



# THE BRITISH HOROLOGICAL INSTITUTE LTD

## **Policy Document: The *Horological Journal***

### Introduction

The *Horological Journal* (*HJ*) is the Institute's flagship publication. Although in previous years it had been produced by an independent publisher, since 2006 the *HJ* has been prepared and edited to a print-ready state in-house by members of the employed team.

Council considers that the in-house approach has proved highly successful, and that although the ways of working and the relationships that have developed informally are both sound and effective, some aspects of policy are sufficiently important to require formal documentation.

Clearly members of Council have a collective responsibility for all aspects of the Institute, including the publication of the *HJ*. To ensure the *HJ* is given the attention it deserves, the Chairman of the Institute will, each Council year, nominate one Director to assume overall responsibility for the *HJ* or retain this responsibility within his own portfolio. Operationally, this responsibility will be delegated to the Institute's General Manager, but this will in no way prevent Council from contributing to the development and overall direction of the *HJ* as and when appropriate.

Nothing in this policy is intended to diminish the rights or responsibilities of Council in ensuring the quality and fitness for purpose of the *HJ*, and the policy does not seek in any way to preclude Council's future consideration of changes to the method of commissioning and production of the *HJ*. As a safeguard measure, Council specifically reserves the right at its absolute discretion to withdraw editorial and operational responsibility for the *HJ* from the employed team.

### Editorial Independence

The credibility of the *HJ*, built up over many years, results in part from its editorial independence. Although the Journal is quite properly the organ of the Institute, it must be, and be seen to be, capable of proper journalistic independence.

Council commits fully to the principle of protecting members of the editorial team from any inappropriate form of pressure, and no Member of Council shall be involved directly with any aspect of the production of the *HJ*. All aspects of the final style and content of each issue of the *HJ* shall be wholly within the control of the editorial team and no Member of Council shall have the right to over-rule any decisions made by the editorial team in this respect.

### Technical Credibility

To help ensure technical credibility, the editorial team shall employ a rigorous peer review process where appropriate.

### Institute Announcements

The editorial team will be required to publish any and all properly formulated and submitted announcements on behalf of the Institute including all legally required notices, at the necessary publication dates, although it should be noted that because of the integration of the *HJ* with other aspects of the Institute's operation, in practice, most announcements of this type will originate from the team itself.

### Institute Articles

The editorial team will be required to publish articles relating to Institute matters, whether written or commissioned by Directors, in accordance with agreed publication timescales, which will be negotiated dependent on the availability of space within the publication. Any such submission shall be subject to the editorial team's normal editorial practices in respect of house style, spelling, grammar, layout and presentation.

### Non-Institute Articles

The editorial team will not be required to publish articles that do not relate directly to Institute matters, whether written or commissioned by Directors. Any such submission shall be subject to normal editorial practices in every respect, including a decision as to whether or not they shall be published.

