

The role of the *BJPsych Advances* Editorial Board member

Nature of role

This is a voluntary position, and there is no remuneration related to the post.

Purpose of role

The role of the Editorial Board is to advise and support the Editor, who has responsibility for the content of the journal.

Peer-review

We expect that you will:

- Review papers for the Editor on a regular basis
- Provide second opinions on papers (e.g. where reviews are incomplete, or rejection of a commissioned article has been recommended)
- Help identify suitable reviewers
- Possibly oversee the review process for several papers in a particular stream– choosing reviewers and contributing to the final publication decision.

Contributing content

Board members should:

- Consider the journal first for your own educational articles.
- Contribute: Articles, Editorials, Short pieces, Correspondence etc.
- Contribute ideas for commissions – making suggestions for both subject matter and potential authors.
- Help as required in approaching potential contributors.

Acting as an ambassador for the journal

Board members should help promote the journal to authors, readers and subscribers, and should encourage colleagues to submit their best work to us. They should help to ensure the journal is well used by local faculty, journal clubs etc., and that subscriptions held by local faculty libraries are maintained.

Providing input into strategy

The Board should provide advice on a range of subjects, for example:

- Feedback on past issues
- Future direction for the journal
- Subject-specific expertise (e.g. research progress in your particular community, new areas to look at, important conferences at which the journal should be promoted)
- Competitor comparisons
- Ideas and innovations
- Policy developments.

Financial and commercial aspects of the journals are the responsibility of the Publications Management Board, but Editorial Board members are expected to maintain an awareness of financial implications of editorial decisions.

Specific areas of responsibility

Some Board members may be asked to take responsibility for a specific part or aspect of the journal.

One-off projects

Board members may be asked to participate in specific projects; in the past, for example, these have included redesign planning, reviewing the keywords lists, and so on.

Contacts

The Editorial Board member will work closely with the Editor of the Journal and Board members with sub-editorial roles. Other contacts may include the Director of Publications and Website, the Head of Publications, and the Staff Editors.

Attending Board meetings

Board meetings are held three times a year. Attendance in person is preferred, but increasingly we are experimenting with telephone and video links. Attendance, either in person or remotely, is expected at a minimum of one meeting annually, although significant contributions in the areas described above might outweigh this requirement.

Term of office

The term of office will be three years in the first instance, subject to review by the Editor.

Travel and subsistence

All travel and subsistence expenses will be reimbursed in accordance with College policy.

Good standing

The Editorial Board member must be, and must remain, in good standing with the College.

If a complaint is made against a holder of an elected or appointed office under the College's Disciplinary and Complaints Procedure and that complaint is upheld, he or she may be subject to the courses of action set out in the Procedure. Such courses of action may include, but are not limited to, removal from College office, or offices.