

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

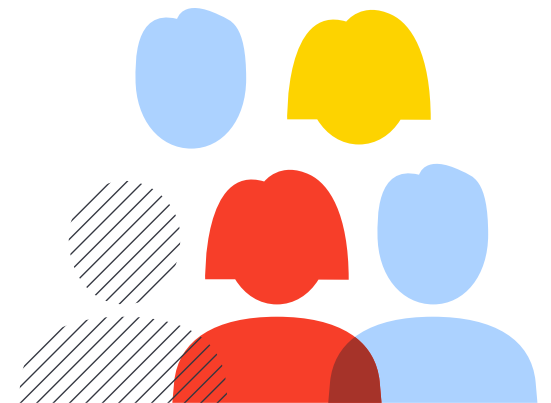
- The Editor-in-Chief leads a team of contributors to set and achieve journal goals
- Editorial team structure may vary according to the needs of each journal
- The most common editorial roles are:
 - Associate or section editors
 - Special issue, supplement, or guest editors
 - Editorial Board or Editorial Advisory Board
 - Managing or executive editor(s)
 - Elsevier publishing and administrative staff



Associate and Section Editors

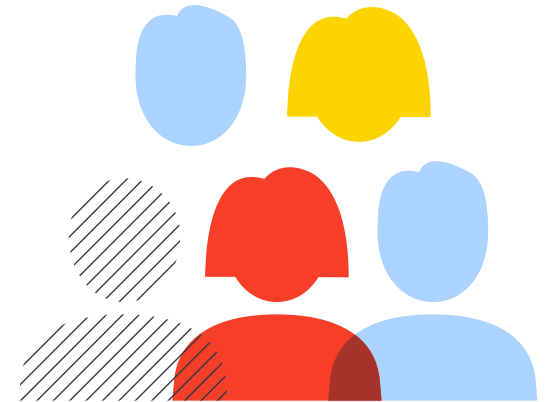
Depending on the needs of the journal and Editor, Associate or Section Editor(s) may support the journal by:

- **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

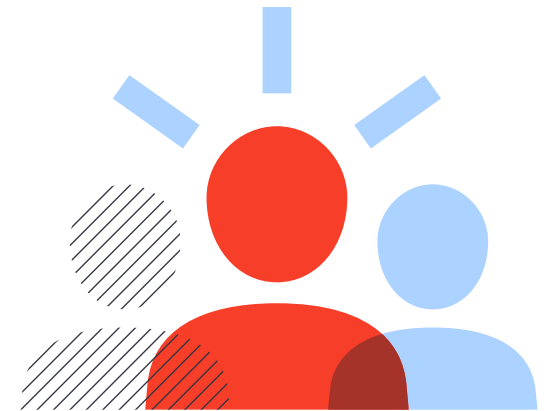
- **Review** submissions
- Assist in **editorial decision-making**
- Encourage **submissions**
- Attract **new authors**
- Provide **expert advice** on content, policy & ethical issues
- **Identify topics** for special issues
- **Promote journal** to their networks



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:

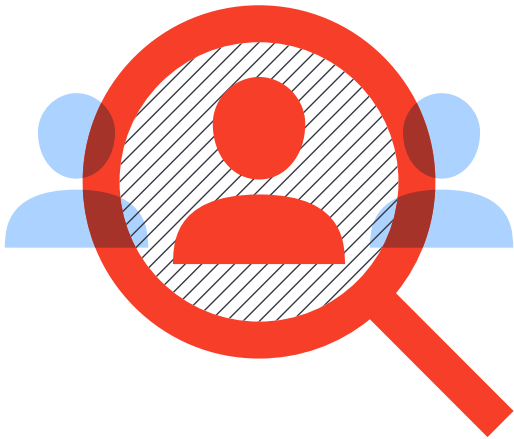
- Support varies per journal and is tailored to the needs of the journal
- The editorial support colleague may be employed by your institution, by Elsevier, or a third party
- You should discuss your journal's support structure with your Publisher contact



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>



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

