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Dr. John Smith
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via e-mail

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XXXX

Journal Name

– A Scholarly Peer-Reviewed Open Access Journal –

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Appointment as Member to the XXXX Editorial Board

Dear Dr. Smith,

It is indeed a pleasure to announce your appointment as an Editor of *Journal Name* (XXXX). By accepting the appointment your name will appear on the website <http://www.scirp.org/journal/xxxx> and under “Editorial Board” in the front matter of the journal. The appointment is initially for one year commencing on 1st March 2015. Your term may be renewed consecutively on an annual basis if you and I agree upon this.

As an Editorial Board member, you will be expected to:

- take an active part in the peer review process as Editor (<http://www.scirp.org/aboutUs/ForAuthors.aspx>) with quick response,
- review up to five papers during the year if it is necessary for the journal,
- support quality control of the journal,
- help to recommend referees to XXXX,
- submit one paper yourself or recommend a minimum of two papers for publication during the year in XXXX,
- call for papers from your acquaintances,
- promote XXXX at relevant conferences and other public events.

Your benefits as Editorial Board Member of XXXX:

- for your own submitted papers to XXXX (those papers you are the corresponding author), you will enjoy a 50 % discount off the Article Processing Charges (APC) as well as the priority of treatment for processing.
- your recommended papers will enjoy a 50 % discount on APC as well as the priority of treatment for processing.

If you accept the appointment subject to the above terms, you're welcome to sign one copy of this letter and return the scanned version via email to us before **15th February 2015**. Thank you for your support!

Yours sincerely

I hereby agree to the terms of my appointment set forth above.

Prof. Dr. Phil Baker,
XXXX Editor-in-Chief

Your signature:

Date:

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