

The British Journal of Psychiatry (BJPsych)

Recruitment, Role & Responsibilities of Editorial Board Members

Recruitment Process

A CV and cover letter should be sent to the Managing Editor at bjp@rcpsych.ac.uk.

Applications will be considered based on the following criteria:

- 1) Will the applicant's qualifications benefit the strategic editorial direction of the journal?
- 2) Is there a vacancy and/or need on the Editorial Board for the expertise of the applicant?
- 3) Does the applicant have a peer review record for mental health research?
- 4) Does the applicant have journal editing/publishing experience?

The application will be considered by the Editor-in-Chief and Deputy Editor team.

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-in-Chief to develop and deliver the editorial strategy of the journal. The Editor-in-Chief has overall responsibility for the content of the journal.

Acting as an ambassador for the journal

Board Members should promote the *BJPsych* to authors, readers and subscribers, and should encourage colleagues to submit their best work to the journal. 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.

Board Members should protect the integrity of the *BJPsych* by promoting best practice in research and publication ethics. They should report all concerns regarding submitted or published papers to the Editor or editorial office.

Providing input into strategy

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

- Future direction of the journal
- Subject-specific expertise (e.g. research progress in your community, new subject areas and conferences where the journal should be promoted)
- Feedback on past issues
- Competitor comparisons
- Ideas and innovations
- Policy developments.
- Foster links with other institutions

Financial and commercial aspects of the journal is the responsibility of the Publications Management Board.

Board Member Commitment

Each calendar year, *BJPsych* Editorial Board members are expected to undertake at least **three** activities from the lists below. Some Board Members may be asked to take responsibility for a specific part or aspect of the journal (e.g. *BJPsych/BJPsych Open* Associate Editor) and expectations will be detailed in a separate role description. Those with additional responsibilities for *BJPsych* and *BJPsych Open* are required to undertake at least **two** activities from the lists below.

Peer-review

We expect that you will:

- Review papers for the *BJPsych* and *BJPsych Open* on a regular basis (i.e. 6 per year), returning reviews on or before the agreed date; this may include reviews on papers that you are handling
- 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 a few papers – choosing reviewers and contributing to the final publication decision.

Contributing content

Board Members should:

- Consider the *BJPsych* and *BJPsych Open* first for your own research papers and review articles
- Contribute articles: Editorials, Commentaries, etc
- Contribute ideas for commissions – making suggestions for both subject matter and potential authors
- Help as required in approaching potential contributors.

Attending Board Meetings

Board Meetings are held roughly three times a year. Attendance in person is preferred. 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.

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.

Declaration of Interests

We ask all board members to provide a declaration of interests and to update this as necessary.

Contacts

The Editorial Board Member will work closely with the Editor-in-Chief of the Journal and with the editorial office.

Term of office

The term of office will be three years in the first instance, subject to annual review by the Editor-in-Chief. Terms may be extended at the discretion of the Editor-in-Chief.

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.