Leading an editorial team

By the end of this module, you will:

✓ Know what support is available to make your journal a success
✓ Understand the different editorial roles and how they contribute to the journal’s strategic goals
✓ Be confident in leading and managing your editorial team
Part 1: Editorial team roles and responsibilities
Setting and reaching goals together

Work together to:

• **Manage** the editorial process
• **Review** submissions
• **Engage** authors, reviewers, and readers
• **Recruit** papers, Board members, and authors
• **Commission high-quality content**, including special issues
• **Promote** the journal at conferences and industry events
• **Represent** the journal within the community
• **Expand** your network to meet the goals of the journal
Your editorial team

• The Editor-in-Chief leads a team of contributors to set and achieve journal goals

• Editorial team structure may vary according to the needs of each journal

• The most common editorial roles are:
  – Associate or section editors
  – Special issue, supplement, or guest editors
  – Editorial Board or Editorial Advisory Board
  – Managing or executive editor(s)
  – Elsevier publishing and administrative staff
Associate and Section Editors

Depending on the needs of the journal and Editor, Associate or Section Editor(s) may support the journal by:

- Selecting reviewers for manuscripts based on specialty or regional area
- Ensuring and overseeing reviews of high quality
- Making decision recommendations to the Editor
- Providing expert subject knowledge
Editorial Board members

• **Review** submissions

• Assist in **editorial decision-making**

• Encourage **submissions**

• Attract **new authors**

• Provide **expert advice** on content, policy & ethical issues

• **Identify topics** for special issues

• **Promote journal** to their networks
Special issues and guest editors

In coordination with the Editor-in-Chief, guest editors acquire content and lead review process for special issues:

• **Expert in specific field** of research

• May be **invited** by the Editor or may **submit proposal** for a particular special issue to the Editor

• **Select papers, reviewers, and make other decisions** for designated special issue

• Temporary **editor access** granted in Editorial Manager
Operational and workflow support

- **Journal Manager** handles and oversees each accepted manuscript through the production process to publication.
- **Managing Editor** or **Editorial Assistant** manages first submission assessment and the peer review process.

**Keep in mind:**

- Support varies per journal and is tailored to the needs of the journal.
- The editorial support colleague may be employed by your institution, by Elsevier, or a third party.
- You should discuss your journal’s support structure with your Publisher contact.
Part 2: Appointing, engaging, and developing your editorial team
Appointing your editorial team: criteria & considerations

• **Select editors** and board members by considering:
  - Top authors in the field / Relevant publication record
  - Reviewer experience and expertise
  - Their network and connections
  - Related journal experience
  - Diversity (gender, nationality, geography, institution) considerations to keep the board balanced and represent the field
  - Experience with reviewers or others who are known to be reliable, fair, and prompt

• Use your **network** and expand reach

• **Contact** top researchers in the field

• Regular **rotation** helps ensure active and engaged board and fresh perspectives and ideas
Inclusion, diversity, and balance

- Ensure **representation and diversity**
- Diverse perspectives and experiences **enhance research and its reach**
- **Work together to achieve balance** and reflect the field
- Your Publisher can provide **data to visualize the dimensions** of your board
- Read about how **Elsevier is driving a more inclusive research community**: [https://www.elsevier.com/inclusion-and-diversity](https://www.elsevier.com/inclusion-and-diversity)
Engaging your editorial team

Effective Editors work with their Publisher to ensure an engaged, supportive editorial team in the following ways:

- Regularly **evaluate journal performance and develop goals**
- **Set expectations** for workflow and deadlines
- **Manage and distribute information**
- **Delegate tasks**
- **Offer constructive feedback**
- **Provide excellent customer service** to authors and reviewers
- Consistently **communicate** and **hold meetings** as recommended
- **Provide a rewarding, collaborative journal team environment**
Making your journal a success depends on leading your editorial team effectively by:

- Communicating and managing the individual responsibilities of the editorial team, Editorial Board members, and administrative support staff, ensuring they work together effectively
- Making sure that the editorial team provides superior service to authors, reviewers, and readers
- Striving for inclusion & diversity in all areas
Thank you