# APPLICATION FOR MEMBERSHIP

*The Society is established to promote excellence in the communication and dissemination of information on addiction and related sciences within the scientific community and to those who have responsibility for the prevention, treatment, cure, professional training and policy formation in this field*.

To the ISAJE Board:

On behalf of ………………………………………………………..…….. (name of journal)

………………………………………………………… (name of applicant) requests full/ associate [delete as applicable] membership of the International Society of Addiction Journal Editors. *See note 1*

In the case of full membership, the editor declares that the journal:

* is a peer reviewed journal
* supports the Farmington Consensus
* is not subject to any undeclared institutional conflict of interest

The editor supports this application for membership *see note 1*

The name of our voting member is ………..………………….………………………*see note 2*

**Signed by the editor ………………………………..…………………….. Date …..…………………….**

I choose to pay a subscription of $……………...……(amount) *See notes 3 and 4*

* I give permission for my contact details to be made available to other members on a password-protected area of [www.isaje.net](http://www.isaje.net). *See note 5*
* I enclose a brief curriculum vitae
* I enclose a sample copy of my journal together with the required journal information. *See note 6*

**Signed by the applicant……………………………..……………….. Date …..…………………….**

*Please complete a separate form for each person, and type or write clearly*

Title ……… First name ……………………...… Surname ……………………..…

Position held at journal ………………………………………………………..

Address ………………………………………………………………………….

……………………………………………………………………..…………….

Zip/postal code ……………………………... Email ………………………………………..

**NOTES**

**1. Membership criteria**

To be eligible for full membership with voting rights, your journal must be peer-reviewed. Peer review means that published papers are submitted for anonymous review by two independent reviewers. We would expect that at least 50% of papers published in a journal are peer reviewed.

Your journal should also support and follow the principles of the Farmington Consensus <http://onlinelibrary.wiley.com/doi/10.1080/09652149736332/epdf>

We ask you as a full member of ISAJE:

1. to publish in the print version of your journal a declaration of support for the ethical principles enshrined in the Farmington Consensus, quoting the web reference;
2. to publish the full text of the Consensus on your journal’s website homepage.

If you journal does not yet meet these requirements, then we are happy to offer associate membership, with the option to convert to full membership in the future. It may be possible for a fellow journal editor and existing ISAJE member to act as a mentor and offer support and guidance, if the new member so requests.

Full membership is open to editors and staff of peer reviewed addiction journals. Staff must be endorsed by their editor.

Please complete a separate form for each person who wishes to become a member.

**2. Voting Members**

Every year with the payment of dues, if any, the editor of each addiction journal shall designate one full member as the voting member for that journal.

**3. Membership fees**

Your fee covers the cost of membership for the calendar year. A fee is payable for each person on a journal's staff who wishes to become a member.

The Board is aware that different journals have different resources. Each journal is asked to determine the rate it considers appropriate, at the following levels:

US$300 / $150 / $75

If any journal has difficulty, the Board will be sympathetic and will try to reach a suitable accommodation. Please send details.

**4. Methods of payment**

**Credit card** – if you wish to pay by credit card an email request can be sent via paypal – please email molly@addictionjournal.org to arrange this

**Bank Transfer** - please send payment in sterling, using the exchange rate applicable on the day you make the transaction

Account name: International Society of Addiction Journal Editors

Account number: 01381011

Sort code: 30-93-84

IBAN: GB37LOYD30938401381011

SWIFT code: OYDGB21055

Bank name and address: Lloyds TSB, 10 Hanover Square, London W1S 1HJ

Payment reference: your surname and invoice number

### Cheque

### Please send payment in US dollars or sterling (at the rate applicable on the day you make the transaction). Cheques should be made payable to "International Society of Addiction Journal Editors" [cheques to “ISAJE” or any other abbreviation cannot be accepted] and sent to Molly Jarvis, ISAJE Executive Officer, at the address above.

###

### 5. Personal data

### Your personal data (name, address, contact details) will be held on file at ISAJE’s office. They will be used for administrative purposes within ISAJE but will not be made available to those outside the organisation. A members’ contact list will be accessible at [www.isaje.net](http://www.isaje.net) for the exclusive use of members, who must undertake not to pass the information to non-members.

### Returning the form

Please email to Molly Jarvis, ISAJE Executive Officer: email molly@addictionjournal.org, together with:

* your brief curriculum vitae
* a link to your journal online (if your journal is not online you will need to send a printed copy by post)
* a journal information sheet (see below)

If it is not already printed in your journal/online, please send us the following information on a separate sheet:

* Journal mission statement
* Abstracting information
* Editorship
* Ownership information
* Publishing body
* Manuscript processing information (“Instructions for authors”)
* Ethical policy and regulations
* Journal content: please state percentage of original research and reviews
* Peer review: please state percentage of papers that are sent for peer review

*ISAJE recommends that the information summarised above should be printed in every issue of your journal. If the journal publishes in a language other than English, the information on the above mentioned topics should also be available in English. For further guidance, please read the paper on “Minimal English Language Information” which you can find on the Society’s website* [www.isaje.net/statements](http://www.isaje.net/statements) *and guidelines/Miminal English Language information*