# 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*.

Full membership in ISAJE includes the privilege of using the ISAJE member logo on member’s journal and/or journal website, discounted rates for the annual meeting, and voting rights for one member per journal.

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 (please check boxes):

* is a peer reviewed journal
* meets the criteria in the Farmington Consensus (In the event that your journal does not meet these criteria, please contact ISAJE as we are committed to helping journals endeavour to meet these criteria *See note 1*)

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 enclose my membership fee of $……………...……USD(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). I give ISAJE permission to communicate with me with ISAJE-related information. ISAJE can add me to the members’ listserv, but I can opt out it at any time. *See note 5*
* I enclose a 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 ………………………………………..

Tel:..................................................................

**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 review by independent reviewers.

Your journal should also follow the principles of the Farmington Consensus:

Current version: <http://www.isaje.net/farmington-consensus.html>

Citable version: <http://onlinelibrary.wiley.com/doi/10.1080/09652149736332/epdf>

Farmington Consensus journal checklist:

* Research reports and scientific reviews are managed through the peer review process.
* The policies governing the peer review process are publically declared.
* Referees are told in a written communication that their access to the papers on which they have been requested to comment is given in strict confidence.
* Referees are told in a written communication that confidentiality should not be broken by pre-publication statements on the content of the submission.
* Referees are told in a written communication that manuscripts sent to reviewers should be returned to the editor or destroyed.
* Referees are asked to declare to the editor if they have a conflict of interest in relation to the material which they are invited to review, and if in doubt they should consult the editor.
* The Instructions to Authors ask all listed authors on a paper to declare that they have been personally and substantially involved in the work leading to the paper.
* Authors are told at the time an article is submitted or in the Instructions to Authors that they must declare that no significant part of the submitted material has been published previously and that it is not concurrently being considered by another journal.
* Authors are asked to provide the editor at the time of submission with copies of published or submitted reports that are related to that submission.
* Authors are asked to declare to the editor if their relationship with any type of funding source might be fairly construed as exposing them to potential conflict of interest.
* Where applicable, authors are asked to give an assurance that ethical safeguards have been met.
* Instructions for Authors describe the technical preparation of papers.
* There are policies explaining the journal’s response to attempted or actual instances of duplicate publication, plagiarism, or scientific fraud.
* Journal requires that sources of support from the alcohol, tobacco, pharmaceutical or other relevant interests be published.
* Journal maintains openness in regard to connections that editorial staff may have established which could reasonably be construed as conflict of interest, and publish declarations on sources of support received by the editorial staff.
* If journal publishes supplements, it requires that a declaration be made regarding all sources of support for their production.
* If journal publishes supplements, it publishes a statement indicating whether the articles have been peer reviewed.
* Acceptance of advertising, if any is determined by, or in consultation with, the editor.
* The journal’s editor, editorial staff, and review board members are appropriately qualified to be publication gatekeepers in the journal’s field.
* The journal’s editorial/review board members are actively involved in the work of the journal.

We ask you as a full member of ISAJE:

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

If your 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.

**2. Voting Members**

Every year with the payment of dues, 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.

Each journal is asked to determine the rate it considers appropriate, at the following levels:

* $100 USD: Low to middle income countries, personal funds, small journal operations
* $200 USD: Standard rate
* $350 USD: Large journal operations, publishers

ISAJE is a very small, member-supported organization that relies on membership fees. If you are able to make an additional contribution, please indicate here: $USD………………

**4. Methods of payment**

**Credit card** – if you wish to pay by credit card an email request can be sent via PayPal – please email casyisaje@gmail.com 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: LOYDGB21055

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

Payment reference (IMPORTANT): **your surname and invoice number**

###

### 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 Casy Calver, ISAJE Executive Officer: email casyisaje@gmail.com, together with:

* your curriculum vitae
* a link to your journal online (if your journal is not online you will need to send a printed copy by post)(NB full text access may need to be provided to ISAJE for this review if full text is not freely available online)
* 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 available either in the journal itself or on the journal website. 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 “Minimum English Language Information” which you can find on the Society’s website* [*http://www.isaje.net/minimum-english-language-information.html*](http://www.isaje.net/minimum-english-language-information.html)*.*