

Content management

- You agree that IOP Publishing (“we” or “IOPP”) will handle all content from submission to acceptance through the manuscript submission system applicable to the journal. The content submitted must comply with the journal’s scope and submission guidelines. We will not be able to proceed with the peer review process for any content that does not comply with these requirements.
- The editorial office of the journal (“Editorial Office”) will manage the peer review process, which will be handled in a fair and objective manner, with any editorial decisions based exclusively on the merit of the work. This may mean content is rejected despite being invited to submit to the focus collection.

Publication Ethics

- IOPP and a large portion of our journals are members of the Committee on Publication Ethics (“COPE”, <https://publicationethics.org/>) and follow the principles set out by COPE. IOPP will handle allegations of ethical misconduct in accordance with COPE’s principles and IOPP’s own ethical policies. We would appreciate your assistance with investigations if applicable, either during or after publication of the focus collection. Our ethical policies can be found here: <https://publishingsupport.iopscience.iop.org/ethical-policy-journals/>.
- If you become aware of a potential ethical matter, please notify the Editorial Office **as soon as possible**.
- If you have a potential conflict of interest with a submission (please see our [conflict of interest policy](#) for more information) this must be disclosed to the Editorial Office who will advise you further.
- If the actions of a Guest Editor are found to have contravened COPE’s guidelines, IOPP’s ethical policies, or expected ethical practices, IOPP reserves the right to inform that Guest Editor’s institution of the matter.

Journal Metrics

- IOP Publishing supports responsible metrics and citations, and will monitor any perceived attempts to influence these metrics. Please ensure all submissions meet this commitment, and that any concerns are flagged to the Editorial Office as soon as possible.

General

- General queries from Guest Editors about the focus collection, or any pre-submission queries from authors should be directed to the Editorial Office.
- As per our [identity fraud and impersonation](#) policy, please ensure that you do not share your account log in details for the journal’s manuscript submission system with anyone, and that only you yourself have access to your account.
- We reserve the right to close the focus collection to new submissions before the agreed deadline. In this eventuality, the Editorial Office will write to inform you.
- You agree that you will comply with IOPP’s Data Protection Policy at all times when handling, sharing, or otherwise processing personal data in connection with this engagement. The Data Protection Policy will be shared with you separately.
- IOPP may terminate this engagement for any reason on giving you 30 days’ written notice.
- IOPP may terminate this engagement immediately upon written notice if we reasonably consider that you have breached our Data Protection Policy, ethical policies or COPE’s guidelines.

Data Processing Terms

These data processing terms ("**Terms**") set out the terms, requirements and conditions which Editors-in-Chief, Executive Editors, Editorial Board Members, Advisory Panel Members, Guest Editors, and other external advisors and editors associated with scholarly journals published by IOP Publishing Limited ("**IOP**") shall comply with when processing Personal Data on behalf of IOP.

A. Definitions

1. "**Data Protection Legislation**" means the EU GDPR, all applicable data protection and privacy legislation in force from time to time in the United Kingdom including the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (UK GDPR); the Data Protection Act 2018 (DPA 2018) (and regulations made thereunder) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended and any applicable guidance and codes of practice issued by the Information Commissioner or other relevant regulatory authority.
2. "**EU GDPR**" means the General Data Protection Regulation ((EU) 2016/679).
3. "**Personal Data**", "**Data Subject**", "**Controller**", "**Processor**", "**International Organisation**", "**Personal Data Breach**", "**process**", "**processing**" and "**processed**" shall have the respective meanings given to them in the Data Protection Legislation.
4. "**EU Standard Contractual Clauses/EU SCCs**" means: (i) the standard contractual clauses adopted by the European Commission on 4 June 2021 for the transfer of Personal Data to third countries pursuant to the EU GDPR and, where "MODULE TWO; Transfer controller to processor" is selected, and applies where relevant and indicated; or (ii) such other standard contractual clauses that are approved by the European Commission for Controller to Processor transfers of EU Personal Data to a third country which has not received an EU adequacy decision (and are subsequently incorporated into these Terms).
5. "**UK Standard Contractual Clauses/UK SCCs**" means: (i) the standard contractual clauses approved by the European Commission for the transfer of Personal Data from a Controller to Processor (2010/87/EU), subject to the UK Addendum to the EU Standard Contractual Clauses as issued by the Information Commissioner's Office; or (ii) such other standard contractual clauses or any corresponding or equivalent mechanism that is approved under the UK GDPR for the transfer of UK Personal Data to a third country which has not received a UK adequacy decision (and are subsequently incorporated into these Terms).

B. Application

1. These Terms shall apply to all Personal Data made available by IOP to the External Editor, or otherwise processed by the External Editor on IOP's behalf, in any manner or any format. In consideration of the External Editor having access to Personal Data, the External Editor agrees these Terms.

C. Security and Confidentiality of Personal Data

1. The External Editor shall comply with all applicable requirements of the Data Protection Legislation. These Terms are in addition to, and do not relieve, remove or replace, the External Editor's obligations under the Data Protection Legislation.
2. The External Editor acknowledges that, for the purposes of the Data Protection Legislation, IOP is the Controller and the External Editor is the Processor of Personal Data made available by IOP to the External Editor, or otherwise processed by the External Editor on IOP's behalf.

3. Without prejudice to clause C1, the External Editor shall, in relation to any Personal Data made available by IOP to the External Editor or otherwise processed by the External Editor on IOP's behalf:
 - a. process that Personal Data only on the written instructions of IOP and only for those purposes specified by IOP;
 - b. ensure that they have in place appropriate technical and organisational measures to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data;
 - c. assist IOP, at IOP's reasonable cost, in responding to any request from a Data Subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
 - d. notify IOP in writing and without undue delay (and in any event within 24 hours) on becoming aware of a Personal Data Breach, including all information that IOP requires; and
 - e. maintain complete and accurate records and information to demonstrate their compliance with this clause C3.
4. IOP does not consent to the External Editor appointing any third party processor of Personal Data under these Terms.
5. Where the External Editor is based outside the United Kingdom in a country that does not benefit from an adequacy decision under the UK GDPR, the transfer of Personal Data subject to the EU GDPR from IOP to the External Editor shall be pursuant to the EU SCCs and the transfer of Personal Data subject to the UK GDPR shall be pursuant to the UK SCCs.

D. Termination

1. Upon termination of these Terms for any reason, the External Editor shall promptly securely delete, or securely return, to IOP (at IOP's discretion) any Personal Data in their possession or control, including any copies of the same. If Personal Data is to be returned, the External Editor shall then securely delete any copies of Personal Data held by them once IOP confirms safe receipt of the same.
2. Notwithstanding termination, the provisions of clause C shall survive the termination of these Terms and shall continue in full force and effect until all Personal Data are returned to IOP and/or deleted in accordance with clause D1.

E. Governing Law and Jurisdiction

1. These Terms shall be governed by and construed in accordance with English law and IOP and the External Editor submit to the exclusive jurisdiction of the English Courts.