



ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	Editorial Board Member, BJPsych International
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 you can adjust according to your work schedule as long as you are able to fulfil your editorial responsibility 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 International provides psychiatrists and all mental health professionals with an overview of current policy and practice in psychiatry from a global perspective. Our primary mission is to provide a publication platform for authors from low-and-middle-income countries. Published on behalf of the Royal College of Psychiatrists, the journal is entirely open access. We accept peer-reviewed articles dealing with developments in mental health policy, novel approaches to the management of mental health services, and we promote worldwide training in psychiatry. As the *BJPsych International* evolves, we intend to highlight more digital content, such

as videos and podcasts to accompany our published articles. Regular features include thematic papers exploring topical subjects and *Global Echoes*, a section dedicated to contributions from trainees and junior doctors. The inclusion of high-quality original research papers and systematic reviews from 2024 will broaden the scope of the journal.

KEY RESPONSIBILITIES

1-Handling Editor Responsibilities

Editorial Board members are expected to act as Handling Editors from time to time. That involves:

- Accepting the invitation to act as Handling Editor
- Selecting appropriate reviewers and soliciting them in ScholarOne
- Regularly checking ScholarOne for any required action or decision in relation to the papers they are handling
- Assessing reviewer comments and recommending a decision on each manuscript in a timely fashion
- Alerting the editorial office if they are unavailable for a period of time

2-Peer-review / Other Editorial Responsibilities

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)
- 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's area of expertise
- Assist in identifying suitable reviewers in a highly specialized/niche area
- Act as editor for a particular paper where the editor has a conflict of interest
- Identify future contributors for review papers, editorial writers or special/miscellaneous papers

3-Contributing content

Board Members should:

- Identify themes of relevance to their professional interests and/or locality, and contribute relevant and original content to the journal
- Identify and take responsibility for proposing new and relevant topics, approaching potential authors and managing the initial editorial process
- Encourage contributions from local/regional colleagues whose work is aligned with the mission of the journal

4-Attending board meetings

Board Meetings are held remotely twice a year. Attendance is expected at a minimum of one meeting annually.

5-Journal Development

Board Members are encouraged to contribute to innovative publishing initiatives and to provide advice to the Editor. Specific areas of strategic development could include:

- New ideas about journal content, format and direction
- Feedback on past issues
- Subject-specific expertise (e.g. service development and improvement in your particular community at low cost, teaching, new areas to look at, important conferences at which the journal should be promoted)
- Comparisons with other journals
- Policy developments, of both local and national significance
- Fostering links with other international institutions
- Other special projects

6-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. All members of the Editorial Board should be open to taking on additional responsibilities (e.g., as a Regional Editor).

7-Acting as an ambassador for the journal

Board members should help promote the *BJPsych International* to authors, readers and subscribers, and should encourage colleagues to submit their best work to us.

Board Members should protect the integrity of the *BJPsych International* 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.

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

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 BJPInternational@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:

- Will the applicant's qualifications benefit the *BJPsych International's* editorial strategic direction?
- 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?

The application will be considered by the Editor-in-Chief who may discuss with colleagues on the Editorial Board.

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