied vote, the Chair will have an additional casting vote.

All Committee Meetings are to be minuted and actions agreed with named lead and date of delivery. Draft minutes should be approved by the Chair and CEO and, following this, are then circulated to the whole Committee. A copy of the minutes should be saved in ASE HQ Central Files for the records. Meeting minutes should be presented to the next Committee meeting and ratified by the Committee and then signed by the Chair.

The Terms of Reference shall be reviewed every two years and approved by the Board of Trustees.

[Standard clauses](#) for Committee/SIG Terms of Reference

**Last reviewed by ASE Publications SIG:** March 2025

**Last Approved by Education Group** July 2025

**Last Approved by Trustees** July 2025

**Next Review Date:** June 2027