

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

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| JOB TITLE: | Editorial Board Member, <i>BJPsych Open</i> |
| 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: | Handling Editor responsibilities, if applicable, and as discussed with the Editor-in-Chief. In addition, Editorial Board members are expected to undertake a minimum of two activities from the lists detailed under <i>peer-review, contributing content and attending board meetings</i> . |
| 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 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. The journal 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. Visit the journal at [BJPsych Open | Cambridge Core](#)

KEY RESPONSIBILITIES

Acting as an ambassador for the journal

Board members should help promote the *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 Open* 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.

Journal Development

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 journal are the responsibility of the Publications Management Board.

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 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

In addition to Handling Editor responsibilities (if applicable), *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 (4-6 per year or as agreed with the Editor-in-Chief), 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

Contributing content

Board members should:

- Consider *BJPsych Open* and the *BJPsych* portfolio first for your own research papers and review articles

- Contribute Editorials, Commentaries, etc
- Contribute ideas for commissions and themed issues – making suggestions for both subject matter and potential authors
- Help as required in approaching potential contributors

Attending board meetings

Editorial board meetings are held roughly three times a year. Attendance 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.

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 BJPOpen@rcpsych.ac.uk. Applications will be considered by the Editor-in-Chief who may also discuss with senior editorial board members.

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 expertise of the applicant?
- Does the applicant have a peer review record for mental health research?
- Does the applicant have journal editing/publishing experience?

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

INTERNAL COLLEGE CONTACTS:

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

February 2024