

# ROYAL COLLEGE OF PSYCHIATRISTS

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Editorial Board Member, The British Journal of Psychiatry
<b>TERM OF OFFICE:</b>	3 years in the first instance, subject to annual review by the Editor-in-Chief and Managing Editor. Terms may be extended at the discretion of the Editor-in-Chief.
<b>RESPONSIBLE TO:</b>	Editor-in-Chief and Managing Editor
<b>WORKING WITH:</b>	
<b>Governance</b>	Publications Management Board, Editorial Board
<b>Management</b>	Editor-in-Chief, Managing Editor, Head of Publishing, Editorial Assistant
<b>ELECTED/APPOINTED:</b>	Appointed by the Editor-in-Chief
<b>TIME COMMITMENT:</b>	Undertake minimum of <b>three</b> activities from across the lists under peer-review, contributing content and attending board meetings.
<b>SALARY:</b>	Voluntary

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## JOB PURPOSE

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.

The *British Journal of Psychiatry (BJPsych)* is a leading international peer-reviewed journal, covering all branches of psychiatry with a particular emphasis on the clinical aspects of each topic. Published monthly on behalf of the Royal College of Psychiatrists, the journal is committed to improving the prevention, investigation, diagnosis, treatment, and care of mental illness, as well as the promotion of mental health globally. In addition to authoritative original research papers from around the world, the journal publishes editorials, review articles, commentaries on contentious articles, short reports, a comprehensive book review section and a lively, well-informed correspondence column. *BJPsych* is essential reading for psychiatrists, clinical psychologists, and all professionals with an interest in mental health.

## KEY RESPONSIBILITIES

### 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.

### **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, 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.

### **Specific areas of responsibility**

Some Board members may be asked to take responsibility for a specific part or aspect of the journal and expectations will be the subject of a separate role description.

## THE COLLEGE VALUES

### Courage

- Champion the specialty of psychiatry and its benefits to patients
- Take every opportunity to promote and influence the mental health agenda
- Take pride in our organisation and demonstrate self-belief
- Promote parity of esteem
- Uphold the dignity of those affected by mental illness, intellectual disabilities and developmental disorders.

### Innovation

- Embrace innovation and improve ways to deliver services
- Challenge ourselves and be open to new ideas
- Seek out and lead on new, evidence-based, ways of working
- Have the confidence to take considered risks
- Embrace the methodology of Quality Improvement to improve mental health services and the work of the College.

### Respect

- Promote diversity and challenge inequalities
- Behave respectfully – and with courtesy – towards everyone
- Challenge bullying and inappropriate behaviour
- Value everyone's input and ideas equally
- Consider how own behaviour might affect others
- Respect the environment and promote sustainability.

### Collaboration

- Work together as One College – incorporating all members, employees, patients and carers
- Work professionally and constructively with partner organisations
- Consult all relevant audiences to achieve effective outcomes for the College
- Work together with patients and carers as equal partners
- Be transparent, wherever possible and appropriate.

### Learning

- Learn from all experiences
- Share our learning and empower others to do the same
- Value and encourage personal feedback
- Use feedback to make continuous improvements
- Create an enabling environment where everyone is listened to, regardless of seniority
- Positively embrace new ways of working.

### Excellence

- Deliver outstanding service to members, patients, carers and other stakeholders
- Promote excellent membership and employee experience
- Always seek to improve on own performance
- Promote professionalism by acting with integrity and behaving responsibly
- Demonstrate accountability in all that we do
- Uphold the College's 'Core Values for Psychiatrists'.

## Code of conduct

All Editorial Board Members are subject to the College [Joint Code of Conduct](#).

## Social Media Policy

Editorial Board Members should act in adherence to the College's [Social Media Policy](#).

## Declaration of Interests

We ask all board members to provide a declaration of interests and to update this as necessary. The journals may publish declared interests on the website.

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## 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.

## Travel and subsistence

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

## Recruitment process

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

INTERNAL COLLEGE CONTACTS:
<ul style="list-style-type: none"><li>• Department: Strategic Communications</li></ul>
<ul style="list-style-type: none"><li>• Section/Project: Publishing</li></ul>
<ul style="list-style-type: none"><li>• Name of Contact: Holly Drury</li></ul>
<ul style="list-style-type: none"><li>• Job Title: Managing Editor</li></ul>
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April 2023