

# ROYAL COLLEGE OF PSYCHIATRISTS

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Editorial Board Member, BJPsych Advances
<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>	
Governance	Publications Management Board, Editorial Board
Management	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 the lists under <i>peer-review, contributing content and attending board meetings</i> .
<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.

*BJPsych Advances* distils current clinical knowledge into a single resource, written and peer-reviewed by expert clinicians to meet the CPD needs of consultant psychiatrists. Each issue includes commissioned articles dealing with physical and biological aspects of treatment, psychological and sociological interventions, management issues and treatments specific to the different psychiatric subspecialties. Articles discuss comprehensive, practical approaches to clinical problems and explain the full range of therapeutic options, with useful features like MCQs, summary boxes, and associated commentaries. *BJPsych Advances* is essential reading for practising mental health professionals who need to be kept informed of current ideas, techniques and developments in psychiatry. Visit the journal at [BJPsych Advances | Cambridge Core](#)

## KEY RESPONSIBILITIES

### Acting as an ambassador for the journal

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

Board Members should protect the integrity of the *BJPsych* portfolio of journals 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.

### **Journal Development**

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

- Future direction of the journal
- New ideas
- Subject-specific expertise (e.g. teaching, new areas to look at, important conferences at which the journal should be promoted)
- Journal comparisons
- Policy developments
- Foster links with other institutions

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

### **Peer-review**

We expect that you will:

- Review papers for the journal on a regular basis, 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 journal first for your own educational articles
- Contribute submissions: Articles, Editorials, Clinical Reflections, Refreshments etc.
- Help as required in approaching potential contributors
- Make initial approaches to potential contributors as necessary
- Be willing to engage with the Editorial Board to find willing authors in their country or region for articles

### **Attending board meetings**

Board Meetings are held roughly 2-3 times per year. Attendance, either in person or remotely, is expected at a minimum of one meeting annually.

### **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 (see Section Editor role below).

### Section Editors

If the Editor-in-Chief has invited you to become a Section Editor for the journal. We expect that you will:

- Handle papers assigned to you in your area of expertise
- Regularly check ScholarOne for new submissions and papers requiring action or decision
- Select appropriate reviewers and solicit them in ScholarOne
- Assess reviewer comments and recommend a decision on each manuscript
- Alert the editorial office if you are unavailable for a period of time
- Identify gaps in recent content and new developments for commissioning
- Commission content in your area of expertise, in liaison with the Editor-in-Chief and the Managing Editor
- Consider the development of special issues to address gaps in content

## **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.

## 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 [BJPAdvances@rcpsych.ac.uk](mailto:BJPAdvances@rcpsych.ac.uk). Applications will be considered by the Editor-in-Chief who may also discuss with editorial board members. Applications will be considered based on the following criteria:

Applications will be considered based on the following criteria:

- Is the applicant a consultant or equivalent?
- Will the applicant's qualifications and area of expertise benefit the strategic editorial direction of the journal?
- Is there a vacancy and/or need on the Editorial Board for the applicant's expertise?
- Does the applicant have a peer review record for mental health research?
- Has the applicant contributed editorial material to journals (such as commentaries or editorials)?
- Does the applicant have journal editing/publishing experience?

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

<b>INTERNAL COLLEGE CONTACTS:</b>
<ul style="list-style-type: none"><li>• Department: Strategic Communications</li></ul>

- Section/Project: Publishing
- Name of Contact: Anna Munks
- Job Title: Managing Editor

October 2024