

BOOK CHAPTER TASKFORCE

Roles & Responsibilities Protocol

Effective: April 2026

1. Purpose

This protocol defines the division of responsibilities between the Research Officers (ROs) and the Taskforce Secretariat across all phases of the book chapter screening, compilation, editing, and publication process.

Colour key used in this document:

RO Scope **Taskforce / Secretariat Scope** **Shared / Collaborative**

2. Phase 1 — Screening & Shortlisting

Starting from approximately 500+ author submissions, the Research Officer is responsible for conducting the initial screening and shortlisting process.

Research Officer Responsibilities (Done during Workshop on 20th April)

- Screen all submissions and shortlist titles relevant to the proposed theme (e.g., approximately 15–16 titles identified under "AI and Healthcare").
- Assess usability: determine which shortlisted submissions exist in article or book chapter form
- Check formatting compliance, corresponding authorship (CA), affiliations, and related submission details.
- Propose a suitable book title based on the curated content. Please fill out selected articles and other relevant details in the shared folder.

Taskforce Responsibilities

- Identify and verify which shortlisted submissions have not yet been published, confirming publication status of each paper to ensure eligibility as a book chapter.
 - Assist with framing of book chapter titles and thematic angles where necessary, in consultation with the Research Officers.
-

3. Phase 2 — Chapter Development & Book Proposal Submission (begin now and to be finalised during April 28th workshop)

Research Officer Responsibilities

- Develop full chapter details for each shortlisted chapter (with AI support where applicable and approved).

- Prepare and submit the book chapter proposal to the publisher.
- Note: AI support for chapter development is permitted pending approval. ROs should confirm approval status before use.

Taskforce Secretariat Responsibilities

- Contact the publisher directly to initiate coordination following submission of the book chapter proposal by the RO.
 - Act as the primary liaison with the publisher on contractual, scheduling, and administrative matters.
 - Prepare and provide templates for author consent to be used in communications with chapter authors.
-

4. Phase 3 — Participant & Author Communications

Research Officer / Co-Editor Responsibilities

- All correspondence with authors (e.g., notification of shortlisting, requests for revisions, chapter submission instructions) should be sent in the capacity of Co-Editor of the proposal.
- The Secretariat email must be CC'd on all outgoing author communications
- Do not send author communications from the Secretariat email as the primary sender.

Taskforce Secretariat Responsibilities

- Receive copies (CC) of all author communications for record-keeping and oversight.
 - Handle any administrative follow-ups or escalations as directed by the Co-Editors.
-

5. Phase 4 — Editorial Review, QA & Proofreading

Co-editors are to be formally appointed once the book chapter scope is finalised. The Research Officer is encouraged to nominate an academic editor to serve as a co-editor. Formal appointment is to be confirmed by the Taskforce.

Co-Editor (Research Officer + Nominated Academic Editor) Responsibilities

- Conduct chapter review and editorial assessment.
- Manage copyright clearance for all submitted content.
- Verify Turnitin checks and assess plagiarism/similarity reports.
- Perform proofreading of all chapters.
- Note: The above tasks are to be completed during the workshop on 28 April 2026. AI support is available pending approval.

Publisher Responsibilities

- Formatting and typesetting of final chapters to be handled by the publisher.
- ROs and co-editors are not responsible for final document formatting.

Taskforce Secretariat Responsibilities

- Coordinate with the publisher on formatting timelines and deliverables.
- Provide oversight and support to co-editors as needed.

6. Summary Responsibility Matrix

The table below summarises the key responsibilities across all phases.

Task / Activity	Research Officer / Co-Editor	Taskforce Secretariat
Screen & shortlist submissions	✓ Primary responsibility	–
Check formatting, CA & affiliations	✓ Primary responsibility	–
Propose book title	✓ Primary responsibility	–
Develop chapter details (AI-assisted)	✓ Primary responsibility	–
Identify unpublished submissions	–	✓ Primary responsibility
Frame chapter titles & thematic angles	Input as needed	✓ Primary responsibility
Submit book chapter proposal to publisher	✓ Submit proposal	–
Contact publisher (post-submission)	–	✓ Primary responsibility
Provide author consent templates	–	✓ Primary responsibility
Contact authors / participants	✓ Send as Co-Editor (CC Secretariat)	CC only / oversight
Chapter review & editorial assessment	✓ Co-Editors	–
Copyright clearance	✓ Co-Editors	–
Turnitin / plagiarism checks	✓ Co-Editors	–
Proofreading	✓ Co-Editors	–
Document formatting & typesetting	–	Publisher (coordinated by Secretariat)
Formal co-editor	Nominate academic editor	✓ Confirm & formalise

Task / Activity	Research Officer / Co-Editor	Taskforce Secretariat
appointments		appointments

7. Key Dates & Milestones

- 29 April 2026 — Editorial review workshop: co-editors to complete chapter review, copyright clearance, Turnitin checks, and proofreading.
- TBC — Formal co-editor appointments to be confirmed by Taskforce prior to workshop.

This protocol is subject to revision by the Taskforce. All amendments require Taskforce endorsement.