

# *BJPsych Open*

## Recruitment, Role & Responsibilities of Editorial Board Members

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### **Recruitment Process**

A CV and cover letter should be sent to the Managing Editor at [bjpopen@rcpsych.ac.uk](mailto:bjpopen@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.

### **Mission and purpose of the Journal**

*BJPsych Open* is a high-quality, online-only open access journal for the publication of all methodologically sound research in psychiatry and disciplines related to mental health. In addition to original research, the journal also publishes research protocols; a variety of review types including narrative, systematic and realist reviews; as well as policy and analysis of topical practice and research findings. It has an Impact Factor of 2.286 and maintains the highest scientific, peer-review and ethical standards of the Royal College of Psychiatrists, led by a board of international Editors. With a target turnaround from acceptance to publication of 25 days, *BJPsych Open* will ensure rapid peer-review and publication. Further information can be found at: <https://www.cambridge.org/core/journals/bjpsych-open>

### **Nature of role**

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

### **Purpose of role**

The role of the *BJPsych Open* 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 help promote *BJPsych Open* 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 *BJPsych* portfolio subscriptions held by local faculty libraries are maintained.

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

## **Providing input into strategy**

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

- 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)
- Feedback on past issues
- Competitor comparisons
- Ideas and innovations
- Policy developments
- Foster links with other institutions
- By attending a journal strategy session
- Recommending potential additional board members

Financial and commercial aspects of the journals are the responsibility of the Publications Management Board.

## **Declaration of Interests**

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

## **Board Member Commitment**

Some Board members may be asked to take responsibility for a specific part or aspect of the journal (eg BJPsych Open Handling Editor) and expectations will be detailed in a separate communication.

## Handling Editor responsibilities

If the Editor-in-Chief has invited you to handle papers for BJPsych Open, we expect that you will:

- Regularly check ScholarOne for new submissions and papers requiring action or decision
- Select appropriate reviewers and solicit in ScholarOne
- Assess reviewer comments and recommend a decision on each manuscript

*BJPsych Open* Editorial Board members are expected to undertake at **least two** activities from the lists below.

## Peer-review

We expect that you will:

- Review BJPsych Open papers on a regular basis (i.e. 4-6 per year or as agreed with the Editor-in-Chief), returning reviews on or before the agreed date
- 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 BJPsych Open and the BJPsych portfolio first for your own research papers and review articles
- Contribute articles: Editorials, Commentaries, etc
- Contribute ideas for commissions and thematic issues – 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 per year. 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.

### **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.