BJPsych Advances

Process for recruitment of *BJPsych Advances* Editorial Board members

Applicants should read "The role of a *BJPsych Advances* Editorial Board Member" before applying. A CV and covering letter should be sent to the Managing Editor at 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:

- 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?

Board members are recruited for a term of 3 years, subject to annual review. Terms may be extended at the discretion of the Editor-in-Chief.

The role of a *BJPsych Advances* Editorial Board Member

Membership of the Editorial Board is voluntary and there is no remuneration related to the position. Its purpose is to advise and support the Editor, who has responsibility for decisions to publish and for the development of the journal.

Term of office
The term of office is 3 years, but journal-related activities of all Board members will be subject to annual review by the Editor. Terms may be extended at the discretion of the Editor.

Acting as an ambassador for the journal
Board members should help promote the journal to authors, readers and subscribers, and should encourage colleagues to submit their best work to us.

Journal Development
The Board should be open to innovations in line with publishing initiatives and provide advice on a range of subjects, for example:

- Future direction for the journal
- New ideas
- Feedback on past issues
- 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 journals are the responsibility of the Publications Management Board.

Attendance at meetings
Board meetings are held three times per year and it is expected that board members should attend at least one meeting per year in person or two via teleconference.

Board Member Commitment
Each calendar year, *BJPsych Advances* Editorial Board members are expected to undertake at least three activities from the following lists (or at least two if they have a specific responsibility for the journal):

<u>Peer-review</u>
We expect that you will:
- Review papers for the Editor on a regular basis and re-review where necessary
- 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 several papers in a particular theme – choosing reviewers and contributing to the final publication decision

<u>Contributing content</u>
Board members should:
- Consider the journal first for your own educational articles.
- Contribute ideas for commissions – making suggestions for both subject matter and potential authors
- Contribute: Articles, Editorials, Clinical Reflections, Refreshments, Commentaries etc
- Make initial approaches to potential contributors as necessary
- Be willing to engage with the Editorial Board to find willing authors in country or region for articles

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.

Board members may be asked to participate in specific projects from time to time.

Contacts
The Editorial Board member will work closely with the Editor of the Journal and Board members with sub-editorial roles. Other contacts may include the Managing Editor, Head of Publishing, journal staff and Cambridge University Press production staff.

Travel and subsistence
All travel and subsistence expenses will be reimbursed in accordance with College policy.

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.

Further information about the journal please visit:
https://www.cambridge.org/core/journals/bjpsych-advances