

Statement of Publication Roles, Expectations, and Ethical Practices

Reviewed and Accepted by the CUR Executive Committee July 23, 2025

This **Statement of Publication Roles, Expectations, and Ethical Practice** for the academic journal *Scholarship and Practice of Undergraduate Research* (SPUR), an enterprise of the Council on Undergraduate Research (CUR), articulates roles, expectations, and standards of ethical performance for the editors, authors, peer reviewers, and the publisher (CUR Executive Officer). These guidelines are intended to help editorial and publishing teams (including CUR staff, external consultants, and vendors) establish and refine SPUR operations, effectively meeting their stated responsibilities¹. In addition, this statement outlines the journal's assessment and strategic development practices, which, coupled with editor evaluations, provide a framework for ensuring SPUR's continuous improvement and growth to support its audience².

As part of its mission of promoting high-quality undergraduate student-faculty collaborative research and scholarship, CUR is committed to editorial independence and to the publication of scholarly material in SPUR that can increase understanding of undergraduate student-faculty engagement in research, scholarship, and creative work in all disciplines and at all types of higher education institutions in the United States and other countries. As CUR is also dedicated to inclusivity and diversity in all of its activities, it encourages the submission of manuscripts to SPUR, reflecting the participation of individuals and groups traditionally underrepresented in undergraduate research. Consistent with CUR's *Code of Ethics for Undergraduate Research*, CUR is committed to integrity, accuracy, and transparency in its journal publishing enterprise. Hence, all parties mentioned herein perform their duties, align publishing practices with the CUR's *Code of Conduct*³, and follow the *Code of Ethics for Undergraduate Research*⁴.

Concerns regarding the conduct of the SPUR editorial and publisher teams may be addressed to the CUR Executive Officer or the CUR President.

Editor-in-Chief (EIC)

Selection and Appointment

¹ It has been guided by industry best practices and the Core Practices of the Committee on Publication Ethics (COPE 2017). "Core Practices." Hampshire, UK: COPE. <https://publicationethics.org/core-practices>

² SPUR's audience encompasses the many individuals interested in quality undergraduate-level education and professional preparation such as postsecondary administrators, faculty, staff, researchers, and student mentors both on- and off-campus, as well as industry professionals—all those involved in the scholarship and practice of undergraduate research around the world... <https://www.cur.org/resources-publications/spur/about-spur/>

³ Council on Undergraduate Research (CUR). 2023. "Code of Conduct." <https://www.cur.org/about/code-of-conduct/>

⁴ Council on Undergraduate Research (CUR). 2017. "Code of Ethics for Undergraduate Research." <https://www.cur.org/resources-publications/mentor-resources/code-of-ethics/>

The EIC is identified and recommended by an Editor Search Committee appointed and charged by the CUR President in consultation with the Executive Officer. The committee functions as a recruiting and vetting group and draws up a ranked list of editorial candidates with critical characteristics of successful EIC aligned to the roles and responsibilities. These candidates will be global leaders and scholars in the community of CUR and the field the journal serves. They are highly respected and active in the field, regularly publishing important content. EICs have the professional insight to know where the field is going and can create and communicate a strategic vision aligned with the mission, vision and goals of CUR. They leverage strong leadership skills to assemble and motivate the appropriate Editorial Board members. They also excel in interpersonal communications and are considered a positive communicator. They embrace innovative technologies and have a track record of solid time management and delegating skills. They represent and ascribe to CUR's values. They effectively partner with others and are firm decision-makers who promptly and effectively follow through on decisions.

The search committee recommends a leading EIC candidate to the CUR Board of Directors, which, in consultation with the CUR Executive Officer (in the journal's publisher capacity), makes the final determination on SPUR's new editorial leadership.

The EIC is accountable to the publisher, who collaborates to complete editorial evaluations, establish the journal's strategic framework, and assess the journal's performance success.

An EIC's initial term is five years, as outlined in an agreement, with an option to renew. The CUR Executive Officer will propose a course of action regarding renewal to the Executive Committee for approval. An extension (typically an additional two years) is considered and is contingent on the outcomes of the journal monitoring and assessment (see below).

Role and Expectations

The EIC is the journal's ambassador, promoting it and its role in the community. The EIC develops and implements the journal's strategic vision with the editorial board, and the publisher, represented by the CUR Executive Officer, who assigns and/or contracts support staff to support the journal.

The EIC, in consultation with the publisher, builds, manages, and engages the editorial team in compliance with the approved roles and responsibilities. They appoint and lead the Editorial Board of associate editors (AEs), editorial advisory board (EAB), and book review editor. Appointments are based on an individual's scholarly record in undergraduate research, and other characteristics (see below). The EIC may appoint scholars outside the editorial board to serve as issue editors (IEs) upon editorial board advice.

The EIC is solely responsible for editorial decisions for the journal, an authority that depends on their effective execution of responsibilities on behalf of CUR including the solicitation, selection, scheduling, and editing of materials for SPUR that align with CUR's mission, vision, and values while advancing undergraduate research. They:

- Oversee the peer review process, including establishing and adopting appropriate journal editorial, authoring, and other relevant policies to support consistent and efficient

practices⁵

- Evaluate manuscripts without regard to race, age, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political views of the authors and must not disclose information about a manuscript submission to anyone other than the corresponding author, potential reviewers, reviewers, other advisers, and the publisher, as necessary.
- Disclose conflict of interest (defined as a personal or professional situation that could affect the impartial evaluation of material submitted to the journal, such as sources of financial support, personal or professional relationships, relationships with organizations, or deeply held personal convictions), to the publisher and designates another editor who will oversee the review process of the manuscript and render a decision as to its acceptability for publication.
- Have the final authority over judging whether articles and other works are acceptable for publication. The policies of the SPUR Editorial Board, legal requirements currently in force about libel, copyright infringement, and plagiarism, and consultation with other editors or reviewers may guide the EIC in reaching this decision⁶.
- Adjudicated content matters related to editorial policies, peer review disputes, research integrity concerns, complaints, appeals, and post-publication corrections.
- Contributes an introduction or editorial to the journal but may not author or coauthor manuscripts in SPUR.
- Partner with the publisher, external consultants, third-party vendors, and CUR staff to ensure the journal's timely publication on the agreed quarterly schedule.
- Represent the journal at ConnectUR and across CUR's programming.

The publisher may assign additional responsibilities to the EIC progress through their editorial appointment.

- Arriving EICs are encouraged to, in consultation with the publisher,
 - Develop and implement a 3-5 year strategic plan for their publication that aligns with CUR's organizational strategic goals
 - Establish regular editorial team meetings to develop strategies for recruiting manuscripts to the publication and implementing strategic objectives
 - Promote the journal to its community through webinars, targeted outreach to key researchers in the field, and attendance at relevant meetings.
- Departing EICs are encouraged to, in consultation with the publisher, develop and implement guidelines for
 - Transition of Associate Editors
 - EIC's departure from the journal and the transfer of operational information as the selection of the new EIC by the publisher and CUR Board of Directors.

⁵ The EIC is responsible for reviewing the manuscript content to ensure that it aligns with the aim and scope of SPUR. The EIC assigns manuscripts to a handling editor – AE for general submissions and IE for themed issue manuscripts. The handling editor is responsible for shepherding submissions through the review process, assigning each manuscript to at least two reviewers to complete the first reviews. Based on the reviews, the handling editor will recommend the disposition of the manuscript to the EIC. The EIC is responsible for forwarding the reviews and an editorial decision to the author. When major revisions are required, the revised version is sent out for a second round of single-anonymized peer review.

⁶ Many SPUR practices and policies are provided to the journal's audience on the publication's website: <https://www.cur.org/resources-publications/spur/submissions/>

Goal Setting, Evaluation, and Reappointment

The CUR Executive Officer and President will annually meet with the EIC to set goals and assesses the EIC's performance (see below). This assessment will be a factor in consideration of editorial term renewal.

Editorial evaluation includes assessments of the EIC's

- Strategic vision for the continued success of the publication (as gleaned from the editor's vision statement), which should be in alignment with annual goal setting
- Professional contributions to the field served by the journal (as gleaned from the monitoring report)
- Editorial operation acumen (as gleaned from performance metrics in the monitoring report) and the quality and effectiveness of the editorial team
- EIC self-reflection

CUR staff compiles the journal evaluation materials into a report (see below), and the publisher presents them to the CUR Board of Directors for discussion and action. The board recommends a course of action including continuation of appointment and future goals to the publisher, who communicates the reappointment decision with any feedback to the EIC.

At any time, the publisher, in consultation with the Executive Committee (who will update the Board of Directors), may choose to curtail the EIC agreement. Circumstances that may necessitate this action include a lack of performance of their duties as expected or a lack of compliance with stated policies/practices. In such situations, the publisher is responsible for follow-up and providing feedback to the EIC to remind them of their obligation and set a specific timeline for correcting the issue. If the EIC continues to underperform or act in a manner inconsistent with expectations or established policies, the publisher will inform the Executive Committee in writing that the change is pending and provide a brief explanation of the reasons for why curtailing the EIC's term is necessary.

Associate Editors, Editorial Advisory Board, Issue Editors and Book Review Editor

SPUR has a diverse editorial team with specific role expectations, appointment terms, and assessment metrics. Editors in these roles are volunteers who serve in different and overlapping capacities to support the EIC with all journal development and promotion aspects.

The EIC appoints associate editors (AE), editorial advisory board (EAB) members, and the book review editor to the SPUR Editorial Board. These editors have a solid record of scholarly publication and editorial experience, among other critical characteristics (see below). In contrast, Issue Editors (IEs) may be members of the SPUR editorial board or members of the broader academic community with interest and subject matter expertise in the topic for a themed issue.

AEs, EABs, IEs, and book review editors serve as handling editors, overseeing the peer review process, evaluating manuscripts, and recommending publication (or not) to the EIC for a final editorial decision. Any editor who serves as a handling editor

- Shall assess manuscripts without regard to race, age, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political views of the authors.
- Shall not disclose information about a manuscript submission to anyone other than the corresponding author, EIC, reviewers, reviewer candidates, other advisers, and the publisher, as appropriate.
- In the case of a conflict of interest (defined as a personal or professional situation that could affect the impartial evaluation of material submitted to the journal, such as sources of financial support, personal or professional relationships, relationships with organizations, or deeply held personal convictions), these editors shall disclose this conflict of interest to the EIC or the publisher and request that the EIC designate another editor who will oversee the review process for the manuscript.

AEs, EABs, IE, and the book review editor may be coauthors of a manuscript. They may not serve as the corresponding author, as the corresponding author receives information related to the peer-review process. In such cases where the editor is a co-author, they will have no involvement in the peer-review process.

Below are additional details for each editorial role that further defines the expectations and distinctions between each volunteer position.

Associate Editor (AE)

Selection and Appointment

The EIC, in consultation with the publisher and often other editors, selects professionals with high standing in the international community to serve as AEs. The characteristics of an effective AE are comparable to those of an effective EIC (see above). EIC selects 2-4 AEs with broad yet overlapping expertise in the journal's field.

After identifying appropriate AE candidates, the EIC recommends their appointment to the publisher. Upon approval, the EIC invites the AE to join the editorial board for a three-year term and requires that they complete the CUR Volunteer agreement. The AE then signs a renewable three-year volunteer agreement with CUR. The EIC is responsible for forwarding the signed volunteer agreement to the publisher before initiating the journal's editorial onboarding process. Renewal is contingent on the successful completion of duties (see below).

Role and Expectations

AEs share a common vision of the journal with the editor and participate in driving the strategic direction of the publication. They:

- Serve as manuscript handling editor and coordinate the peer review of manuscripts. This coordination includes evaluating the quality of the manuscript, selecting reviewers, and making timely and fair decisions on the suitability of a given manuscript for publication.
- Are the primary contact with the author and present a fair, knowledgeable, approachable face for the journal.
- Manage the commissioning of reviews, perspectives, commentaries, and book reviews.

- Participate in regular conference calls and 3-4 editorial meetings a year to plan the journal's strategic growth.

Evaluation and Reappointment

Assessment of AE members occurs at regular intervals, usually annually. The EIC determines the performance evaluation criteria, which includes an assessment of

- leadership contribution to the editorial board
- timeliness and quality of editorial work and peer review performed over the past year
- manuscript contributions to the journal
- continuous support of the journal in the community

Regular rotation of AEs is encouraged to ensure professional and demographic (geographic, gender, etc.) distributions representative of the field. Reappointment beyond the initial term is at the discretion of the EIC and up to two consecutive 3-year terms to ensure continuity and the addition of new perspectives.

The EIC may choose to curtail the term of an AE at any time should the editor perform their duties differently than expected. In such situations, the EIC is responsible for follow-up and providing feedback to the AE to remind them of their obligation and set a specific timeline for correcting the issue. If the AE continues to underperform or act in a manner inconsistent with expectations or established policies, the EIC will alert the publisher in writing that the change is pending and provide a brief explanation of the reasons for curtailing the term of the AE. The EIC is responsible for communicating their removal from the editorial board to the AE.

Editorial Advisory Board (EAB)

Selection and Appointment

In consultation with their AEs, the EIC selects EAB members, often from the reviewer or author base. Strong candidates for the EAB are respected professionals who are viewed as experts in their area and are generally knowledgeable about the field. They represent and ascribe to CUR's values. They often share the characteristics of AEs and can be appointed to that role after serving as an EAB member.

The EIC invites the EAB members to join the editorial board for an initial 3-year term and requests they complete the CUR Volunteer agreement. The EIC is responsible for forwarding the signed volunteer agreement to the publisher before initiating the journal's editorial onboarding process. Renewal is contingent on the successful completion of duties (see below).

Role and Expectations

The EAB supports the journal and its EIC with suggestions for enhancements and competitive insight. Key expectations of EAB members include:

- Review at least two manuscripts/year on a timely basis

- Consider the journal for their manuscripts, write reviews and commentaries as requested
- Actively solicit content for the journal
- Develop thematic issues and serve as handling editors on these special issues
- Participate in editorial board meetings and provide feedback to the EIC on practices and journal policy
- Provide feedback on the community's perception of the journal to contribute to its strategic direction.
- Represent the journal to the community through meetings and other activities.

Evaluation and Reappointment

Annual performance evaluation of an EAB member is the responsibility of the EIC. Assessment of EAB members occurs at regular intervals, usually annually, against EIC-determined criteria, including but not limited to:

- timeliness and quality of editorial work and peer review performed over the past year
- manuscript contributions to the journal
- continuous support of the journal in the community

The rotation of advisory board members is encouraged. Reappointment beyond the initial term is at the discretion of the EIC and up to two consecutive 3-year terms to ensure new perspectives. At the discretion of the EIC, an EAB member may move into the role of an AE. In such situations, the term limits reset to those defined for an AE.

The EIC may choose to curtail the term of an EAB member at any time should the editor perform their duties differently than expected. In such situations, the EIC is responsible for following up and providing feedback to the EAB to remind them of their obligation and set a specific timeline for correcting the issue. If the AE continues to underperform or act inconsistent with stated policies, the EIC is responsible for communicating with the EAB about their removal from the editorial board.

Book Review Editor

Selection and Appointment

The EIC selects a book review editor in consultation with their AEs. Strong candidates for this editorial role are respected professionals who are considered experts and generally knowledgeable about the field. They represent and ascribe to CUR's values and sign the CUR volunteer agreement.

Role and Expectations

The book review editor oversees the selection of books for review, solicits individuals to write book reviews, and manages the peer review of these book reviews. They may also serve as the journal's handling editor or an issue editor for a specific theme.

Evaluation and Reappointment

Assessment of the book review editor follows the process used for EAB members (see above). In practice, book review editors remain in their role until they retire or the EIC removes them from the editorial board due to their inability to meet stated expectations and abide by established journal practices. As such, they do not have a term limit.

Issue Editor (IE)

Selection and Appointment

The EIC selects IEs based on their subject matter expertise. The IEs sign a volunteer agreement with CUR. The EIC is responsible for forwarding the signed volunteer agreement to the publisher before initiating the journal's editorial onboarding process. IEs serve for approximately one year, representing the time required to bring a themed issue from conception to publication.

Role and Expectations

The primary role of the IE is to oversee the solicitation, selection, and peer review of invited special issues. They:

- Develop a Call for Proposals (CFP) using established templates
- Solicit relevant prospecti for the issue to garner many high-quality submissions by the stated deadline.
- Evaluate prospecti and identify those appropriate for a complete manuscript submission.
- Serve as handling editors to manage the assessment peer-review of invited content before making a publishing recommendation to the EIC.
- Promote the special issue via their network of professionals and to the broader UR community

Evaluation and Reappointment

Since IEs are selected for specific issues and do not serve on the Editorial Board, they do not receive an evaluation. They may be asked to manage additional themes based on their previous contributions as issue editors. IEs who fail to perform their expected duties will be replaced by the EIC as soon as possible to ensure the on-time delivery of a quality thematic issue.

Peer Reviewers

Selection and Appointment

SPUR reviewers are leading professionals in the community, and individual researchers who volunteer to support the journal in this manner. They are selected by the handling editors for their subject matter expertise and track record of providing appropriate feedback on manuscripts.

Role and Expectations

Peer reviewers guide the journal editorial team in rendering editorial decisions and assisting authors in improving their manuscripts through their constructive feedback. Reviewers shall

promptly notify the handling editor if they believe they are unqualified to review a manuscript or cannot complete the review.

In the case of a conflict of interest (defined as a personal or professional situation that could affect the impartial evaluation of material submitted to the journal, such as sources of financial support, personal or professional relationships, relationships with organizations, or deeply held personal convictions), the reviewer shall disclose this conflict of interest to the EIC and handling editor as appropriate. The EIC and handling editor shall replace the reviewer with another reviewer.

SPUR's *Reviewer Guidelines*⁷ outlines the essential responsibilities and expectations of reviewers. These include:

- Objectively conduct their reviews without regard to race, age, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political views of the author.
- Articulate their perspective clearly and provide clear evaluations of the work.
- Indicate appropriate published works not cited by the authors.
- Indicate the EIC and handling editor, as appropriate, when a manuscript may contain similarities to other published work.
- Retain confidentiality and shall not share or discuss the manuscript under review with anyone except as authorized by the EIC.
- Shall not use information or ideas gleaned from peer review for personal gain.
- Shall not use postdoctoral, graduate, or undergraduate students as surrogate reviewers.

Evaluation and Reappointment

Reviewers who continuously provide effective reviews, as assessed by the EIC, will remain in the reviewer pool. Reviewers who violate the stated policies and practices will be immediately removed from the eJournal Press peer review management system, identified in a list managed by publication staff, and will not be asked to review for the publication.

Authors

Authors, especially corresponding authors, ensure that contributors who have made substantive intellectual contributions to research are given credit as authors and that contributors credited as authors understand their role in taking responsibility and being accountable for what is published. The duties and expectations of authors are outlined in the SPUR's *Authorship Policy*⁸ and *Author Submission Guidelines*⁹. Critically, authors:

- Must submit work that is original and not have been published anywhere else in part or

⁷ Council on Undergraduate Research (CUR). 2023. "SPUR Reviewer Guidelines" https://www.cur.org/wp-content/uploads/2023/08/Reviewer_Guidelines_Fall2023-2.pdf

⁸ Mabrouk, Patricia Ann [on behalf of the SPUR Editorial Board]. 2020. "Authorship Policy, *Scholarship and Practice of Undergraduate Research* (SPUR)." Washington, DC: Council on Undergraduate Research. <https://www.cur.org/wp-content/uploads/2023/09/SPURAuthorshipPolicy-20201-1.pdf>

⁹ Council on Undergraduate Research (CUR). 2024. "SPUR Author Submission Guidelines" <https://www.cur.org/wp-content/uploads/2024/05/SPUR-Author-Guidelines-Spring24.pdf>

whole unless the work represents a significant development of a previously published study. The following does not constitute prior publication: Abstract for a conference presentation, Blog post, Conference poster, Thesis, or dissertation.

- Present an accurate account of the work conducted, credit the relevant peer-reviewed literature, describe the methodology used in sufficient detail so that reviewers and readers can evaluate the quality of the work done, introduce the essential data, objectively discuss the study's significance, and provide adequate detail and references so that others can reproduce the work.
- Are encouraged to deposit data in a public data repository or storage location to facilitate sharing and future use by others.
- Ensure that their use of the work of others has been appropriately cited and quoted and that a list of references is provided in the manuscript. Authors understand that plagiarism, as defined by the Health and Human Services Office of Research Integrity¹⁰, is considered a violation of academic integrity and is unacceptable. Providing statements that are fraudulent or known to be inaccurate is also regarded as unethical behavior and is unacceptable.
- Can use generative artificial intelligence (AI) tools as long as they do so ethically and responsibly. The use of AI must be noted in the acknowledgments section¹¹. Authors agree to assume responsibility for the accuracy of any work involving AI, ensure there is no plagiarism, and that all sources have been correctly identified, credited, and cited.
- Must disclose any conflict of interest (defined as a personal or professional situation that could affect the perception of the results presented in the manuscript)¹². For authors, this means disclosing all sources of financial support (such as research grants, pending or actual patents, travel grants, or honoraria) used to support the study within a five-year timeframe; personal or professional relationships (such as faculty-student, parent-child, spouse, current or recent collaborator, co-principal investigator, or coauthor); relationships with organizations such as CUR, including members of the SPUR editorial board; or deeply held personal convictions (ideological, religious, political, etc.).
- Must, for research, such as human subjects research or research using animal models, submit evidence of institutional review board approval and/or animal care committee or explain why such approval does not apply to their work. For research, such as human subjects research or research using animal models,
- Disclose funding sources in the appropriate manuscript section.
- Assign to CUR, effective upon acceptance of the manuscript by CUR, all rights, title, and

¹⁰ Office of Research Integrity, US Department of Health & Human Services (ORI). 1994. "ORI Policy on Plagiarism." *ORI Newsletter* 3(1). <https://ori.hhs.gov/ori-policy-plagiarism>; Plagiarism encompasses both the theft or misappropriation of intellectual property and the substantial unattributed textual copying of another's work"; it can encompass copying text, images, and data without proper attribution; manipulating digital images; and reusing text from prior publications.

¹¹ Council on Undergraduate Research (CUR). 2024. "Generative Artificial Intelligence Acceptable Use Policy." <https://www.cur.org/wp-content/uploads/2024/02/SPUR-Generative-Artificial-Intelligence-Acceptable-Use-Policy-v2.pdf>

¹² Council on Undergraduate Research (CUR). 2024. "SPUR Author Submission Guidelines" <https://www.cur.org/wp-content/uploads/2024/05/SPUR-Author-Guidelines-Spring24.pdf>

- interest in and to any and all copyrights in the manuscript^{13,14,15}
- Must promptly notify the EIC and publisher if they discover a substantial error or inaccuracy in the work published in SPUR. They must follow SPUR's specifications for retracting or correcting the work¹⁶

Authors must follow the latest journal guidelines to ensure their submissions follow the latest journal practices and policies.

Publisher

The CUR Executive Officer serves as the SPUR publisher and manages all business and financial aspects of the publication, including securing and managing the journal's resources. The publisher has the responsibility to contract for select services or designate positions within the CUR National Office (under the direction of the CUR Executive Officer) to arrange for managing the peer review system, the production workflow, and the online publishing of SPUR content. Furthermore, to promote accessibility, CUR makes a portion of SPUR content freely available on its website, maintains an online repository of SPUR content, grants licenses to third parties that permit the reproduction of SPUR content¹⁷, and pursues inclusion of SPUR in the appropriate indexes and databases. The publisher and their staff (and consultants) lead the journal assessment and strategic development, partnering with the EIC and editorial board to align the journal's goals with organizational strategy. In addition, the publisher approves calls for volunteers in alignment with this roles and responsibilities document, and handles the marketing and advertising of the opportunities.

Journal Monitoring and Strategic Development

Journal Assessment

With the high-level goal of ensuring that SPUR serves the needs of a particular research community in mind, CUR monitoring activities focus on two areas: 1) the scope of the journal and whether it is appropriate for the community it serves; 2) how the Editor is performing in leading the journal and managing the peer review process.

Journal performance is assessed annually by the Executive Committee with a report to the Board of Directors. Journal performance is coupled with editorial performance. This provides a critical

¹³ Council on Undergraduate Research (CUR). 2021. "Copyright Assignment." https://www.cur.org/wp-content/uploads/2023/09/SPUR_Copyright_Form_2021-1.docx

¹⁴ Council on Undergraduate Research (CUR). 2022. "Copyright Compliance." https://www.cur.org/wp-content/uploads/2023/09/SPUR_Copyright_Complying_Sum22.pdf

¹⁵ Authors shall have a non-exclusive, royalty-free, perpetual license to reproduce, prepare derivative works, make and distribute copies, perform (when applicable), and display the manuscript, but only for the personal, noncommercial use of authors. Authors also shall have the right to deposit the published version of the manuscript in the institutional repository (defined as an online archive that collects, preserves, and disseminates digital copies of the research output of an educational institution) of the author's institution to fulfill institutional requirements.

¹⁶ Council on Undergraduate Research (CUR). 2024. "SPUR Post-Publication Policies_Corrections_Retractions_Removals". <https://www.cur.org/resources-publications/spur/submissions/>

¹⁷ Council on Undergraduate Research (CUR). 2023. "Permission to Reuse SPUR Content." https://www.cur.org/wp-content/uploads/2023/09/SPUR_Copyright_Permission_Fall23_Rev01.pdf

and comprehensive review. Furthermore, it ensures the journal and editor/editorial team develop and retain scientific vitality.

The Executive Committee assesses and reports to the Board of Directors whether the publication and its leadership team meet its mission and publishing objectives. The performance review evaluates whether the journal and its leadership should remain the same, make minor adjustments, or make significant changes to ensure the continued success of the publication and the efficient operation of its leadership team.

The journal performance evaluation will include

- The EIC's assessment of the journal's health using a set of standard open-ended questions. The EIC also supplies an editorial vision statement for the publication's future success. The EIC's, vision statement, and summary of their activity in the community served by the publication are submitted with the journal monitoring report for consideration in the continued appointment.
- An assessment of the journal's health using a combination of bibliographic and performance metrics (e.g., number of submissions and publications, publication timeliness, impact factor, etc.) and an appraisal of the journal by its community as defined by CUR. This is accomplished by surveying a few key field leaders (identified by the editors and publisher).

CUR staff compile the journal performance evaluation in a Monitoring Report, which they present to the CUR Board of Directors during their meetings. The CUR Board of Directors reviews, discusses, and acts upon the Monitoring Reports by making recommendations to the publisher and EIC. The EIC and editorial board acts upon the recommendations. Summaries of the journal's development are provided at its annual editorial meetings, where the editorial board can review progress to date and discuss future objectives to ensure the journal meets its strategic goals.

Strategic Development

The journal's strategic development—long-range, multi-year plans for the sustained growth of the publications—transpires through a partnership and dialogue between the EIC, their editorial board, and the publisher. The development plan is guided by COEUR2.0¹⁸, the CUR strategic plan¹⁹, and additional stakeholder insights regarding the journal's evolving ecosystem.

¹⁸ *Characteristics of Excellence in Undergraduate Research* (COEUR). <https://www.cur.org/resources-publications/coeur-2-0/>

¹⁹ The CUR Strategic Plan (2020-2025) <https://www.cur.org/about/strategic-plan/>