

Effective Editorial Boards

Discussion Leaders:

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Agenda

- Facilitator Introductions/ Workshop Overview
- Discussion Topic #1: Diverse Editorial Boards
- Discussion Topic #2: Editorial Board Performance
- Closing Remarks

Best Practices for diverse and effective Editorial Boards

- **building a diverse board** – look makeup of the board in terms of gender, age, career stage, race, ethnicity, geography, and topical expertise
- **rotating members** – should be rolling and flexible. Consider adding various tiers of the Editorial Board with differing roles (i.e. advisory vs actively soliciting). Allows flexibility when an Editorial Board member needs to decrease involvement; tiers allow Editor to do so without removal from the board.
- **size of board** – should reflect size of the field (i.e. a niche journal may have a small board). The size is less important than the engagement of the board.
- **expectations of board** – let board members (existing and new) know what is expected of them and what you, as Editor, want to do with the journal. Give them an opportunity to step down if they cannot make the commitment or do not agree with the direction. Editors should remain flexible and give board members options (i.e. you may submit your own research, solicit a submission, or lead a Special Issue). Keep the board informed through emails/newsletters and ask for feedback via email or surveys.

What actions have you taken to ensure your Editorial Board/Associate Editors reflect the diversity of the field (in terms of gender, age, career stage, race, ethnicity, geography, individuals representing a variety of experiences and points of view)?

Highlights from group discussions: Discussion centered around Eric Prager's, Editor of Journal of Neuroscience Research, experience revamping his board. He inherited a very large board and started by setting expectations for those that would like to continue. He designed board tiers to create various levels of involvement.

And what tools do you use for selecting a diverse representation?

Highlights from group discussions: Facilitators encouraged Editors to discuss diversity with Journal Publishing Managers for help analyzing current board diversity and identifying candidates.

Suggestion for involving Early Career Researchers by asking board members to recommend ECR for buddy program or ECR board. Consider routinely looking at top reviewers and inviting to join board.

Active Performance Management

- **Managing Associate Editors** – distinguished from Editorial Board Members as individuals who facilitate the peer review process and making decision recommendations to Editor. Pull KPIs from ScholarOne to measure performance and routinely communicate feedback/reinforce goals
- **Measuring performance of Editorial Board members** – ensure they're meeting the expectations Editors set out and communicate successes/needs for improvement.
- **Identifying Editorial Board members for additional editorial contribution** (i.e., guest editor, Associate Editor, Editor successor) – recognize board members who are stars and want to be more involved with Guest Editorships, promotions in editorial board tiers, and promotions to Associate Editors. Recognize good reviewers by inviting them to the board.

Discussion topic #2

- **What techniques and tools do you use to keep Editorial Board members/Associate Editors active and engaged?**

Highlights from group discussions: Emphasis on setting out expectations to avoid creating uncomfortable situations when long-serving board members are asked or choose to step down. Editors use emails and newsletters to keep board informed. Some use KPIs from ScholarOne. We discussed editorial board meetings, but many agreed that they are challenging due to the logistics of travel and there was mixed feedback on the effectiveness of phone/webex meetings.

- **What information do you think is useful to provide to the Editorial Board/Associate Editors?**

Highlights from group discussions: Discussed the important of consistently reiterating goals with journal and providing feedback on their individual participation (i.e. number of reviews)

- Ask your Journal Publishing Manager for support. We can provide reports and data, examples of board communications, and help you strategize.

Questions?

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