

Annual National Scholarly Editors' Forum (NSEF) Meeting

Hosted by the Academy of Science of South Africa's Scholarly Publishing Programme (SPP)
21 and 22 November 2022

Theme: The latest trends and challenges in the rapidly changing world of scholarly publishing

How to report to your editorial board

Mike Lambert

(editor, South African Journal of Sports Medicine)



The role of an editorial board

The backbone of any successful journal is an active, widely respected, diverse, and representative Editorial Board.

Editorial board governance ⁽¹⁾

- The journal must have an editorial board, which is reflective of expertise in the relevant subject area(s), and with a diversity of members beyond a single institution.
- The journal must list the full names and affiliations of editorial board members on its website.
- Members should be appointed competitively for a specific term.

Editorial board governance ⁽²⁾

- Board members must be qualified to contribute to and assist the Editor-in-Chief to achieve the best strategies and policies for the journal.
- The composition of the board must be reviewed regularly.

Editorial board governance ⁽³⁾

- Submissions from editorial board members must be handled with extra confidentiality and attention so as not to compromise the peer review process.
- Editorial board members must be given clear guidelines on their role in the journal and their expected duties.

Role of Editorial Board

- Advise and support from the editorial team from time to time regarding the operation and quality of the journal contributions
- Review occasional articles that fall within the expertise of the board member when requested.
- Encourage colleagues and peers to submit suitable articles.
- Make suggestions to the editor(s) of suitable articles, authors and reviewers.

Role of Editorial Board

- Help to promote the journal through personal and professional networks, including social media and at meetings.
- Provide prestige to the journal.
- Respect confidential journal information and ensure it is not inappropriately circulated.
- Accept that the Editor's decisions on publication or otherwise are final.

Topics to discuss at editorial board meeting

- Bibliometrics that covers the reporting period
- Overview of the reviewing statistics (*i.e. duration, rejections, acceptance etc.*)
- Future special editions
- Suggestions for improving the journal
- Budget
- Rotation of editorial board members

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B. Academy of Science of South Africa (ASSAf) Events

I. Other

2022-11

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