

## **APLAR Guidelines: Utilization of Wiley Publishers Annual Grant for the IJRD Editorial Board**

The 2019 Agreement between the Asia Pacific League of Associations for Rheumatology (APLAR) and Wiley Publishing Asia Pty. Ltd. concerning the publication of APLAR's journal, namely the International Journal of Rheumatic Diseases (IJRD), stipulates that the Publisher shall pay US\$10,000 annually as a contribution to the costs of the Editors and Editorial Board ("Editorial contribution") which shall cover, without limitation, any honoraria to the Editor and Editorial Board, travel, secretarial and postage expenses, and any payments to contributors and reviewers. The agreement further states that the funds may be used to support attendance at APLAR Executive committee meetings and associated meetings if no other allowances or support from any source is available. Budgeted proposals for expenditure shall be provided to the APLAR Board and Secretariat for ratification, and no reasonable application shall be withheld. (See *Appendix A for text of the 2019 Agreement.*)

In view of the valuable service required to produce the IJRD and granting that these funds are intended as honoraria, the APLAR Board has decided to make the funds available to the IJRD Editors and Editorial Board. Therefore, these guidelines or terms of reference have been set forth to manage the proper utilization and disbursement of these funds.

### **General Guidelines:**

The use of funds must be related to the performance of the duties, responsibilities, and functions of the IJRD Editors and Editorial Board all of whom must be made aware of the availability of funds for such purpose. The request for funding must be sent to the APLAR Secretariat and presented to the Board for approval.

### **Specific Inclusions:**

1. Meetings, travel, secretarial, and postage expenses that are specifically related to their IJRD editorial tasks.
2. Travel expenses for meetings such as attendance in APLAR executive committee meetings or editorial board meetings.
3. For air travel expenses, fares equivalent to a coach class ticket shall be granted.
4. For editorial-related meetings, funds may be used for fees accrued for meeting venues, electronic or internet event organizers.