



## IRSAM Code of Conduct Addendum 2023

### Definitions

1. *Flux: International Relations Review* (Flux): IRSAM's undergraduate academic journal
2. Author: an individual whose work has been selected to appear in Flux.
3. editor: an editor assigned to work with an author.
4. Staff Member: anyone hired by the editor-in-chief or a designated person to work for Flux. Including editors, authors, peer reviewers, graphic designers, layout editors, and directors.
5. Assignment: any document or task which is part of the staff member's job which must be completed on a deadline. This includes editing exercises, peer reviews, edited articles, and graphic designs.
6. Submission: a work that has been submitted during Flux's call for submissions for the purposes of being featured as an article in Flux and which will be evaluated by the Flux team on whether it is to be included or not.
7. Executives: the Editor-in-Chief, Managing Editor, Directors (Director of Peer Reviewers, Communications Director, Internal Director), Senior Editors

### Hiring Guidelines

For the Editor-in-Chief, hiring is based on:

1. Recommended qualifications
  - a. At least two semesters of previous experience with Flux, in an editorial position
  - b. Previous relevant leadership experience
  - c. Ability and willingness to commit the necessary time
  - d. Written and oral communication skills
  - e. Organization and time management skills
  - f. Ability to perform well within a fast-paced and high-pressure schedule
  - g. Almost constant availability for communication, whether through email, Slack or Messenger
  - h. Experience with event planning
  - i. French language ability an asset
2. Required documentation
  - a. CV
  - b. One academic writing sample of at least 7 pages excluding cover page and references, from a 300-level class or above at McGill
  - c. 1 academic editing sample
3. Interview conducted by outgoing Editor-in-Chief and the outgoing Managing Editor

For the Managing Editor, hiring is based on:

4. Recommended qualifications
  - a. At least two semesters of previous experience with Flux, in an editorial position
  - b. Previous relevant leadership experience
  - c. Ability and willingness to commit the necessary time
  - d. Written and oral communication skills
  - e. Organization and time management skills and high-pressure schedule



- f. Almost constant availability for communication, whether through email, Slack or Messenger
5. Required documentation
  - a. CV
  - b. One academic writing sample of at least 7 pages excluding cover page and references, from a 300-level class or above at McGill
  - c. 1 academic editing sample
6. Interview conducted by the new Editor-in-Chief and the outgoing Editor-in-Chief or Managing Editor (depending on availability, in order of preference)

For Senior Editors, hiring is based on:

7. Recommended qualifications
  - a. At least a semester of previous academic editing experience (whether or not with Flux)
  - b. Ability and willingness to commit the necessary time
  - c. Written and oral communication skills
  - d. Organization and time management skills
8. Required documentation
  - a. CV
  - b. One academic writing sample of at least 7 pages excluding cover page and references, preferably from a 300-level class or above at McGill
  - c. 1 academic editing sample
9. For shortlisted candidates: Interview conducted by the Editor-in-Chief and Managing Editor

For Junior Editors, Copy Editors, and Peer Reviewers, hiring is based on:

10. Hiring done by Editor-in-Chief and Managing Editor
11. Recommended qualifications
  - a. Ability and willingness to commit the necessary time
  - b. Written and oral communication skills
  - c. Organization and time management skills
  - d. Demonstrated interest in Flux
12. Required documentation
  - a. CV
  - b. One academic writing sample of at least 7 pages excluding cover page and references,

For Director, hiring is based on:

13. Hiring done by Editor-in-Chief and Managing Editor
14. Recommended qualifications
  - a. Ability and willingness to commit the necessary time
  - b. Organization and time management skills
    - i. For Director of Peer Reviewers, previous peer review experience
  - c. Demonstrated interest in Flux
15. Required documentation



a. CV

16. For shortlisted candidates, an interview with the Editor-in-Chief and the Managing Editor

For graphic designers, hiring is based on:

17. Hiring done by Editor-in-chief and Managing Editor

18. Recommended qualifications

- a. Ability and willingness to commit the necessary time
- b. Graphic design skills
- c. Demonstrated interest in Flux

19. Required documentation

- a. Graphic design sample

### Late Assignments

1. When Flux hires staff, they will be promptly provided with a list of the deadlines for their period of work (semester, year).
2. Staff are expected to submit their work by means decided by the Editor-in-Chief.
3. If a staff member is unable to meet a deadline, they are expected to contact the editor-in-chief no less than 24 hours before to make alternative submission arrangements. In such a case the submission will not be considered late.
  - a. If an author is unable to make a deadline, they must notify their designated editor and the editor-in-chief to make alternative assignment arrangements.
  - b. if an editor is unable to make a deadline, they must notify the editor-in-chief to make alternative assignment arrangements.
  - c. if a graphic designer is unable to make a deadline, they must notify the editor-in-chief or managing editor to make alternative assignment arrangements
4. If a staff member fails to complete an assignment by the deadline they have 24 hours to contact the editor-in-chief to let them know that they failed to submit.
5. They have 72 hours after the original deadline to make a late submission.
6. No more than 2 late submissions will be granted per semester. If a third late submission is made, it will count as a strike.
7. If a staff member fails to submit within 72 hours of a deadline, it will be counted as a strike.
  - a. In the case where an author fails to submit to their designated editor, the editor will notify the editor-in-chief within 24 hours. In such a case, if the author fails to submit the article, they will receive a strike. If the editor-in-chief is not notified both the author and the editor will receive strikes.
8. If a staff member obtains two strikes they will be dismissed.
  - a. For individuals who hold more than one staff position at Flux, strikes will be accumulated separately for each position.

### Flux Code of Conduct

1. Misuse of confidential material includes but is not limited to revealing information about the article selection process or identity of authors and peer reviewers.
2. Obstructions include authors failing to reformat citations to the style used by Flux and failing to write an abstract.
3. All staff members of Flux fall under the IRSAM Code of Conduct.



**IRSAM** International Relations  
Students' Association  
of McGill

**FLUX** INTERNATIONAL  
RELATIONS  
REVIEW

- a. Staff found in violation of the code of conduct are subject to dismissal.
- b. It is recommended that staff members familiarize themselves with the code.