

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE: Editorial Board Member, BJPsych Bulletin

TERM OF OFFICE: 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.

RESPONSIBLE TO: Editor-in-Chief and Managing Editor

WORKING WITH:
Governance Publications Management Board, Editorial Board

Management Editor-in-Chief, Managing Editor, Head of Publishing, Editorial Assistant

ELECTED/APPOINTED: Appointed by the Editor-in-Chief

TIME COMMITMENT: We appreciate this is a voluntary role. Time commitment is flexible and Editorial Board members can adjust according to their work schedule as long as they are able to fulfil their editorial responsibilities and attend at least one Editorial Board meeting per year. We estimate up to 4 hours a month.

SALARY: Voluntary

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 Bulletin prioritises research, opinion and informed reflection on the state of psychiatry, management of psychiatric services, and education and training in psychiatry. It provides essential reading and practical value to psychiatrists and anyone involved in the management and provision of mental healthcare. *BJPsych Bulletin* is an open access, peer-reviewed journal owned by the Royal College of Psychiatrists. The journal is published bimonthly by Cambridge University Press on behalf of the College. There are no submission or publication charges to authors. *BJPsych Bulletin* is not responsible for statements made by contributors and material in *BJPsych Bulletin* does not necessarily reflect the views of the Editor-in-Chief or the College.

KEY RESPONSIBILITIES

Peer-review / Other editorial responsibilities

Board members are expected to:

- Review papers for the journal on a regular basis, returning reviews on or before the agreed date; this may include reviews on papers that they are handling

- Provide second opinions on papers (e.g. where reviews are incomplete, or rejection of a commissioned article has been recommended)
- Assist where there is a major dispute between reviewers about the suitability of a paper for publication and the subject matter is outside the Editor-in-Chief's area of expertise
- Assist in identifying suitable reviewers
- Act as handling editor for a particular paper where the Editor-in-Chief has a conflict of interest
- Identify contributors for papers

Acting as an ambassador for the journal

It is expected that Board members will promote the *BJPsych Bulletin* to other mental health professionals and especially to psychiatric peers, trainees and other colleagues.

As well as generally encouraging colleagues to read the journal, it is essential that Board members encourage the submission of papers, of a suitable standard, to *BJPsych Bulletin*. Also, drawing on suitable papers from *BJPsych Bulletin* for use in journal clubs is strongly recommended.

Board members should protect the integrity of the *BJPsych Bulletin* 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
- Journal comparisons
- Policy developments

The Publications Management Board is responsible for the financial and commercial aspects of the journal.

Contributing content

Board members should:

- Consider *BJPsych Bulletin* first for their own articles
- Contribute ideas for commissions, making suggestions for both topic and potential authors
- Help as required in approaching potential contributors

Attending Board meetings

Board meetings are held virtually twice a year. Attendance 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 included reviewing the keywords lists.

Specific areas of responsibility

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

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.

Recruitment process

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

Applications will be considered based on the following criteria:

- Will the applicant's qualifications 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?
- Does the applicant have journal editing/publishing experience?

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

INTERNAL COLLEGE CONTACTS:
<ul style="list-style-type: none">• Department: Strategic Communications• Section/Project: Publishing• Name of Contact: Conceição Santos Sinclair• Job Title: Managing Editor

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